**GLOBAL ENGAGEMENT OFFICE**

**Top of Form**

**Cities Partnerships Programme Funds 2020/21 – Form for offline application drafting**

*Please consult the criteria and guidance document available on the* [*Cities Partnerships Programme Funds*](https://www.ucl.ac.uk/global/cities-partnerships-programme-funds) *webpage before completing your application.*

*This word version of the form is for* drafting purposes only – ***only applications made via the online form will be considered for funding****.*

The deadline for submission of applications via the online form is ***23:59 UK time on 13 December 2020.***  
  
If this is the first time you have put in an application for this project to the Cities Partnerships Programme Funds, please fill in the whole form.

If this application is for follow-on funding for a project which received funding from the 2019/20 call for the Cities partnerships Programme Rome and Paris, you won’t need to complete the whole form. Please complete Section 1 A, B, D and Section 4 in full. Fill in Sections 2 and 3 in the knowledge that we already have your initial submission, so concentrate only on describing? the next stages of the work for which you are applying for funding. You may disregard Section 5.

Which partner city are you planning to work with?

* ROME
* PARIS
* STOCKHOLM

Please tick this box if this application is for follow-on funding from the 2019/20 call for the Cities partnerships Programme

* This application is for follow-on funding

**Section 1: About you and your colleagues in the partner city**

**A. UCL Lead Applicant**

* **Prefix**
* **Name**
* **Extension number**
* **Email**
* **Department**
* **Faculty**
* **Role**

**B. UCL Co-applicants**

* **Are you applying with any UCL co-applicants?**

Yes No



* **Name(s)**
* **Email(s)**
* **Department**
* **Faculty**

**C. List representative achievements of the UCL Lead Applicant (e.g. 2-3 relevant publications; and up to 200 words on other achievements such as policy engagement; international lectures etc.)**

**Please also include a link to the applicant’s UCL IRIS profile or equivalent.**

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**D. Partner(s)**

Seed funding is for collaborations with scholars affiliated to academic institutions within Rome, Paris, or Stockholm, or organisations with significant links to the city, located in the wider city-region.

Please only include the names of colleagues/institutions with whom you have already discussed the proposed activity and their commitment obtained. Please avoid using acronyms where possible.

**i) Please let us know about all institutions involved in the proposed activity (including UK partners).**

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| **Name of colleague(s)** | **Department(s)** | **Institution(s)** | **Country/Countries** |
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*There is no limit to the number of partners involved; please add rows as necessary.*

**ii) Please write a few words about your choice of partners; their excellence in the field, why they are the right people to collaborate with in this work, whether and how you have worked with them before. Include links to relevant web pages if appropriate (e.g. of their research units)**

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**Section 2: About the activity**

**Proposed Activity**

**A. Title of the activity** (One sentence title suitable for general communications, e.g. “The Treaty of Rome at 60”. (up to 20 words)

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**B. Description of the activity** (up to 1,000 words). *Please bear in mind this will be reviewed by a panel including non-specialists in your field of expertise. If this activity builds upon outcomes of a previous project, please explain how. If it has received previous support from - or is linked to - other departments, faculties or UCL-wide initiatives (e.g. Global Engagement Funds, Grand Challenges), do please mention that. Also if the activity offers opportunities for students, in developing skills, international experience or providing mobility, please give details.*

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**C. Are you receiving additional funding sources for work related to this activity?** (up to 200 words)

*If you have existing sources of internal or external funding for this activity please give some details, including what aspect of the activity the funding is agreed for. Also please provide details of any support ‘in kind’. Funding from partners is encouraged and will be considered favourably by the panel.*

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**D. Please list the outputs you expect of the collaboration, and the impact you anticipate it will have. Please describe how you plan to develop the partnership or project after this initial activity is complete?** (up to 500 words)

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**E. Other than those arranged by the UCL Global Engagement Office, are you planning to produce any communications (e.g. blogs, audio or visual recordings), events, or reports for this activity?** (up to 200 words)

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**F. What are the key activities, milestones and events of your proposal? The proposal may contain more than a one-off event, so it might be articulated as a series of key steps, with dates. Please indicate a timeline (up to 500 words).**

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**G. If you do not yet know the date of the activity, please tick to confirm that the spend envisaged in this proposal and the activity for which it will pay is planned to take place between January 2021 and 31 July 2021.**

Tick here to confirm.



**H. This application is for work in the academic year 2020-21. If there is likely to be follow-on activity next academic year, please tick below if you expect to seek future funds from the programme:**

Tick here to confirm.



**Section 3: Funding amount**

**A. How much are you applying for?**

*Bids can be submitted of up to £5,000. 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, Professor Florian Mussgnug (email f.mussgnug@ucl.ac.uk), the Academic Director of the Paris programme, Professor Claire Colomb (email c.colomb@ucl.ac.uk), or the Academic Director of the Stockholm Programme, Dr. Catalina Turcu (catalina.turcu@ucl.ac.uk) if you wish to put forward an application for a higher amount.*

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| **£** |

**B. Please give a line-by-line breakdown of the costs***This will help the panel check and compare costs, and substitute lower costs where the programme team knows UCL can call upon more favourable terms for the same thing.**Please use as many lines as you need.  
Please also include a note of any financial or in-kind support you will get from partners.*

*(item and value in GBP).*

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| **Expense** | **£** | **Support from partners** |
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**All travel and expenses must be calculated according to** [**UCL expenses and travel policy**](https://www.ucl.ac.uk/finance/policies-procedures/expenses-policy).

**C. Funds transfer**

Selected recipients will receive funds using the internal transfer process known as 'journal transfer'. If your application is successful we will request from you a PTAE code. We will not be able to transfer the funds without the code.

In order to facilitate transfers, we recommend speaking to your departmental administrator or person(s) responsible for departmental finances in advance and including their contact details below. We can then include them on the award notification emails so they know to expect the funds.

**i) Name and position of person to be advised of funds transfer:**

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**ii) Email of person to be advised:**

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**D. If you have any other comments that you have not had the opportunity to mention elsewhere in the form, please add them here**.

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**Section 4: References**

**A. Please supply the contact details of a referee from your own discipline at UCL who can offer a sentence or two in support of the high quality of the work envisaged in this application:**

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**B. If you have their quote in support, please paste it here. We can contact them otherwise.**

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**C. If you have a sentence or two in support of the quality of the application from a partner in Rome, Paris or Stockholm you specified in 1D, please paste it here, with attribution. If not, please specify which partner we should contact, if you’ve listed two or more in 1D.**

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**Section 5: Future communication**

**A.** **In September 2021 you will be contacted by a member of the Cities partnerships Programme team to provide brief information about the outcome of activities, including links to any outputs and the future development of your relationship with the selected partner(s)**.

Please tick here to confirm you have understood the reporting requirements.



**B. The Global Engagement Office offers news and funding opportunities via a newsletter every two months - pan-regional ('UCL Global News') and regional specific.  We also run termly ‘Regional Network’ meetings comprising those with an interest in specific regions.**Tick the relevant box(es) if you are interested in receiving information about any of the following networks or opportunities.

UCL Global News



North America Latin America Europe Africa & Middle East



South Asia East Asia South East Asia & Australasia



C) How did you hear about this funding call?

Recommended by a colleague

Announced via your Faculty/Department

The Week@UCL Newsletter

GEO Newsletter

GEO Regional Networks

Other

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**Finally, save or submit your application**Bottom of Form

**The deadline for submission of applications is 23:59 UK time on 13 December 2020.**

**Once you have saved the Word version of your application you can then start to save and edit using the online system.** To do this:

1. 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.
2. Click on the 'Save or Submit' button at the bottom of the form.
3. An on screen message will then confirm that your application has been received with a link to your application. Make a note of this link, which you will also receive in an email confirmation.
4. Click on this link to continue editing your application. Click on the 'Save or Submit' button to re-save your application.
5. You may continue editing and saving your application until the deadline of 23:59 UK time on 13 December 2020. After this time, your application will be considered as 'submitted' and no further changes will be possible. **We strongly recommend you keep an offline copy of your answers.**

Successful applicants will be notified in mid-January 2021 and transfers made as soon as possible after.

If you experience any problems making an online application, or have any questions about the online process, please contact [Bryan Taylor](mailto:vpi.global@ucl.ac.uk), Global Engagement Office.