Going Global Partnerships

Application Form

***2023 UK-China Institutional Partnership Exploration Fund***

August 2023

Application for UK-China Institutional Partnership Exploration Fund

Countries: China

*Please submit your application form and supporting documents to* [*partnershipfund@britishcouncil.org.cn*](mailto:partnershipfund@britishcouncil.org.cn)***by 23:59 GMT on 25 September 2023.***

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| section 1: project title, partnership and CONTACT DETAILS | | | |
| **PROJECT TITLE** | | | |
| **Project title** | | |  |
| **Partner country** | | | China |
| **Duration of collaboration, in months** (it should not exceed 24 months) | | |  |
| **Proposed start date** | | | DD/MM/YYYY |
| **PARTNERSHIP** | | | |
| **Is this partnership building on previous active collaboration?** (Delete as appropriate) | | | * Yes * No |
| **If you replied yes to the previous question**, please provide:   * Name of the previous project/programme: * Previous funding or grants received, including funder name; * Year the partnership took place; * What are your **institutional/departmental objectives** for this new phase of your collaboration **beyond** the direct partnership outputs (i.e. access to new research funds, explore new collaborations, etc)   Max 300 words | | |  |
| **If no** active collaboration has previously taken place, how have the teams come to know one another?’ Select one option | | | ( ) Through advice  ( ) Organic network of team members  ( ) Tangential collaboration within own department/school  ( ) Tangential collaboration within institution  ( ) Other (please explain) |
| **Partnership sustainability -** How will connections established during this project life-cycle be sustained after the end date for both institutions and teams involved? | | | **Partner Institutions**  Organically/informally (i.e. the team will need to review outputs first but will keep in touch at least)  This is part of a wider research project, so it will evolve to next stage (funding is in place or funding to be determined)  **Teams involved**  ( ) The departments will set up comms to keep channels open for research collaborations,  ( ) Mobility of staff/students will be encouraged  ( ) Active research/work (funding in place)  ( ) Active research/work (funding to be determined),  ( ) Regulatory: Memorandum of Understanding, processes, systems to be developed |
| **Associated Partners (from both China and the UK) affiliated with:**   * Higher Education providers * Not-for-profit research institutions, establishments and organisations * TVET/FE providers * Other education organisations/charities/foundations/membership bodies * Not-for-profit organisations, including Non-Governmental Organisations (NGOs) * For-profit/commercial organisations, including small and medium enterprises (SMEs) * Branch and satellite campuses of UK Higher Education providers * Government organisations * Employer organisations and industry bodies * Civil Society Organisations (CSOs) and Social Enterprise organisations | | | |
| **Institution Name 1 - Country** | | | **Contribution to the project (bullet points)**  **How they add value (bullet points)** |
| **Institution Name 2 - Country** | | | **Contribution to the project (bullet points)**  **How they add value (bullet points)** |
| **SECTION 2: PROJECT DESCRIPTION AND ACTIVITIES** | | | |
| **ODA REQUIREMENT: Relevance to economic development, social welfare, and environment** | | | |
| Please describe how the project and planned activities will contribute to the **economic development** and **social welfare** of China. (max 500 words) | |  | |
| **ENVIRONMENTAL IMPACT** | | | |
| **Impact on the environment**  What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)?  If travel is planned, please provide justification why travel is essential to ensure project outcomes and impact (max 300 words) | |  | |
| **Impact on the environment – mitigation**  What measures will you take to minimise the impact on the environment or limit the carbon footprint of travel? (max 300 words) | |  | |
| **GENDER & EDI STATEMENT**  The Gender Statement must outline how applicants have considered how the project will contribute to reducing gender inequalities in both partner institutions and countries.  \*\* Equality, Diversity and Inclusion (EDI) for this call includes age, disability, ethnicity, religion, sexual orientation and socio-economic background. For more information about EDI in the British Council please go to [our page.](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion) | | | |
| **Gender Statement (500 words max) -** Please describe the **impacts the project will have on gender equality** (taking into consideration the intersectionality with other EDI identities). Please consider:  1. **Measures** put in place to ensure equal and meaningful opportunities for women, girls, and minority genders,  2. **Expected impact** (benefit and losses) on:  - men, women, and other genders,  **- the power relations** between people of different genders,  3. How any **risks and unintended** negative consequences on gender equality will be avoided,  4. Will relevant **outcomes and outputs be measured with data** disaggregated by age and gender | | / | |
| **EDI (300 words max):** Is this project including or addressing any additional Equality, Diversity and Inclusion aspects (e.g. age, disability, ethnicity, religion, sexual orientation and socio-economic background)?  Please specify the groups included and how they will benefit from the activities. | |  | |
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| **PROJECT DESCRIPTION** | | | |
| **Proposal Summary\***  **Max 4 sides of A4**  Please give a **short summary** in plain English of how the grants will enable new partnerships, boost innovation and sustainability, and enhance higher education internationalisation and collaboration between the UK and China.  Please detail the **main activities** to be undertaken, including timelines and milestones (e.g., training, seminars, workshops, visits, job-shadowing, etc).  **Please consider:**   * **Why** is your project important? Do UK and Chinese stakeholders agree with the stated importance of this project? * The **purpose**/goal of your project, the need you are addressing or the problem you are solving * The **objectives** of the project (a maximum of 5 objectives, both specific and achievable) * The expected **outcomes** and how you will achieve them. Please mention **immediate** and **medium/ long term** outcomes * The SDGs addressed by the project outcomes (up to 5) * Benefits of the project for the UK, to higher education, research, or wider society * **How** you will **assess**/verify the **success** of your project |  | | |
| **ACTIVITIES** | | | |
|  | Please list only the main ones   |  |  |  | | --- | --- | --- | | **Activity** | **Output** | **Timeline (Month)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |

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| SECTION 3: FUNDING and resources | |
| Total funding requested from the British Council?  (Maximum – GBP40,000) |  |
| Total co-funding and/or in-kind support secured from other sources. | **Co-funder:**  **Total co-funding:** £  **In-kind support:** |
| **Resource allocation –** Please identify all those involved in the delivery of the project in both partner countries, including associated partners (if applicable). Please indicate the estimated proportion of their time in hours per month dedicated to the project during its duration. Please add rows as needed.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Country** | **Name** | **Position** | **Institution Name** | **Time (hours/month)** | **Contribution to the project (bullet points)** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | |
| **Budget – Activities costs** | Please fill in the **Budget** document (\*mandatory) – see separate Excel document. |

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| -section 4: risk management & ETHICS | |
| What are the key risks in implementing this project, and how will you manage/mitigate them?  Please consider gender-related risk and safeguarding measures that may be needed. | **Risk 1:**  **Management:** |
| **Risk 2:**  **Management:** |
| **Risk 3:**  **Management:** |
| ***Add more lines if necessary.*** |
| How will you ensure that activity will be carried out to the highest standards of ethics and research integrity, at least equivalent to those of the UK? (max 200 words) |  |
| How potential ethical and health and safety issues arising as part of this collaboration have been considered, and how will they be addressed? (max 200 words) |  |

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| section 5: Monitoring Plan | | | | | | | |
| **Activity description** | Indicator  (TANGIBLE MEASURE of the success of the activity) | Baseline (if any)  (if you have done this similar activity previously, what was the number of people reached) | Target  (Number of people planned to REACH) | Resources including budget | Data sources/ Means of Verification | Frequency | Responsible person for M&E |
| Example: Student exchange | Number of students | 50 | - | GBP1,000  and  In-kind contribution:  Senior Manager – 0.5 FTE (Full Time Employee) | Activity report and applications | quarterly | Senior Manager |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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| section 6: COMMUNICATIONS | |
| **Communication and Dissemination**  Please use the space to elaborate your communication and dissemination plan.  **Why** – what you hope to accomplish by telling people about your project`s work. Your communication goal(s)  **What** – what you want to disseminate  To **whom** – your audiences for general and also for specific communication  **How** – how you plan to disseminate information about your project  **When** – how often and when you will communicate about your project |  |

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| section 7: INTELLECTUAL PROPERTY RIGHTS | |
| Will intellectual property created through the collaboration be protected? | *Yes OR No:* |
| If you answered yes to the previous question, please provide details of the arrangements to be made regarding IPR |  |

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| CONTACT DETAILS: China - Lead Institution | |
| **Institution name** (please enter full legal name) |  |
| **Department** |  |
| **Head of Department full name** or equivalent with authority to approve this application |  |
| **Institution full address** |  |
| **Type of institution**\* |  |
| **CONTACT DETAILS - China - Lead Person**  In addition to completing the fields below, please also attach a PDF file with a 2-page CV outlining your education, employment and academic track record. | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | * Female * Male * In another way * Prefer not to say |
| **Do you consider yourself to have any disability** | * Yes * No * Prefer not to say |
| **Position** |  |
| **Work email address** |  |
| **Work telephone number** (please make sure you include the country calling code, e.g.: +86 123 1234 123) |  |
| **Deputy full name –** please nominate a person in your institution who can deputise for the Lead Person if they are unable to lead the collaboration for any reason |  |
| **Deputy current position** |  |
| **Deputy work email address** |  |
| **CONTACT DETAILS: UK- Lead Institution** | |
| **Institution name** (please enter full legal name) |  |
| **Department** |  |
| **Head of Department full name** or equivalent with authority to approve this application |  |
| **Institution full address** |  |
| **UK Nation** |  |
| **Type of institution** |  |
| **CONTACT DETAILS UK – Lead Person**  In addition to completing the fields below, please also attach a PDF file with a 2-page CV outlining your education, employment, and academic track record. | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | * Female * Male * In another way * Prefer not to say |
| **Do you consider yourself to have any disability** | * Yes * No * Prefer not to say |
| **Position** |  |
| **Work email address** |  |
| **Work telephone number** (please make sure you include the country calling code, e.g.: +44 161 9577 755) |  |
| **Deputy full name –** please nominate a person in your institution who can deputise for the Lead Person if they are unable to lead the collaboration for any reason |  |
| **Deputy current position** |  |
| **Deputy work email address** |  |

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| Supporting Documents | |
| CV for the UK Lead Person (maximum 2 sides of A4) | Y/N |
| CV for the China Lead Person (maximum 2 sides of A4) | Y/N |
| Signed letter of support from the Head of Department (or equivalent) of the UK Lead Institution, including expression of the commitment and willingness to receive funding and to sign a grant agreement with the British Council. | Y/N |
| Signed letter of support from the Head of Department (or equivalent) of the China Lead Institution | Y/N |
| Detailed budget request (using the template provided on the call website) | Y/N |
| Description of Associate Partner(s) organisation and project role (300 words per partner) | Y/N |

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| pre-submission confirmation  \*both uk and Chinese Lead applicants must confirm the following\* | |
| Neither the UK nor Chinese Lead Persons are or may be subject of a conflict of interest during the grant award procedure.   * I confirm the above * I am unable to confirm the above | |
| Have you obtained permission to submit this application on behalf of the UK and Chinese institutions?   * Yes * No | |
| Both the UK and Chinese Lead Persons and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor Chinese Lead institutions are bankrupt, being wound up, or having their affairs administered by the courts.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor Chinese Lead institutions have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor Chinese Lead Persons are guilty of grave professional misconduct proven by any means which the contracting authority can justify.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor Chinese Lead Persons have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council or partner organisations' financial interests.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor Chinese Lead Persons are guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information.   * I confirm the above * I am unable to confirm the above | |
| Does the UK Freedom of Information Act or similar act apply to the prospective Grant Agreement Holder?   * Yes * No | |
| 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, shareholders is 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.  **I confirm that I have read and understood the above notice.** | Y/N |

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| data protection notice |
| The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.  In order to carry out the selection process for this grant, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.  For detailed information, please refer to the privacy section of our website, [**https://www.britishcouncil.org/privacy-cookies/data-protection**](https://www.britishcouncil.org/privacy-cookies/data-protection%20) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **I have read and understood the above**  (Please put an X sign) | **Yes** |  | **No** |  | |
| |  |  | | --- | --- | | Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). | I am willing for my information passed on to British Council partner organisations for the purpose of this funding application. | | The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. | I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material | | The British Council will not publish personal details on their website or via other media  without prior permission. | I agree to my information being put on the British Council website | |

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| Submission process note |
| Please note that a confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please contact us [partnershipfund@britishcouncil.org](mailto:partnershipfund@britishcouncil.org).cn within 3 working days from the deadline, otherwise your application will be considered ineligible. |