

# UCL Global Engagement Funds 2019/20

## 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. Between £500 and £2,000 is available for each new project/initiative undertaken between 1 August 2019 and 31 July 2020 (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 fifth 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 normally up to 31<sup>st</sup> July 2020 – note \*\* below.**

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.

#### \*\* Am I still eligible if my contract ends before 31 July 2020?

Yes, but it must be sufficient to cover the planned activity period stated in your application and you should also have a co-applicant who is a UCL staff member with an open-ended contract. Please note in section 4G of the application form ('other comments') your contract end date, if you expect your contract to be extended and any other details relating to this.

#### 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.

#### 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 it.

#### 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.

In previous years, projects which were funded tended to not only benefit the one or two 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. The activity can be related to teaching, research or enterprise.

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.)?**

Flights, hotels or 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 2019 (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.

#### **Why is the award higher for lead applicants in the Arts & Humanities and Social & Historical Sciences faculties?**

A&H and SHS faculties have the same amount in total to award as other faculties. The award is higher for A&H-SHS faculties because those faculties are evaluating applications jointly and have decided on larger awards. In other words, A&H-SHS will make fewer but larger awards (up to £4k each), while the rest of the faculties and regions will make a larger number of smaller awards.

#### **What's new or changed from last year's Global Engagement Fund call?**

Nothing – the guidance criteria and FAQ have simply been clarified and updated.

### **NOTIFICATION & FUNDS TRANSFER**

#### **When will I be notified of the outcome of my application?**

Award applicants will be notified between 16 and 28 July 2019. Transfers to successful applicants will be made as soon as possible after notification.

#### **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 16-31 July 2019. 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 2019. If you are successful we will request a PTA project, task, award code in your notification email. If you need your funds particularly urgently, please inform us.

#### **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.

### **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 applications to the Global Engagement Fund?**

The overall success rate last year varied between faculties and regions, with an average of 50%. 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 2019 or after 31 July 2020 – can I apply?**

Funding must be for future activity where spending and activity takes place between 1 August 2019 and 31 July 2020. Funds will expire after this date. Only activity which happens from 1 August 2019 and is concluded and paid for by 31 July 2020 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 2020 for spending from 1 August 2020 onwards.

### **What is the timeline?**

- The deadline for applications is 23:59 UK time **on 17 May 2019**.
- Award recipients will be notified between 16 and 28 July 2019. Transfers will be made as soon as possible after notification.
- All activity must have happened and be paid for **by 31 July 2020**.
- Successful recipients will be invited to attend the Provost's third annual 'Celebrating Global Engagement' reception in Spring 2020, to learn from past award recipients and share ideas with like-minded 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 for drafting purposes:** a word form is available on the [Global Engagement Funds webpage](#).
- **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 contain 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 the GEO via [vpi.global@ucl.ac.uk](mailto:vpi.global@ucl.ac.uk).

***The deadline for applications is 23:59am UK time on 17 May 2019.***