UCL Global Engagement Office Funding 2019/20 Reissue

ELIGIBILITY & GUIDANCE

Who can apply for the reissue of their 2019/20 Global Engagement Office Funding:
- Applications are open to UCL staff who were successfully awarded a grant from the Global Engagement Office between August 2019 and July 2020 and have been unable to:
  - Complete their proposed activity by 31st July due to Covid-19 disruption
  - Adapt their project to remote activities or alternative consumption BEFORE 31st July 2020
  - Transfer funds to a location within their department that extends access beyond 31st July 2020.

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

Further guidance on eligibility:
- If your existing award is located in a departmental account that does not refresh on 31st July you are not eligible to re-apply as you maintain access to your original funds. If you are unsure please ask your departmental finance administrator to check. You must disclose to us if you have access to your original grant beyond 31st July.
- If you can adapt your project, maintaining collaboration and outcomes, with spend possible before 31st July you should seek to do this as a first choice. If you are unable to adapt remotely or alternatively before 31st July you can re-apply for your funds.
- If you were unable to complete your project due to circumstances other than Covid-19, such as ill health, you are still eligible to apply but please let us know in the online form why you needed to delay activities.
- Please ensure you discuss plans to continue or adapt your project with your proposed partner(s) as viability will also need to take into consideration your partner(s) circumstance and ability to collaborate during Covid-19.

What can be funded through the Global Engagement Funding? We have extended what funds can be used for to facilitate remote options. We strongly encourage you to explore remote and alternatives to travel given the uncertainty surrounding international travel. Please take travel restrictions, health and safety implications of travel and implications on insurance into consideration in your proposal.
- 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.
- Activities can include:
  - Organising a joint seminar(s) with international partners (remotely or in person "with travel restrictions in mind).”
  - 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 the work cannot be carried out remotely or alternatively for example laboratory visits that cannot be undertaken remotely).
  - Professional workshop/moderating/technical services for online events.
  - Stipends for research assistants, interns and co-op students, services used to promote and encourage broader participation, including the public where appropriate.
  - Services used to disseminate results.
  - This list isn’t exhaustive and we understand there may be other ways you wish to conduct the project.

When does the activity and spend need to take place?
- Spending and activity must take place between 1st August 2020 and 31st July 2021. Funds will expire after this date and there will be no chance for further extensions.
- Where possible we encourage you to aim to spend and conduct activity by the end of March 2021 to ensure that if global circumstances change further and you cannot conduct your project the funds can be returned and reallocated. We will maintain contact with you to see how things are going.

Assessment of reissue applications
- Applications will be assessed by the lead applicant’s faculty Vice-Dean (International) and the Pro-Vice-Provost (Regional) responsible for the ‘lead region’ and the GEO Team.
- Applications will consider:
  - Viability of adapted approach in the context of Covid-19 and travel restrictions.
  - Scale of impact and outcomes – this includes outcomes of the project now things may need to be adapted as well as if funding would facilitate or accelerate a significant outcome like a publication or a more substantial funding application.
  - How well the adapted project maintains and facilitates collaboration with the partner and the relationship.
  - Value for money – a re-costing will be required based on the adapted proposal of activity.
Please note – as applicants were previously successful in being awarded, in principle applications will be approved and summaries are used to understand the new ways of conducting activities unless a project proposal is significantly unviable or does not take uncertainties about travel into consideration.

Timeline
• The deadline for applications 31st August 2020
• A confirmation of approval or request for further information will be emailed to you within two weeks.
• Transfers of funds will be made as soon as possible after notification.
• All activity must be concluded and paid for by 31st July 2021.

The online application process
All applications must be submitted via the online re-application short form available here.

https://form.jotformeu.com/200724418317349

Ethical approval
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

Adhering to UCL’s & the FCO’s travel policy and insurance:
We strongly advise applicants to undertake proportionate and appropriate research, relative to the stage and scope of the research collaboration, before collaborating with global partners or any travelling overseas. This is particularly important in light of Covid-19 and applicants must assess the situation in any destination country and follow government guidelines.

We recommend the following steps (in line with the basic ‘Step One’ guidance for UKRI):
• 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.
• You must check the Foreign & Commonwealth Office travel advice for the country you will be travelling to or country a partner will be coming from. There may be quarantine periods imposed that may impact your ability to continue working. It is your responsibility to keep up to date with UCL’s travel advice and the UK Government’s guidelines.
• If you have any questions or concerns please contact vpi.global@ucl.ac.uk

https://www.ucl.ac.uk/coronavirus/

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