

UCL Cities partnerships Programme Rome Funds 2018/19

CRITERIA & GUIDANCE

What is the Cities partnerships Programme, Rome funding?

- The Cities partnerships Programme is a new initiative which supports, funds and promotes academic collaborations in research and teaching with partners in global cities across the world. Launching in Rome, the initial focus on Europe is an expression of UCL's commitment to our European partners: those who share our values and a clear emphasis on world-leading academic excellence. By focusing on a city rather than a specific organisation, UCL academics are able to work with the individuals and institutions that they feel are the best in their particular field, enabling a programme of activity in the city across multiple disciplines.
- **Up to £5,000 is available** for each new project undertaken between 1 January 2019 and 31 July 2019. In exceptional cases, applicants can bid for a higher budget if the project is likely to sow the seeds of a long-term collaboration. Please get in touch with the Academic Director of the Rome programme, [Dr Florian Mussgnug](#), if you wish to put forward an application for a higher amount.
- The theme 'The Future of Europe' will link some of the activity in Rome. Although not compulsory for selection, applicants may wish to consider how their project is relevant to the theme.
- The funds are led by the Cities partnerships Programme Academic Director and supported by the Cities partnerships Programme Board of senior academics and professional services staff, and the [Global Engagement Office](#) (GEO).

Who can apply?

- 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. Applications should be submitted by the lead applicant.
- Applicants must have an open-ended UCL contract or a fixed-term contract which lasts until July 2019. If an applicant has a fixed-term contract that does not last until July 2019 they can apply if their contract covers the dates in which the project/initiative is due to take place and must have a co-applicant who is a UCL staff member with an open-ended contract.
- Applicants are not required to have a doctorate, but do need to hold a role at one of the levels described above.
- PhD students are not eligible to apply as the main applicant, but can be involved as collaborators in a project.
- The funding is open to all faculties and departments, including UCL Qatar. Staff applying from UCL Qatar should select Social & Historical Sciences as the faculty of the lead applicant.
- Only one application can be made per project or activity under this funding stream. Since a person may be involved with more than one project, there is no limit to the number of applications an individual can make. Each application will be considered equally by the panel. Since the award fund is finite, it is unlikely that more than one project per applicant will be successful. All lead and co-applicants must be actively involved in the activity described in the application.
- Previous recipients of UCL funding for activity in Rome or elsewhere may apply again. If the funds are for a related or follow-up activity, applicants should explain how the proposed activity this year builds upon previous outcomes.
- 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.

What can be funded through the Cities partnerships Programme Rome Funds?

- Academic activity involving one or more UCL individuals and a partner based in Rome. Partners may be individuals, research teams or departments at a Higher Education Institution (HEI), research institute or international public, corporate or charitable organisation. Applications who list partners from more than one Rome-based institution should explain how local collaboration is envisaged. These could be collaborations initiated and run by individual academics, research groups or departments, and may involve students.

- Applicants may have worked with the selected partners in the past, or it may be a new collaboration.
- Applications must be for a new activity, not one that has already happened or is already fully funded. The new activity can build upon outcomes from a previous project in Rome or elsewhere.
- Activities could include:
 - Organising a joint seminar with international partners which would lead to joint publications, future research collaborations or other follow-up activities
 - Visiting a global partner or research project, or bringing over a partner from Rome to work on a research project.
 - Meetings, or preliminary scoping work and baseline research/data gathering, to underpin the preparation of a long-term collaborative partnership (e.g. preparation of a PhD summer school, double degree, future exchange agreement, etc)
 - Public engagement activities.
- Travel, accommodation and subsistence essential to the activity can be covered, in line with UCL's expense policy.
- Cost of a postgraduate teaching assistant for preparatory work and logistical support.
- UCL's finances run to a strict financial year (1 August–31 July). The activities for which the funds are allocated must take place between 1 January 2019 and 31 July 2019.

What cannot be funded by the Cities partnerships Programme Rome Funds?

- Activity which does not involve a partner in Rome.
- Any activity that does not have research or learning and teaching at its core. Public engagement activities will be considered. We cannot fund attendance at conferences, nor equipment.
- Activity which already has a significant existing funding stream.
- Activity that has already happened.
- The funds cannot cover staff time, except UCL postgraduate assistant casual wage costs.

Assessment of applications

- Applications will be assessed by a panel of senior academics, including the Pro-Vice-Provost Europe, and chaired by the Academic Director for the Cities partnerships Programme Rome, Dr Florian Mussgnug.
- The scoring criteria will include:
 - Academic strength of the research and/or partner in Rome (if the research is considered robust; if the panel considers it desirable for UCL/the faculty/department/group to strengthen the relationship with the selected partner);
 - Extent to which the project supports or enhances sustainable international collaborations or networks (the "transnational added-value" of the project).
 - Expected impact and outcomes of the activity. This may include the realistic potential for a sustained partnership for teaching or research purposes, subsequent external funding applications, development of a further project or partnership, publications or other research outputs, establishing a new network or developing an existing one.
 - Value for money. Applications for projects which are part funded by the partner in Rome are particularly welcome.
 - Extent to which the application responds to the academic theme of the Cities partnerships Programme in Rome, 'The Future of Europe' (this is not a compulsory requirement).
- Successful applicants will be asked to provide a short report on impact and outcomes of the activity at the end of the project.

The online application process

All applications must be submitted via the [online application form available here](#).

- If you do not wish to complete your online application in one session, you may **save and edit using the online system**:
 - a) 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) Click on the 'Save or Submit' button at the bottom of the form.

- c) An on-screen message will then confirm that your application has been received with a link to your application. This will also contain a record of your answers. Make a note of this link, which you will also receive in an email confirmation.
 - d) Click on this link to continue editing your application. Click on the 'Save or Submit' button to re-save your application.
 - e) You may continue editing and saving your application until the deadline of **5pm UK time on 30 November 2018**. After this time, your application will be considered as 'submitted' and no further changes will be possible. We recommend you keep an offline copy of your answers for reference.
 - f) You should provide a breakdown of the costs you're seeking to cover in the relevant section of the application form. For travel costs, please include realistic estimates and 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. GEO will be unable to cover any shortfall of your budget. All expenses must be calculated according to UCL policy.
- Only applications made via the online form will be considered.
 - The application deadline is 30 November 2018.
 - Successful applicants will be notified between 10 and 19 December 2018.

Timeline

- The deadline for applications is **5pm on 30 November 2018**.
- Award recipients will be notified between 10 and 19 December 2018.
- Funding transfers will be made as soon as possible after notification through the internal UCL process, 'journal transfer' (a method of arranging batch transfers to multiple recipients). If you are successful we will ask you to supply PTA project, task and award code and a named IDT administrator or Finance Manager to note receipt of funds. If you are unsure of your code, please ask your Finance Manager.
- Award recipients will be asked to provide a short report on the activity in September 2019.
- All activity within the academic year 2018-19 must be completed and paid for by 31 July 2019.

Queries

If you have any questions about the application process or experience any problems making an online application, please contact Bryan Taylor, vpi.global@ucl.ac.uk.