

WORKSHOP GUIDELINES APRIL 2015

1. Background

Tackling global challenges – such as extreme weather conditions, urbanisation, access to affordable health care, food and energy security and meeting the social and economic needs of a growing population – requires an integrated research and innovation approach, bringing together communities from different disciplines, sectors and countries in high-quality collaborations. The Newton Fund aims to build UK-Partner country research and innovation collaborations centred on these shared research and innovation challenges which have **direct** relevance to our partner countries' social welfare and economic development.

Specified countries outside the Newton Fund may also take part in Researcher Links. For Workshops with these countries, the development criteria do not apply.

2. Overview of the funding opportunity

This element of Newton Researcher Links provides financial support to bring together a UK/partner country bilateral cohort of early career researchers to take part in workshops to

- build research capacity in developing economies
- building links for future collaboration and
- enhancing the researchers' career opportunities.

The programme is supported by UK government and partner country funding and, except in Russia, forms part of the Newton Fund (www.britishcouncil.org/education/science/newton/). The call is open to all institutions meeting the requirements listed below (please see Annex 1).

Each workshop will be coordinated by two Leading Researchers¹, one from each country, and will focus either on a specific research area or on an interdisciplinary theme (for example 'Sustainable Cities'). Workshop coordinators can identify up to four additional Leading or Established Researchers¹ (two from each country) to be involved in the workshop and act as mentors, but the remaining participants must be researchers at an earlier stage in their career.

Proposals in any discipline/multidisciplinary area will be accepted (including from the natural sciences, social sciences, arts and humanities). However, some countries may have specified priority areas which must be adhered to (see Annex 1).

In the April 2015 call, we are inviting proposals for Researcher Links Workshops with the following partner countries and UK.

Brazil, Malaysia, Thailand, Russia ²

¹ For an indication of profiles for the different categories of participants, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers' (http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf). According to the categories in this document, we would suggest that coordinators and mentors should be at 'R4 – Leading Researcher' level or 'R3 – Established Researcher' level, and early career participants at 'R2 – Recognized Researcher' level or at the beginning of R3 level.

Further countries may join the call a little later

In South Africa, our South African co-funder, NRF, will be running a separate call.

Subsequent calls for proposals may involve different partner countries.

3. Scope of the programme

All Researcher Links-funded workshops will have the following three overarching objectives:

- **Support international development-relevant research** – Workshops are intended to support research areas relevant to the economic development and welfare of partner countries (except Russia)
- **Contribute to capacity building of early career researchers** – The workshop must contribute to the personal and professional development of the participants. Workshop coordinators should indicate how they envisage this occurring, including any plans for long-term mentoring of early career researchers (either within each country, or cross-nationally).
- **Establish new research links or significantly develop existing links, with the potential for longer term sustainability** – The aim of the workshop is to stimulate longer term links between the UK and partner countries, as well as to contribute to the personal and professional development of the participants. The workshop proposal should include an explanation of the benefits to both the UK and partner country researchers and institutions. Coordinators should outline the specific outputs anticipated and explore any potential longer term benefit that might arise, thinking about who might benefit and how they might benefit and describing the actions that will be taken to ensure that potential impact is realised.

4. Relevance to economic development and social welfare (NOT RUSSIA)

For the purpose of the Newton Fund Researcher Links Programme, we define research and innovation with development relevance as activities that have the potential to contribute to the economic development and social welfare of Newton Fund low- and middle-income countries³, benefitting poor and vulnerable populations in these countries. In order to be considered for funding under this Programme, **all proposals must clearly articulate a plausible pathway to positive impact on these populations within a short- to medium-term timeframe (3-15 years). Applications which do not meet this criterion cannot receive UK Newton funding.**

Under this Programme, topics can fall into one or more of the following research and innovation challenge areas (unless specified further in Annex 1 for individual countries). Multidisciplinary proposals are welcome, which may include Social Sciences and Arts and Humanities. The challenge areas are as follows:

- Agriculture (e.g. irrigation, crop yields)
- Climate and environment (e.g. climate change, green technology, sustainable development, ecosystem services, resource scarcity)
- Sustainable energy for all
- Education research and innovation for development
- Economic growth (e.g. equitable growth, financial sector development, private sector development)
- Health (e.g. HIV/AIDS, malaria, tuberculosis, neglected tropical diseases, child mortality, maternal health)
- Water and sanitation

² Please note Russia is not a Newton Fund country

³ As defined by the OECD DAC list of official development assistance (ODA) recipients (<http://www.oecd.org/dac/stats/daclistofodarecipients.htm>).

- Food and nutrition (including food security)
- Demographic change and migration
- Rural and urban development
- Infrastructure (including civil engineering, information and communication technologies, big data for social and economic development)
- Humanitarian disasters and emergencies, disaster risk reduction
- Resilient and connected communities
- Governance, society and conflict (e.g. transparency, accountability, effective institutions, land and natural resource rights, poverty alleviation, social development, structural inequalities, violence and security, peace building, civil society)
- Development-relevant data collection, quality and access (including administrative data and macroeconomic statistics).

5. Detailed specifications

Leading the Workshop: Leading Researchers (see footnote 1 on previous page) should apply as workshop coordinators. The proposal must be a joint application, with one coordinator based at a UK institution and one based in the partner country. Applications should be submitted with the support of the home institutions of the Leading Researchers, though a letter of support uploaded with the application form. Only one application may be submitted per Leading Researcher, but there is no limit to the number of applications submitted per institution.

Location of the Workshops: Workshops will by default take place in the partner country (i.e. outside the UK) unless indicated otherwise in Annex 1. However, if there is a compelling reason for the workshop to take place in the UK, then this should be detailed in the proposal and agreed separately with the British Council.

Duration of the Workshops: The minimum duration of a workshop is 3 days and the maximum duration is 5 days.

Timing of the Workshops: Workshops should take place between 1st November 2015 and 31st March 2016.

Participation in the Workshops: Between 15 and 20 researchers from each country can take part in each workshop. Participants must be based in the UK or in the partner country; if coordinators wish to bring in participants from a third country they must discuss this first with the British Council, and note that the travel costs of the third country researcher may not be covered under the budget.

The two coordinators can propose up to two additional Leading/Established Researchers (see footnote on page 1 for a definition) from each country to act as mentors (included in the maximum of 40 participants who can be funded, see Funding Available, page 6). The remaining – and majority of – workshop places will be allocated to early career researchers through an open call once the British Council has notified the applicants that their proposal was successful. Criteria for the selection of early career researchers will be made available to workshop coordinators. However, we would expect early career researchers to have been awarded their PhD not more than 10 years prior to the workshop, but allowances can be made for career breaks. If a researcher does not hold a PhD, but has research experience equivalent to a PhD holder and works in a field where a PhD is not a pre-requisite for established research activity, they will still be considered eligible.

Role of the workshop coordinators: Coordinators determine the workshop theme, shape the content/agenda of the workshop, submit the online application form along with a budget request. Workshop coordinators – overseen by the relevant British Council country office and in-country

partners, if appropriate – will also be responsible for selecting early career researchers to participate in the workshop if the proposal is successful.

Workshop coordinators are responsible for all workshop logistics (including travel arrangements for participants and booking of the workshop venue). The costs of the workshop organisation are covered by the Researcher Links grant. In most cases, the grant agreement will be signed by the UK workshop coordinator's home institution which will be responsible for the management of the grant (including financial reporting). However, in some countries this is subject to change and the final terms will be communicated to successful applicants.

In some participating countries, the relevant British Council country office may organise the workshops on behalf of the coordinators, in which case all logistical arrangements will be managed and paid for directly by the relevant country office. Please see Annex 1 for information on which countries this applies to. However, responsibility for the preparation of the proposal (including the budget request), the workshop content and the selection of early career participants will still lie with the workshop coordinators.

Role of the Mentors: Established Researchers can give keynote lectures but should also act as mentors to the early career researchers during the workshop, sharing their experience and knowledge. Ideally, they would also remain in contact with the early career researchers after the workshop has finished, in order to share networks and contacts.

Language: Workshops will be held in English. It is expected that all participants will have a sufficient standard of English to engage fully in discussion. However, consideration should be given to non-native speakers.

Content of the workshop: Workshop coordinators will be expected to lead on developing the research content of the workshops. However, as workshops are intended to be a career development opportunity with a focus on promoting international collaboration, workshops are expected to follow set guidelines to facilitate this. The following is a brief overview of the guidelines; more detailed guidance will be provided to successful applicants:

- Sessions should be designed to be as interactive as possible, and participants encouraged to share knowledge, experience and ideas. Workshop coordinators and mentors should share their expertise. A professional facilitator may be used during the workshop if it is felt that this would support optimal interaction.
- Suggested sessions:
 - Formal keynote lectures by the workshop coordinators and mentors. These should take up no more than half a day in total (ideally spread over the workshop).
 - Research sessions where the early career researchers are able to share their current research, e.g. in poster format or oral presentations.
 - Networking sessions where researchers are able to interact and explore opportunities for collaboration e.g. speed-networking sessions
 - Overview of the research base and funding opportunities: a brief introduction to the research base in the UK and partner country – how research is funded, size, strengths, international collaborative activity, links with industry.
 - Career development opportunities in the UK and partner country. This could be an informal discussion amongst the researchers or a more structured look at career development.
 - How to form international collaborations (intercultural skills, challenges, opportunities, best practice etc.).
- Optional content within workshops (where appropriate these sessions would be welcomed but applications will not be disadvantaged if they do not include them):

- Depending on the research field or theme of the workshop, coordinators may wish to include a session which invites industry or other non-academic partners to talk about cross-sectoral collaboration.
- Public engagement activity
- Cultural activity (proportionate to the length of the workshop)
- Visit to a relevant research facility.

Recruitment of participants: Successful workshop coordinators will be responsible for recruiting participants to the workshops through a fair and transparent process (see section “Participation in the Workshops” on page 3). There must be an open call for participants which must be disseminated through various defined channels⁴ (British Council will support the dissemination) and coordinators are encouraged to identify and employ additional avenues of communication so that workshops are advertised as widely as possible.

The British Council will provide a template application form for participants which coordinators can adapt as appropriate, and British Council in-country teams will be available to offer advice and oversight where necessary. Once recruitment is completed, workshop coordinators must submit the list of participants to the British Council for approval.

No more than a third of early career researchers from each country may be recruited from within the institutions of the coordinators and mentors.

Equal opportunities and diversity are at the heart of the British Council’s cultural relations ambitions. While recognising that some research fields are dominated by one particular gender, coordinators are encouraged to work towards as equal a gender balance as is possible, promote diversity, and ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation or disability.

6. Eligibility

Workshops must be specific to a particular field of research or interdisciplinary in nature-as above in section 4. Any relevant field of research can be covered, except where partner countries have indicated specific priority areas (as specified in Annex 1).

Please see our eligibility checklist at Annex 2. Applications which do not meet these criteria and applications which do not satisfy country-specific criteria will not go forward for full quality review.

7. Funding available

The Researcher Links grant will be paid to the workshop coordinator’s home institutions. In most cases, the grant agreement will be signed by the UK workshop coordinator’s home institution which will be responsible for the management of the grant (including financial reporting). However, in some countries this is subject to change, and the final terms will be communicated to successful applicants.

Funding offered under the Researcher Links programme is intended as a **contribution** towards the costs of the workshops. Workshop coordinators are expected to add a contribution in-kind towards the overall cost of the workshop by dedicating their time to the planning and delivery of the

⁴ Examples of dissemination channels:

- Euraxess: www.euraxess.org.uk
- UK Research Staff Association: <http://www.vitae.ac.uk/researchers/205761/UK-Research-StaffAssociation.html>
- British Academy Africa Desk: <http://www.africadesk.ac.uk/pages/home/>

workshops. **Staff costs and honoraria cannot be covered** by the Researcher Links grants. Only a small lump sum contribution of £2,000 can be requested to cover administrative costs (please see Annex 4).

The budget request should reflect the maximum number of participants per workshop i.e. 40 participants including coordinators, mentors and early career researchers.

The Workshop grant is calculated using flat rates and maximum contributions. **Please see Annex 4 for flat rates or maximum amounts that can be requested in each budget category.**

There are 5 budget categories as follows:

International travel (paid as flat rate): travel costs for international workshop participants travelling to the country where the workshop takes place. It is based on the travel rate given or the country where the workshop takes place, for each participant travelling to that country from the partner country. This also covers the costs for local transport on the day of travel international participants, visa costs and travel insurance⁵. International (economy return) airfares should be booked by the workshop coordinators as far in advance as possible to minimise costs.

Workshop coordinators and participants should take out adequate insurance as the British Council cannot take responsibility for any problems which may occur when the participants are in-country.

Domestic travel (paid as flat rate if required): travel costs for local workshop participants based in the country where the workshop takes place and is specific to that country. Partner country participants might not be based in the location where the workshop takes place, and this budget category will cover the costs of their domestic travel. The contribution is calculated using the flat rate given for each workshop participant.

Subsistence (paid as flat rate): costs of accommodation, medical insurance and daily expenses such as phone and local transport. Subsistence is calculated using unit costs for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

Event costs (paid as flat rate): costs of venue hire and meals. The event rate grant contribution is calculated using unit costs corresponding to 1 workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

Contribution to additional event costs (maximum): a maximum of £200 to cover additional costs not already covered, e.g. projector, flip charts and other materials needed for the organisation of the workshops (including networking and social activities); actual costs paid from the grant

Administrative costs (maximum): a maximum of £2,000 to cover administrative costs such as telephone bills, printing costs and stationery; actual costs paid from the grant.

Payment of the grant

Payment of the grants for the grant contribution to Researcher Links workshops will be processed in 2 instalments:

- **Pre-financing payment:** 90% of the approved budget (following budget checks by the British Council) will be transferred within 30 days of British Council signature of the Grant Agreement
- **Post-workshop payment or recovery of the balance:** the amount of the final payment to be made to the workshop coordinator will be established on the basis of a final report to be submitted within 30 days of the workshop. If the workshop has not been delivered as planned, or if fewer

⁵ Please note that all local travel during the workshop – for international and domestic participants – should be covered using the subsistence budget.

participants attended than originally envisaged, resulting in a reduction in costs, the final payment may be withheld and if necessary a proportion of the grant recovered.

8. Reporting

Full details of reporting will be provided in due course. Workshop coordinators are requested to submit a final report within 30 days after the workshop. The final report template will be sent to successful applicants as part of the grant agreement and will include a financial and a narrative part along with a section requesting information on the workshop participants. As the Researcher Links grant for workshops is calculated using flat rates, workshop coordinators will not need to submit detailed receipts for each expenditure but only proof that the activities took place (e.g. boarding cards, invoice for the venue hire indicating the number of days for which the venue has been hired and proof of domestic travel for the local participants – details on the exact requirements will be provided to successful applicants). If there is insufficient evidence in the final report that the workshop took place as proposed, then additional information may be requested prior to the final balance payment, or the British Council may recover the unspent proportion of grant already disbursed.

Workshop coordinators must keep all receipts or other financial supporting documentation and full checks will be carried out on a proportion of the grants.

Further monitoring and evaluation will also be carried out, to be specified in the grant agreement.

Please note that **different reporting rules may apply where workshops are funded by in-country partner organisations.**

9. Submission process

The submission deadline is **16:00 UK time on 13 July 2015**. Proposals submitted after the deadline will not be considered for funding.

Applicants **must** submit a completed online application form (https://britishcouncil-cxobw.formstack.com/forms/application_form_rl_wg_april2015). Submissions by email will **not** be accepted. The online form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded. In addition to filling in the online form,

If you experience problems with the online submission system, please contact UK-ResearcherLinks@britishcouncil.org **before** the submission deadline. If you alert us to technical issues only after the deadline, we may not be able to take them into consideration when assessing the eligibility of your application.

To assist you in developing your application and sharing content with your partners, you can access a Word version of the online form here http://www.britishcouncil.org/sites/britishcouncil.uk2/files/application_form_for_newton_researcher_links_workshop_grants.docx. This is solely to allow you to develop your responses in a convenient format. The final version of your application **must** be submitted using the online form.

Before the completed application form can be submitted to the system, applicants will be asked to confirm in the online form that they have:

- Obtained permission to submit the proposal on behalf of the UK institution(s) **and** of the partner country institution(s). This should also be documented by attaching Letters of Support from the respective institutions signed by the Head of institution or person with appropriate delegated authority.
- Solicited the Principal Applicants' Institution(s) (i.e. the 'Lead Institution(s)') willingness to receive the funds and to sign a grant agreement with the British Council or the national

partner.

- Complied with British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process.

Once the online application is submitted, the system will generate a unique application ID number. Applicants should note this number and use it in all communications with the British Council. Applicants who have not received this ID number should contact the British Council at UK-InstitutionalLinks@britishcouncil.org.

10. Selection Process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Annexes 1 and 2, the Eligibility Checklist. Eligible proposals will be assessed by expert Review Panels. The final selection decision will be made in-country in collaboration with national stakeholders and partner funding organisations.

Eligible workshop proposals will be assessed in the UK by one of five Review Panels:

- **Arts and Humanities**
- **Biological and Medical Sciences**
- **Engineering, Physical and Space Sciences**
- **Environment, Agriculture and Food Sciences**
- **Social Sciences**

Workshop coordinators should indicate in their online application form which Review Panel their proposal should be assessed by, and the subject(s) their research covers. Up to 3 subject areas can be selected in priority order, but the applicant should **indicate only one Selection Panel**.

Workshop proposals will be assessed in the UK by two reviewers, against the criteria stated in Annex 3. A full Review Panel will then consider all applications in that discipline. Applications scoring less than 30 points after the Panel will be considered not fundable. However, achieving an average score of 30 or above does not mean that the proposal will be funded.

National and partner research priorities will be considered in the final decision in addition to the general assessment criteria under this programme. Please see Annex 1 for priority areas by country.

As detailed in section 4 of this guidance, only those proposals will be considered for funding that have clearly articulated relevance to the economic development and social welfare of low- and middle-income countries, benefitting poor and vulnerable populations in these countries (except Russia).

Successful applicants will be notified approximately 10 weeks after the call deadline. Please take this into consideration when planning your workshop.

11. Data protection

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

- a. Use the information provided in the application for processing the application, making any consequential award, for the award payment, monitoring, maintenance and review of the award. In some cases information will be shared with national programme partners for the purpose of selection and monitoring of the award.
- b. Make information on the successful applications available to the public on their website and other publicity, and in reports and documents.

- c. Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection laws 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 to the local British Council office or the Data Protection Team at dataprotection@britishcouncil.org.

12. Contact Details

All queries or comments about this call should be addressed to the Institutional Links email address UK-ResearcherLinks@britishcouncil.org.

Annex 1 – Country-specific guidance

Country	In-country partner organisation/s	Country/partner research priorities	Additional eligibility criteria
Brazil	<ul style="list-style-type: none"> - FAPESP - CONFAP: participating FAPS and States: FAPEAL (Alagoas), FAPEAM (Amazonas), FAPESB (Bahia), FAPDF (Distrito Federal), FAPES (Espírito Santo), FAPEG (Goiás), FAPEMIG (Minas Gerais), Fundação Araucária (Paraná), FACEPE (Pernambuco), FAPESQ (Paraíba), FAPERN (Rio 	<ul style="list-style-type: none"> • Agriculture, especially small-holder farming • Climate and environment (e.g. climate change, green technology, sustainable development, ecosystem services, resource scarcity) • Renewables and clean energy • Education • Economic Growth (Inclusive growth) • Health (focus on Neglected diseases) • Water and sanitation • Food and nutrition (including food security) • Urban transformation, urbanisation and human rights • Infrastructure for development, with a focus on remote communities • Humanitarian disasters and emergencies • Governance, society and conflict 	<p>In order to budget costs to be managed by the Brazilian researcher, applicants should consult the respective FAP website, using eligible events costs as a reference. Costs to be managed by the UK applicant will follow these British Council guidelines.</p> <p>Applicants from São Paulo applying for FAPESP's funds should consult specific guidelines on their website and submit a copy of the proposal to the local address provided.</p> <p>All other applicants applying for their respective state of affiliation should submit one proposal, to the British Council.</p> <p>All FAPs are willing to finance all priority areas listed and winning proposals will be chosen based on academic merit and quality.</p> <p>For more information, please, consult http://www.britishcouncil.org.br/atividades/educacao/newton-fund/iniciativas-no-brasil</p>

	Grande do Norte, (FAPERGS) Rio Grande do Sul, FAPERJ (Rio de Janeiro), FAPESC (Santa Catarina) e FAPITEC (Sergipe).	<p>(e.g. transparency, accountability, effective institutions, land and natural resource rights with a focus on indigenous populations, criminal justice, poverty alleviation, social development, structural inequalities, peace building, civil society)</p> <ul style="list-style-type: none"> • Development-relevant data collection, quality and access 	
Malaysia	Academy of Sciences Malaysia	<p>Theme : Climate Change & Sustainability</p> <p>Focus Areas:</p> <ol style="list-style-type: none"> 1. Health & life sciences 2. Improving environmental resilience and energy security 3. Future Cities 4. Agritech 5. Digital, Innovation & Creativity <p>Proposals in the Chemical Sciences would also be welcome and, if selected, may be co-funded by the Royal Society of Chemistry.</p>	Workshops should be held in Malaysia. However, if the particular technology is only available in the UK, the workshop can be held in the UK. Applicants who are considering organising the workshop in the UK should provide concrete evidence and demonstrate tangible benefits to Malaysian early career researchers.

Thailand	Thailand Research Fund	<ul style="list-style-type: none"> • Environmental and Biological sciences • Technology Transfer • Humanities and Social Science • Physical Sciences and Engineering • Agriculture and food security • Health, and Demographic change and migration <p>Proposals in the Chemical Sciences would also be welcome and, if selected, may be co-funded by the Royal Society of Chemistry.</p>	<p>Given the importance of expanding collaboration among researchers, applicants are asked to explain how they plan to foster collaboration through the International Research Network.</p> <p>The International Research Network The International Research Network (IRN) programme provides an excellent opportunity for establishing and strengthening collaborations between researchers in Thailand and foreign countries by providing a mobility fund to support Thai Ph.D. students to do research in an overseas laboratory and the exchange of postdoc researchers. In addition, in order to motivate the Thai academic institutes efficiently and contribute a wider international network for future collaborations, the IRN programme supports communications and visiting activities between collaborating researchers from Thailand and abroad, such as; having joint workshops, conferences and joint publications, or inviting other lecturers to join the team. This programme will create an opportunities for exchange of researchers and students, and facilitate more collaborations by allowing regular visits between collaborating institutes.</p>
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Outside the Newton Fund

Country	Funding organisation/s	Country/partner research priorities	Additional eligibility criteria
Russia	Russian Foundation for Basic Research (RFBR)	All fields of the natural sciences are covered. Social sciences, humanities, and clinical research are excluded.	Russian coordinators should hold a doctoral degree ("doktor nauk")

Annex 2 – Eligibility criteria checklist

The application has been submitted by the applicant by the published deadline	
The application has been submitted using the correct online application form	
The applicants have provided confirmation that the application is submitted on behalf of their institutions	
The application form is completed in full and complies with instructions given	
The application form has been completed in English	
Only one application per coordinator has been submitted in this round (please note that there is no limit on the number of applications submitted per institution)	
The workshop will take place between 1 January and 31 December 2016	
The institutions where the workshop coordinators are based are recognised publicly funded research establishments or Higher Education Institutions (can include private universities)	
Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to presubmission questions in the online application form.	

Annex 3 - Scoring system

Assessment of the quality and development relevance of the proposals will be performed by panel members in the UK, and the final funding decisions will be made in discussion with British Council country office and in-country partners, if applicable. Proposals with an average score of less than 30 points are considered not fundable. Equally, only proposals that have clearly articulated relevance to economic development and social welfare of the partner country will be considered for funding

Section 1 – Relevance to economic development and social welfare	YES/NO	
<p>The proposal clearly articulates a plausible pathway of how the research may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of people on low income within a reasonable timeframe (3-15 years).</p> <p>Please see section 2 of the guidelines for further details.</p>		
	Score	Range
Section 2 – Research quality and background	0-20	
<p>The academic importance and timeliness of the research topic is clearly demonstrated.</p> <p>The applicants have sufficient relevant experience to conduct the proposed workshop and achieve the stated objectives.</p> <p>The collaborating institutions are of appropriate academic standing.</p>	<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>	

	0 points: Fails to meet any of the criteria to an adequate level.
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Section 3 – Workshop proposal		0-20
<p>The description of the proposed workshops includes clear, feasible and realistic objectives and outputs.</p> <p>There is clear evidence that the proposed workshop supports new links or significantly extends and develops existing links.</p> <p>The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described.</p> <p>There is strong evidence of support from the applicants' institutions</p> <p>The agenda of the workshop is well structured with interactive sessions</p>	<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		0-20

<p>The proposal includes a clear and feasible description of how the applicant institutions intend to sustain their collaboration over the longer term.</p> <p>The potential in terms of professional development and capacity building for early career researchers taking part to the workshops and other potential beneficiaries is clearly described.</p>	<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>
<p>TOTAL SCORE FOR QUALITY ASSESSMENT (Section 1 + Section 2 + Section 3)</p>	<p style="text-align: right;">0-60</p>

Annex 4 – Budget calculation

To calculate the budget contribution that can be requested in each category, applicants should use the unit costs given in table A for each country where the workshop takes place and multiply them by the number of international and domestic participants and by the number of days the workshop lasts. Please note that the unit costs given below constitute the maximum amounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. While the maximum contribution cannot be exceeded, applicants can request less in which case the amount requested cannot be increased at a later stage.

EXAMPLE:

The budget for a workshop lasting 4 days and taking place in Egypt attended by 20 UK-based researchers and 20 researchers based in Egypt would be calculated as follows:

20 x £800 (international travel)
 + 20 x £100 (domestic travel)
 + 40 x £65 (subsistence costs) x 4 days (duration of the workshop)
 + 40 x {£25 (event rate) x 4 days (duration of the workshop) }
 + £200 (additional costs)
 + £2,000 (administrative costs)
 = £34,600 total **maximum** contribution that can be requested

Table A: Unit costs (in £) by country Newton Fund

Country	Travel (international)	Travel (domestic)	Subsistence costs	Event costs per person per day	Additional event costs	Admin costs
Brazil	1,000	250	100	25	200	2,000
Malaysia	1,000	150	70	30	200	2,000
Thailand	1,000	150	70	25	200	2,000

Table B: Unit costs (in £) by country outside the Newton Fund

Country	Travel (international)	Travel (domestic)	Subsistence costs	Event costs per person per day	Additional event costs	Admin costs
Russia	800	250	100	35	200	2,000