
HIGHER EDUCATION LINKS WORKSHOP GRANT - GUIDELINES FOR APPLICANTS

Call opens: 5.11.2018

Call closes: 7.12.2018 - 16:00 Argentina

There are two types of grant that candidates can apply for under the Higher Education Links programme: a workshop grant or a travel grant. **These guidelines relate to Higher Education Links Workshop Grants only.** For information on funding for travel grants, please refer to the Higher Education Links Travel Grant guidelines.

1. Background

The British Council Higher Education Links Programme ('HELINKS' or 'the Programme') supports collaborations between higher education institutions (HEIs) in Argentina and counterpart institutions in the UK in order for them to develop joint projects to tackle societal challenges with relevance to Argentina's social welfare and economic development.

The ultimate goal of this binational programme is to help establish mutually beneficial long-term links and sustained collaboration between UK and Argentine institutions. The Programme fosters an integrated approach that promotes the engagement of HEIs with relevant public, private and not-for-profit sector partners.

2. Programme Overview

HELINKS Workshop Grant provides small-scale match funding for collaborations between Argentine HEIs and UK institutions. The grant contributes up to ARS 250,000 towards the development and execution of a series of workshop sessions to be held in Argentina. The outcome of the workshops will be a final project proposal for the sustained continuation of the binational collaboration.

Collaboration should focus on at least one of the priority areas specified for this call. Please refer to [Appendix 1](#) for a definition of the selected priority areas before preparing your application.

3. Programme Goals

The goals of the HELINKS Workshop Grant programme are to:

- **Establish or significantly develop links between Argentine HEIs and UK institutions with the potential for longer-term sustained collaborations.**
- **Contribute to the capacity building of workshop participants, supporting their professional and personal development.**
- **Support the development of bilateral projects aimed at achieving a specific development goal in Argentina.**
- **Promote the inclusion of HEIs in a wider development agenda, through engagement with governmental, commercial, not-for-profit sectors or any other relevant actors involved in social or economic development initiatives.**

4. Relevance to Economic Development and Social Welfare

For the purpose of the Programme, development relevance is defined as the potential to contribute to economic development and social welfare in Argentina. In order to be considered for funding, **proposals must clearly articulate a plausible pathway to positive impact in these areas within a short to medium-term timeframe (1-5 years). Applications which do not meet this criterion will not be considered eligible for HELINKS funding.**

In order to demonstrate development relevance within the context of the proposed project, applicants are encouraged to include reference to any applicable local or national consultation, links to government policies and government institutions.

5. Eligibility

In order to be eligible for funding, proposals must meet the following criteria:

- Participation of one UK institution **and** one or more HEI in Argentina. In the case where more than one HEI in Argentina will participate in the collaboration, the application should be submitted by an individual based at the Argentine HEI that is leading the proposal ('Argentine Lead Institution').
- Applicants in Argentina must be individuals based at:
 - A not-for-profit HEI with a record as a local/national development promoter agent, including universities and research centres.
- The counterpart participating UK institution must be one of the following:
 - A not-for-profit institution with a record as an international development promoter agent, including: universities, research centres, and NGOs.
- Both the Argentine Lead Institution and the UK organisation must have the capacity to administer the grant.

For a full list of eligibility criteria, please see [Appendix 3](#). If you are unsure about your organisation's eligibility, please contact the British Council at HELINKS.argentina@britishcouncil.org.

6. Workshops

- **Location:** Workshop sessions will take place at the Argentine HEI's main location (in the case where more than one Argentine HEI is participating in the collaboration, this should be the main location of the Argentine Lead Institution). If there is a compelling reason for the workshop sessions to take place in a different venue, this should be detailed in the proposal.
- **Duration:** The minimum duration of workshop sessions is three days and the maximum duration is five days.
- **Timing:** Workshops must take place between 1 January 2019 and 15 March 2019.
- **Language:** Workshops will be held in English. Consideration should be given to non-English language speakers and interpreting services should be budgeted for.

7. Final Project Proposal

In order to foster the sustained collaboration and lasting impact of projects after the workshops have taken place, the participating institutions must submit a detailed proposal outlining the specific actions planned for future project continuation. This proposal forms part of a broader final report required for submission to the British Council post-delivery of the workshops (see point 10, 'Reporting', below).

8. Funding Information

8.1 Overview:

Funding offered under the HELINKS Workshop Grant contributes towards the cost of developing and

executing the workshops. Please note that **a condition for receiving HELINKS funding is that match funding is provided by the participating institutions**, in the form of financial and/or in-kind contribution towards workshop planning and delivery.

HELINKS Workshop Grants provide funding of up to ARS 250,000 to selected proposals, to contribute towards the travel expenses of UK experts and/or workshop coordinator from the participating UK institution to take part in the workshop sessions to be run in Argentina, according to the guidelines set out in [Appendix 2](#). Additionally, funds awarded may also be used to cover translation/interpreting costs for the workshops and for all documents related to the collaboration.

If approved, funding will come into effect upon the signing of a Grant Agreement with the British Council. Expenses incurred by the institutions prior to the effective agreement start date, including any costs incurred in the production of the proposal, cannot be covered by the grant.

8.2 Breakdown of Funding

HELINKS Workshop Grant funding **can cover**:

- International travel (economy class airfares), domestic travel and subsistence costs in line with the criteria detailed in [Appendix 2](#) of these guidelines.
- Visa fees, vaccinations, medical insurance for travel essential to the collaboration.
- Written translations and interpretation services.

Match funding from participating institutions, including in-kind contributions, **can cover**:

- Operational Costs, including:
 - Workshop sessions integral to the collaboration (e.g. short-term room hire, projector, flip charts).
 - Planning and logistics, including local transportation.
 - Basic catering costs associated with events directly relating to the collaboration.
 - Consumables.
 - Bank charges for transfer of funds from the Argentine HEI to the UK institution to cover travel and subsistence costs (if applicable).
- Communication, publishing (including web page development by external providers, if appropriate) and other promotional activities directly related to the collaboration.

The British Council is committed to equal opportunities and diversity and will consider, on a case by case basis, requests for additional support for individuals involved in HELINKS activity, where sufficient justification is provided.

HELINKS projects **cannot cover**:

- Purchase or rental of equipment.
- Costs related to the construction and/or procurement of physical infrastructure.
- Mobile phone rental or purchase.
- Entertainment costs.

8.3 Match Funding: further information

To ensure value for money, the HELINKS budget should only cover costs that are essential, appropriate and relevant to the collaboration. The proposal should maximise cost share through direct and indirect institutional contributions, other funding sources and private sector support. Please include in your application form details of:

- Participating institutions' contributions, both monetary and in-kind.
- Funds applied for from other sources in support of the collaboration. Please clarify the status of the funding applications (i.e. successful; decision pending, and indicate when you will know the outcome of any pending applications).

Match funding must be equivalent to the amount of funding requested for the HELINKS Workshop Grant, either cash or in kind. Please note that the origin of the matched funding cannot be the UK Government, including funds received from Funding Councils or Research Councils UK.

9. Payment of the Grant

Workshop Grants will be disbursed to one institution only. This may be the Argentine HEI or counterpart UK institution, dependent on approval of the payment request by the British Council. In the case of payment made to Argentine HEIs, funds will be paid in ARS. For UK institutions, funds will be paid in GBP applying the official British Council conversion rate at the time of payment.

A Grant Agreement will be signed with the institution to which the grant is paid. This institution will be responsible for management of the grant, including any financial reporting as required by the British Council. In the case that both the Argentine HEI and the counterpart UK institution receive a portion of the grant, a separate agreement will be signed with each. However, only one will be given responsibility for grant management. The final terms will be communicated to successful applicants.

Grants will be paid in two instalments: a 90% pre-financing payment will be paid within 30 days of signature of the Grant Agreement, and 10% post-workshop payment or recovery of the balance upon approval by the British Council of the final report submitted (please refer to point 10, Reporting, below).

If the workshops have not been delivered as planned, resulting in a consequent reduction in costs, the final payment may be withheld and, if necessary, a proportion of the grant recovered.

10. Reporting

Applicants must submit follow up reports during the length of the collaboration, and a final report within 20 days of workshop completion. Report templates will be sent to successful applicants as part of the Grant Agreement and will include financial and narrative sections.

Individual workshop participants will be asked to complete a baseline survey and a post workshop feedback questionnaire. Grant recipients must send the baseline survey to their participants and also administer the post-workshop questionnaire.

- **Final report submission timeframe:** the final report resulting from workshop sessions must be submitted within 20 days of completion of the workshops.
- **Digital Content:** Both the outcomes of the workshops and the final proposal must be disseminated using digital tools, including but not limited to an exclusive website for the binational collaboration.
- **Language:** Final reports should be submitted in English to HELINKS.argentina@britishcouncil.org

11. Submission Process

The submission deadline is **16:00 hours Argentina time on 7 December 2018**. Proposals submitted after the deadline will not be considered for funding.

The application form can be downloaded at:

Web page in Spanish: www.britishcouncil.org.ar/programas/educacion/convocatoria-higher-education-links

Web page in English: www.britishcouncil.org.ar/en/programmes/education/call-higher-education-links

Please note that application forms must be completed in English.

In addition to the application form, applicants are required to send letters of support from the Argentine HEI and UK institution, on official letter headed paper, signed by a relevant institutional authority expressing their specific commitment to the proposed project. Please note supporting letters cannot be signed by the applicants. The letters of support will be accepted in English for UK institutions and in Spanish for Argentine institutions.

Submissions must be sent by email to HELINKS.argentina@britishcouncil.org.

12. Selection Process

Selection begins with an eligibility check by the British Council in Argentina against the criteria specified in these guidelines (see [Appendix 3](#)).

Eligible proposals then follow a review of development relevance against Official Development Assistance (ODA) definitions as established by the Organisation for Economic Co-operation and Development (OECD). The workshop proposal must articulate a plausible pathway to contribute to economic development or social welfare in Argentina within a reasonable timeframe (1-5 years). If the proposal is not deemed to meet this essential criterion, it will not continue to the quality assessment review.

Applications will then undergo quality assessment and scoring by at least two evaluators according to criteria specified in [Appendix 4](#).

Applications will be assessed and awarded a score out of a total of 60 points. Proposals must achieve a score of over 30 points to be considered eligible for funding. However, achieving a score equal to or above the threshold does not automatically guarantee funding.

Once the application has been submitted, a unique application ID number will be generated for the successful applications. Applicants should note this number and use it in all communications with the British Council.

13. Ethics and Integrity

It is essential that all legal and professional codes of practice be followed in conducting work supported under the Programme. Selected candidates must ensure the proposed activity will be carried out to the highest standards of ethics and integrity. In order to minimise risks, applicants must clearly articulate in their application form how any potential ethical issues (for example, if the proposal involves work with under-age students, workshop coordinators should abide by the British Council Child Protection Policy <https://www.britishcouncil.org/organisation/transparency/policies/child-protection>) and health and safety issues (for example, if a field visit is included in the collaboration, work in a laboratory in dangerous conditions or if one of the visitors falls ill during the visit) have been considered and how they will be addressed, ensuring that all necessary ethical approval and health and safety risk assessments are in place before the project commences. Failure to do so will result in applications being rendered ineligible and in any funding already committed through the Programme being rescinded. Please contact the British Council in Argentina for further guidance.

14. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. The British Council encourages applications from people from under-represented groups. Please include requests for such support in the budget submitted with your application.

Please contact us for further information on funding, and for more information on the British Council's approach, see our Equality Policy at: https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc.

15. Data Protection

As part of the application form, the British Council will ask applicants' permission to:

- Use the information provided in the application for the purposes of application processing, making any awards, monitoring and review of the award. Information will be shared with national Programme partners for the purpose of selection and monitoring of the award.
- Make relevant information on the successful applications available to the public on the British Council website and in other publicity, and in reports and documents. Please note the British Council will not publish personal details on our website or via other media without prior permission.
- Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection law, applicants have the right to ask for a copy of the information we hold on them, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. More information on this is available on the British Council data protection webpage

(<http://www.britishcouncil.org/home-data-protection.htm>). Alternatively, it can be requested from the British Council office in Argentina or the Data Protection Team: dataprotection@britishcouncil.org

16. Applicant Screening

In order to comply with UK government legislation, the British Council may, at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant nor any of the applicant's employees, partners, directors or shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed that organisations should not have financial dealings;
- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a screening database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call. The applicant must provide the British Council with all information reasonably requested to complete the screening searches.

17. Contact Details

All queries or comments about this call should be addressed to the Higher Education Links email address: **HELinks.Argentina@britishcouncil.org**

APPENDIX 1: COLLABORATION PRIORITY AREAS

Collaboration Purpose:

Develop and execute a series of workshop sessions in Argentina, to establish a binational collaboration between an eligible Argentine HEI and an eligible UK institution. The outcome of the workshops will be a final proposal plan for continuation of the project, articulating positive societal impact in an area of social welfare and economic development in Argentina.

Collaboration Priority Areas:

The participating institutions can collaborate in at least one of the following priority areas:

- **Student Employability & Competitiveness:** These collaborations are expected to share best practices to build a final proposal aimed at improving student employability and developing student competencies to respond to local or national industry needs in Argentina. If applicable, the final proposal may focus on very specific skills (i.e. skills that are relevant to the local economy in Argentina) and/or a potential revision of the higher education curricula to reflect the needs of local industry. UK expertise is expected to focus on transferable skills in specific sectors that are relevant to socio-economic development and on training opportunities that may not be easily available in Argentina.
- **Research & Development:** It is expected that Argentine HEIs will host workshops with UK institutions that have a track record in R+D+i, innovation management and/or knowledge transfer activities to develop a final project with the potential to strengthen the Argentine institution's R+D+i agenda for the benefit of socio-economic development in Argentina. Collaborations should contribute to alignment of the R+D+i agenda to government priorities for socio-economic development. Special priority will also be given to projects working in the internationalisation of higher education in Argentina and/or technology, science and innovation in education.
- **Social Innovation & Inclusion:** There are two potential angles for this type of proposal. Firstly, proposals for social innovation projects should focus on sharing best practices and develop a final project for improvements in the local/national arena in Argentina (i.e. working with indigenous populations, women, children, local entrepreneurs, homeless people, clean energies, water sanitisation, food security, among others). These social strategies may include the use of arts for social development/change and any other artistic and creative innovation. Secondly, proposals for inclusion in higher education should demonstrate a focus on access to the HE system for disadvantaged students. Another area of priority could include considerations for wider access to education through diverse strategies, such as distance education and blended courses, the creation of mobility schemes or joint modules/programmes between institutions.

APPENDIX 2: WORKSHOPS

Project Guidelines:

Workshop

- Workshop coordinators
 - Two workshop coordinators must be assigned to plan and implement workshop sessions. One coordinator must be based at the UK institution and one at the Argentine HEI.
 - Coordinators will be responsible for organisational aspects of the workshops (including travel arrangements for participants, venue hire, etc).
- UK experts
 - The workshop sessions must include involvement of two UK experts in the priority area selected. It is recommended that one of the UK experts assumes the role of UK workshop coordinator.
 - Expert participation may include (but is not limited to) transferring expertise from international cases and providing the necessary knowledge for a successful final proposal delivery.
- Sessions
 - The workshop programme should follow a practical approach. It is recommended that each of the participants contribute to designing the workshop programme:

Suggested workshop programme structure:

| | |
|--|--|
| 1. Introductory session (Mandatory) | 8. Local government session |
| 2. Argentine host session (Mandatory) | 9. Final proposal design full-day session (Mandatory) |
| 3. First UK expert session (Mandatory) | 10. Administrative / academic body session |
| 4. Second UK expert session (Mandatory) | 11. Student session (Mandatory) |
| 5. Third UK expert session | 12. Proposal outline presentation session |
| 6. Networking session | 13. Funding strategy session (Mandatory) |
| 7. Local industry session | 14. Evaluation and reporting session (Mandatory) |

- Target Audience

Workshop sessions will target the following audience: (attendance figures are a minimum requirement)

- Higher education academics (30 attendees)
- Higher education students (90 attendees)
- Higher Education Institution authorities (5 attendees)
- Government authorities (3 attendees)
- Other relevant decision-making authorities (5 attendees)

To broaden project impact, applicants should invite to the workshops representatives from other Argentina-based organisations such as:

- Other research or higher education establishments.

- Technology transfer offices.
- Local or national public offices.
- Not-for-profit organisations
- For-profit/commercial organisations, including small and medium enterprises (SMEs).

Final Project Proposal (post workshops)

- The project proposal for sustained collaboration should include:

| |
|--|
| 1. Objectives and goals to be pursued. |
| 2. Institutions and individuals involved in the implementation process. |
| 3. An overview of the activities and strategies to be performed. |
| 4. Human and economic resources required. |
| 5. A timeframe for implementation of the proposed actions. |
| 6. Evaluation and methods to assure quality and suitability of the proposal according to objectives and desired impact. |

Project Deliverables:

Selected collaborations must provide the following documents as evidence of the project progression. Templates will be sent to successful applicants as part of the Grant Agreement.

| Deliverable | Submission deadline |
|---|--------------------------------|
| Agenda and open call to participants | 10 days before workshop |
| Final agenda | 5 days before workshop |
| Baseline surveys | 1 day before workshop |
| Post workshop survey | 5 days after workshop |
| Digital content review | 20 days after workshop |
| Final report (Including proposal) | 20 days after workshop |

What the Grant Covers

- International Travel

This is a contribution towards travel costs to Argentina for international participants (UK workshop experts / workshop coordinator) and travel insurance. International economy class airfares should be booked as far in advance as possible to minimise costs.

UK experts and workshop coordinators should contract adequate insurance as the British Council cannot take responsibility for any issues that may occur while the participants are in-country.

- Subsistence

This includes accommodation and daily expenses such as meals and local transport.

Please note that the costs outlined below are considered the maximum amounts that should be requested in each cost category. However, requests for fund reallocation above the limits specified below for these cost categories may be considered following evaluation by the British Council of the budget request presented.

| | |
|---|-------------------|
| Maximum Total Grant Allowance: | Up to ARS 250,000 |
| International travel: | Up to ARS 125,000 |
| Domestic travel : | Up to ARS 15,000 |
| Subsistence and accommodation costs: | Up to ARS 40,000 |
| Translation/Interpretation services: | Up to ARS 70,000 |

APPENDIX 3: ELIGIBILITY CRITERIA CHECKLIST

| Eligibility criteria checklist | |
|---|--|
| 1. The institution where the applicant is based is a recognised not-for-profit Higher Education Institution in Argentina (i.e. public or private university, or a research centre). | |
| 2. The UK institution is a recognised not-for-profit institution (can include universities, research centres and NGOs). | |
| 3. The workshops will take place in Argentina. | |
| 4. The workshop programme will last between three and five days. | |
| 5. The workshop will take place between 1 January 2019 and 15 March 2019. | |
| 6. The number of workshop participants and target audience are in line with the quotas specified in this document. | |
| 7. The application has been submitted by the applicant by the published deadline. | |
| 8. The applicant has submitted all requested supporting documentation as specified in the guidelines and application form. | |
| 9. The application form is completed in full and complies with the full instructions given (including the structure of the workshops) | |
| 10. The application form has been completed in English. | |
| 11. Only one application per collaboration has been submitted. | |
| 12. The applicant and partner institution have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. | |
| 13. Applicants confirm that they comply with British Council requirements by signing and submitting the application form. | |

APPENDIX 4: QUALITY REVIEW SCORING SYSTEM

Assessment of the quality of the proposals and their relevance to development will be performed by selected expert panel members. Proposals must achieve an average score of over 30 points to be considered eligible for funding.

| Section 1: Relevance to Economic Development and Social Welfare | Range |
|--|---------------|
| <p>The proposal clearly articulates a plausible pathway through which the collaboration can contribute to economic development and social welfare in Argentina within a reasonable timeframe (1–5 years) and within the selected priority area(s) outlined in Appendix 1.</p> <p>Please see guidance for applicants for further details.</p> | YES/NO |

| Section 2: Binational Collaboration Quality and Relevance | Score | Range |
|--|-------|--|
| | | 0–20 |
| <ul style="list-style-type: none"> • Relevance to a specific development goal is clearly demonstrated in the collaboration proposal. • The collaboration proposal falls within the scope of at least one of the priority areas for this call. • The collaborating institutions are of appropriate recognition as economic or social development promoter agents. • The workshop coordinators have sufficient relevant experience to lead the proposed workshops and achieve the stated objectives. • The UK experts have relevant expertise in the priority area(s) selected. | | <p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level</p> |

| Section 3: Workshop Proposal | Score | Range |
|--|--|-------------|
| | | 0–20 |
| <ul style="list-style-type: none"> The description of the workshop includes clear, feasible and realistic objectives and outputs. There is clear evidence that the proposed workshops support new links or significantly extend and develop existing ones. Both the benefits and relevance of the collaboration to the UK institution and Argentine HEI are clearly described. There is strong evidence of support from both the home and host institutions. The workshop target audience is relevant to the proposed programme and the target attendance figures meet the minimum requirements. The proposed agenda of the workshop is structured with interactive sessions with the potential to lead to an innovative and achievable final proposal. The proposal includes a clear description of how digital communication tools will be used to disseminate workshop outcomes to potential stakeholders. | <p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level</p> | |

| Section 4: Sustainability and Capacity Building | Score | Range |
|---|--|--------------|
| | | 0–20 |
| <ul style="list-style-type: none"> The potential in terms of professional development and capacity building for individual workshop participants as well as for other potential beneficiaries is clearly described. The proposal includes a clear and feasible description of how the institutions intend to sustain their collaboration over the longer term. The proposal enables the UK institution and Argentine HEI(s) to engage with wider economic or social development actors. The collaboration contributes to the integration of the participating HEI(s)' institutional goals with social and economic development demands. | <p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level</p> | |
| Total score for quality assessment (Section 2 + Section 3 + Section 4) | Score | Range |
| | | 0–60 |