Call details

Overview

Bristol International Online Research Collaboration Awards are designed to stimulate and support collaboration between the University of Bristol and international partners via virtual platforms. Applicants can bid for a single activity or a small series, depending on what best serves their needs and delivers the greatest potential for enhancing the University of Bristol’s international partnerships and outputs. Some examples of suitable activities could include, for example:

- A consultation with international stakeholders to inform user-driven research activity;
- A collaborative bid-development ‘sandpit’;
- A forum designed to lead to influential policy briefing(s); or
- A writing workshop to coordinate contributions to an output for publication.

Other activities may also be suitable; please contact the International Research Partnerships (IRP) team (irp-admin@bristol.ac.uk) to check eligibility if you are unsure. All activities must be co-produced with international partners and must involve international partners in their delivery. Activities should be interactive events which involve two-way knowledge exchange, rather than dissemination events. This funding scheme is therefore not suitable for applications to support conferences.

This scheme has been designed to support workshops which are geared towards enhancing international partnerships, and which have strong potential for producing international co-authored publications and/or international research bids as well as enhancing the University of Bristol’s global research profile.

Eligibility

All workshop proposals must have a Lead Applicant from both the University of Bristol and the Partner Institution; however, the inclusion of additional internal and external collaborators is encouraged. All activities must comply with all relevant national and international policy relating to the COVID-19 pandemic, including social distancing and travel restrictions.

University of Bristol Lead Applicant

UoB Lead Applicants can be based in any school, department, or faculty, and can be on any academic pathway (i.e. Pathway 1, 2 or 3). UoB Lead Applicants must be officially registered as an academic researcher at the University of Bristol for the full duration of the proposed activities. UoB Lead Applicants can be at any career stage; however, they need to be able to demonstrate the capacity, knowledge, and experience to deliver a collaborative international research workshop which meets the requirements of the scheme. We therefore anticipate that the majority of UoB Lead Applicants will be middle and senior career researchers. We do, however, encourage Lead Applicants to include early career researchers in their Bristol International Online Research Collaboration Award plans as a capacity building opportunity. Applicants are only permitted to submit one application each calendar month, and no more than three per academic year.
Partner Institution Lead Applicant
Partner Institute Lead Applicants can be from any recognised research organisation outside of the United Kingdom. As with UoB Lead Applicants they can be from any disciplinary field and on any academic development pathway. We anticipate that the majority of UoB Lead Applicants will be middle and senior career researchers.

Additional participants
Applicants are welcome to include any other academic or non-academic participants who can add value to the activities.

Practicalities
Applications will be reviewed on a monthly rolling basis until all available funds have been allocated. Applications can be submitted at any time; however, all funded activities must be completed by the end of the academic year (31 July 2021).

The maximum value of a single activity is £3000; the maximum value for a series is £5000. Applicants are welcome to seek additional sources of funding to increase the total budget for their workshop, and we would expect to see at least some contribution offered from the Partner's institution (financial and/or in-kind).

Eligible costs include:

- UoB Research Assistant or Research Associate staff costs to support planning and delivery of the activity/activities. This includes either salary costs or teaching buy-out, and all Pathways (1, 2 and 3) are eligible.
- UoB Administrative staff costs to support activity logistics. This includes buy-out of existing staff time, an uplift to an existing part-time contract, or a new appointment through the appropriate channels and subject to the necessary approvals and procedures.
- Professional event facilitation.
- Translation and/or transcription services.
- Purchase of relevant and appropriate software licenses, where UoB IT services are unable to provide a suitable option within the existing package available to UoB staff.
- Provision of free or subsidised dial-in facilities for attendees in countries or regions where internet is unavailable or unreliable.
- Consumables, resources, and equipment necessary for the project where applicable and justified.

The following costs are not eligible:

- Buy-out for UoB or Partner Institute Leads or other senior academic staff.
- Salary costs of staff from other universities and research organisations (both UK and international)
- Speaker or participant fees or honoraria.
Indirect and estate costs; these must be covered by the UoB Lead Applicant’s school.
IP protection costs.
Salaries of people who are already 100% funded through existing grants (unless this extends their contract) or core staff who are on research leave.
Requests for personal computing equipment.
Costs considered extraneous to the activities or that aren’t fully justified may be deducted.

If you are unsure whether costs are eligible please contact the International Research Partnerships scheme via irp-admin@bristol.ac.uk to discuss this before submitting your application to avoid disappointment.

If your project involves a partner organisation or intellectual property (IP), you will need to consider some form of contractual agreement. You are strongly advised to understand the possible requirements and relevance of this as it relates to your project, and discussing this with your partner, before completing the application form.

Bristol International Online Research Collaboration Awards can be developed in complement to other activities, such as Bristol Benjamin Meaker Distinguished Visiting Professorships or Bristol ‘Next Generation’ Visiting Researcher awards. Please note, however, that individual applications must be submitted to the respective schemes and will be assessed as two separate applications which may therefore have different outcomes. Please also be aware that the aforementioned schemes are currently closed for applications due to restrictions imposed by the ongoing COVID-19 pandemic.

**How to apply**

**Application process**

1. Identify an opportunity which would benefit from online collaboration between an UoB Lead Applicant and a suitable international academic partner.
2. Familiarise yourself with this document before commencing your application, paying particular attention to the criteria and conditions of award. Contact irp-admin@bristol.ac.uk with any queries.
3. Advise your Assistant Finance Business Partner that you are intending to apply for this funding scheme. They will be able to help you develop a Full Economic Costing (FEC), where required, via Work Tribe.
4. Complete the Bristol International Online Research Collaboration Awards application form which is available here.
5. Submit a PDF copy of the completed form via email to irp-admin@bristol.ac.uk, along with a 2page CV each for the UoB and Partner Lead Applicants only.
6. Your application will then be assessed by members of the RD International team at their next monthly review meeting, held at the end of each month.
7. Funding decisions, including any conditions of funding, will then be confirmed. If your application is successful further information will be provided on the next steps.

Please ensure that your application is written for a generalist audience, avoiding technical detail which would be inaccessible to a non-specialist. The application form can be downloaded here.

If you have any questions regarding this process please get in touch with the International Research Partnerships team via irp-admin@bristol.ac.uk.

Guidance for applicants
Please strictly note and adhere to all of the below guidance, as well as the guidance provided at the top of the application form. Applications which are not compliant will be considered ineligible.

Section A
In this section you need to provide details of your proposed Bristol International Online Research Collaboration Award activity/activities, including the project title and details of both Lead Applicants. Please adhere to the italicised grey guidance notes in the form.

Proposed activities should take place within the current academic year, and all activities must be completed by 31 July 2021 at the latest. Please allow sufficient time for the decision-making process and activity planning when submitting your application.

Section B
B1: Case for support
Please use this section to evidence the value of the proposed activity/activities, and to demonstrate how your application meets the call criteria. Reviewers will be assessing your application primarily based on this section, so we strongly recommend you pay particular attention to this section and anticipate that it would comprise the main portion of the application. Please ensure that the application is written in language that is accessible for non-specialists.

The Case for Support should include information and evidence relating to:

- The knowledge and experience of the Lead Applicants, evidencing their capacity to effectively deliver a successful event of this nature and to attract a good calibre of participants.
- The added value which other named collaborators will bring to the workshop (see B2 below).
- The importance of the proposed project and partnership to the development and advancement of the relevant academic field(s).
- The identified synergies between the Lead Applicants, and the potential for developing meaningful and beneficial partnerships between both individuals and institutions.
- The likelihood of significant outcomes arising from the workshop, including development of novel approaches, concepts and/or methodologies, identifying new
spaces for viable collaborative research, high-quality external funding bids, co-authored publications, and/or other potential long-term benefits for both the UoB and the Partner’s institution.

- The potential for the proposed activity/activities to attract further external engagement, such as engagement from policy and practice, the media, and/or other sectors.

**B2: Additional Collaborators**
Please use this section to provide details of additional collaborators, including academics from UoB and/or the Partner’s institution as well as any external collaborators from within or outside academia. Add or delete additional rows as required.

**Section C**
Applicants should complete this section with itemised costs in GBP. The total cost applied for from this scheme **must not exceed £3000** for a single activity and **£5000 for a series**. A Full Economic Costing (FEC) is required and relevant sign-off must be obtained via the WorkTribe system. Applicants should contact their Faculty Finance team at least three weeks before submission to discuss the project and its costings. Please note that awards for this scheme cannot include indirect costs. You will need your Head of School’s signature to confirm approval of the application and the FEC.

**A: Staffing Costs**: Please provide information on any staff costs, including the proposed grade, timescale, and what proportion of the working week they will be working on the project. Please note it is the applicant’s responsibility to undertake any recruitment and associated HR and Finance requirements for any staff costed on the project.

**B: Activity Costs**: Please provide information on any activity costs, including professional facilitation, translation, or transcription services and/or any software or other similar costs. An itemised breakdown must be provided.

**C: Faculty/School/Departmental Contribution**: Where some of the costs of the activity are being funded by the UoB Lead Applicant’s Faculty/School/Department details of this should be outlined in this section, including a summary of the contribution and the financial value (where applicable). Please enter ‘N/A’ in this field if not applicable.

**D: Partner Institution Contribution**: Where some of the costs of the activity are being funded by the Partner’s institution details of this should be outlined in this section, including a summary of the contribution and financial value (where applicable). Please enter ‘N/A’ in this field if not applicable.

To complete the table applicants should calculate the total cost of the activity (i.e. A+B), and then deduct the Faculty/School/Department and any Partner Institution contributions (i.e. A+B, then subtract C and D) to give the total amount being applied for via the Bristol International Research Workshops scheme. The total cost applied for from this scheme would then be submitted for consideration.
must not exceed £3000 for a single activity and £5000 for a series. An example has been provided below:

<table>
<thead>
<tr>
<th>Costs applied for</th>
<th>Breakdown</th>
<th>Value (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Staffing costs</td>
<td>Research Associate 2months RA 0.2fte Grade J</td>
<td>£1693</td>
</tr>
<tr>
<td><strong>B</strong> Activity costs</td>
<td>Translation of resultant policy briefing into Spanish 1month GoToMeeting Business subscription (for toll-free international dial-in)</td>
<td>£500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>£30</td>
</tr>
<tr>
<td><strong>Total cost of activity (A+B)</strong></td>
<td></td>
<td><strong>£2223</strong></td>
</tr>
<tr>
<td><strong>C</strong> UoB Faculty/School/Department Contribution</td>
<td>N/A</td>
<td>£0</td>
</tr>
<tr>
<td><strong>D</strong> Partner Institution Contribution</td>
<td>UNAM is providing translation services</td>
<td>£500</td>
</tr>
<tr>
<td><strong>Total applied for via BIORCA scheme</strong></td>
<td></td>
<td><strong>£1723</strong></td>
</tr>
</tbody>
</table>

Applicants should also provide details of any other applications being made for funding in connection with this visit in the final part of Section C, including both internal and external funding sources. If no other applications are being made, then please enter ‘N/A’ in this box.

**Section D**
This section must be completed by the UoB Lead Applicant. By providing their signature, the UoB Academic Lead agrees to all terms outlined in the declaration. A digital signature is acceptable, provided that the application form has been submitted via the UoB Lead Applicant’s official UoB email address.

**Assessment process**
RED will process submitted applications at the end of each month. Applications will be reviewed by RED, with oversight from the Provost Professor Judith Squires as required.

The review process usually takes around two weeks on average. Exceptionally, where an urgent need for a quicker turnaround can be demonstrated, this will be accommodated where possible; however, this cannot be guaranteed.

Applications will be reviewed against the following criteria:
Are the activity/activities being co-produced and co-delivered with international partner(s)?

Is the proposed activity/activities likely to stimulate new ideas and develop new research and/or impact pathways, building on synergies between the UoB and Partner Lead Applicants (and other collaborators, where relevant)?

Is there a strong likelihood of significant outcomes arising from the activity/activities, including high-quality external funding bids, international co-authored publications, ongoing collaborations, and/or other potential long-term benefits for UoB and the partner institution?

Does the proposed activity/activities have ambitious objectives and demonstrable importance to the relevant academic field?

Is the activity/activities demonstrably interactive, focussed on engagement rather than dissemination?

Is there demonstrable buy-in from the Partner’s institution, evidenced through financial and/or in-kind contributions?

Will the proposed activity/activities attract further external engagement, such as engagement from policy and practice, the media, and/or other sectors?

Are the cited costs reasonable and appropriate for the proposed activity/activities?

**Conditions of funding**

**Pre-Award Requirements**

All successful applications will be required to submit a 300-word summary of the Bristol International Online Research Collaboration Award to the International Research Partnerships team for use on our website and other communications within four weeks of award outcome notification.

It is the UoB Lead Applicant’s responsibility to ensure that this information is delivered on time. The International Research Partnerships team reserve the right to cancel awards if this information is not received within the specified timeframe. We recommend that you prepare this information as part of your application process, to assist with timely processing of your award.

It is the UoB Lead Applicant’s responsibility to make any and all arrangements pertaining to staffing for the project, including recruitment, contracting, and provision of IT equipment where required.

**Award Requirements and Conditions**

All applicants should familiarise themselves with the below requirements and conditions of funding, which apply to all awards under this scheme.

- All activities must be branded and advertised as a Bristol International Online Research Collaboration Award, and University of Bristol branding must be included on all associated documents and outputs.
- It is the responsibility of the Applicant(s) to make all arrangements for the activity/activities, including logistics such as staff contracts, software registrations, webinar set-up, etc.
• Details of the activity/activities must be provided to the International Research Partnerships team for our records and to enable us to assist with event promotion and publicity.
• UoB and/or Partner Lead Applicant(s) are expected to produce a post related to their workshop for the University of Bristol International Research Partnerships blog.
• It is the responsibility of the UoB Lead Applicant to ensure that the proposed activity/activities are compliant with all UoB policies. This includes, but is not limited to, ensuring that they have undertaken due diligence with regard to Intellectual Property Rights, Research Integrity, and the UoB Freedom of Speech Code of Practice, in consultation with their School or Department as appropriate.

Post-Award Requirements
Please be aware that it is a condition of funding that all award holders complete a Bristol International Online Research Collaboration Awards End of Award Report Form at the end of the visit, and to respond to the post-award follow-up one year later. Please also note that it is the UoB Lead Applicant’s responsibility to enter all relevant visit outcomes into PURE, suitably acknowledging the Bristol International Online Research Collaboration Awards scheme.

Contact information
For all queries please contact the International Research Partnerships team via irp-admin@bristol.ac.uk.