Supporting Connections in English Language Teaching (ELT) Research and Continuous Professional Development (CPD) Travel Grant (China)

Call for applications

About the grant

The British Council English Programmes (China) is pleased to announce its call for applications for **‘Supporting Connections in ELT’** travel grants of up to £5,000 per applicant to support the development of relationships and connections between the UK and China partners currently, or soon to be, engaged in UK-China partnerships within areas of English Language Teaching (ELT) or English Teacher CPD, particularly in basic education contexts.

In particular the grants are intended to support projects or programmes that can identify potential long-term, sustainable impact and outcomes, and where the impact and reach have the potential to upscale and expand beyond the initial project scope. This award is specifically intended to support UK recipients travel to China for face-to-face engagement.

The deadline to submit your research proposal is **20 February 2023 at 9am Beijing time.** Applications should bereturned to: [elt@britishcouncil.org.cn](mailto:elt@britishcouncil.org.cn) and CC to [liang.junhong@britishcouncil.org.cn](mailto:liang.junhong@britishcouncil.org.cn)

**What is the purpose of the grant?**

This grant aims:

* To help build stronger ties between UK and China educational organisations in the field of ELT and English teacher CPD;
* To help facilitate opportunities for collaboration between UK and China partners through direct in-person engagement, sharing, and dialogue;
* To support the building of greater, mutual trust between the UK and China in the field of English Language Teaching and education.

Overview of the ‘Supporting Connections in ELT’ Travel Grant

As the travel situation to and from China normalises, through travel grants that facilitate face-to-face partnership engagement, the Supporting Connections in ELT Travel Grant will contribute to the strengthening of links between the UK and China through existing or developing partnerships within ELT related CPD, research or events.

The grant awards prioritise projects that can offer scope for ongoing sustainable collaboration between the UK and China, and where there is potential for upscaling of related project impact. Grant awards may fall under any of the 3 main partnership areas.

1. *Supporting English teacher CPD projects that improve the teaching, learning and assessment of English in China, primarily within basic education.*
2. *Supporting important research into English language teacher development or the teaching, learning and assessment of the English language in China, primarily within basic education.*
3. *Supporting participation in key events related to English language teaching, learning or assessment that will have a demonstrable impact on ELT, or related fields, in China.*

Who may apply?

Any person resident in the UK with an affiliation to a UK higher educational institution or ELT organisation that can provide evidence of current or planned partnerships between that institution and a Chinese partner in the identified areas. The award agreement will be with the institution and not with an individual.

Individual departments within a single institution can make multiple applications provided that the proposed activities and aims are clearly different and that each is led by separate lead applicants.

What is the scope of the grant focus?

Eligible activities or projects may include any focus within English Language Teaching or Teacher CPD that has direct and demonstrable relevance and benefit to China’s education system, with particular emphasis placed on projects within basic education systems spanning Grade 1 to Grade 12. I.e., across or within Primary, Junior High and Senior High sectors. Applications may also be received for Higher Education teaching contexts or pre-service education with clear justification.

Where possible, projects should display relevance to China national policy or priorities that relate to English language education, specifically or more broadly, and all applications should make clear how specific travel can support future outcomes and impact. (See assessment criteria below)

How can I apply?

Please complete and submit the following documents to [elt@britishcouncil,org.cn](mailto:elt@britishcouncil,org.cn) and CC to [liang.junhong@britishcouncil.org.cn](mailto:liang.junhong@britishcouncil.org.cn) by **Monday 20 February 2023 at 9am, Beijing time.**

1. Annex 1\_Application form
2. Annex 2\_Budget
3. CV of applicants who will benefit for the funding contribution I.e., who will travel
4. Letter of support from your institution from the Head of Department (or equivalent).

The letter must include:

* Confirmation of the existing or expected partnership;
* Confirmation that the planned visit is approved by the institution and any information on how it will support the applicants;
* Confirmation that the institution agrees to signing the grant agreement and be responsible for managing the funds.

What type of activity is outside the scheme?

* The research or activity must not have been completed more than 6 months prior to the application being made
* Travel must be completed before the end of the financial year 2023 (31 March 2024).
* This scheme is not intended to fund the field work of Ph.D. candidates or individuals not affiliated with a UK organisation.
* We define research as original investigation undertaken in order to gain knowledge and understanding.

**Gender**

The British Council seeks to support research that integrates gender within projects and is fully responsive to the differences and inequalities between women, girls and men and boys and other gender diverse groups within the context of ELT. Where possible, evidence should be provided of any impact the current or future activities will have on gender and gender equality Preference will be given to projects that are assessed as ‘Principal’ or ‘Significant.’ See the link for more details. (<https://www.oecd.org/dac/gender-development/dac-gender-equality-marker.htm> ) .

Selection process

You will have your response evaluated as set out below:

Stage 1: A check will be made to ensure all required documents have been provided according to the specifications. Incomplete or incorrect submissions will be disqualified and not evaluated further.

Stage 2: The proposal will then be evaluated in accordance with the criteria and weightings set out below. If excluded at this point, they will not be evaluated further.

A British Council panel made will evaluate the proposals against the following criteria:

* *Alignment with strategic objectives of the grant (40%)*
* *Quality, ability to deliver: (40%)*
* *Sustainability, EDI (Equality, Diversity, Inclusion), and value for money: (20%)*

We reserve the right to contact applicants to request or negotiate an amendment to any aspect of the proposal.

**What funding is available?**

A travel grant of £5,000 will be made to each successful applicant, with an initial 6 grants being made available. More grants may be made available dependent on available funding. The full value of the award will be paid upon completion of relevant checks and the signing of the contract.

**Eligible and Ineligible Costs**

All proposals submitted must include a proposed budget. The grant is intended to be a contribution to the travel, subsistence, visa, insurance costs that UK partners incur during their visit to China. It should cover only costs that are essential, appropriate, and relevant to the collaboration to ensure value for money. It cannot be used for staff time e.g., salaries or daily rates. The proposal should also specify any cost sharing through direct and indirect institutional contributions.

All budget requests will be assessed for feasibility and appropriateness. Please contact British Council for clarification if needed.

**Co-funding**

Co-funding is not a criterion for this grant, but it adds value to the proposal and will be given extra consideration during assessment and selection.

How do I ask a question about the award?

In addition, questions about the call can be sent to [elt@britishcouncil,org.cn](mailto:elt@britishcouncil,org.cn) and CC to [liang.junhong@britishcouncil.org.cn](mailto:liang.junhong@britishcouncil.org.cn) by the end of **Friday 10February 2023** UK time.

**What are the conditions of the award?**

* We ask that the proposer, institution, and researchers explicitly acknowledge the support of the British Council in any written or spoken dissemination related to the visit.
* The British Council reserves the right to publicise the grant award, including its recipients and related project details.
* The British Council will inform applicants as to whether the proposal is successful or not. The British Council is not obliged to enter into further discussions or offer advice on proposals. The decision of the British Council regarding these grants is final.
* Successful applicants must satisfy the British Council that the expenditure has been incurred in accordance with the original proposal by providing a detailed expenditure report at the end of the project.
* Applicants must agree to the terms and conditions of the award, which will be outlined in the agreement for successful applicants. Please be advised that Annex 3\_Standard Terms of the Grant Agreement is not final.

**Assessment Criteria**

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| **ASSESSMENT CRITERIA** | **SCORE** |
| Alignment with strategic objectives of the Grant:   * Proposals must demonstrate the ability to generate outcomes or outputs which can impact more widely within China or the UK. Projects principally benefiting one institution will not be prioritised. | 40 |
| Quality, ability to deliver:  • **Proposed visit and deliverability:**   * The description of the proposed visit includes clear objectives. * There is evidence that the proposed visit supports new links or can significantly extend and develop existing links.   **• Quality**   * The applicant has sufficient relevant experience to undertake the proposed visit and achieve the stated objectives. | 40 |
| Sustainability, EDI (Equality, Diversity, Inclusion), and value for money:  **• Sustainability:**   * The proposal includes a clear explanation of how collaboration can be sustained over the longer term. * Any impacts of projects on gender equality should be clearly articulated. This includes those running the project, activity participants, and beneficiaries. * Proposals must demonstrate the best possible outcomes with the funding and resources available. Co-funding is an added value. | 20 |

What are the benefits of the award to successful institutions?

* Financial support that facilitates travel to China to strengthen partnerships.
* Available support from British Council China teams on the ground, if required.
* A visit to China may offer further opportunities to expand the network of the institution or organisation.

What is the timeframe of the grant call?

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| **ACTIVITY** | **DATE** |
| Proposal submitted by | 09:00 Beijing time, Monday 20 February 2023 |
| Questions for clarification submitted by | Friday 10 February 2023 |
| Evaluation process of applications | Tuesday 21-28 February 2023 |
| Decisions on awards communicated to successful applicants by | Wednesday 1 March 2023 |
| Grant agreement finalized by | Monday 17 March 2023 |
| Grant agreement signed off by  (subject to due diligence checks) | Monday 20 March 2023 |
| Grant payment (100%) processed by | Friday 31 March 2023 |

Reporting Requirements

The following reports are expected at the end of the funded visit.

**Report** – A short report should be submitted upon completion of the funded visit to highlight:

* Successes and achievements of the trip
* Any new outcomes, agreements or progress made directly attributable to the visits

**Budgetary Report** – A report on expenditure should be made available to highlight how the grant has been spent.

**Privacy Notice**

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract). We may share all application data with our funding partners in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of the grant.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided. Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or see our website: http://www.britishcouncil.org/privacy-cookies/data-protection. We will keep your information for a period of seven years after the project.

Ethics and Child Protection

It is essential that all legal and professional codes of practice are followed in conducting work supported by this programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. In the online application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

We have a duty of care to safeguard the children and vulnerable adults we work with. Please refer to the Safeguarding policy here: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

Where proposals involve any contact with children, each organisation and individual will need to adhere to the relevant national requirements to ensure they have been fully vetted to work with under-18s. Please also refer to the Research Councils UK ‘Policy and Guidelines on Governance of Good Research Conduct’ (<http://www.rcuk.ac.uk/Publications/researchers/grc/>), the Inter Academy Partnership report ‘Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise’ (<http://www.interacademycouncil.net/24026/29429.aspx>) or contact us for further guidance.

Equality, Diversity and Inclusion

Applicants are required to ensure equal opportunities in teams implementing their proposed activity. For the British Council’s approach, see our Equality Policy at: <https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc>

**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 institutions nor any of the applicants’ employees, partners, directors, or shareholders are listed:

* as an individual or entity with whom national or supranational bodies have decreed 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 by the British Council to complete the screening searches.