

## Research Environment Links Turkey/UK

### Turkey/UK – Joint application form template

*This PDF form is intended to give applicants knowledge of the questions in the online application form only, and cannot be used to submit an application.*

*This form should be submitted before 15.00 UK Time (17.00 Turkish time) on Monday 17 September 2018*

1. Overview of the proposed collaboration	
Working title *	
Duration of collaboration (in months) * (Total duration of the grant must not exceed 12 months)	
Proposed start date*	
Total value of grant requested* (Maximum of £40,000)	£
Please give a short summary in plain English of the Research Environment links collaboration; how this responds to needs of each institution and country; and how it will develop sustainable impact. *  This should be a statement for a non-specialist audience, giving the rationale of the collaboration and briefly summarising	

<p>its potential impact on economic development and social welfare in the partner country - please refer to Annex 1 of the applicants' guidelines.</p>	
<p><b>Objectives of the project *</b>  (Please list a maximum of 5 objectives; they must be both specific and achievable).</p>	
<p><b>2. Turkey - Lead Institution</b></p>	
<p><b>Institution name (please ensure you enter the full legal name) *</b>  Turkish Institution must have the capacity to administer the grant.</p>	
<p><b>Department*</b></p>	
<p><b>Head of Department (Full Name) *</b>  Head of Department (or equivalent). This will be the person who has the authority to approve this application.</p>	
<p><b>Institution full address *</b></p>	
<p><b>Type of institution*</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Not-for-profit higher education institution/university with the capacity to undertake high quality research, including Technology Transfer Offices</li> <li><input type="radio"/> Not-for-profit research organisation</li> <li><input type="radio"/> Others</li> </ul>

**2. Turkey - Lead Applicant**

(In addition to completing the fields below, please also upload a PDF file with a 1-page CV outlining your education, employment and academic track record. The file can be uploaded on the 'Supporting Documents' page towards the end of the online form)

<b>Title*</b>	
<b>Full name*</b>	
<b>Gender*</b>	<input type="radio"/> Female <input type="radio"/> Male
<b>Position*</b>	
<b>Work email address*</b>	
<b>Work telephone number *</b> (Please make sure you include the country calling code, e.g.: +44 161 957 7755)	
<b>Have you, your group or your department received a Newton Fund grant from the British Council in the past? If so, please supply title, date, partner country and brief details.</b>	
<b>Please nominate a person in your institution who can deputise for the Lead applicant if they are unable to lead the Turkish side of the collaboration for any reason. (Full name of deputy) *</b>	
<b>Position of named deputy*</b>	

<b>Work email address of named deputy*</b>	
<b>4. UK Lead Institution</b>	
<b>Institution name (please ensure you enter the full legal name) *</b>	
<b>Department*</b>	
<b>Head of Department (Full Name) *</b> Head of Department (or equivalent). This will be the person who has the authority to approve this application.	
<b>Institution full address *</b>	
<b>UK Nation*</b>	
<b>Type of Institution*</b>	<input type="radio"/> Not-for-profit higher education institution/university with the capacity to undertake high quality research, including Technology Transfer Offices <input type="radio"/> Not-for-profit research organisation <input type="radio"/> Others
<b>3. UK - Lead Applicant</b> (In addition to completing the fields below, please also upload a PDF file with a 1-page CV outlining your education, employment and academic track record. The file can be uploaded on the 'Supporting Documents' page towards the end of the online form)	
<b>Title*</b>	
<b>Full name*</b>	
<b>Gender*</b>	<input type="radio"/> Female

	<input type="radio"/> Male
<b>Position*</b>	
<b>Work email address*</b>	
<b>Work telephone number *</b> (Please make sure you include the country calling code, e.g.: +44 161 957 7755)	
<b>Have you, your group or your department received a Newton Fund grant from the British Council in the past? If so, please supply title, date, partner country and brief details.</b>	
<b>Please nominate a person in your institution who can deputise for the Lead applicant if they are unable to lead the Turkish side of the collaboration for any reason. (Full name of deputy) *</b>	
<b>Position of named deputy*</b>	
<b>Work email address of named deputy*</b>	
<b>6. Pathway to economic development and social welfare</b>	
<b>Please outline a plausible pathway between the outcomes of the collaboration and a positive tangible impact on the lives of vulnerable or low</b>	

<p>income populations in Turkey. Please describe how the research may contribute to the economic development and social welfare of the partner country within a reasonable time frame (3-15 years).*</p> <p>(This section will be used to assess ODA eligibility).</p>	
<p>Please identify the relevant stakeholders and potential beneficiaries (both within your institution and externally) of the capacity building activities and describe any existing engagement with them. *</p>	
<p>Please outline how you intent to engage with the groups described above in order to maximise the potential of this collaboration to have a positive impact, during the lifetime of the grant and thereafter and indicate how you will measure impact on those groups.</p>	
<p><b>7. Description of the project</b></p>	
<p>Please describe the skill and/or knowledge deficit the collaboration is addressing, within an institutional context as well as national/regional context by setting out which new skills and knowledge the groups involved will gain and how these will contribute to achieving/enhancing the overall goals of</p>	

<p>the institutions involved. *</p>	
<p>Please describe the objectives to be pursued by the proposed activities and specific impacts they are looking to achieve, and the details of the methodology it will use to achieve them. *</p> <p>(This should relate to, but not repeat, the information given in the project summary and activity plan below)</p>	
<p>Value added by the UK Institution.</p> <p>Please describe the value added by the UK Institution. This should focus on the expertise of the UK institution in the area, the level of their contribution to the project and why their participation is fundamental to the capacity building activities' success. *</p>	
<p><b>8. Sustainability and Capacity Building</b></p>	
<p>Please describe how you and your group/department/institution plan to continue the collaboration after the end of the activity, providing information about potential funding source that might</p>	

support it. *	
How will the collaboration contribute to capacity building within a wider country/regional context. *	
What measures, means and resources will you use to sustain the activities beyond the duration of the grant? *	
<b>9. Intellectual Property Rights</b>	
11.1 Will the intellectual property created through the collaboration be protected? * (Yes/No)	
11.2 If you answered yes to the previous question please provide brief details of the arrangements to be made regarding IPR	
<b>10. Detailed activity plan</b>	
Summary – please provide a general introductory summary of the programme as context for the activity plan below. *	



Activity plan – please detail the principal activities to be undertaken, including timeline and milestones (e.g. training, seminars, workshops, visits, job-shadowing) outlining their proposed training impact (the specific outcome of the activity in terms of new skills and knowledge acquired)

Title activity 1 *	Description *-
Title activity 2 *	Description *-
Title activity 3 *	Description *-
Title activity 4	Description -
Title activity 5	Description -
Please add activities if needed	Description -

11. Resources Allocation

Please identify all those involved in the organisation and delivery of the project (in the UK and in the Turkish Institutions) by name, position, institution. Please indicate the proportion (estimated) of their time (e.g. hours per month), dedicated to the project during its duration

<u>Name*</u>	<u>Institution*</u>	<u>Time allocated to the project*</u>	<u>Contribution to the project (in bullet points) *</u>

<u>Name</u>	<u>Institution</u>	<u>Time allocated to the project</u>	<u>Contribution to the project (in bullet points)</u>
<u>Name</u>	<u>Institution</u>	<u>Time allocated to the project</u>	<u>Contribution to the project (in bullet points)</u>
<u>Name</u>	<u>Institution</u>	<u>Time allocated to the project</u>	<u>Contribution to the project (in bullet points)</u>
<u>Name – additional space</u>	<u>Institution – additional space</u>	<u>Time allocated to the project – additional space</u>	<u>Contribution to the project (in bullet points) – additional space</u>

**12. Budget and co-funding (this should be stated in British Sterling)**

<b>Detailed budget breakdown:</b>	<p><b>Human resources</b> (Staff costs for personnel working directly on the grant-funded project)</p> <p><b>Human resource costs (UK) * –</b></p> <p>Justification – Human resource (UK) –</p>
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**Human resource costs (Turkey) \* –**

Justification – Human resource (Turkey) –

**Match funding or in-kind support - human resources (Turkey) \* -**

Justification - match funding or in-kind support - human resources (Turkey) –

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**Service Fees for UK/Turkey expertise**

(Service fees for UK or Turkish consultants who are external to applicant's organisations. Where consultancy services are strictly essential, appropriate and relevant to the design, implementation of the capacity building activities - limited to 20% of total grant awarded)

**Service fees (UK) \*–**

Justification – Other research related costs (UK) –

**Service fees (Turkey) \* –**

Justification – Other research related costs (Turkey) –

**Match funding or in-kind support - Service fees (Turkey) \* -**

Justification - match funding or in-kind support - Other research related costs (Turkey) –

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**Operational costs** (Travel and subsistence costs, visa fees, vaccinations, medical insurance for travel essential to collaboration, cost of meetings, training events, seminars and conferences integral to collaboration, etc.)

**Operational costs (UK) \*–**

Justification – Operational costs (UK) –

**Operational costs (Turkey) \* –**

Justification – Operational costs (Turkey) –

**Match funding or in-kind support - Operational costs (Turkey) \* -**

Justification - match funding or in-kind support - Operational costs (Turkey) -

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**Communications costs** (Access fees to facilities or library services; use of telecommunications such as video/audio/ web conferencing)

**Communications costs (UK) \*–**

Justification – Communications costs (UK) –

**Communications costs (Turkey) \* –**

Justification – Communications costs (Turkey) –

**Match funding or in-kind support - Communications costs (Turkey) \* -**

Justification - match funding or in-kind support - Communications costs (Turkey) –

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**Other costs** (Bank charges for transfer of funds from the Lead Institution to other Partners)

**Other costs (UK) \* –**

Justification – Other costs (UK) –

**Other costs (Turkey) \* –**

Justification – Other costs (Turkey) –

**Match funding or in-kind support - Other costs (Turkey) \* -**

Justification - match funding or in-kind support - Other costs (Turkey) –

	<p>-----</p> <p><b>Total cost/funding requested (UK) *-</b></p> <p><b>Total cost/funding requested (Turkey) *-</b></p> <p><b>Total match funding or in-kind support (Turkey) *-</b></p>
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**13. Funds requested from other sources**

Please list any requests for funding submitted to other funders to cover the costs of this collaboration outside of the Joint Academic Development programme. The British Council will reserve the right to withhold part of the funds awarded if additional funds are obtained from other sources that will cover costs listed previously. The status of application for funds to cover this collaboration should be communicated to the British Council as soon as known.

Source for additional funding	Total amount requested	Status of application

<b>14. Risks, governance and ethics</b>		
<b>Please describe how you will ensure that the activity will be carried out to the highest standards of ethics and research integrity at least equivalent to those of the UK. *</b>		
<b>Please describe how potential ethical and health and safety issues arising as part of this collaboration have been considered and how they will be addressed. *</b>		
<b>Please provide details of risks to the success of the projects and how this will be mitigated. Risks can relate to project timeline, budget and participants. *</b>		
<b>Will the collaboration covered by the Research Environment Links grant involve any of the following:</b>		
<p><b>Human participation*</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained</p> <p><input type="checkbox"/> Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing</p>		

**Human tissue\***

- No
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing

**Patient/Participant data\***

- No
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing

**Animal research\***

- No
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing

**Genetic and biological risk\***

- No
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing



**Arms/Military Research (including dual use technologies or goods) \***

- No
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained
- Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing

**15. Additional information**

Please use the space below to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form.

**14. Supporting documents**

Full guidance on the required supporting documents can be found in the June 2018 Guidelines for applicants. Please ensure you fully read and understand these before submitting supporting documents. Late submission of supporting documents, or submission of documents which do not comply with these requirements, will render the application ineligible. Appeals against this decision will not be accepted.

**CV for the UK Principal Applicant (maximum 2 sides of A4) \***

**CV for the Turkish Principal Applicant (maximum 2 sides of A4) \***

**Signed letter of support from the Head of Department (or equivalent) of the UK Lead Institution, including expression of the commitment and willingness to receive funding and to sign a grant agreement with the British Council). \***

**Signed letter of support from the Head of Department (or equivalent) of the Turkish Lead Institution\***

**Detailed budget request (using the template provided on the call website) \***

17. Pre-submission confirmation

**Both UK and Turkish Lead Applicants must confirm the following:**

Neither the UK nor Turkish Lead Applicants are or may be subject of a conflict of interest during the grant award procedure. \*

I confirm the above

Have you obtained permission to submit this application on behalf of the UK and Turkish institutions? \*

Yes  No

Both the UK and Turkish Lead Applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action. \*

I confirm the above

Neither the UK nor Turkish Lead Applicant's institutions are bankrupt, being wound up, or having their affairs administered by the courts. \*

I confirm the above

Neither the UK nor Turkish Lead Applicant's institutions have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations. \*

I confirm the above

Neither the UK nor Turkish Lead Applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify. \*

I confirm the above

Neither the UK nor Turkish Lead Applicants have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council or partner organisations' financial interests. \*

I confirm the above

Neither the UK nor Turkish Lead Applicants are guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information. \*

I confirm the above

Does the UK Freedom of Information Act or similar act apply to your organisation? \*

Yes  No

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 is 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.\*

Before continuing, please confirm that you have read and understood the above notice.

I confirm that I have read and understood the above notice.

**18. Data protection**

The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.

In order to carry out the selection process for the Research Environment Links grants, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.

Please note that a confirmation email containing your ID application number will be sent to your email address. If you do not receive the email following the submission of this form, please contact us: UK-REL@britishcouncil.org within 3 working days from the deadline, otherwise your application will be considered ineligible.

Your application ID number should be mentioned in all the communications with the British Council.

Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). \*

I am willing for my information passed on to British Council partner organisations for the purpose of this funding application.

<p>The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. The British Council will not publish personal details on their website or via other media without prior permission. *</p>	<p><input type="checkbox"/> I agree to my information being put on the British Council website</p>
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