

UCL Cities partnerships Programme Funds 2021-22

Paris and Stockholm

CRITERIA & GUIDANCE

What is the Cities partnerships Programme funding?

- The Cities partnerships Programme is UCL's flagship programme for regional engagement in Europe which supports, funds and promotes academic collaborations in research and education with partners in major cities. Working in **Paris** and in **Stockholm** (and Rome, until January 2022) the initial focus on Europe is an expression of UCL's commitment to partners across our continent: those who share our values and a clear emphasis on world-leading academic excellence. By focusing on a city and its surrounding region rather than a specific organisation, UCL academics will 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 December 2021 and 31 July 2022. 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 Paris programme, [Professor Claire Colomb](#), or the Academic Director of the Stockholm programme, [Dr Catalina Turcu](#) if you wish to put forward an application for a higher amount.
- The programme is very happy to announce that its **partners in Stockholm will jointly fund a small number of projects** with members of the Stockholm Trio (Karolinska Institutet, KTH Royal Institute of Technology and Stockholm University). Submissions to the wider funding call will be automatically considered for these additional funding streams.
- The programme aims to support collaborative, novel work with the potential to have a sustained impact. This might be in teaching and/or in research between scholars at UCL and one or more of the cities, possibly including other stakeholders such as professional services, practitioners in public and cultural institutions, etc.
- The theme '*Living in, governing and representing global cities: challenges for the 21st century*' will link some of the activity in Paris. Although not compulsory for selection, applicants may wish to consider how their project is relevant to the theme.
- The theme '*Climate Change and Health in the City*' will link some of the activity in Stockholm. 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 Directors and supported by the Cities partnerships Programme Board of senior academics and professional services staff, and [UCL Global Engagement](#).

International work in a time of changing mobility

- The pandemic has had an enormous impact on travel, and on the way we work. The climate crisis prompted us all to consider new ways of working across organisations and borders. Then COVID-19 made instant innovators of us all. In this spirit, the funding calls for the Cities partnerships Programme are here to pay for more than travel and accommodation.
- Global Engagement is working with the UCL Careers Service to help seed fund applicants in the process of paying students on a casual basis to engage in international collaborations: in compiling literature reviews, coordinating online round-tables, conducting interviews or other research, and in other ways. We hope to support the creation of opportunities for students in international partnership projects, to engage in impactful scholarly or public engagement work. Applicants might find that creating such opportunities may enrich and extend their partnership projects.
- The programme team and UCL Careers can help with the process of finding and recruiting students. As you prepare your seed funding application, you may find the following guidance helpful:
 - The salary scale has advice on UCL's policy on appropriate grades and points: <https://www.ucl.ac.uk/human-resources/pay-benefits/salary-scales>
 - Full costs can be calculated using a very helpful spreadsheet maintained by Research Services: <https://www.ucl.ac.uk/research-services/applying-funding/costing-principles/salary-scales>
 - The guidance on recruiting and working with Postgraduate Teaching Assistants (<https://www.ucl.ac.uk/human-resources/postgraduate-teaching-assistant-code-practice>) may be useful in ensuring your own process is fair and supportive, though your own department, school or faculty will probably have processes and practices which can help.

- Our collaborators have used Zoom, Teams and other tools to bring busy colleagues from across the world into their projects: the barriers to international engagement are obviously much lower than before, and it is much easier to work with world-renowned colleagues or scholars with excellent potential. While the online world lacks some of the richness of other means of engagement, tools are developing at pace to foster a more natural experience for collaborators, where serendipity is possible and creative conversations can flourish.
- Please do give some thought to a blended approach, where the nature of partnership may be very much more 'hands on' than in the past (collaborators in France or Sweden may perform experiments in their lab while London colleagues join remotely online, or work might be created in a studio in London while partners on the continent focus on other aspects of a project). The Academic Directors can advise on ways in which you might be able to create meaningful work with our partners in this strange time.
- There is a lot of guidance and admin on travel just now. <https://www.ucl.ac.uk/procurement/travel> contains much of the information you will need for considering UCL's definitions of *Essential Travel*.

Who can apply?

- Applications are open to UCL staff members with the following roles:
 - Professor or equivalent
 - Reader/Assistant Professor or equivalent
 - Senior Lecturer/Principal Researcher/Principal Research Associate or equivalent
 - Lecturer/Senior Research Associate or equivalent
 - Post Doc/Researcher/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 at least July 2022. If an applicant has a fixed-term contract that does not last until July 2022 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.
- 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 awarded funds. All lead and co-applicants must be actively involved in the collaboration described in the application.
- Previous recipients of UCL funding for activity in Rome, Paris, Stockholm 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 supported through the Cities partnerships Programme Funds?

- Academic activity involving one or more UCL individuals and a partner based in the city-regions of Paris and/or Stockholm. Partners may be individuals, research teams or departments at a Higher Education Institution (HEI), research institute or international public, corporate or charitable organisation. Applicants who list partners from more than one Paris- and/or Stockholm-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.
- Activities could include:

- Organising a joint seminar with international partners which would lead to joint publications, future research collaborations, grant applications, or other follow-up activities
 - Working with a global partner on a teaching or research project, perhaps involving some limited travel (if possible and sustainable) for UCL scholars to from Paris or Stockholm, or for partners to London, to work on the 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.
- UCL student casual wage costs for working on the collaboration can be covered, as can travel, accommodation and subsistence essential to the activity, in line with UCL's expense policy, sustainability agenda and coronavirus guidance.
 - UCL's finances run to a strict financial year (1 August–31 July). So activities for which the funds are allocated must take place between August 2021 and 31 July 2022.

What cannot be supported by the Cities partnerships Programme Funds?

- Activity which does not involve a partner in Paris or in Stockholm (or their city-region).
- 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.
- Items which would normally be included in a research or teaching grant. This seed funding supports and develops international collaboration, and lacks the scale and resources to support the core components of a research or teaching project.
- Activity which already has a significant existing funding stream.
- Activity that has already happened.
- The funds cannot cover staff time, except UCL student casual wage costs.

Assessment of applications

- Applications will be assessed by a panel of cross-Faculty senior academics and chaired by the Academic Director for the Cities partnerships Programme Paris, Professor Claire Colomb, or the Academic Director for the Cities partnerships Programme Stockholm, Dr Catalina Turcu.
- The scoring criteria will include:
 - Academic strength of the research/teaching proposal and the partner in Paris or Stockholm (if the work is considered robust; whether 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(s) in Paris and/or Stockholm are particularly welcome.
- Applications for Stockholm will be considered additionally by panels drawn from UCL and colleagues from the relevant partner institution, for award of the joint funding streams.
- Selected 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 **extended deadline of 23:59 UK time on 31 October 2021**. 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. Global Engagement will be unable to cover any shortfall of your budget, for any reason including currency fluctuation. All expenses must be calculated according to UCL policy.
- Only applications made via the online form will be considered.

Timeline

- The **extended deadline for applications is 23:59 UK time on 31 October 2021**
- Award recipients will be notified in December 2021.
- 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 2022.
- All activity within the academic year 2021-22 must be completed and paid for by 31 July 2022.

Queries

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