**Research Development International**

**Collaboration Awards**

**Application form 2025-26**

Please complete all sections of the below form electronically and submit as a Word document file to rd-international@bristol.ac.uk.

The application form must be completed using **Arial font size 11, and the margins must not be altered**. All sections must be completed, except where marked as optional. Please delete the italicised grey guidance notes before submission. You must adhere to the word limits for all sections. Applications which do not comply with these rules will be considered ineligible.

**Please ensure you familiarise yourself with the full requirements and guidance** outlined in the call specification document and FAQs on the [Research Development International Collaboration Awards webpage](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/rdica/) before commencing your application.

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| **Section 1: Details of collaboration**  |
| **Proposed activity** |
| Type of activity | *E.g. visit to Bristol, visit overseas, workshop, etc.* |
| Title of activity |  |
| Date(s) and duration | *E.g. 2 weeks in March 2026* |
| Type of attendees *(tick all that apply)* | [ ]  Academia [ ]  Third Sector [ ]  Policy/Governance [ ]  Other (please specify) |
| Research Compliance | [ ]  I confirm I have submitted the [Triage Checklist](https://uob.sharepoint.com/sites/red/SitePages/Resources.aspx) |
| **UoB Lead Applicant** |
| Name  | *Please include title* |
| Job title |  |
| School/Department  |  |
| Faculty  |  |
| UoB email address |  |
| Research keywords  | *Maximum ten keywords* |
| **International Co-Applicant** |
| Name | *Please include title* |
| Job title |  |
| Institution |  |
| Country |  |
| Email address |  |
| Research keywords  | *Maximum ten keywords* |
| **Additional Collaborators (if applicable) – add or delete rows as needed** |
| **Name (including title)** | **Country** | **Institution/ Organisation** | **Job Title** | **Contribution (max. 50 words per collaborator)** |
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| **Section 2: Project proposal** |
| **Case for support (max. 800 words)** |
| *Please ensure you refer to the call specification and FAQs document on the* [*Research Development International Collaboration Awards webpage*](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/rdica/) *for information and guidance on what to include in this section, as this will form the bulk of your application.* *Remember that your Case for Support must cover:** *Research context and background to the collaboration and applicants*
* *Strategic relevance*
* *Description of your proposed visit/activity/activities*
* *Outcomes and benefits*
* *Legacy of the collaboration*

*Please note that the word limit of 800 words will be strictly enforced for all applications to be fair to all applicants – if you exceed the word limits, we may either redact your application or in some cases may deem it ineligible and it would therefore be rejected. This rule applies to all sections with word limits.* |
| **Planned external research grant bids – add or delete rows as needed** |
| **Funder** | **Scheme** | **Anticipated award value** | **Submission date** |
| *E.g. UKRI* | *E.g. International partnership: Ecology and Evolution of Infectious Diseases* | *E.g. £1million* | *E.g. January 2026* |
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| **Additional outputs (max. 150 words in total) – add or delete rows as needed** |
| **Type** | **Information** |
| *E.g. Co-authored paper* | *E.g. Anti-microbial resistance in Sub-Saharan Africa, to be submitted to The Lancet*  |
| *E.g. BDFI Seedcorn funding* | *E.g. Application to the BDFI internal seedcorn fund to explore a new aspect of the collaborative research* |
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| **Section 3: Funding** |
| **Worktribe** *(select the one which applies and fill in the blank)* | [ ]  I have contacted my costing specialist, who confirmed that a **Worktribe is required** for my project. My Worktribe reference number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  I have contacted my costing specialist, who confirmed that a **Worktribe is not required** for my project. My costing specialist’s name is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project costs** *Please refer to the call guidance for an example costings table* |
| **Item** | **Breakdown**  | **Value (GBP)** |
| **A** | **Travel costs** | *Please itemise* | £ |
| **B** | **Subsistence costs** | *Please itemise and reduce accordingly when a meal will be covered by another source e.g. workshop catering**Please note this* *must be within the limits set by UK Government* [*employees’ overseas travel guidance*](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk)***and*** *within the limits set in* [*UoB expenses policy*](https://uob.sharepoint.com/sites/finance-services/SitePages/travel-and-expenses-policy.aspx) | £ |
| **C** | **Accommodation costs**  | *Please itemise and indicate if breakfast is included**Please note this* *must be within the limits set by UK Government* [*employees’ overseas travel guidance*](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk)***and*** *within the limits set in* [*UoB expenses policy*](https://uob.sharepoint.com/sites/finance-services/SitePages/travel-and-expenses-policy.aspx) | £ |
| **D** | **Other costs**  | *Please itemise* | £ |
| **Total cost of activity (A+B+C+D)** | £ |
| **E** | **UoB Faculty/School/ Dept Contribution** | *Please provide details* | £ |
| **F** | **Collaborator Contribution(s)** | *Please provide details* | £ |
| **Total applied for via RDI Collaboration Awards (A+B+C+D-E-F)** | **£** |
| **Additional sources of funding** |
| *Please provide details of any additional sources of funding (sought and/or secured) for this activity. If none, enter ‘N/A’* |

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| **Section 4: Head of School Declaration and Sign-off** |
| Name |  |
| School |  |
| **Declaration**: I support the application and certify that the funds requested above are not available from any other grant or other internal department fund. confirm that I am aware that an End of Award Report must be submitted to the Research Development International team within four weeks of the end of the award, and that Schools whose academics do not submit satisfactory reports may be disadvantaged in future funding rounds. |
| Signature | *Typed signature accepted if email trail from HoS is provided* |
| Date |  |
| Additional comments (optional)  | *Maximum 200 words* |