**GLOBAL ENGAGEMENT OFFICE**

Top of Form

**Global Engagement Funds 2020/21 – Form for offline application drafting**

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

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

*Please consult the criteria and guidance document available on the* [*Global Engagement Funds webpage*](https://www.ucl.ac.uk/global/funding/global-engagement-funds) *before completing your application.*

**Section 1: About you and your global colleagues**

**A. Your information**

**Criteria:** Please see criteria online

1. **UCL Lead Applicant**
* **Prefix**
* **Name \***
* **Extension number \***
* **Email \***
* **Department \***
* **Faculty \***
* **Role**

If the activity you are applying for will require approval from your supervisor please confirm you have discussed this application with them and approval have been given.

Yes

**B. UCL Co-applicants**

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

Yes No

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

**B.iii) List up to 3 representative achievements or publications of the UCL Lead Applicant (e.g. publications; policy engagement; international lectures etc.) \* (150 words)**

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**C. Global Partner(s)**

**Criteria:** activity must be in collaboration with one or more named ‘global partner(s)’, that is, one or more colleague(s)/research team(s)/department(s), based at an overseas higher education institution, research institute or international public/corporate/charitably organisation. Applicants may have worked with the selected partner(s) in the past, or it may be a new collaboration.

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.\*

**C.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.*

**C.ii)** **For up to 3 of your selected partners above explain in a few words how each is a quality partner, or provides added value to this project. Please also indicate if you have worked with them before and give brief details (e.g. publications, workshops etc.) \* (250 words)**

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**F. ‘Lead Region’ – select the region in which the 'global partner' is located. \*** If you are collaborating with partners in more than one region, select the region which you feel is most relevant to the application.

North America Latin America Europe Africa & Middle East

 South Asia East Asia South East Asia & Australasia

**Section 2: About the activity**

**For details on what can be funded through the Global Engagement Funds see the guidance document. Given the uncertainty surrounding international travel, we strongly encourage applicants to explore methods of remote collaboration, within the limits of what is permissible within the financial regulations of UCL and aligned with your own departmental guidelines. Activities which rely solely on travel and which cannot be delivered remotely if travel restrictions were to be imposed will not be considered.**

**A. Proposed Activity \***

**A.i) Title of the activity\*** *A one sentence title suitable for general communications, e.g. “Preventing gender-based violence in Rwanda”. (20 words)*

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**A.ii) Description of the activity\*** (250 words). *Remote collaboration is strongly encouraged. Please bear in mind this will be reviewed by a panel including non-specialists in your field of expertise. If you have received Global Engagement Funding previously, ensure you explain how this funding will build on previous outcomes.*

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**A.iii) If the activity involves travel how will it be delivered remotely if required?**\* (250 words). *If the activity requires travel please set out how you will deliver the activity if you are unable to travel due to potential Covid-19 restrictions. If the activity does not involve travel this field is not required.*

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**B. Intended outcomes** \* (150 words) *Please describe what outcomes you anticipate from the project. This could include outlining your short term, medium term and long term aims.*

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**C. Strategy to disseminate outcomes e.g. a publication, blog, meeting report, funding bid etc.** \*(150 words)

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**D. How do you plan to develop the partnership or project after this initial activity is complete?\***(100 words)

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**Section 3: UN Sustainable Development Goals [see online form – this is not a scoring criteria or requirement]**

**Section 4: Funding amount**

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

**\*** Bids can be submitted between £500 and £5,000.

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| **£** |

1. **Total cost of activity \***

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| **£** |

**C. Cost breakdown of bid amount spend (item and value in GBP).**

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| **Expense** | **£** |
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**D. If the total cost of activity is greater than the amount you are applying for please explain how this will be covered? (100 words)**

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**E. Are you receiving any other additional funding sources for work related to this activity (see note below)? (100 words)**

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

Tick here to confirm.\*

**Funds transfer**

Successful recipients will receive funds using the internal transfer process known as 'journal transfer' (JT). We will request a PTAE code for this transfer in the award notification emai

**G. If you have any other comments that you have not had the opportunity to mention elsewhere in the form, please add them here**. (100 words)

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