Annex 1 – Eligibility criteria checklist

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| **ELIGIBILITY CHECKLIST** | **Y / N** |
| The application has been submitted by the UK applicant by the published deadline.  |   |
| The application is completed in full. |  |
| The application form and supporting documents have been completed in English. |  |
| The UK lead institution is: * Higher Education provider with [degree awarding powers](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/degree-awarding-powers/).
	+ England - Check the ‘awarding degrees’ drop down section on the specific provider’s entry on the [OFS register](https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/#/). The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.
	+ Northern Ireland – <https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland>
	+ Scotland – <https://www.gov.scot/policies/universities/>
	+ Wales – <https://www.gov.uk/check-university-award-degree/recognised-bodies-wales>
 |  |
| The Chinese lead institution is:* Higher Education provider recognised by Chinese Ministry of Education
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| The applicants have included 2 supporting letters, one from each of the 2 Lead Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English, and not be signed by Lead Persons. As stated in these guidelines, email versions of letters are acceptable. |   |
| Lead Persons must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants confirm that they comply with British Council requirements by responding to Pre-submission Confirmation in the application form. |   |
| Applicants have submitted a detailed budget request using the budget spreadsheet (attached as annex 4) provided with the grant call documents on our funding call page. |  |
| Applicants have submitted a CV for both Lead Applicants. |  |
| Confirmation that Grant Agreement (attached as annex 5) has been reviewed and any question submitted together with this application.  |  |
| The UK lead applicant must complete the bank details form (attached as annex 6) and submit it with the application form.  |  |
| Where relevant, Associated Partner letters have been uploaded.  |  |
| Human resource costs: Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded. |  |
| UK expertise costs: Limited to 20% of grant to be awarded.  |  |
| Travel costs: Limited to 20% of the grant. |  |