

# UCL Global Engagement Funds 2021/22

## CRITERIA & GUIDANCE

### What are the Global Engagement Funds?

- UCL Global Engagement Funds (GEF) are intended to support UCL academics collaborating with colleagues based in other countries.
- Between £500-5000 is available for new research projects or initiatives undertaken between 1<sup>st</sup> December 2021 and 31<sup>st</sup> July 2022
- The funds are led by UCL's network of [Vice-Deans \(International\)](#) and [regional Pro-Vice-Provosts](#), supported by the [UCL Global Engagement](#).

### Who are the Global Engagement Funds open to?

- Applications are open to UCL staff members with the following roles\*:
  - Professor or equivalent
  - Associate Professor/ Reader or equivalent
  - Senior Lecturer/Principal Researcher/Principal Research Associate or equivalent
  - Lecturer/Senior Research Associate or equivalent
  - Post Doc/Researcher/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 2022. 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 UCL Global Engagement.***

Please get in touch with Victoria Parrett ([vpi.global@ucl.ac.uk](mailto: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.
- Honorary staff members are not eligible to apply **as lead applicants**. This is because they are not employed by UCL and lead applicants must be UCL employees on a permanent or fixed contract basis\* (see guidance on this above\*). As per UCL policy, for the avoidance of doubt, at no time will anyone appointed to an honorary position be an employee of UCL. Persons with honorary appointments may not: a. commit or authorise expenditure of UCL funds. Honorary staff may be **co-applicants** or contribute to the project.
- 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.
- Staff and students may travel on UCL business to countries that are on the Green lists for essential reasons. This is to reflect the ongoing uncertainty around travel and our need to prioritise safety. As per the government's advice and due to the insurance markets position, travel should be booked using flexible tickets or with the ability to get a refund. Please consult the Framework for starting or resuming fieldwork at non-UCL settings (<https://www.ucl.ac.uk/research/integrity/framework-starting-or-resuming-fieldwork-non-ucl-settings>) and the UCL travel policy (<https://www.ucl.ac.uk/procurement/travel/covid-19-travel>) for further details before applying.
- Given the situation surrounding international travel, methods of remote collaboration are eligible for funding, within the limits of what is permissible by the financial regulations of UCL and aligned with your own departmental guidelines.
- Funds must be for a new activity (not one that has already happened or that is, in substance, covered by other research funds).

## 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.](#)
- Examples of how UCL colleagues have been adapting their collaborative activities in light of Covid-19 restrictions can be found [here](#).
- Activities can include:
  - Developing joint research and/or education projects.
  - Organising a joint seminar/workshop (remotely or in person, with travel restrictions in mind) including costs for any external services required to facilitate the event, e.g. professional moderation or technical support.
  - Stipends for research assistants, interns and students. Please note that teaching buyouts are not eligible.
  - Doctoral student mobility.
  - Services used to disseminate results or public communication materials, films, podcasts etc.
  - This list isn't exhaustive and we understand that there may be other ways you wish to conduct the project.

## What cannot be funded by the Global Engagement Funds?

- Activity which does not involve a global partner; activities which are solely UK-based/focused; 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.
- A Worktribe costing is NOT necessary for GEF.
- **Teaching time buyout cannot be funded under GEF.** If you are concerned about your workload due to undertaking a GEF project you should speak to your line manager and Head of Department. You should also consult the Workload Allocation Framework [here](#).

## When does the activity need to take place?

- Funding must be for future activity where spending and activity takes place between 1<sup>st</sup> December 2021 and 31<sup>st</sup> July 2022. 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:
  - **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)
  - **Extent to which the activity can be delivered** (given the continued uncertainty around travel and restrictions for 2021-22 projects are encouraged (but not required) to explore remote collaboration, or build in contingency plans to switch to remote collaboration by 31<sup>st</sup> July 2022 should the need arise.

## Timeline

- The deadline for applications has been extended to 23:59 on **31<sup>st</sup> October 2021**.
- Award recipients will be notified by 30<sup>th</sup> November 2021. 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 31<sup>st</sup> July 2022**.

## 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 31 October 2021. 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).

#### Queries

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

## Additional Guidance:

### 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 UCL Global Engagement as soon as possible ([ypi.global@ucl.ac.uk](mailto:ypi.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 [ypi.global@ucl.ac.uk](mailto:ypi.global@ucl.ac.uk)

### Employing a research assistant or a member of staff

- If you would like to employ a research assistant or administrative assistant to support the project within your costing you will need to discuss this with your department first. UCL has several contract types and methods for this type of payment. You should consult the guidelines [here](#) with your department to decide the best method for this project and the specific department.
- The Finance Division provides [guidance](#) on when it is permissible to engage the services of an individual on a self-employed basis, including the eligibility of payments to visiting lecturers and examiners. The self-employment questionnaire and application form can be found [here](#).
- The procedure to obtain approval involves the completion of a self-employment questionnaire by departmental staff. Finance and Business Affairs staff will inform the department after assessing the questionnaire whether gross payment is appropriate. If the matter needs to be referred to HMRC for a ruling the department will be advised. Please be aware that it can take some time for HMRC to respond, depending largely on the complexity of the case.
- See [here](#) before applying for guidance on [setting up a new supplier](#) (organisation/partner) or self-employed individual.
- For further guidance on types of contracted employment permissible at UCL, including guidance on As and When contracts and [Unitemps](#) please see [here](#). Consult this guidance with your department before applying. Departments should also seek advice from [HR Services](#) if unsure.

### Overseas speakers or research assistant payments

- If you are looking to pay a research assistant or speaker for their time on your project you should consult your department. Paying overseas assistants is more complex and departments must consult the **Right to Work guidance and taxation team** on this [website](#) and decide the most suitable method for this type of payment.
- Unitemps are unable to process international payments via payroll as is UCL, and so individuals based internationally who require payment most typically do so through their institution's payroll or as a self-employed individual – in both cases relevant paperwork must be completed and the costs will be paid via Invoice received in line with UCL policy.
- It may be more suitable therefore for the assistant's institution to pay them directly and for the department to make payment to the institution via Purchase Order. A PO can be raised if the institution is set up as a supplier on UCL's procurement system or you may need to set up the institution as a new supplier following procedures [here](#). This should only be done if necessary and you should consult your department first. If you have a query regarding this **please consult HR or Procurement**.

**\*\*Please note, all queries regarding payments and costings should be discussed and agreed with your department.**