Bristol International Research Workshops
Call specification 2019-20

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Overview
Bristol International Research Workshops are designed to stimulate new ideas, themes and interdisciplinary synergy both within the University and with international partners. Applicants can bid for a single workshop or a small series, depending on what best serves their needs and delivers the greatest potential for enhancing the University of Bristol’s international partners and outputs. All workshops must be co-produced with international partners and must involve international partners in their delivery. Workshops 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.

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 an 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 Research Workshop plans as a capacity building opportunity.

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.

Practicalities
There is funding available for up to four workshop awards per academic year. Applications will be reviewed on a monthly rolling basis until all funds for that year have been
allocated. The maximum value of any application – whether for a single workshop or 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).

Bristol International Research Workshops 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.

How to apply

Application process

1. Identify a partnership opportunity between a 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.
3. Complete the Bristol International Research Workshops application form.
4. 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 Academic Leads. Please note CVs for additional collaborators are not required and will not be taken into account in the review process, so please do not submit them.
5. 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.
6. 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. To download the application form, click 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 the proposed Bristol International Research Workshop, 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 one calendar year of application submission, and at least two months after the submission date to allow time for the decision-making process and event planning.

Section B

B1: Case for support
Please use this section to evidence the value of the proposed workshop, 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 workshop and associated 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. A FEC costing is not required. The total cost applied for from this scheme must not exceed £5000.

A: Travel, Accommodation, and Subsistence Costs: Please provide information on any travel and subsistence costs (including accommodation) for workshop participants, including the Lead Applicant(s) where applicable. Please note that we can only fund economy travel, and all requested costs must be compliant with the UoB Travel, Subsistence and Expenses policy. An itemised breakdown must be provided (e.g. per diem breakdown for subsistence and accommodation).

Where the Partner Lead Applicant is visiting Bristol to conduct the workshop we may be able to provide accommodation on campus in Principal’s House free of charge, subject to availability. Please contact irp-admin@bristol.ac.uk prior to submitting your application to enquire about availability. If this facility is fully booked, then you will need to make alternative arrangements and include costings in your bid accordingly. Please note that you may only apply for free accommodation at Principal’s House for one Visitor per workshop; however, additional Visitors can also apply for accommodation at a reasonable rate, subject to availability. Please contact irp-admin@bristol.ac.uk in advance of submitting your application for more information on cost and availability for your desired dates.

B: Workshop Costs: Please provide information on any workshop costs, including venue hire, catering and hospitality, facilitation, workshop materials, and other related costs. An itemised breakdown must be provided.

C: Faculty/School/Departmental Contribution: Where some of the costs of the workshop 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).

D: Partner Institution Contribution: Where some of the costs of the workshop 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).

To complete the table applicants should calculate the total cost of the workshop (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. Please note that a maximum of £5000 can be applied for under this scheme. An example has been provided below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Breakdown</th>
<th>Value (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Travel, Accommodation and Subsistence costs</td>
<td>UoB Lead (Professor X) Return economy flights London-Boston (£600) Taxi to/from airport in Boston (£60) Return bus from Heathrow to Bristol (£50)</td>
</tr>
<tr>
<td>Collaborator 1 (Professor Y, University of Toronto)</td>
<td>Collaborator 2 (Professor Z, Universidad Nacional de Colombia)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Return economy flights Cape Town-Boston (£250)</td>
<td>Return economy flights Bogota-Boston (£420)</td>
<td></td>
</tr>
<tr>
<td>Taxi to/from airport in Boston (£60)</td>
<td>Taxi to/from airport in Boston (£60)</td>
<td></td>
</tr>
<tr>
<td>Transport to/from airport in home country (£60)</td>
<td>Transport to/from airport in home country (£30)</td>
<td></td>
</tr>
<tr>
<td>Daily subsistence (£25/day for 2 days, total £50)</td>
<td>Daily subsistence (£25/day for 2 days, total £50)</td>
<td></td>
</tr>
<tr>
<td>Accommodation (£80/night for 4nights, total £320)</td>
<td>Accommodation (£80/night for 4nights, total £320)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Workshop costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Venue hire for 2 days: £1000</td>
</tr>
<tr>
<td></td>
<td>Catering/hospitality for 20 people for 2 days: £1200</td>
</tr>
<tr>
<td></td>
<td>Printed materials: £200</td>
</tr>
<tr>
<td></td>
<td>£2400</td>
</tr>
</tbody>
</table>

**Total cost of visit (A+B)** | **£7500**

<table>
<thead>
<tr>
<th>C</th>
<th>UoB Faculty/School/Department Contribution</th>
<th>N/A</th>
<th>£0</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Partner Institution Contribution</td>
<td>Boston University is covering all accommodation costs</td>
<td>£3360</td>
</tr>
</tbody>
</table>

**Total applied for via BIRW scheme** | **£4140**

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 by 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.

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:

- Is the workshop being co-produced and co-delivered with international partner(s)?
- Is the proposed workshop likely to stimulate new ideas and develop new research 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 visit, 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 workshop have ambitious objectives and demonstrable importance to the relevant academic field?
- Is the workshop 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 to the workshop?
- Will the proposed workshop activity attract further external engagement, such as engagement from policy and practice, the media, and/or other sectors?

Conditions of funding
Pre-Award Requirements
All successful applications will be required to submit a 300-word summary of the Bristol International Research Workshop 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 Academic Host’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.

**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 workshops, regardless of location, **must** be branded and advertised as a **Bristol International Research Workshop**, and the University of Bristol logo must be included on all associated documents and outputs.
- It is the responsibility of the Applicant(s) to make all arrangements for the Workshop, including logistics such as venue hire, catering, attendee T&S, etc.
- Details of the workshop 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.
- All insurance and visa requirements are the responsibility of the Applicants. Please refer to the [UK government website](https://www.gov.uk) for more details on visa requirements.
- It is the responsibility of the UoB Lead Applicant to ensure that the proposed visit is 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 Research Workshops **End of Award Report** Form at the end of the visit. Please also note that it is the UoB Academic Host's responsibility to enter all relevant visit outcomes into **PURE**, suitably acknowledging the Bristol International Research Workshops scheme.

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