

# UCL Global Engagement Funds 2020/21

## 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 £2000 is available for each new project/initiative undertaken between 1<sup>st</sup> August 2020 and 31<sup>st</sup> July 2021 (up to £4000 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 sixth 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
- Associate Professor 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 2021 – 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 (which is the subject of the new application) this year builds on previous outcomes.

#### \*\* Am I still eligible if my contract ends before 31 July 2021?

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 the free comment section 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.

*Note: **Lead Applicants must have a permanent UCL contract** (your employer must be UCL) or hold a **fixed-term contract of employment** with UCL that runs to July 2021. Alternatively, a Lead Applicant can hold a fixed-term contract that covers the dates of the activity in the project/initiative and have a co-applicant who is a permanent UCL staff member. In this case, the co-applicant will be responsible for reporting outcomes to the Global Engagement Office.*

Please get in touch with Lucy Crick ([vpi.global@ucl.ac.uk](mailto:vpi.global@ucl.ac.uk)) if you have any questions regarding your eligibility.

#### 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 new 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.

Please note, you may apply to multiple GEO funding streams such as GEF and [Cities partnership Programme](#), however, only one application can be funded across all streams per lead applicant each academic year. This will be the higher award amount.

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 £4000.

## **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 is in substance, covered by other research funds). Activities could include:

- Organising a joint seminar(s) with international partners (flights, 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](#).

### **Can I request support for alternative care costs if I have caring responsibilities affected by my GEF project?**

Yes, subject to panel decision. In line with [UCL's expenses policy](#) (Annex 5), if you have caring responsibilities (e.g. childcare or caring for a dependent) which may prevent you from travelling for your project, due to the cost of alternative care arrangements in your absence, please get in touch directly with Lucy Crick ([vpi.global@ucl.ac.uk](mailto:vpi.global@ucl.ac.uk)) to discuss this, as we will endeavour to support genuine needs to ensure you feel supported to apply. We have a limited amount of funding to support requests and as such, requests will be taken on a first come first serve basis.

You will be required to explain why the proposed activity could not be carried out without GEO defraying the costs of alternative care and the circumstances of your support needs. This will only be considered for work activities undertaken outside of normal working patterns (e.g. childcare or eldercare costs while the primary carer attends an activity, e.g. visit or joint seminar, outside usual contracted hours).

### **Do I need to undertake a Worktribe costing application?**

No. You do not need to create a costing application via Worktribe. Please provide a breakdown of costs in the dedicated space in your application form.

### **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. Costings should be appropriate and relevant to the activity, for example the provision of alcoholic beverages for partners is not considered a valuable use of funds, unless it can be described how hospitality is critical for the building of this relationship or necessary/culturally significant for an event e.g. a public exhibition.

**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 2020 (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 do I need to do in terms of ethics and due diligence?

Please check UCL's guidelines regarding research ethics. Applicants are responsible for reading these guidelines and ensuring projects adhere to UCL's ethical approval policy and process. If you are unsure if your project meets these guidelines or have been denied ethical approval please contact GEO as soon as possible ([yipi.global@ucl.ac.uk](mailto:yipi.global@ucl.ac.uk)) to discuss this.

UCL's ethical guidelines can be found here:

- [Research Ethics Committee at UCL guidelines](#)
- [Overseas Research Roadmap](#)

### Due diligence:

We strongly advise applicants to undertake proportionate and appropriate due diligence, relative to the stage and scope of the research collaboration, before collaborating with global partners and travelling overseas.

For Global Engagement Funding projects we recommend the following steps (in line with the basic '[Step One' guidance for UKRI](#) due diligence.):

- Where possible, speak to other colleagues both within and outside of UCL who have worked with your chosen partner to see what their experiences have been.
- Carry out an online search on the partner, both their official web site and for any news stories. This will reveal their capacity to carry out the research and if they pose any logistical or reputational risks.
- Check the Foreign & Commonwealth Office travel advice, Corruption Index for the country you will be travelling to and the Human Rights Watch to assess any risks.
- If you have any questions or concerns please contact [yipi.global@ucl.ac.uk](mailto:yipi.global@ucl.ac.uk)

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

- The guidance criteria and FAQs have been clarified and updated.
- We have added a new field in the application form which requires you to consider what [Sustainable Development Goals](#), if any, your project relates to. This is for data collection purposes to understand more about GEF research and to encourage you to think about your project's impacts. Relating to an SDG is **not a requirement** and you will **not** be penalised if your project does not relate to one. We understand some projects will not fit within the parameters of the SDGs.
- Caring costs incurred, subject to a case by case judgement, are now claimable from GEO to support those who may incur extra costs in order to carry out their activity and maintain caring responsibilities.
- Application and reporting forms have been refined to reduce the time it takes to complete these.

## NOTIFICATION & FUNDS TRANSFER

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

Award applicants will be notified between 27<sup>th</sup> and 31<sup>st</sup> July 2020. Transfers to successful applicants will be made as soon as possible after notification and upon receipt of a suitable Project Task Award Expenditure code. Please note, GEF funds have their own award code (177785) which may need to be linked to an existing project code you have access to. Instructions for this will be included in your confirmation of award email if successful.

### 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 between 27-31 July 2020. Due to the large volume of funds that need to be transferred, the journal transfer will be done via a number of batches, starting August 2020. If you are successful we will request a PTAE 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 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 2020 or after 31 July 2021 – can I apply?**

Funding must be for future activity where spending and activity takes place between 1 August 2020 and 31 July 2021. Funds will expire after this date. Only activity which happens from 1 August 2020 and is concluded and paid for by 31 July 2021 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 2021 for spending from 1 August 2021 onwards.

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

- The deadline for applications is 23:59 UK time **on 17 May 2020**.
- Award recipients will be notified between 27 and 31 July 2020. Transfers will be made as soon as possible after notification.
- All activity must have happened and be paid for **by 31 July 2021**.

### **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 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 the GEO via [yji.global@ucl.ac.uk](mailto:yji.global@ucl.ac.uk).

***The deadline for applications is 23:59am UK time on 17 May 2020.***