

UCL Global Engagement Funds 2020/21

CRITERIA & GUIDANCE

What are the Global Engagement Funds?

- UCL Global Engagement Funds are intended to support UCL academics collaborating with colleagues based in other countries.
- Between £500-2000 is available for new research projects or initiatives undertaken between 1st August 2020 and 31st July 2021 (up to £4000 for those lead applicants in the faculties of Arts & Humanities or Social and 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.

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/ 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

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) if you have any questions regarding your eligibility.

Further guidance on eligibility:

- Applicants are not required to have a doctorate to apply, but do need to hold a role at one of the levels described above.
- 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 may choose to apply again. If the funds are for a project related to one for which Global Engagement Funds have already been awarded, applicants should explain how the proposed project (which is the subject of the new application) builds on previous outcomes.

What can be funded through the Global Engagement Funds?

- Projects which involve academic or enterprise activity involving one or more UCL individuals 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 organisation. 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 - but the project which is the subject of the GEF funding application must be new.
- 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.).
- If you have caring responsibilities (e.g. childcare or caring for a dependent) that may prevent you from travelling for your project due to the cost of alternative care in your absence, please get in touch directly with Lucy Crick (vpi.global@ucl.ac.uk) to discuss this, as we will endeavour to support genuine needs to ensure you are able to apply. You will be required to explain why the proposed activity could not be carried out without GEO defraying the costs of alternative care. In line with [UCL expenses policy \(Annex 5\)](#) 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). We have a limited amount of funding to support requests and as such, requests will be taken on a first come first serve basis.

Examples of activities:

- 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.](#)
- GEO received a fantastic variety of submissions last year (2019/20), across a range of activities, disciplines, regions and subject areas: from housing inequality during the Ottoman Empire, mental health in adolescents in urban India and art education for refugees in Kenya, to using virtual reality for language education in Italy and characterising the mating songs of malaria mosquitoes in Tanzania, to name just a few.

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. Applicants will be required to provide a breakdown of costings that should be justified and relevant to the project.
- A Worktribe costing is NOT necessary for GEF.

When does the activity need to take place?

- Funding must be for future activity where spending and activity takes place between 1st August 2020 and 31st July 2021. Funds will **expire** after this date.

Assessment of applications

- Applications will be assessed by panels chaired by the lead applicant's faculty Vice-Dean (International) and the Pro-Vice-Provosts (Regional) responsible for the 'lead region' selected in the application form.
- 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 or those seeking to combine trips with alumni engagement and make the most of travel)

The objective of activities should meet one or more of the [strategic drivers of the GES](#):

1. Cultivating our global outlook to offer our students the best possible preparation for global lives and careers;
 2. As a world class research power-house, co-creating wise solutions to enduring and emerging global problems and Grand Challenges;
 3. Increasing global independent research capability;
 4. Marshalling our expertise in enterprise, innovation, interdisciplinary and translational research to deliver long term benefit for society;
 5. Strengthening our position as London's Global University by amplifying our achievements and engaging more effectively.
- In preparation for the application, applicants should also consider if, and how, their project relates to the [United Nations Sustainable Development Goals](#). This is **not a requirement** but will help us to understand the potential impacts of GEF projects.
 - Applicants are also encouraged to strongly consider sustainable travel methods and the socio-environmental impact of their projects.

Timeline

- The deadline for applications is 23:59 on **17 May 2020**.
- Award recipients will be notified between 27th and 31st July 2020. Transfers will be made as soon as possible after notification. Please note, if successful, recipients will be required to liaise with their department's finance administrator to provide a suitable PTAE code for funds to be transferred to. This must include the specific GEF award code 177785. We will provide instructions for this in your confirmation of award email.
- All activity must be concluded and paid for **by 31st July 2021**.

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 just 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 up until the deadline of 23:59 UK time on 17 May 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.
- A word application is on the [Global Engagement Funds webpage](#). This is for drafting purposes only - only applications made via the online form will be considered for funding. Applicants are strongly recommended to keep an offline version of answers for future reference.

Other notes

- In order to escalate the reach and breadth of access across UCL, we will allocate one award per lead applicant.
- Projects can be co-funded through other schemes internal to UCL (e.g. Grand Challenges and/or Knowledge Exchange funds) providing Global Engagement Funds do not cover the same aspect of the activity.
- Funding from the global partner to complement UCL funding is particularly welcome and should be mentioned in the application.
- Successful recipients will receive funds using the internal UCL transfer process known as 'journal transfer' (a method of arranging batch transfers to multiple recipients). In order to facilitate such transfers, the project number, task number and award number will be requested via the notification email to successful applicants.
- All expenses must be calculated according to [UCL policy](#) (worktribe costing is not necessary).

Ethical approval 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 (vpi.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 vpi.global@ucl.ac.uk

Queries

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