UCL Global Engagement Funds 2017/18
Frequently Asked Questions

What are the Global Engagement Funds?
UCL Global Engagement Funds are intended to support UCL academics collaborating with colleagues based in other countries, driving forward the objectives of the Global Engagement Strategy. Between £500 and £2,000 is available for each new project/initiative undertaken between 1 August 2017 and 31 July 2018 (up to £4,000 for those lead applicants in the faculties of Arts & Humanities and Social & Historical Sciences).

The funds are led by UCL’s network of Vice-Deans (International) and regional Pro-Vice-Provosts, supported by the Global Engagement Office (GEO). The scheme is now entering its third year.

ELIGIBILITY

Who are the Global Engagement Funds open to?
Applications are open to UCL staff members with the following roles:
- Professor/Professorial Teaching Fellow or equivalent
- Reader or equivalent
- Senior Lecturer/Principal Researcher/Principal Research Associate/Senior Teaching Fellow or equivalent
- Lecturer/Senior Research Associate/Teaching Fellow or equivalent
- Post Doc/Researcher/Post Doc Fellow/Research Associate or equivalent – eligible provided the contract covers the spend and activity period.

PhD students are not eligible to apply. In line with UCL’s commitment to equality and diversity, we encourage applications from a range of backgrounds regardless of career stage, age, disability, ethnicity, gender, sexual orientation and religion.

Previous recipients of Global Engagement Funds (formerly known as ‘sea and currents’ funds) may choose to apply again. If the funds are for a related activity, applicants should explain how the proposed activity this year builds on previous outcomes.

Do I need a doctorate to apply?
No, you do not need a doctorate to apply. However you do need to have one of the roles listed above, and your contract should cover the spend and activity period (normally until 31 July 2018).

Can I apply if I’ve received funding from GEO, a Vice Dean (International) or a Pro-Vice-Provost (Regional) in the past?
Yes. This includes if you have received ‘sea and currents’ and ‘leadership funding’ before. If it is for a related project, ensure you explain how this activity will build on.

Can I submit more than one application?
An individual can, if they wish, submit more than one application for different activities which will be considered equally by the relevant panel led by the Vice Dean (International) and regional Pro-Vice-Provost, however, there will only be one award per lead applicant overall. All lead applicants and co-applicants should themselves be in some way involved in or benefit from the activity described in the application.

Last year, projects which were funded tended to not only benefit the 1-2 individuals involved but also helped build relations between international colleagues and the wider team/department, or had a wider outcome (e.g. a research bid proposal submission). You may wish to discuss with other eligible colleagues if there is a way for the activity to benefit other individuals in your wider team/department, in line with the global engagement strategy, in which case perhaps another eligible individual might apply. All lead applicants and co-applicants should themselves be in some way involved in or benefit from the activity described in the application.

Are researchers at the Institute of Education and UCL Qatar eligible to apply for this funding?
Yes, the funding is open to all faculties and departments, including the IoE and UCL Qatar. UCL Qatar applicants should select Social & Historical Sciences as the faculty of the lead applicant and may apply for up to £4,000.

ACTIVITY AND EXPENSES

What can be funded through the Global Engagement Funds?
Academic or enterprise activity involving one or more individuals from the faculty and a ‘global partner’ that is, one or more colleague(s)/research team(s)/department(s), based at an overseas HEI, research institute or international public/corporate/charitable body. This could be collaborations initiated and run by individual academics or departments, e.g. by a PI and their research group with other individuals across the globe. Applicants may have worked with the selected partners in the past, or it may be a new collaboration.

Funds must be for a new activity (not one that has already happened or that can be covered using other funds). Activities could include:
- Organising a joint seminar(s) with international partners (venue, transport etc.).
- Visiting a global partner or research project, or, bringing over an international partner to work on a research paper/project (costs for flights, hotel, food etc.).
Examples of past activity in this scheme can be found on the funding page by scrolling to ‘Case Studies’ at the bottom of the page. The objective of activities should meet one or more of the strategic drivers of the GES:

What cannot be funded by the Global Engagement Funds?
Activity which does not involve a global partner; activities which are solely UK-based/focused; equipment; attending conferences; work for which there is already a significant existing funding stream; activity that has already happened.
Staff time cannot be covered, except UCL postgraduate assistant time.

What is meant by ‘global partner’? Do I need to have a formal agreement in place?
All applications must involve activity with colleagues based at global partners. A ‘global partner’ just means one or more colleague(s)/research team(s)/department(s), based at an overseas higher education institution, research institute or international public/corporate body. If you plan to partner with a global organisation which happens to be London-based, e.g. Save the Children you would need to express in the application form how your chosen activity will meet one or more of the drivers of the strategy and have outcomes wider than the UK. You do not need to have a formal agreement in place but obviously you need to have discussed the proposed activity with them before including their names on the form.

What is exactly covered in terms of expenses and how should I calculate the expected costs (should I get an exact quote for flight, hotel etc.)?
In terms of expenses, flights, hotels, other transport would be covered. You just need to provide an estimate as to how much you think the flights etc. will cost if you buy them early August 2017 (when you would be notified of the application outcome). You should provide a cost breakdown in the box provided. Please ensure you purchase your flights as early as possible to take advantage of reduced rates. We encourage you to build in some contingency for expense fluctuations (for example, flight costs and changes in currency exchange rates) as GEO will be unable to cover any future fluctuations resulting in a shortfall of your budget. All expenses must be calculated according to UCL policy.

What’s new or changed from last year’s Global Engagement Fund call?
This is the third year of the Global Engagement Funds (named ‘sea and current funds’ in their first year). The principles of this year’s Global Engagement Fund call remain unchanged from previous years: the funding is to facilitate, or accelerate, collaborative activity with ‘global partners’. This year, in order to encourage early-career researchers to engage globally, the eligibility criteria has been widened to include postdoctoral-level staff, or equivalent. In order to simplify the application process, there are no longer two funding streams (last year we had a ‘faculty’ and a ‘regional’ stream). We have also added certain questions to draw out more information on the collaboration to help make better assessments, for example, that applications where there is funding from a global partner will be looked on favourably.

FUNDS TRANSFER

What type of code do I need to provide?
The code is made up of 3 elements: project, task, award (PTA). In accordance with UCL financial regulations, only ‘core’ codes will be accepted – all others will be deemed invalid (including ‘discretionary’, ‘primary purpose’, ‘sponsored research’ etc.).

Who is the best person to note receipt of the funds?
This can be an IDT administrator or Finance Manager but you need to check with them first.

I cannot set-up the core code unless I know that I have won an award.
Your Finance Manager will be able to advise you on the most ‘appropriate’ core PTA to use. The funds can then be transferred to the relevant core PTA once it has been set up.

When will I receive my funds? How will my funds be transferred?
Successful recipients and the person named in the application to note receipt of the funds will be notified via email 16-28 July 2017. Due to the large volume of funds that need to be transferred, the journal transfer will be done via a number of batches, starting end July 2017. If you need your funds particularly urgently, please inform us.

EVALUATION OF APPLICATIONS

How are the applications assessed?
Applications will be assessed by panels chaired by the lead applicant’s faculty Vice-Dean (International) and the relevant Pro-Vice-Provosts (Regional).
The scoring criteria will include:
- Alignment with the Global Engagement Strategy;
- Academic strength of the research and/or global partner (if the research is considered robust; if the PVPR/VDI considers it desirable for UCL/the faculty/department/group to strengthen the relationship with the selected partner);
- Extent to which the application addresses a global issue (interdisciplinary applications would be particularly welcome);
• Scale of impact and outcomes – this includes outcomes of the project (for example, number of people impacted short- and longer-term, such as funds to share expertise with colleagues in Africa to train nurses on HIV treatment methods would score highly) as well as if funding would facilitate or accelerate a significant outcome like a publication or a more substantial funding application.

• Value for money (applications where funding is also provided by the global partner are particularly welcome)

Can you give an estimate of the success rate for these applications for Global Engagement Funding?
The overall success rate last year varied between faculties and regions, with an average of 60%. We tend to receive a higher number of applications with Europe, East Asia and North America as the lead region.

TIMELINE & OTHER QUERIES

I want to use the funds for activity before 1 August 2017 or after 31 July 2018 – can I apply?
Funding must be for future activity where spending and activity takes place between 1 August 2017 and 31 July 2018. Funds will expire after this date. Only activity which happens from 1 August 2017 and is concluded and paid for by 31 July 2018 can be considered in this round. If other commitments prevent outward travel, then applicants could consider inviting colleagues to come here to UCL. If you are unable to apply this year, another round is planned to open around April-May 2018 for spending from 1 August 2018 onwards.

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What is the timeline?
• The deadline for applications is 9am UK time on Monday 22 May 2017.
• Award recipients will be notified between 16 and 28 July 2017. Transfers will be made as soon as possible after notification.
• All activity must have happened and be paid for by 31 July 2018.
• Successful recipients will be invited to attend the Provost’s second annual ‘Celebrating Global Engagement’ reception on Monday 28 November 2017, to learn from past award recipients and share ideas with likeminded colleagues.

How do I submit my application?
All applications must be submitted via the online application form available here. Applicants are strongly recommended to keep an offline version of answers. If you do not wish to complete your online application in just one session, you have two choices:

• Option 1 – use a Word version of the form: see here for link. This is for drafting purposes only - only applications made via the online form will be considered for funding.

• Option 2 – save and edit using the online system:
  a) You must first: enter your email address; acknowledge all the compulsory tick box statements; enter some text such as “To be completed later” in the compulsory free text boxes.
  b) If the above requirements are not fulfilled an error message will appear and you will not be able to save and edit your application. When you have completed the above requirements and then wish to save and edit your application at a later time, click on the ‘Save or Submit’ button at the bottom of the form.
  c) You will then see an on screen message confirming that your application has been received. This message will also contain a web link to your application.
  d) You will also receive a confirmation email which will contains the link to your application. Keep this link safe.
  e) Click on this link to continue editing your application and then click on the ‘Save or Submit’ button to re-save your application.
  f) You may continue editing and saving your application up until the deadline. After this time, your application will be considered as 'submitted' and no further changes will be possible.

If you experience any problems making an online application, or have any questions about the online process, please contact Sofia Shamim (vpi.global@ucl.ac.uk / 020 3108 6235).

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