

## TRAVEL GRANT GUIDELINES

### 1. Overview

This element of the Researcher Links programme is designed to provide financial support for researchers (early career researchers, and in some countries more senior researchers<sup>1</sup>) in the UK to visit an institution in a Researcher Links partner country or vice versa (with the exception of South Korea where only UK-based researchers can apply to visit South Korea and not vice versa). For a list of countries participating in this round of the programme, please see section 2 below.

The Researcher Links programme is supported by UK government and partner country funding, with additional contributions from the British Council and the Royal Society of Chemistry. Please see Annex 1 for more information on funding partners in individual countries. In Egypt, Kazakhstan, Mexico, South Africa, Thailand, Turkey and Vietnam, the programme forms part of the Newton Fund ([www.britishcouncil.org/education/science/newton](http://www.britishcouncil.org/education/science/newton)).

The aim of Researcher Links Travel Grants is to enhance and strengthen links for future collaboration, build research capacity in developing economies and enhance the researchers' career opportunities. The call is open to all researchers meeting the requirements listed below, including, but not limited to, participants in Researcher Links workshops.

The allowable duration of the visit depends both on country of origin and country of destination. Please see Annex 1 for country-specific guidance on this.

Proposals will be accepted in any discipline/multidisciplinary area (including from the natural sciences, social sciences, arts and humanities) but some countries have specified areas which will be prioritised in the final selection process (see Annex 1).

Across all participating countries – apart from Russia and South Korea – Researcher Links is categorised as a contribution to the UK's official development assistance. Therefore it is a requirement under this programme that grants involving these countries have demonstrable relevance to the economic development and social welfare of partner countries, benefitting poor and vulnerable populations in these countries. For an explanation of how we define this relevance, please see section 4 below.

### 2. Who can participate?

Applicants must be based either in the UK, or in one of the partner countries listed below, and affiliated with a recognised publicly funded research establishment or public or private Higher Education Institution. A supporting letter must be provided to confirm that the applicant will return to his/her home institution in a research capacity for at least six months after the end of the visit. Applicants can be of any nationality, but they must be able to secure a visa for the country which they plan to visit. Travel may only be between the UK and partner country, but can be in either direction, with the exception of South Korea where only UK-based researchers can apply to visit Korea and not vice versa.

Country-specific guidance on which career stage applicants are expected to be at (i.e. early career researchers versus researchers at any stage of their career) can be found in Annex 1.

---

<sup>1</sup> In Kazakhstan, Mexico and South Africa, eligibility is extended beyond early career researchers to include researchers at any stage of their career, providing the benefit of the visit to the partner country is clearly articulated. Please see Annex 1 for information on which applicant career stages are eligible in which participating country.

Countries participating in this Researcher Links call for proposals are:

- Researcher Links Newton Fund partner countries: Egypt, Kazakhstan, Mexico, South Africa, Thailand, Turkey and Vietnam.
- Countries participating in this round of Researcher Links but **not** funded through the Newton Fund: Azerbaijan, Bangladesh, Morocco, Nigeria, Pakistan, Russia and South Korea.

Subsequent calls may have different partner countries involved, across and beyond the Newton Fund.

Please note that **only one application may be submitted per researcher**. Duplicate applications will not be eligible, even if they are to different countries. Please also note that those researchers who received a Researcher Links Travel Grant in the previous call for proposals (launched in September 2013) are not eligible to apply in this current call for proposals.

### 3. Purpose of the research visit

Research visits funded under the Researcher Links programme are designed to do the following:

- **Support development-relevant research**

Travel Grants are intended to support research areas relevant to the economic development and welfare of partner countries (except for Russia and South Korea). Please see section 4 for details.

- **Establish a new research link or significantly develop an existing link, with the potential for longer term sustainability**

Travel Grants are intended to either support new links, or to significantly extend and develop existing links with the potential for longer term sustainability. Applications to return to the research group where the applicant carried out their PhD research or have previously taught will only be considered if they clearly demonstrate the latter. The proposal should include a clear description of how the individuals and research groups involved intend to sustain their collaboration. There should be an explanation of the benefit to researchers and institutions.

- **Contribute to capacity building of individual researchers and research groups**

The proposal should include a description of the capacity building potential of the project (both for the individual applicant, and other potential beneficiaries), and the longer term impact that the project could achieve.

Researcher Links Travel Grants may be specific to a particular field of research or interdisciplinary in nature. Any field of research can be covered, except where partner countries have indicated specific priority areas (as specified in Annex 1) and as long as the proposal follows the guidance on relevance to economic development and social welfare detailed in section 4.

### 4. Relevance to economic development and social welfare

Researcher Links Travel Grants are intended to support research areas relevant to the development of partner countries (**except for Russia and South Korea**).

We define research with development relevance as research (applied or fundamental) that has the potential to contribute to the economic development and social welfare of low- and middle-income countries<sup>2</sup>, benefitting poor and vulnerable populations in these countries. In order to be considered for funding under this programme, **all proposals – except those involving Russia and South Korea – must clearly articulate a plausible pathway of how the research may**

---

<sup>2</sup> As defined by the OECD DAC list of official development assistance (ODA) recipients (<http://www.oecd.org/dac/stats/daclistofodarecipients.htm>).

**lead to positive impact on these populations within a reasonable timeframe (within 3-15 years).**

Under this programme, research relevant to economic development and social welfare of the partner country can fall in one or more of the following research challenge areas:

- 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 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
- 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).

Please note that proposals will only be considered for funding if they have articulated clear relevance to development and a plausible pathway of how the research may lead to positive impact within a short- to medium-term timeframe (i.e. within 3-15 years) on people living in poverty in the partner countries. **Development relevance does not have to be demonstrated in proposals involving Russia or South Korea.**

We recognise that some proposals may have an indirect relevance to economic development and social welfare in the partner country (for example, through up-skilling partner country researchers in an area which would contribute to job creation), in which case a strong argument needs to be made in the proposal for how the activity funded through this programme would achieve this.

## **5. Direction and duration of the research visit**

Travel Grants can be either for researchers in the UK to travel to one of the partner countries listed in Section 1, or vice versa. The duration of the research visit can be a minimum of one month and a maximum of six months, depending on country of origin and destination. Please see Annex 1 for country-specific details. The Travel Grant could also be used for two separate visits, provided that this does not increase the total amount of funding requested above the maximum budget, and that the first visit has a minimum duration of four weeks.

## **6. Timing of the research visit**

Research visits should be completed by 31<sup>st</sup> of March 2016.

## 7. Funding

The Researcher Links Travel Grant contribution given to support the research visit is calculated using five flat rate budget categories (Travel, Visa, Insurance, Subsistence, Consumables). Additional support based on direct costs can be requested to contribute towards extra childcare costs associated with the visit and special needs.

The flat rate is designed to make funding easier to manage. Successful applicants will be able to use underspend under one budget category to cover the costs under a different category (e.g. any underspend on the budget to cover the travel can be used to cover other costs for subsistence). Please note that although the grant contribution will be calculated using flat rate contributions, in some countries researchers will be asked to keep and submit receipts and invoices to demonstrate their spend. Successful applicants' institutions will be asked to keep receipts and invoices to demonstrate spend for travel, visa (if applicable), insurance, consumables (if applicable) and accommodation for audit purposes until March 2017. **Please see Annex 4 for maximum amounts that can be requested in each budget category and for details on reporting**

Please note that the costs given in Annex 4 constitute the maximum amounts that can be requested 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.

Please also note that the final value of the award will be specified in the award letter. The British Council and partner funders will not increase the value of an award at a later stage.

### *Travel*

This budget category covers travel costs for researchers travelling to the country where the visit takes place. This also covers costs for luggage and travel insurance as well as local transport on the day of travel.

### *Visas*

This budget category covers costs for visas. Information on UK entry regulations for visiting researchers can be found on the Euraxess website:

<http://www.britishcouncil.org/new/euraxess/euraxess-living/euraxess-living-entry-regulations/>

### *Insurance*

Successful applicants should take out adequate insurance as the British Council cannot take responsibility for any problems which may occur during the visit. Successful applicants will accept full responsibility for all aspects of the visit and take out insurance for any risks associated with taking part in travelling abroad, including all unexpected and uncontrollable events. The British Council will not be liable for the consequences of any such risks or any costs incurred.

### *Subsistence*

This budget category covers costs for accommodation and other daily expenses such as phone and local transports. Subsistence is calculated using unit costs for each month (1 month is intended as 4 weeks) and is specific to the country of destination.

### *Consumables*

A small amount can be requested to cover consumables. However, it is expected that the receiving laboratory or department will provide most of these resources.

### *Additional support for childcare and special needs*

The British Council is committed to equal opportunities and diversity. Additional support for childcare can be requested by applicants, as a contribution to additional childcare costs incurred as a result of the visit, or for special needs. Sufficient justification must be provided to support the request and these will be considered on a case by case basis.

**Please note that successful applicants are expected to make their own travel and accommodation arrangements, and that the British Council will not be able to assist in requesting visas or taking out insurance required to carry out their visit.**

## **8. Payment of the grant**

Payment of Researcher Links Travel Grants will be processed in two instalments: pre-financing payment, and post-visit payment or recovery of the balance.

Successful applicants will be paid to their home institution. The British Council will transfer the award to the home Institution and the department will organise the distribution of funds to the award holder. A grant agreement will be signed between the British Council and the home institution.

### *Pre-financing*

A pre-financing payment equivalent to 90% of the approved budget request will be transferred within 30 days of the grant agreement having been signed by the successful applicant's home institution and British Council.

### *Post-visit payment or recovery of the balance*

The amount of the final payment to be made to the successful applicant's home institution will be established on the basis of a final report to be submitted within 30 days after the visit. If the visit has not taken place, or if the duration of it has been decreased, resulting in a reduction in costs, the final payment may be withheld and if necessary the entire grant, or a proportion of it, recovered.

## **9. Reporting requirements**

Successful applicants are required to submit a final report within 30 days of their visit. A post-visit online questionnaire and a final report template will be sent to successful applicants and will include a financial and a narrative part.

As the Researcher Links Travel Grant is calculated using flat rates, in most of the countries, successful applicants will not need to submit detailed receipts for each expenditure but only proof that the visit took place (e.g. boarding cards, proof of insurance, visa, accommodation). However, please see Annex 4 for details on reporting requirements for individual countries. If there is insufficient evidence in the final report that the visit took place as proposed in the application, then additional information may be requested prior to the final balance payment, or any underspend of the grant may be returned to the British Council.

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

## **10. Application process**

Applicants must submit the following:

- **A completed online application form.** This can be found on the British Council Researcher Links webpage ([www.britishcouncil.org/education/science/current-opportunities/travel-grants-2014](http://www.britishcouncil.org/education/science/current-opportunities/travel-grants-2014)). This application form must be completed online – email submissions will not be accepted. The online form allows applicants to enter the required information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded. Any problems with the online system should be reported before the application deadline to [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org).
- **A signed statement of support from the Head of Department (or equivalent) of the home institution where you are currently based.** This should include information on how your institution will help you prepare for the visit, arrangements for support during your visit, cover for your post while you are away if relevant, and how the institution will support you in sustaining the link. The letter should also include confirmation that the home institution will sign the grant agreement and will be responsible for managing the funds awarded to the

successful applicant. For applicants with fixed-term contracts, the letter should confirm that the applicant will return to his/her home institution in a research capacity for at least six months after the end of the visit. The letter should be in Word or pdf format, and submitted online together with the application form.

- **A signed letter of invitation from the Head of Department (or equivalent) of the host institution where the visit will take place.** This should include information on how the host institution will help you prepare for the visit, arrangements for support during your visit (waiving of bench fees, support for finding accommodation and any language training needed, induction to the institution etc.), and how the institution will make a genuine effort to support you in sustaining the link. This should be in Word or pdf format, and submitted online together with the application form.
- The statements of support from the two Heads of Department should also include comments on the following questions:
  - Why is the research important, especially with respect to the international development impact?
  - Why do you want to make contact with this institution?
  - How will the link be sustained?

Once the online application is submitted, applicants will receive a confirmation email containing the application ID number. This ID number should be used in all communications with the British Council. Applicants who have not received the automatic confirmation will need to contact the British Council within 3 days of the deadline ([UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org)).

## 10. Notification of results

After the deadline for submission of applications the British Council will send acknowledgment of receipt by email. Applications will then be assessed against the eligibility and quality criteria (see Annex 2 and 3). Applicants whose application is rejected at the eligibility stage will have 1 week to appeal against the decision. Successful applicants will be notified approximately 10 weeks after the call deadline.

## 12. Selection process

There will be a two-step selection process, with initial scoring of proposals taking place in the UK followed by further selection in partner countries. The UK score will inform the final funding decision made in-country in collaboration with national stakeholders and partner funding organisations. Eligible applications will be assessed in the UK by one of five Selection Panels:

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

Applicants should indicate in their online application form which Selection Panel their application 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.

Applications will be assessed in the UK against the criteria stated in Annex 3. The ratings of the application against the quality criteria result in a total score between 0 and 60 and on the definition of the application's relevance to international development challenges which can be direct, indirect or absent.

Applications will be assessed by two reviewers and the final quality score will be confirmed during the Selection Panel meeting. This will be either the average of the two individual scores or a final score agreed by the Panel and reflecting the outcomes of the discussion. Applications scoring less

than 25 points will be considered not fundable. However, please note that achieving an average score of 25 or above does not imply that the proposal will be funded.

Quality criteria, national and partner research priorities, as well as the relevance to economic development and social welfare of the partner country (see section 4 of Assessment form) will be considered in the final decision which will be made by the British Council in discussion with the national funding partner. Please see Annex 1 for priority areas by country.

## **11. Call deadline**

**The submission deadline is 16.00 BST (i.e. UK time) on 30 September 2014.**

## **12. Data protection**

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

- 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.
- Make information on the successful applications available to the public on their website and other publicity, and in reports and documents.
- 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> or alternatively can it be requested to the local British Council office or the Data Protection Team at [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org).

## **Annex 1 – Country-specific guidelines**

In addition to the guidance given in the main body of this document, further conditions may apply to individual participating countries. These additional conditions are specified in the table below and regard the maximum allowable length of the research visit (i.e. three months or six months); the career stage applicants are expected to be at (i.e. early career researchers or any career stage); country-specific priority areas which have to be considered in addition to the guidance on relevance to economic development and social welfare (see section 4 of the main text); and any further eligibility criteria specific to the country (e.g. restrictions on which institutions can apply).

**Please make sure that you refer to the table in this annex (see overleaf) for more information before developing your proposal.**

**Note on the definition of early career researchers:** For the purpose of this call, we define 'early career researcher' as being at the level of 'R2 – Recognized Researcher' or at the very beginning of R3 level as specified in the European Framework for Research Careers 'Towards a European framework for research careers' for guidance on early career researcher profiles

([http://ec.europa.eu/euraxess/pdf/research\\_policies/Towards\\_a\\_European\\_Framework\\_for\\_Research\\_Careers\\_final.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf)). We would expect early career researchers to be at the beginning of their research careers and to have been awarded their PhD not more than 10 years prior to applying for the Travel Grants, but allowances can be made for career breaks or other extenuating circumstances. 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.

**Note on country/partner research priorities:** Please note that – expect for Russia and South Korea – proposals can only be within the research challenge areas listed in Section 4. In addition some countries have specified research priorities within these challenge areas and proposals falling within these areas will be prioritised.

Country	In-country partner organisation/s	Newton Fund country	Maximum duration of the visit allowed	Country/partner research priorities	Additional eligibility criteria	Financial reporting requirements
Azerbaijan	TBC	NO	3 months	All areas are covered.	Only early career researchers can apply.	No additional requirements
Bangladesh	TBC	NO	3 months	All areas are covered.	Only early career researchers can apply.	No additional requirements
Egypt	Science Technology Development Fund (STD)	YES	6 months	<ul style="list-style-type: none"> <li>• Renewable energy</li> <li>• Sustainable food production</li> <li>• Sustainable water management</li> <li>• Affordable and inclusive healthcare</li> <li>• Archaeology and cultural heritage</li> </ul>	Only early career researchers can apply.	Please keep receipts for accommodation, travel, visa (if applicable), insurance and consumables.
Kazakhstan	JSC Science Fund	YES	6 months	<ul style="list-style-type: none"> <li>• Energy</li> <li>• Health and wellbeing</li> <li>• Agricultural technologies</li> <li>• Resilience and natural disasters</li> <li>• Ecology and the environment</li> <li>• Food and water</li> </ul>	Both senior and early career researchers can apply.	Please keep receipts for accommodation, travel, visa (if applicable), insurance and consumables.

Mexico	TBC	YES	6 months	<ul style="list-style-type: none"> <li>• Health, with a focus on research that addresses key Mexican health challenges</li> <li>• Entrepreneurship &amp; innovation, with a focus on capacity building for commercialisation of research, academia/industry collaboration and entrepreneurial skills</li> <li>• Energy, with a focus on research and innovation to deliver innovative solutions to energy security</li> <li>• Advanced engineering &amp; manufacturing, with a focus on the automotive and aerospace sectors, to support economic development</li> <li>• Low carbon economy, with a focus on future cities, clean tech and the built environment</li> <li>• Education, with a focus on STEM subjects in basic education and English</li> <li>• Science communication, with a focus on projects that help enhance science inclusion in broader policy objectives</li> </ul>	Both senior and early career researchers can apply.	<p>Successful applicants will need to submit proof of expenditure such as receipts and invoices to demonstrate spend on travel, visa (if applicable), insurance, accommodation and consumables.</p> <p>Successful applicants may be asked to return any underspend if necessary.</p>
Morocco	TBC	NO	3 months	All areas are covered	<p>Only early career researchers can apply.</p> <p>Candidates must have sufficient English proficiency.</p>	No additional requirements

Nigeria	TBC	NO	3 months	All areas are covered	Only early career researchers can apply.	No additional requirements
Pakistan	HEC	NO	3 months	All areas are covered.	Only early career researchers can apply.	Applicants will need to keep receipts of what has been spend as the final grant contribution is paid on the basis on actuals and not a flat rate contribution.
Russia	Russian Foundation for Basic Research (RFBR)	NO	3 months	All areas are covered.	Only early career researchers can apply.	Please keep receipts for travel, visa (if applicable), insurance and consumables.
South Africa	NRF	YES	6 months	<ul style="list-style-type: none"> <li>• Public health</li> <li>• Environment and food security</li> <li>• Science and technology capacity building</li> </ul> <p>Please note that under this call we also encourage 'Energy'-related proposals if they fit within the 'Environment' priority area.</p> <p>Proposals relating to 'Big Data' are also encouraged if they underpin the above priority areas.</p>	Both senior and early career researchers can apply.	Please keep receipts for accommodation, travel, visa (if applicable), insurance and consumables.
South Korea	As part of a 2-way exchange agreement between the UK and South Korea, NRF is already supporting a	NO	3 months	All areas are covered.	The current call is only open to early career researchers travelling from the UK to	Please keep receipts for accommodation, travel, visa (if applicable), insurance and consumables.

	number of travel grants for South Korea-based researchers				South Korea, and not vice versa.	
Thailand	Thailand Research Fund	YES	6 months	Proposals from the Health and Life Sciences will be prioritised but the call is also open to proposals from the Humanities, Social Sciences, Physical Sciences and Engineering.	Only early career researchers can apply.	Please submit receipts for accommodation, travel, visa (if applicable), insurance and consumables along with the final report.  In case grantees have spent less than the proposed budget, this underspend could be used for professional development purposes which are relevant to their research area (e.g. attending a conference or workshop). Should this be the case, a request letter and a letter of support from the host institution must be submitted for approval before costs on professional development are incurred.
Turkey	TÜBİTAK Royal Society of	YES	6 months	<ul style="list-style-type: none"> <li>Lifelong health and wellbeing</li> </ul>	Only early career	Please submit receipts for

	Chemistry			<ul style="list-style-type: none"> <li>• Agriculture and food security</li> <li>• Disaster and emergency management</li> <li>• Energy and climate change</li> <li>• Social sciences</li> </ul> <p>Please note that under this call we also encourage chemical sciences-related proposals if they fit within the priority areas listed above.</p>	researchers can apply.	accommodation, travel, visa (if applicable), insurance and consumables along with the final report.
Vietnam	TBC	YES	6 months	<ul style="list-style-type: none"> <li>• Health and life sciences</li> <li>• Improving environmental resilience and energy security</li> <li>• Future cities</li> <li>• Agritech</li> <li>• Digital innovation for development</li> </ul>	Only early career researchers can apply.	Please keep receipts for accommodation, travel, visa (if applicable), insurance and consumables.

## 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 applicant has enclosed the 2 supplementary documents required.	
The application form is completed in full and complies with instructions given.	
The application form and supporting documents have been completed in English.	
The applicant has submitted only 1 application under this call for Travel Grant proposals (call August 2014).	
The home institution is based in one of the countries eligible under this call for Travel Grant proposals (call August 2014).	
The host institution is based in one of the countries eligible under this call for Travel Grants (call August 2014).	
<p>The applicant is an early career researcher (<i>The term 'early career researcher' refers to researchers at the beginning of their research careers. We would expect early career researchers to have been awarded their PhD not more than 10 years prior to applying for the Travel Grant, but allowances can be made for career breaks or other extenuating circumstances. 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</i>)</p> <p><b>NOT RELEVANT FOR PROPOSALS INVOLVING KAZAKHSTAN, MEXICO AND SOUTH AFRICA WHERE BOTH EARLY CAREER AND MORE SENIOR RESEARCHERS CAN APPLY</b></p>	
<p>The international mobility happens between the UK and one of the participating countries or vice versa.</p> <p><b>NOTE THAT IN THE CASE OF SOUTH KOREA, ONLY UK-BASED RESEARCHERS CAN APPLY AND NOT VICE VERSA.</b></p>	
The applicant will return to his/her home institution in a research capacity for at least six months after the end of the visit (demonstrated via the supporting letter from the institution).	
The home institution is a recognised publicly funded research establishment or Higher Education Institution (can include private Universities).	
The host institution is a recognised publicly funded research establishment or Higher Education Institution (can include private Universities).	
The applicant has not received a Researcher Links Travel Grant within the 2013 Call for Researcher Links Travel Grants	

### Annex 3 - Assessment form

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 (direct or indirect) to economic development and social welfare of the partner country will be considered for funding (this does not apply to proposals from Russia or South Korea).

	Score	Range
<b>Section 1 – Research quality and background</b>		<b>0-20</b>
<p>The academic importance and timeliness of the research topic is clearly demonstrated.</p> <p>The applicant has sufficient relevant experience to undertake the proposed research visit and achieve the stated objectives.</p> <p>The collaborating institutions are of appropriate academic standing.</p>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level.</p>	
<b>Section 2 – Research visit and proposal</b>		<b>0-20</b>
<p>The description of the proposed research visit includes clear, feasible and realistic objectives and outputs.</p> <p>There is clear evidence that the proposed research visit 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>If the applicant is returning to visit the research group where she/he carried out their PhD research or previously taught, there is clear evidence that the proposed research visit will expand added value to the collaboration.</p> <p>There is strong evidence of support from both the home and host institutions.</p>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level.</p>	

<b>Section 3 – Sustainability and capacity building</b>		<b>0-20</b>
<p>The proposal includes a clear and feasible description of how the individuals and research groups involved intend to sustain their collaboration over the longer term.</p> <p>The potential in terms of professional development and capacity building for the applicant and other potential beneficiaries is clearly described.</p>		<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level.</p>
<p><b>TOTAL SCORE FOR QUALITY ASSESSEMENT</b> (Section 1 + Section 2 + Section 3)</p>		<b>0-60</b>

<b>Section 4 – Relevance to economic development and social welfare<sup>3</sup></b>		<b>A/B/C</b>
<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> <p>Please note that this section is optional for proposals involving Russia or South Korea and will therefore not affect funding decisions on proposals from these countries.</p>		<p><b>Relevance level A:</b> Direct/high relevance to economic development and social welfare of the partner country, clearly articulated.</p> <p><b>Relevance level B:</b> Indirect relevance to economic development and social welfare of the partner country, clearly articulated.</p> <p><b>Relevance level C:</b> No obvious relevance to economic development and social welfare of the partner country.</p>

<sup>3</sup> This section is optional for proposals involving Russia or South Korea and will therefore not affect funding decisions on proposals from these countries.

## Annex 4 - Budget

Researcher Links Travel Grants are intended to be a contribution to the travel, subsistence, visa, insurance costs that researchers incur during their visit. Contributions towards these costs have been calculated using flat rates, depending on the country of the proposed visit and the duration of the visit. 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.

A small amount, up to £250, can be added for consumables (however, it is expected that the receiving laboratory or department will provide most of these resources). The maximum amounts for each part of the grant, and the maximum total grant that can be requested are shown in the table below, but it is expected that the requested budget reflects the actual costs expected to be incurred.

Additional support based on direct costs can be requested to contribute towards extra childcare costs associated with the visit (up to a maximum of 5% of the subsistence costs requested) and special needs.

Support for special needs should be requested in writing ([UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org)). Requests will be assessed and agreed on an individual basis.

Subsistence amounts have been calculated referring to EC Programmes and British Council local information. Please note that 1 month duration is intended as 4 weeks.

Country of destination	Maximum travel costs	Accommodation and Subsistence* (per month)	Maximum Visa costs	Maximum travel insurance costs (per month )	Maximum consumables	Maximum Total cost				
						2-month visit	3-month visit	4-month visit	5-month visit	6-month visit
Azerbaijan	£1,000	£1,700	£150	£65	£250	£4930	£6695	NA	NA	NA
Bangladesh	£2,000	£1,000	£150	£65	£250	£4530	£5595	NA	NA	NA
Egypt	£1000	£1,000	£150	£65	£250	£3530	£4595	NA	NA	NA
Kazakhstan	£1,000	£1,500	£150	£65	£250	£4530	£6095	£7660	£9225	£10790
Mexico	£2,000	£1,250	£150	£65	£250	£5030	£6345	£7660	£8975	£10290
Morocco	£500	£1,500	£150	£65	£250	£4030	£5595	NA	NA	NA

Nigeria	£1000	£1,500	£150	£65	£250	£4530	£6095	NA	NA	NA
Pakistan	£2,000	£1,000	£150	£65	£250	£4530	£5595	NA	NA	NA
Russia	£1,000	£1,700	£150	£65	£250	£4930	£6695	NA	NA	NA
South Africa	£2,000	£1,000	£150	£65	£250	£4530	£5595	£6660	£7725	£8790
South Korea	£2,000	£1,700	£150	£65	£250	£5930	£7695	NA	NA	NA
Thailand	£2,000	£1,500	£150	£65	£250	£5530	£7095	£8660	£10225	£11790
Turkey	£500	£1,500	£150	£65	£250	£4030	£5595	£7160	£8725	£10290
United Kingdom	£2,000*	£1,700	£150	£65	£250	£5930*	£7695*	£9460*	£11225*	£12992*
Vietnam	£2,000	£1,000	£150	£65	£250	£4530	£5595	£6660	£7725	£8790

\* The amount for travel to the UK will vary depending on which country the researcher is travelling from. For example, a researcher travelling from Nigeria to the UK will be able to spend maximum £1000 on the travel to the UK.