

RESEARCH ENVIRONMENT LINKS

NEWTON FUND

Research Environment Links, UK-Turkey

GUIDELINES FOR APPLICANTS 2020

1. Background

The Newton Fund aims to build UK-partner country collaborations centred on shared research and innovation challenges which have **direct** relevance to Newton partner countries' social welfare and economic development.

Grants under the Newton Fund programme allow partners to collaborate internationally, and gain access to new research environments, facilities, knowledge, and expertise, in order to enhance the quality of their research environments and enable them to translate research and innovation into economic and societal benefit. The focus of the Newton **Professional Development and Engagement Programme (PDE)** is the identification of specific needs and addressing issues in the development of research and innovation landscapes in each of the Newton countries. This will allow applying institutions to illustrate both the need and the proposed actions/solutions, in order to strengthen the research environment.

All collaborations funded will establish new research environment links, or significantly develop existing links, between research groups, departments or institutions with the potential for longer-term sustainability. The key aim of each collaboration will be to support capacity building in the partner institution in Turkey, as well as to stimulate longer-term links between the UK and the partner country. We would encourage applicants to use this as an opportunity also to engage with the commercial and not-for-profit sectors. Under PDE, **The Research Environment Links (REL)** programme aims to support the research and academic environment by international collaboration; training programmes; the exchange of knowledge and best practice and the development and implementation of pilot activities to promote capacity building collaboration shaped by the demands and priorities of the partner countries and the UK.

1.1 Overview of the Newton Capacity Building Strands:

Professional Development and Engagement Programme

The Professional Development and Engagement Programme supports the research environment and enables optimal impact from research, shaped by the demands and development priorities of the partner country. Under this call, we are inviting proposals for the establishment of REL between Turkish and UK universities, and research and innovation institutes.

The programme is designed to:

- Support dialogue and knowledge exchange on academic standards, research governance and strategic research policy development to help promote an academic and research environment, between partner countries and the UK, which is more conducive to achieving maximum impact from high quality research.

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- Build opportunities for the universities and institutes in the UK and Turkey to engage with the wider community and with policymakers. Allowing researchers to be more responsive to the development needs and enable up to date research evidence to support policy decisions. This is intended to amplify researchers' ability to conduct high-impact research in areas most relevant to national priorities.
- Translate the outcome of previous research conducted through Institutional Links or Researcher Links grants from previous years from REL perspective, provided the proposed activities are clearly distinct from, or build on, any already funded activity under the Newton Fund. However, primary output of the REL activities should be capacity building.

2. Overview of the funding opportunity

REL grants are designed to provide financial support for capacity building & collaboration activities to develop and sustain long term relationships proposed by applicant institutions in the UK and the partner countries. The proposed activities are designed by the Lead Applicant in the partner country, with the support of a UK partner organisation.

REL can be funded in any discipline or cross-discipline; there are no limits to the type of activities that can be delivered, as long as these respond to country needs (please see Annex 1) and meet the following criteria:

- Contribute to the country needs through structural and institutional change (please see Annex 1) and are in line with overall PDE objectives;
- Provide the potential for future collaboration and the establishment of long-term relationships;
- Focus on capacity building in areas of immediate relevance to Turkish academics, researchers and their sector;
- Have solid mechanisms for monitoring and evaluation and defined plans for sustainability.

REL grants in Turkey will provide a maximum of £40,000 and will support projects for a duration of 12 months. This grant will fund up to 50% of the total costs of the project activities. The remaining 50% of funding will come from the applicants' own resources, either as an in-kind contribution, such as staff time allocated for the project or a financial commitment of their institution. Match funding could also include the securing of another source of income – for example, a similar grant, providing the body is not a publicly-funded UK institution, or support from a corporate partner. In kind contributions from the UK applicants, while welcome to the potential running and success of the project, cannot be included in the projects' match funding budget.

3. Scope of the programme

All REL grants will have the following three overarching objectives:

- **Contribute to the development of systems, processes or structures that build capacity and promote collaboration between the UK and the partner country.** The proposal must include a description of how the collaboration and capacity building activities will both contribute to structural change in a particular institution and how these could be relevant at a local/regional/national level. Lead applicants should indicate how they envisage this occurring, including a sustainability plan. For

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example, when the activities focus on the delivery of training, structured mentoring and cascading activities should always be included in the activity plan.

- **Establish new links or significantly develop existing links in areas relevant to the partner country and the UK.** As well as supporting the research and innovation ecosystem between the partner country and the UK, REL should also aim to stimulate longer term links between the institutions and other potential collaborators.
- **Support international development objectives.** The capacity building activities are intended to support areas relevant to the economic development and welfare of partner countries.

REL activities should be designed based on a market research or need assessment (general or institutional) in the partner country. Applicants should include an explanation of the mutual benefits to the UK and the partner country. They should also explore any potential longer-term benefits that may arise. We would also encourage applicants to use this opportunity to engage with the commercial, innovation and/or other higher education and research bodies if/where applicable.

REL could, for example, include one or more of the following activities (please bear in mind this is not an exhaustive list):

- Designing and delivery of collaborative training programmes for researchers, research administrators, policy makers, researchers at R&D companies, research IP managers. Training can be varied from how to establish international research collaboration, publish research papers in international academic journals, manage/translate research IP and pattern management to research commercialisation and build long term industry-research institution links. The design should be based on a market research or need assessment in the partner country (at a general or institutional level).
- Activities to enhance the capacity of technology transfer offices in universities, organising field trips from/to the UK to increase the accumulated knowledge and share experiences. This may include capacity building activities derived through the processing of an existing piece of research so long as this aligns to the Newton partner country aims and Official Development Assistance guidelines (please see section 4).
- Introducing new research methods within a particular thematic area to aid quality research output and contribute to development priorities in Turkey.
- Design and implementation of pilot initiatives seeking innovative solutions relevant to the Newton capacity building strands' objectives (given above in Section 1.1).
- The design and implementation of activities enabling the sharing of knowledge and good practice in the areas relevant to the Newton capacity building programmes.

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When designing your proposal, you should ensure that monitoring and evaluation mechanisms are embedded in the activities from the outset and plans for sustainability include concrete measures and an indication of the resources that will support these.¹

All REL expenditure must be detailed in the budget spreadsheet provided. A summary of costs to be covered by the grant must be included in the online application form and must contain justifications. Financial reporting on grant expenditure will be required, and a reporting template will be provided for this purpose.

Please refer to Section 5 and Annex 1 for further details of funding available.

4. Relevance to economic development and social welfare [Official Development Assistance (ODA) eligibility]

For the purpose of this Newton REL call, capacity building activities with development relevance are defined as activities that have the potential to contribute to the economic development and social welfare of Turkey, benefitting low-income and vulnerable populations specifically.

In order to be considered for funding under the Newton Programme, **all proposals must clearly articulate a plausible pathway to positive impact on these populations within a short- to medium-term timeframe (3-15 years). Applications which do not meet the ODA criterion cannot receive UK Newton Fund support.**

Applicants should therefore consider, within their proposals, how the proposed capacity building activities will address issues related to poverty and development issues effectively and efficiently, working in areas of demonstrable relevance to local challenges and using the strengths of the UK to address them.

In some disciplines, development relevance can be longer-term and less direct than in other areas and impact may be harder to measure. However, in all cases, it remains the responsibility of the applicant to articulate how the activity proposed will aim to meet the ODA criteria and has the potential for lasting impact. Applicants should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

Applicants should consult Annex 1 for priority focus areas.

For more on our approach to ODA, please see <http://www.newtonfund.ac.uk/about/what-is-oda/>

Failure to demonstrate ODA eligibility will render your application ineligible regardless of other success criteria. Please make sure you consider the ODA relevance of your application

In order to show development relevance within the context of their proposed project, applicants are advised to include within their application reference to any local or national consultation, links to government policies, and existing links with government institutions.

Agreements for ownership and exploitation of intellectual property generated through project activities must be consistent with the primary aim of addressing development issues in the country of the Lead Applicant.

¹ Examples of specific indicators include: Number of people trained | Sustainability plan in place | Cascading of training planned or delivered | Wider populations reached outside of the applicant institution | evidence of engagement with regional and/or national bodies | Proposal of how links can be sustained beyond the funding period.

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5. Eligibility

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

- Each proposal must have both
 - a) one Lead Applicant from Turkey; and
 - b) one partner from the UK,
submitting one joint application.
- Individual departments within a single institution can make multiple applications per call provided that the proposed activities and aims are clearly different and that each is led by separate Lead Applicants. Each application by the same department should demonstrate that it will secure matching funds independently from their other proposals.
- Lead Applicants are limited to one REL application per call.
- Previous Newton grant holders are encouraged to apply. Applicants that have received Institutional Links or Researcher Links grants in previous years can submit further applications for REL provided the proposed activities are clearly distinct from, or build on, any already funded activity under the Newton Fund.
- Lead Applicants in the partner country and the UK must be based at one of the following Institutions:
 - A not-for-profit higher education institution with the capacity to undertake high-quality research, including their Technology Transfer Offices.
 - A not-for-profit research organisation with the capacity to undertake high-quality research.

The Lead Applicant's institution in the partner country (the 'Lead Institution') must have the capacity to administer the grant.

Lead Applicants can include in their proposals Associated Partners (from both the partner country and the UK) affiliated with:

- Research or higher education institutions
- Other Education Organisations/Charities/Foundations
- Not-for-profit organisations (including non-governmental organisations (NGOs))
- For-profit/commercial organisations, including small and medium enterprises (SMEs)

For-profit organisations are not eligible to apply as Lead Institutions. Furthermore, for-profit organisations are not eligible to receive any grant funds, except to cover travel-associated costs.

Please send an enquiry to UK-REL@britishcouncil.org 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 during these checks. Please see Annex 2 for a full list of eligibility criteria.

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Find a UK collaborator for your Newton Fund application

Prospective applicants to an open Newton Fund call should note that Universities UK International (UUKi) offers a partner matching service to help connect Newton Fund partner country researchers to potential UK collaborators. Applicants in Newton Fund partner countries wishing to use this service should complete UUKi's [Partner Request Form](#), ideally as soon as possible after the launch of the call and at least four weeks ahead of the call deadline.

UUKi is then able to suggest UK researchers or research groups which have similar research interests and expertise, and may therefore be interested in collaborating. Partnership requests will also be included on UUKi's [Opportunities for Collaboration webpage](#).

6. Funding available

A condition for accessing funds from the Newton REL programme is that match funding is secured from the Lead Applicant in the partner country (i.e., Turkey). Newton Fund funding will cover up to 50% of the costs (up to £40,000 in Turkey), while the other 50% should come directly from the Lead Applicant institution or another source (e.g. a grant secured in partner country, or a corporate partner, but not a publicly-funded UK Institution). This co-funding can include non-financial contributions, and a percentage of the salary costs of permanent or existing staff at the Lead Applicant institutions and other Affiliate institutions benefiting from the grant. In kind contributions from the UK applicants, while welcome to the potential running and success of the project, cannot be included in the projects match funding budget.

Funds will be disbursed directly to the Lead Institution (i.e. the Lead Applicants' institution) in the UK according to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered not appropriate by the application reviewers. The Lead Institution may transfer funding to Associated Partners for activities which support the objectives of the collaboration and the overall Programme. Private sector associate partners are only eligible to receive funds to cover travel-associated costs. These funds are limited to 20% of the total grant.

REL grants are intended to contribute to the direct costs of establishing and operating your collaboration and implementing the jointly planned capacity building activities (i.e. costs directly related to implementing activities contained in the proposal). Please complete the budget spreadsheet as provided on the call website with details of all costs.

Please also complete the budget summary on the online application form with the totals from your budget spread sheet and a brief justification for the amounts applied for.

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The REL grants can cover:

| Category | Type | Percentage Limits | Notes |
|-----------------------------|---|---|---|
| Human Resource costs | Staff costs for personnel working <u>directly</u> on the grant-funded project | Limited to 30% of grant awarded | This includes on-costs such as superannuation and national insurance payments |
| UK expertise costs | Only where these are strictly essential, appropriate and relevant to the design and implementation of the capacity building activities. | Limited to 20% of grant awarded | If the applicant requests more than 20% of the total budget requested under this category, the project will be considered ineligible. |
| Operational Costs | Travel (economy class) and subsistence costs | None | Only covers travel to the partner country or the UK |
| | Visa fees, vaccinations and medical insurance for travel essential to collaboration | | Only covers travel to the partner country or the UK |
| | Costs of meetings, training events, seminars and conferences integral to the collaboration | | This can include short-term room hire, hire of audio-visual equipment (projectors, etc.) and stationery supplies (flip charts, etc.), refreshments. |
| | Consumables | Permission must be obtained from British Council before the purchase of equipment over £1,000. Criteria are normally: <ol style="list-style-type: none"> 1. Equipment is essential to delivery of the project and cannot be expected to be provided by institutions 2. Equipment will be used in the partner country and will remain there on project completion. | |

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| | Specialist software licences essential to the collaboration | | |
| Communication costs | Access fees to facilities or library services | None | This includes web page development by external providers, if appropriate We encourage open access publishing. |
| | Use of telecommunications such as video / audio / web conferencing | | |
| Other costs | Bank charges for transfer of funds from the Lead Institution to other Partners | | Note that for-profit organisations are only eligible to receive funds for travel associated costs. |

The British Council is committed to equal opportunities and diversity and will consider, on a case by case basis, requests for support for any additional travel and participation requirements in the applications, as long as sufficient justification is provided.

REL grants **cannot cover**:

- Direct staff costs for partners based in commercial organisations.
- Tuition Fees
- Bench Fees
- Costs related to writing up, promoting or disseminating previous research.
- Attendance at conferences or other events unless this is to present outputs and outcomes of the project.
- Patent costs
- Costs relating to the construction, procurement or rental of physical infrastructure (e.g. office buildings, laboratory facilities). It is expected that any rooms and facilities essential for the routine operation of collaboration are provided as an in-kind contribution by the participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Purchase or rental of standard office equipment (except specialist equipment essential to the activity). This includes:
 - IT hardware – laptops, personal computers, iPads, tablets, etc.
 - Office software

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- Desks, chairs, filing cabinets, photocopiers, printers, fax machines.
- Mobile phone rental or purchase
- Entertainment costs such as:
 - Gifts
 - Alcohol
 - Restaurant bills or hospitality costs for personnel not directly participating in the project.
 - Excessive restaurant costs.
- Other indirect costs not listed in the above table or detailed in Annex 1.

Please contact the UK-REL@britishcouncil.org email inbox if you are in doubt which costs the REL can and cannot cover.

The maximum duration of the proposed collaboration is 12 months. Funding, if approved, begins from signature of the Grant Agreement by the British Council. The expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the grant. **The grant agreement will be signed with the Lead Applicant in the UK, who is then wholly responsible for the financial and logistical administration of the project (including the organisation of visits to / from the UK, and the disbursement of any funds required for participating institutions).**

Grant agreements will include a requirement to fulfil a detailed monitoring and evaluation process with the British Council where all non-financial contributions would have to be supported by the relevant documentation. This framework will be the mechanism by which the quality control of the project implementation is achieved.

To ensure value for money, the budget requested in your proposal (including human resource costs) should cover only costs that are essential, appropriate and relevant to the implementation of the capacity building activities. The proposal should maximise cost share through direct and indirect institutional contributions, in-kind funding, other funding sources, and private sector support.

Please indicate in the appropriate budget spreadsheet (and summarise as indicated on the application form) funds applied for from other sources to cover the activities and collaboration; please clarify the status of the funding applications (i.e. successful; decision pending). Please indicate when you will know the outcome of any pending applications.

7. Ethics and Child Protection

It is essential that all legal and professional codes of 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 ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

Where proposals involve any contact with children, each organisation and individual will need to adhere to

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the relevant national requirements to ensure they have been fully vetted to work with under-18s. Further information on the British Council Child Protection Policy is available here: <https://www.britishcouncil.org/organisation/transparency/policies/child-protection> .

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.

8. Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'human resources' section of the budget request within your application.

Please contact us at UK-REL@britishcouncil.org for further information on funding, and for more on the British Council's approach, see our Equality Policy at:

https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc

9. Gender Equality

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form.

Gender Equality Statement

Applicants are required to consider the impact their project will have on gender. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed throughout the research programme. It should not be a re-statement of your Institution's policy, you may refer to the policy, but should show how the policy will be implemented in terms of the project. **The Gender Statement must address the below criteria**, with an understanding that, depending on the nature of the research and innovation, not all questions will be applicable. **If a question is not applicable, you will need to articulate the reasons why.**

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.

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- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

British Council reserve the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

10. Submission process

The deadline for the submission of applications is 16:00 GMT, 30 June 2020.

The online application form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded. The applications must clearly identify how the proposed activities will contribute to achieving/enhancing the overall objectives of the project.

Applications must include:

- UK and partner country Lead Applicant's CVs
- An indication of the budget request
- Information on how the proposed capacity building activities will support the economic and social welfare of the most vulnerable populations in the Newton partner countries where the Lead Applicant institution is based
- A detailed activity plan of activities, including timeline, milestones and division of roles and responsibilities
- A detailed plan for monitoring and evaluation
- A detailed plan for dissemination of the results and sustainability of the projects. This should include a description of the means and resources that will be used to sustain the activities beyond the duration of the grant
- A detailed project budget (template available on the British Council call webpage)

In addition to filling in the online application form, applicants are required to upload:

- Letters of support from the UK and partner country Lead Applicants' institutions in English, on headed paper, signed by the Head of Institution, Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project, and capability of the Lead Applicant is particularly suited to the project content. Please note that supporting letters must not be signed by the Lead Applicants.
- Letter of support from the Applicant's institution in the partner country, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, expressing commitment to provide the match funding to support the implementation of the project.

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- Letter of support from the Lead Applicant's institution in the UK, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, expressing willingness to receive funding and to sign a grant agreement with the British Council.
- **IMPORTANT:** If it is not possible to provide signed letters on headed paper because of Covid-19, we can accept formal emails from Heads of Department (or equivalent) in pdf format.
- If the proposal includes Associated Partners, further information is required on Associated Partners of up to 300 words per partner, summarising the organisational and individual skills, knowledge and experience each partner will bring to the project and the role they will take.

If you experience problems with the online submission system, please contact UK-REL@britishcouncil.org **before** the submission deadline. If you alert us to technical issues only after the deadline, we may not be able to take them into consideration when assessing the eligibility of your application.

Before the completed applications can be submitted to the system, applicants will be asked to confirm on the form that they have:

- Obtained permission to submit the proposal on behalf of the Lead Institution in the partner country and the UK institution(s). This must be confirmed by attaching Letters of Support from the respective institutions signed by the Head of institution or person with appropriate delegated authority.
- Confirmed the Lead Applicant's Institution's willingness to receive the funds and to sign a grant agreement with the British Council, also confirmed in the Letters of Support. Any alternative arrangements will be made clear in the call information.
- Complied with British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process.

Once the online application is submitted, the system will generate a unique application ID number. Applicants should note this number and use it in all communications with the British Council. Applicants who have not received this ID number should contact the British Council at UK-REL@britishcouncil.org.

11. Applicant screening

In order to comply with 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.

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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.

Please read the text to this effect on the application form and tick the box to show that you understand this.

12. Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines and Eligibility Checklist at Annex 2. Only applications that meet the country priorities and requirements will be considered eligible.

Applications undergo a quality review, considering development needs, country priorities, sustainability and capacity building potential. The quality review will involve the following steps:

- Assessment and scoring for each application will be carried out by two external reviewers: one reviewer in the UK and one reviewer in the partner country (see Annex 1 for priority focus areas and Annex 3 for assessment form)
- An average score will be calculated from the UK and partner country reviewers' scores. This average score will constitute the recommended final score to be discussed during the UK/partner country panel meeting.
- During the Panel meeting the applications will be ranked by score and a final funding decision will be made. Only applications relevant to the Official Development Assistance (ODA) objectives and definitions established by the OECD and guidance developed by the Newton Fund with advice from the UK Department for International Development², will be considered for funding. All proposals must clearly articulate a plausible pathway to positive impact on the lives of low-income populations and a contribution to the economic development and social welfare of the partner country within a reasonable timeframe (3-15 years). If the proposal is deemed not to meet this essential criterion, it will be rejected for Newton funding regardless of the quality of the proposed activities.

Proposals are quality assessed against the criteria at Annex 3, resulting in a final score between 0 and 60. Those receiving a final average score from the reviewers of less than 30 will be considered not fundable. However, achieving an average score equal to or above the threshold does not mean that the proposal will be funded.

Only proposals which have clearly articulated relevance to economic development and social welfare in Turkey [Official Development Assistance (ODA) eligibility as defined in Section 4] will be considered for funding.

² see <http://www.newtonfund.ac.uk/about/what-is-oda/>

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13. Data protection

As part of the online 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.
- share any necessary data on your application with the UK Department for Business, Energy and Industrial Strategy, and with our funding partners in your country in order to assist with management of the application process; any decisions on grants will be made in collaboration with them.
- 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 your local British Council office or the Data Protection Team at infogovernance@britishcouncil.org or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>.

14. COVID-19 Guidance

Should COVID-19 continue to impact global travel into 2021, we will continue take advice from relevant authorities in the UK and in our partner countries, regarding travel restrictions, prioritising safety at all times.

To prepare for this potential outcome, we would advise that applicants consider, and put in place contingency plans for remote working and digital collaboration where possible, for example utilising video conferencing in place of face to face meetings.

We recognise that should the current situation continue, that we will need to adopt a flexible approach, however we remind applicants that extensions cannot be granted within the first six months of a project, hence the importance of considering flexible and technological solutions to help progress activity and continue with planned work where feasible.

For more information please visit the COVID-19 Response website of the British Council.

<https://www.britishcouncil.org/education/science/newton/response-covid-19>

15. Contact details

All queries or comments about this call should be addressed to UK-REL@britishcouncil.org.

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Annex 1 – Country-specific guidance and grant rates

Country name: Turkey

The call doesn't have any specific thematic or area specific priorities. Nevertheless, we would like to encourage cross-discipline themes (i.e. big data, future cities, digital innovation and creativity) that have the potential to touch on multiple areas. In addition to that, applications may focus on cross cutting areas (i.e. translation of research into market, development of research management skills, strengthening entrepreneurship culture, capacity building activities for Technology Transfer Offices) that may have a larger impact compared to individual thematic focus areas. Please bear in mind that the examples given here are not an exhaustive list.

Additional eligibility criteria

Please bear in mind that the new round of Newton-Katip Çelebi Fund Institutional Links has been launched in April 2020. Lead Applicants can apply simultaneously to the new Institutional Links June 2020 Call and this REL 2020 Call. However, the same Lead Applicant will not be rewarded two new grants at the same time and will be invited to decide which grant offer to accept if both applications are successful.

Duration of the grant:

Up to 12 months

Budget requirements:

Matching-funding should be provided by Turkish Lead applicant institution aiming at ratio 1:1

Grant Amount:

Maximum GBP 40,000

Grant Payment structure:

An advance payment of 80% of the Newton Fund grant will be made on signature of the grant agreement, followed by a final 20% dependent on approval of a final report to the British Council.

Contractual arrangements:

Grant Agreements will be signed with the Lead Institution in the UK

Specific Reporting Requirements

Lead applicants should submit, together with interim and final report a financial report and supporting documents for expenditure items incurred

Other considerations

International bank transfer costs can be covered but they need to be included in the project budget at the time of application under the section other costs

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Annex 2 – Eligibility criteria checklist

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| <p>The application has been submitted by the applicant by the published deadline.</p> | |
| <p>The lead applicants submitted only one REL application per this call.</p> | |
| <p>The applicants have uploaded signed letters of support from the Head of Department of each of the applicants’ institutions.</p> | |
| <p>The application is completed in full and complies with instructions given in Sections 1, 2, 6, 9 and 10 and in Annex 1</p> | |
| <p>The proposed activities are relevant to country priorities and objectives of the call</p> | |
| <p>The form has been completed in English.</p> | |
| <p>Lead Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions in the online application form.</p> | |
| <p>The Lead applicant in the partner country has provided confirmation that the lead partner country institution is able to provide matched financial and/or in-kind funding for the activity and administer the grant.</p> | |

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Annex 3 - Scoring system – quality assessment

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 economic development and social welfare of the partner country will be considered for funding. In addition, only proposals with an average score of 30 points or more will be considered for funding.

| Section 1 – Relevance to economic development and social welfare | Yes/No |
|--|--------|
| <p>The proposal clearly articulates a plausible pathway along which the activity(s) may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of the most vulnerable populations within a reasonable timeframe (3 to 15 years)</p> <p>Please see section 4 for applicants for further details.</p> | |

| Section 2 – Quality and relevance | Score/Range |
|---|---|
| <p>Key Criteria:</p> <p>The proposed activities clearly meet country’s priorities and capacity building needs</p> <p>The proposal clearly states how the proposed activities contribute to structural change in a particular institution and could be relevant at a local/regional/national level.</p> <p>The benefits and relevance of the collaboration with the UK and partner country institution, and to the capacity building activities, are clearly described.</p> | <p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p> |

RESEARCH ENVIRONMENT LINKS

| Section 3 – Project Proposal / Methodology | Score/Range |
|---|---|
| <p>The description of the activity(s) includes clear, feasible and realistic objectives and outputs.</p> <p>The activities are well planned and defined. The proposal contains clear, feasible, and realist objectives, as well as potential for long term impact.</p> <p>Applicants clearly articulate specific outputs anticipated from the collaboration and objectives likely to be achieved</p> <p>The methodology has been clearly articulated and is achievable within the given timeframes.</p> <p>The proposal’s aims are commensurate with the experience of the individuals involved in the project.</p> <p>The proposal represents value for money and all costs are fully justifiable.</p> <p>The timelines are realistic and there is an effective monitoring framework in place.</p> <p>There is a clear definition of roles and responsibilities.</p> | <p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p> |

| Section 4 – Sustainability and Capacity Building | Score/Range |
|---|---|
| <p>The proposal includes a clear and feasible description of how the Lead Institution intends to ensure the outcomes are achieved beyond the funding period.</p> <p>There is a clear plan for how the benefits of the activity(s) will be developed beyond the institution, whether at a local/regional/national level.</p> <p>There is involvement of Associated Partners who will aid in sustaining the activity outcomes (if applicable)</p> <p>There is a planned mechanism for the dissemination of the results of the activities.</p> | <p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p> |