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# **Connect4Innovation: UK-Turkey Higher Education Institutional Partnerships Fund**

## **Guideline for Applications 2022-2023**

### **1. Overview**

The Connect4Innovation: UK-Turkey Higher Education Institutional Partnership Fund is a new grant scheme which supports and enables institutional partnerships between universities from the UK and Turkey. We want to create new links, innovative and sustainable partnerships through joint activities and projects to improve graduate outcomes.

Enhancing internationalisation, institutional partnerships, and inclusion will support higher education institutions to improve quality and thus increase the skills and knowledge, which are essential for their students' successful careers in a rapidly changing workplace.

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We are inviting universities in Turkey and the UK to submit joint applications for projects which focus on improving graduate outcomes.

We are aiming to support projects which offer a clearly articulated benefit for developing the 'global graduate' who can consider different perspectives, approaches challenges with flexible thinking and demonstrates a willingness to challenge stereotypes.

In order to align graduate outcomes with industry or social needs, projects should also include a third partner such as an NGO, development agency, chamber of commerce, organised industry zone or municipality. Industry requires future employees to have specific skillsets to innovate and drive technological advances, so we are looking for applications which go beyond research projects, and are both innovative and practical.

## 1.1 Primary themes

We welcome project applications with the following primary themes:

- Creating new and innovative career pathways and career development programmes for academics, professional staff, students and graduates including:
  - Aligning skill sets of students and graduates with industry needs.
  - Improving teaching skills including pedagogy, curriculum and/or assessment capabilities of academics.
  - Developing the capacity of internationalisation, student affairs and career counselling professionals.
- Strengthening governance, leadership, quality assurance and management in institutions.
- Climate change, green universities and green careers with a clear impact on graduates' employability skills, in line with the United Nations' priority themes.

## 1.2 Funding

Funding of up to **£25,000 per project** will be available, which will cover the costs of year one of the project. Applicants are expected to cover 100% of the budget for the second year of the project. The budget for the second year to be covered by the applicants must be equal to at least 50% of the total project budget requested. Applications which provide more matched funding and/or in-kind contributions will have an advantage.

## 1.3 Expected outputs


Possible outputs could be:

- Pilot initiatives offering innovative solutions to strengthen governance, leadership and management in higher education institutions and other relevant stakeholders.
- Design and delivery of course/training modules, in collaboration with community and industry leaders, focussing on the development of entrepreneurial, report writing, communication, teamworking, problem-solving, commercial awareness, leadership and organisation skills of students and graduates.
- Advisory papers for policy change with action plans and recommendations.
- Joint awareness raising policy dialogues/capacity building activities between the UK and Turkey higher education institutions focusing on the primary themes.
- Joint digital training programmes and new models of experience sharing and capacity building activities for internationalisation, student affairs and career counselling professionals.
- New business incubation services including business/enterprise hubs for students, continuous professional development centres and internationalisation departments.
- Scoping of innovative implementations and initiatives which provide green career pathways for academics, professional staff, students and graduates.
- Innovative models of joint research and application focusing on the primary themes.

## 2. Application process

Joint UK-Turkey higher education institution applications, in which the Turkish higher education institution acts as the lead institution, will be accepted.

- One higher education institution from Turkey (Turkey Lead)
- One higher education institution from the UK (UK Partner)
- One supporting partner institution from Turkey, such as:
  - Municipalities
  - Research and development centres (for-profit organisations can only receive travel reimbursement from the fund)
  - Development agencies
  - NGOs

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- Education think-tanks
  - Chambers of commerce
  - Organised Industrial Zones

## 2.1 How can I apply?

The deadline for the submission of applications is **Sunday, 4 September 2022, 23:59 Turkey Time (GMT+3)**. The applications must clearly identify how the proposed activities will contribute to achieving/enhancing the primary themes of the fund. Applications must include:

- Annex 1 – Application Form
- Annex 2 – Budget Plan
- Annex 3 – Equal Opportunities Questionnaire
- Letters of support from:
  - Turkey lead institution
  - UK partner institution
  - Turkey support institution(s)

These letters of support from all partner institutions should be in English, on headed paper, signed by the Rector/Vice Rector OR Head of Institution, Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project, demonstrating that the capability of the lead applicant is suited to the project content, and expressing willingness to receive funding and to sign a grant agreement with the British Council and commitment to provide financial matched funding OR in-kind contribution for the second year. **Please note that the supporting letters must not be signed by the project team leaders/members.**

Each application should clearly identify and explain their gender outcome(s) for the project, and this will be evaluated based on the evaluation criteria (see the Annex 1 application form and section 4.1)

## 2.2 Timeline for applications

Activity	Date / time
Launch of the Connect4Innovation: UK-Turkey Higher Education Institutional Partnership Fund	23 June 2022
Deadline for clarification questions ( <b>Clarification Deadline</b> )	31 July 2022
British Council to respond to clarification questions	8 August 2022
Deadline to submit joint applications ( <b>Submission Deadline</b> )	<b>4 September 2022, 23:59 Turkey Time</b>
Final decision	15 September 2022
Contract concluded with winning institutions with signatures from the British Council and winner Turkey lead applicant's institution.	30 September 2022
Contract start date	3 October 2022

British Council will review the applications at two levels:

1. The British Council Turkey team will check the eligibility and quality of each proposal based on the eligibility criteria.
2. The British Council's evaluation panel will review the proposals based on the evaluation criteria.

Winner applications will be notified by **16 September 2022**. The grant agreements will be signed until **30 September 2022** and conditions will be issued to grantees.

**Turkey lead institution must send the application documents (with all attachments) to [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr) before the deadline.**

## 2.3 Eligibility criteria for applications

Proposals must fulfil the following criteria in order to be eligible for funding under this programme:

- Each proposal must have one lead higher education institution (Turkey) and one partner higher education institution (UK), with a supporting partner institution (Turkey) submitting a joint application. Only joint applications will be accepted, individual applications will not be evaluated.

- Lead applicants must be based at a non-profit higher education institution from Turkey with the capacity to undertake high-quality research, including their technology transfer offices.
- Minimum duration of the project must be two years. **Project start date should be 3 October 2022 (contract start date), end date should be 03 October 2024.**
- By submitting an application, the Turkey lead institution, UK partner institution and Turkey supporting partner institution(s) agree to provide financial OR in-kind funding to cover 100% of the project costs for its second year.
- The British Council will only cover the project's first year costs (i.e. costs incurred between 3 October 2022 and 3 October 2023).

For-profit organisations are not eligible to apply as a lead applicant. Furthermore, for-profit organisations are not eligible to receive any grant funds except to cover travel-associated costs. Please send an enquiry to [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr) if you are in doubt about the eligibility of your organisation.

Eligibility checks will be applied to all applications on receipt. Those which are not led by an eligible institution will be rejected.

### 3. What is our funding model?

Funding of **up to £25,000 per joint project is available**. Applications for less than this amount are also welcome.

The fund will only cover first year's activities. It is expected that the second year's full budget (100%) will be covered through matched funding or in-kind contributions by the applicants' institutions. (Please see the details under section 3.1).

#### 3.1 Matched funding and in-kind contributions

**The applicants are expected to cover 100% of the budget for the second year of the project. The budget for the second year to be covered by the applicants must be equal to at least 50% of the total project budget.** Applications which provide more matched funding and/or in-kind contributions will have an advantage.

The Turkey Lead Partner, UK Partner and Turkey Supporting Partner must collaboratively cover 100% of the requested budget as described above for the second year to be eligible for the fund. Otherwise, their applications will be rejected. There is no requirement for either institution to cover a set percentage of the total cost.

The applicants may provide funding and/or in-kind contributions for the first year – however, this will not be calculated for the minimum 50% criterion.

## 3.2 What are the eligible costs?

The Connect4Innovation Partnership Fund can cover:

	Category	Type	LIMITS
Section 1	Human Resources Costs (up to 70% of total requested budget)	<ul style="list-style-type: none"> <li>Staff costs for personnel working directly on the grant-funded project: salaries and fees for temporary project management/assistant personnel, and other staff recruited to work solely on the project</li> <li>A proportion of staff costs for permanently employed staff of lead institutions-including salary-related taxes.</li> </ul>	<u>Note: please bear in mind that universities from Turkey might apply local tax rules (deductions) for HR costs: you and project team members might get less from the requested HR budget for personal payments.</u>
Section 2	Operational Costs  Capacity Building Activities	<ul style="list-style-type: none"> <li>Costs related to subsistence, accommodation, and travel (economy class) to the UK and Turkey.</li> <li>Visa fees and medical insurance for travel to the UK and Turkey that is essential to collaboration, including Covid-19 safety equipment in case of face-to-face meetings.</li> <li>Costs of meetings, training events and seminars integral to the collaboration. This can include short-term room hire, hire of audio-visual equipment (projectors, etc.) and stationery supplies (flipcharts, etc.)</li> <li>Catering costs associated with events or meetings relating to the collaboration</li> <li>Translation and/or interpretation costs</li> <li>Transcription of data</li> <li>Training materials (e.g. connectivity expenses, stationary)</li> <li>Trainer fee (professional fees)</li> <li>Programme participants with a disability or with specific travel requirements due to a health concern may need to select a different travel class. Exceptions to economy flights will be considered for</li> </ul>	

		disability, and other well-being and/or safety concerns.	
<b>Section 3</b>	<b>Marketing and Communication Costs</b>	<ul style="list-style-type: none"> <li>• Publication costs related to the collaboration (design, editing, printing, photos, etc.) <i>Materials produced will be subject to British Council branding guidelines</i></li> <li>• Use of telecommunications such as video / audio / web conferencing / live streaming</li> <li>• Web page development by external providers, if appropriate</li> <li>• Digital marketing and design costs (social media, content development, design of images, etc.)</li> <li>• Promotional materials and public engagement costs (e.g. photography, videography)</li> </ul>	
<b>Section 4</b>	<b>Other Programme Costs</b>	<ul style="list-style-type: none"> <li>• Bank transfer fees</li> <li>• Consumables</li> <li>• Essential project equipment (Permission must be obtained from the British Council <b><u>before</u></b> the purchase of equipment over 500 GBP. This could be approved only if the equipment is essential to delivery of the project and cannot be expected to be provided by institutions)</li> <li>• Specialist software licenses essential to the collaboration (e.g. multimedia)</li> <li>• Bank charges for transfer of funds from the lead institution to other partners</li> <li>• Overheads/support costs (i.e. administration, office cost, premises...etc) up to 5 per cent of the grant amount</li> </ul>	

Connect4Innovation Partnership Fund cannot cover:

- Purchase or rental of standard office equipment (this includes IT hardware – laptops, personal computers, tablets, smart phones, workstations, computer parts and peripherals, etc.
- Office equipment (Desks, chairs, filing cabinets, photocopiers, printers, fax machines.)
- Mobile phone rental or purchase
- Tuition fees
- Cash prize for students and young entrepreneurs involved in the programme
- Attendance at conferences or other events unless this is to present outputs and outcomes of the project



- Entertainment costs such as gifts, alcohol, or hospitality costs for personnel not directly participating in the project

If you are in doubt about which costs the Connect4Innovation: UK-Turkey Higher Education Institutional Partnership Fund can and cannot cover, Please contact [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr)

### 3.3 How will the grant disbursement take place?

The grant will be disbursed directly to the Turkey lead higher education institution and UK partner institution's official bank accounts according to the approved budget separately.

The initial payment of the grant (80%) will be made on signature of the grant agreement in November 2022 and the remaining amount (20%) will be provided in March 2023 based on the progress reported by the partners through the reporting procedure.

The Turkey lead higher education institution will be responsible for distributing the budget to the the Turkey supporting partner institution(s) based on the approved budget.

**Any sub-granting to the UK partner and supporting partner(s) must be done as a grant transaction. A grant transfer between partners can be done through third-party contracting (sub-contracting).** We expect that this will be most appropriately done through a grant contract rather than a service contract, but your partner institutions (the UK partner institution and supporting partner institution) should be able to advise on this point.

The prime grant and any sub-grant must be demonstrably non-profitmaking for the recipient. **The British Council will not cover the cost of local input VAT (and/or any other tax) on the grant.** The successful applicants are required to submit bi-monthly financial reports. Its details will be shared later.

## 4. Scoring

Assessment of the quality and development relevance of the full proposals will be performed by expert reviewers. Only proposals that have a clearly articulated relevance to the Connect4Innovation: UK-Turkey Higher Education Institutional Partnerships Fund's primary themes with relevance to the main theme will be considered for funding. Please check the tables below.

## 4.1 Eligibility Checklist

Criteria	Yes or No
The project proposal clearly articulates how the activity(s) may contribute to the primary themes and the theme mentioned.	
The Application Form/Annex 1, Annex 2 and Annex 3 were completed.	
The lead applicant institution is based in Turkey, the application includes a UK partner institution and at least one supporting partner institution from Turkey.	
Letters of support from Turkey lead institution, UK partner institutions and Turkey support institutions were submitted with relevant signatures.	
The Budget Sheet (Annex 2) shows that the joint team will cover 100% of the total requested budget for the second year of the project. The budget for the second year to be covered by the applicant is equal to at least 50% of the total project budget	

## 4.2 Evaluation Criteria

Criteria	Weighting
<b>1. Quality</b> <ul style="list-style-type: none"> <li>a. Institutions' evidence of a track record of excellence in designing and delivering large scale projects. (10%)</li> <li>b. Evidence of an appropriately qualified and experienced team brings value to this project. (10%)</li> <li>c. Outline of roles and responsibilities on how the team will deliver the project activities. (10%)</li> </ul>	30%
<b>2. Project Proposal, Methodology and Approach</b> <p>A clear project summary with:</p> <ul style="list-style-type: none"> <li>a. Clear objectives and outcomes in line with the fund's primary themes and the target audience (e.g. students, graduates, academics, leaderships, university staff, etc.) (20%)</li> <li>b. Clearly articulated expected results from the collaboration and potential impact to the wider community over the next two years. (15%)</li> <li>c. Clear and feasible description of how and why the participating institutions/organisations will sustain their collaboration over the long-term period (especially for the second year). (5%)</li> <li>d. Clear and feasible gender outcome(s) of the project identified and explained. (10%)</li> </ul>	50%
<b>3. Budget</b> <ul style="list-style-type: none"> <li>a. Budget Plan 1<sup>st</sup> year: Based on the eligible costs identified, a clear and realistic budget plan for the project delivery (up to £25,000). (10%)</li> <li>b. Budget plan 2<sup>nd</sup> year: Clear articulation of how the seed funding will be supported in the second year through the partners' matched funding and/or in-kind contributions. (10%)</li> </ul>	20%

### 4.3 Scoring Model

Points	Interpretation
10	<b>Excellent</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	<b>Good</b> – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	<b>Adequate</b> – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all of the evidence requested.
3	<b>Poor</b> – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	<b>Unacceptable</b> – The response is non-compliant with the requirements of the guideline and/or no response has been provided.

## 5. Safeguarding

As an international organisation, the British Council's definitions of safeguarding that guide our work in the British Council, are taken from the statutory guidance below:

Safeguarding children as defined in Working Together to Safeguard Children 2018 and the UNCRC. Specifically, the British Council seeks to uphold Article 19 of the UNCRC which states that 'All children have the right to be protected from all forms of physical and mental violence,

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injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse'. In addition, to the UNCRC, there may be domestic/national laws within countries which also seek to protect children Safeguarding adults at risk as defined in the Care and Support Statutory Guidance issued in the Care Act 2014. In line with Section 11 of the Children Act 2004 and the Care and Support Statutory Guidance issued in the Care Act of 2014, British Council as a UK based organisation working overseas and in addition to local legislation, has specific and regulatory obligations under UK law to ensure that services and or responsibilities we deliver ourselves and we contract to others, are discharged having regard to the need to safeguard and promote the welfare of both children and adults at risk.

It is essential that all legal and professional codes of conduct and practice are followed in conducting work supported by this programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the online application form, applicants must clearly articulate how any potential Safeguarding risks have been considered and how they will be addressed, ensuring that all necessary preventive and reactive measures are in place before the project commences and all risks are minimised.

Where proposals involve any contact with children and/or adults at risk, each organisation and individual will need to adhere to the relevant national requirements to ensure that all those who will be working with and for British Council are properly vetted and pre-screened<sup>1</sup>. Further information on the British Council Safeguarding Policy is available here:

<https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research Conduct' (<http://www.rcuk.ac.uk/Publications/researchers/grc/>), the InterAcademy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (<http://www.interacademycouncil.net/24026/29429.aspx>) or contact us for further guidance.

British Council will be available to support all partners and individuals in building and improving their Safeguarding capacities.

If you have further questions, please ask: [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr)

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<sup>1</sup> The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. Whatever the background, making sure that we do everything we can to prevent appointing people who may pose a risk to children and adults and is an essential part of safeguarding. The robust screening of applicants is proven to act a deterrent for offenders seeking employment with access to children and adults in order to offend, but none of these measures will deter the overwhelming majority of candidates who are genuine applicants.

## 6. Equality, Diversity and Inclusion (EDI)

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed project activities. British Council's approach, see our Equality Policy at:

<https://www.britishcouncil.org/sites/default/files/equality-policy-2017.pdf>

The Connect4Innovation programme is anti-racist in its culture and practices, and strives to give partners and everyone we engage with the opportunity to achieve their potential, regardless of race, ethnicity or background. The programme aims to be more inclusive and representative that embraces diversity, calls out discrimination and puts equality at its heart.

**Each application should clearly identify and explain their gender outcome(s) for the project, and this will be evaluated based on the evaluation criteria.**

If you have further questions, please ask: [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr)

## 7. Applicant screening

In order to comply with the UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

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## 8. Data protection

As part of the application form, the British Council will ask applicants' permission to:

- use the information that you are providing for the purposes of processing your application, making any awards, monitoring and review of any award.
- use organisation details for monitoring and evaluation and statistical purposes. Gender information, where collected, is used solely in preparing statistical reports.
- collect country of origin data for reporting and statistical purposes and to contact you within your own country.
- contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact [alimurat.guclu@britishcouncil.org.tr](mailto:alimurat.guclu@britishcouncil.org.tr) or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>.