**Research Development**

**International Collaboration Awards**

**Call specification 2025-26**

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# Call details

## Overview

The new Research Development International (RDI) Collaboration Awards are designed to catalyse, support and advance collaborative research development between University of Bristol academics and colleagues from around the world, resulting in high quality research outcomes and impacts. The awards should be viewed as part of the first phase of funding that will enable longer-term research collaborations between the University of Bristol and international collaborators.

This scheme has been designed to support collaborative activities which are geared towards enhancing international research development and collaboration, leading towards joint research funding bids as well as other outcomes such as international co-authored publications and enhancement of the University of Bristol’s global research profile. Activities funded through the RDI Collaboration Awards scheme could therefore include international visits for co-production of research bids, or workshops/writing retreats to develop and inform bid development. The scheme can be used for either establishing or advancing international research collaborations; however, all activities must have plans for sustainability, longevity and legacy of the collaboration built in. Applications should also serve the University of Bristol’s strategic interests, serving and benefitting key research areas and priorities.

## The funding opportunity

This scheme is for short visits or similar activities (e.g. collaborative workshops) designed to catalyse and develop specific research outcomes which are in line with the University of Bristol’s strategic research interests. Activities can either be in-person or hybrid, bringing together University of Bristol academics with international academics to develop collaborative research endeavours. Visits and/or associated activities funded through this scheme might last from a few days up to a month and may involve individuals or groups, and engagement with the wider university communities is strongly encouraged. Activities should be interactive and involve two-/multi-way knowledge exchange, rather than dissemination events. This fund is strictly and explicitly not for conferences and not for sustained research activity itself; it is for the development of research collaborations leading to joint funding bids.

All proposals must have a University of Bristol Lead, who will be the budget holder, and an International Co-Applicant who will co-produce and co-deliver the proposed activities and associated outcomes and outputs. Additional collaborators are also permitted where they add value. The primary aim of all activities must be to make a step-change in research development, leading to tangible outcomes including joint bids for external research funding as well as other outputs such as international co-authored publications. Whilst the funding can be used to support activities which help you to develop your research skills and international profile, this scheme does not support visits that are primarily aimed at training or to support Fellowship applications; the benefits should extend beyond the individual.

We would normally expect most applications to be in the region of £2-3k, however, up to £4k is available per award where fully justified. For applications with an International Co-Applicant from a Low- or Middle-Income Country (LMIC) we will exceptionally make up to £5k available per award where fully justified; however, please note that this excludes India and China (please refer to the FAQs document on the [call webpage](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/rdica/)). This is in recognition of additional/higher costs including flights and visa costs, and the lack of financial capacity within some LMIC universities to contribute to project costs. The extra spend should only relate to additional costs incurred as a direct result of these circumstances which might otherwise be a barrier to participation. All projects must demonstrate value for money.

Applicants are welcome to seek additional sources of funding to increase the total budget for their activities, and we would expect to see some contribution offered from the International Co-Applicant’s institution (financial and/or in-kind) to evidence their commitment to the collaboration.

Eligible costs include transport, accommodation and subsistence, within stipulated guidelines, as well as essential costs related to international travel such as visas, travel insurance, and vaccinations. More details are provided below.

## Deadlines

Applications will be reviewed in a quarterly cycle. Applications received after the deadline for each quarterly review process will not be reviewed until the following deadline, and only where budget for future deadlines has been confirmed. Please therefore ensure you submit your application in good time, allowing time for all the necessary stages including Head of School sign-off. Please also ensure you allow at least three months from the submission deadline before the start of your activity, to allow time for the decision-making process and activity planning, including arrangements for travel and visas.

The next confirmed deadline for applications is 1st August 2025 for activities taking place in the 2025-26 University of Bristol academic year. **All funded activities and related spend for applications to the August 2025 deadline must take place between 1st November 2025 and 31st July 2026, with no exceptions.** Activities cannot commence earlier due to the time required for the decision-making process and for successful applicants to then plan their activities. The panel will generally meet around four to six weeks after the deadline to make final funding decisions, depending on the volume of applications received. Outcomes are therefore usually communicated within two months of the deadline.

Future deadlines will be confirmed in due course, subject to available budget. If you are unsure whether a deadline is confirmed, please contact our team to check before commencing your application. If funding is available, the future anticipated quarterly deadlines are:

* 1st November 2025 – for activities taking place in the 2025-26 academic year.
* 1st February 2026 – for activities taking place in the 2025-26 academic year.
* 1st May 2026 – for activities taking place in the 2026-27 academic year.

## Eligibility requirements

All proposals and associated activity must be co-produced by the University of Bristol Lead Applicant and their International Co-Applicant; however, the inclusion of additional internal and external collaborators (including non-academic collaborators) is encouraged where appropriate and where there is demonstrable added value. We strongly recommend all applicants refer to the FAQs document on the [call webpages](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/rdica/) for more detail on applicant eligibility.

### University of Bristol Lead Applicant

UoB Lead Applicants will be the project’s official Principal Investigator (PI), and responsible and accountable for all project spend. 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 professional academic career stage; however, they need to be able to demonstrate the capacity, knowledge, and experience to deliver a collaborative international research activity which meets the requirements of the scheme and is likely to generate suitable outputs such as successful external research funding bids and co-authored publications. PhD students are not eligible to lead projects funded through this scheme.

UoB Lead Applicants are only permitted to submit a maximum of two applications per academic year, and only one to each quarterly deadline. Unsuccessful bids cannot be resubmitted, unless specifically invited to do so by the panel. UoB applicants who have failed to meet the terms of any previous awards through Research Development International, including reporting requirements, will not be eligible for funding.

### International Co-Applicant

All projects must have one named International Co-Applicant, who can be from any country outside of the United Kingdom and have any disciplinary focus. These would often be academics from international universities; however, we are also open to applications from other sectors provided that the partner organisation has demonstrable capacity to deliver the types of outputs required for this scheme including collaborative research project funding bids.

### Additional collaborators

Applicants are welcome to include any other academic or non-academic participants who can add value to the activities. These can be from any country, with international participation particularly encouraged. Please note, however, that we cannot fund any costs associated with academics from other UK universities; we would expect their own university to fund their participation.

### Required Outcomes

In order to be eligible for this scheme, applicants must demonstrate clear and explicit plans for collaborative research funding bids which include research income for the University of Bristol, as well as other outcomes including policy briefings, and/or international co-authored publications. This fund is not for sustained research activity itself; it is for the development of research collaborations leading to joint funding bids.

We expect all applicants to have identified a suitable funder(s) and scheme(s) to target for bid(s) prior to submitting their application. In order to be eligible, the application must include at least one external funding bid which includes research income for the University of Bristol. The Panel will look favourably upon applications with more than one planned external research funding bid. Applicants are welcome to include plans for other types of bid in addition, including internal and/or external funding where appropriate, and are encouraged to consider contingency plans for alternative funding sources in case their primary bid is unsuccessful.

## Permitted costs

A summary of eligible and ineligible costs is provided below. Costs considered extraneous to the activities or that aren’t fully justified may be deducted from the award value. If you are unsure whether costs are eligible, please contact the Research Development International team (see Contact information) to discuss your query before submitting your application to avoid disappointment. All relevant costs must be compliant with the [University of Bristol travel and expenses policy](https://uob.sharepoint.com/sites/finance-services/SitePages/travel-and-expenses-policy.aspx).

As outlined above, we would normally expect applications to be in the region of £2-3k, however, up to £4k is available per award for most applicants where fully justified. For applications with International Co-Applicants from an LMIC, we will exceptionally make up to £5k available per award to cover the additional costs associated with travel to/from LMICs such as visas. All projects must demonstrate value for money.

### Travel

Applicants can apply for funding to cover economy return travel for the named collaborators (excluding UK academics). This would usually cover direct travel from the traveller’s own home to the partner’s university city only. However, we can sometimes make exceptions where this is fully justified and where the cost is lower than return travel from the traveller’s home. This could be, for example, where someone is already at an intermediate location, and it is therefore more cost effective and environmentally sustainable to travel onwards from there.

Applicants are expected to consider the value for money and sustainability aspects of their travel, and are encouraged to avoid air travel where there is a viable, lower emission alternative. For travel between London airports and Bristol, we would normally expect applicants to use the National Express coaches as these are significantly more economical than train travel.

All travellers are required to have an appropriate travel insurance policy in place as soon as their travel plans are confirmed. For UoB staff, travel insurance is provided by the University and is therefore not an eligible cost. Applicants can, however, request travel insurance costs for the international collaborators if this is not available through their own organisation.

If a traveller would prefer to travel in a higher class (e.g. Premium Economy or Business), they would need to cover the difference in cost themselves. This scheme can only cover costs associated with economy travel, unless there is a specific medical reason why travelling in economy is not possible for an individual as per the UoB travel and expenses policy.

### Accommodation

Applicants are required to make their own arrangements for accommodation, and this should be costed into their bid. Accommodation costs should be reasonable and appropriate, and we would normally expect accommodation to be booked through [Key Travel](https://uob.sharepoint.com/sites/finance-services/SitePages/Buying-business-travel.aspx?_gl=1*1lfxdmr*_ga*bXljYXJlZXIuYnJpc3RvbC5hYy51aw..*_ga_6R8SPL3HLT*czE3NDY2MTcwMjMkbzEzMzEkZzEkdDE3NDY2MTg4ODUkajQ3JGwwJGgw). For visitors coming to Bristol, it would also be acceptable to book accommodation via [Staff Residential Lettings](https://www.bristol.ac.uk/staff/accommodation/), which includes the Principal’s House on-campus accommodation.

In Bristol, the maximum which can be funded through this programme is £100 per night (excluding breakfast). If visitors would prefer more expensive accommodation, they would need to cover the difference in cost themselves, and all accommodation bookings must be compliant with the University of Bristol travel and expenses policy (see link below).

For UoB Lead Applicants travelling abroad, accommodation must be both within the limits set by the UK Government in their [employees’ overseas travel guidance](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk) **and** within the limits set by the University of Bristol expenses policy (see link below). Please note that these are maximum limits, and reviewers will consider an application’s value for money when making funding decisions.

### Subsistence

Applicants can request a daily contribution towards subsistence for the days they are resident in another country. For visitors coming to Bristol, this is up to £50 per day. For UoB Academic Leads travelling abroad, this must be both within the limits set by the UK Government in their [employees’ overseas travel guidance](https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk) **and** within the limits set in the University of Bristol expenses policy (see link below). Please note that these are maximum limits, and as noted above, the reviewers will consider an application’s value for money when making funding decisions. We would not normally expect to pay the full daily subsistence rate on days where meals are provided elsewhere, such as at a catered event or on a long-haul flight. Similarly, if breakfast is included in the hotel booking, the daily subsistence rate requested should be reduced accordingly. An example costing has been provided in Appendix 1: Example Costings Table.

**Reminder:** All travel and subsistence costs must be in line with the [University of Bristol’s travel and expenses policy.](https://uob.sharepoint.com/sites/finance-services/SitePages/travel-and-expenses-policy.aspx)

### Other eligible costs

Applicants can apply for funding to cover any mandatory COVID-19 testing requirements or vaccinations for their travel, where applicable, as well as any other vaccinations which are necessary for safe travel.

Applicants can also request funds to cover appropriate visa costs where required for the purpose of this visit/activity specifically. This includes economy travel to/from an embassy for visa appointments and interviews, where required.

Where justified and proportionate, we will also consider funding costs which relate to event planning and delivery, where this has clear added value for the project. This could be, for example, a workshop for University of Bristol academics led by the International Co-Applicant during a visit to Bristol or a collaborative bid-development workshop. The type of costs we would consider are administrative staff time to plan and support the event, and/or reasonable catering through UoB catering suppliers (e.g. tea/coffee/lunch). We would also be willing to cover translation services where required (e.g. for an online event with multiple global partners), including sign-language interpretation. We would also accept requests for funding to provide free or subsidised dial-in facilities for attendees in countries or regions where internet is unavailable or unreliable, and/or data bursaries for participants from these regions to enable participation and maximise inclusion. Please be reminded that the UoB Lead Applicant would be responsible for managing all project spend, and ensuring that this is compliant with all relevant UoB policies.

### Ineligible costs

The below are examples of costs which are ineligible for this scheme; however, this is not an exhaustive list. Please assume that anything not explicitly outlined above as an eligible cost may not be fundable through this scheme. If you are unsure, please contact the RDI team (see Contact information) before completing and submitting your application. Ineligible costs include:

* Academic staff salaries or buy-out (both UoB and international).
  + However, in some cases, a small amount of Research Associate time to plan a workshop or similar activity can be appropriate. Please refer to the FAQs document on the [call webpage](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/rdica/) for more information.
* Academic speaker or participant fees or honoraria
  + However, payment for participation for non-academic stakeholders such as NGOs, community-based organisations, etc. could be eligible where appropriate and justified.
  + Service providers such as sign-language interpreters are also an eligible cost.
* Estate, indirect and overhead costs.
* IT equipment including laptops.
* Research equipment hire or purchase.
* Any costs relating to conference attendance.
* Requests to support activities retrospectively.
* Travel and accommodation costs for other UK academics.
  + However, catering can be provided for them at defined events where appropriate (e.g. where lunch is provided for attendees at an all-day workshop).
* Travel within the UK (except to/from airport for main journey).

# How to apply

## Application process

1. Identify an opportunity for research collaboration between a UoB Academic Lead and a suitable International Co-Applicant, with other collaborators/contributors where appropriate.
2. Familiarise yourself with this document and the FAQs before commencing your application, paying particular attention to the criteria and conditions of award.
3. Download the application form, available on the[call webpage](https://www.bristol.ac.uk/international-research-development/bristol-research-development-opportunities/rdica/). The UoB Lead and their International Co-Applicant should work together to complete the application form.
4. The UoB Lead must consult their Faculty Finance costing specialist to confirm whether or not a [Worktribe project](https://bristol.worktribe.com/) is required for their project, and create one if required.
5. The UoB Lead must complete and submit the [Research Compliance Triage Checklist](https://uob.sharepoint.com/sites/red/SitePages/Resources.aspx) to the Research Compliance Team before the RDICA application deadline.
6. The UoB Lead must submit the completed application form to their Head of School (HoS) for approval in good time before the deadline. The HoS’s typed signature can be accepted if an email trail with their approval is provided. We recommend that applicants notify their HoS of their intention to submit in advance.
7. The UoB Lead must submit a copy of the completed application form, with HoS sign-off, via email to [rd-international@bristol.ac.uk](mailto:rd-international@bristol.ac.uk).
8. Your application will then be assessed by an internal review panel at the next available quarterly review meeting. Please note the above deadlines; if your application is received after that deadline, it will not be reviewed until the following quarter.
9. Funding decisions, including any conditions of funding, will then be confirmed in due course, after the panel meeting has taken place.
10. If your application is successful further information will be provided on the next steps.
11. All activities and associated spend must take place between 1st November 2025 and 31st July 2026, and you will be required to deliver post-award reporting for up to three academic years after the project end date.

## Assessment process

Research Development International (RDI) will process submitted applications after each deadline. Applications will be reviewed by a panel from the RDI team. Please therefore ensure that your application is written for a generalist audience, avoiding overly technical language, descriptions, and jargon.

The panel will usually meet around four to six weeks after the deadline; however, if there is a high volume of applications to assess it may take longer.

Applications will be reviewed against the following criteria:

* Is there a clear rationale for this collaboration? Are there clear synergies between the applicants, with strong potential for developing a meaningful and mutually beneficial collaboration and clear evidence that the applicants can effectively deliver the proposed plans and achieve suitable outcomes?
* Is the primary aim of the project to develop international research collaborations leading to joint funding bids?
* Are the aims of the project and planned outcomes appropriately ambitious yet achievable? Is there a strong likelihood of significant outcomes arising from the visit, including successful research funding bids, international co-authored publications, and advancement of the relevant academic field(s)?
* Is there convincing evidence of the sustainability and legacy of the collaboration beyond this investment, with potential long-term benefits for UoB and the International Co-Applicant’s institution?
* Do the proposed activities serve the University of Bristol’s strategic interests?
* Are the cited costs reasonable and appropriate for the proposed activity/activities and their intended outcomes, offering good value for money?
* Is there demonstrable buy-in from the Collaborator’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?

## Guidance for completing the application form

Please strictly note and adhere to all of the below guidance, as well as the guidance provided at the top of the application form. The application form must be compliant with all word limits. Applications which are not compliant, are incomplete, and/or which are received after the deadline will be considered ineligible. If you exceed the word limit on any section then any words beyond the word limit will be deleted prior to review, and we reserve the right to reject applications which exceed the word limits.

Please adhere to the italicised grey guidance notes in the form. These should be removed prior to submission, and the font changed to black and non-italicised in all sections.

**Please ensure that your application is written for a generalist audience**, avoiding technical detail which would be inaccessible to a non-specialist. This includes the title of the project, which should provide a clear and straightforward indication of the project’s thematic focus. The title should tell us in plain English what the project is about, not what the activity is. For example, titles such as “*Collaborative activity between Bristol and Melbourne*” or “*International grant and publication preparation work*” are not suitable. Some examples of suitable RDICA project titles are:

* Blood amber: conflict fossils, precarious livelihoods, and research ethics
* Criminalisation of climate protest
* Exploring robots and gendered harm
* Exploring student housing: connecting higher education to social and spatial justice
* Linking shopping data with health information for public benefit research
* Past human-environment dynamics in South America

### Section 1: Details of Collaboration

In this section you need to provide details of your proposed activities, including the project title and details of the University of Bristol Lead Applicant, the International Co-Applicant, and any additional official collaborators. Please adhere to the italicised grey guidance notes in the form, which should be deleted prior to submission

All proposed activities and associated spend for the 1st August deadline **must take place between 1st November 2025 and 31st July 2026**. We require at least three months between the submission deadline and the earliest activity start date to allow sufficient time for the decision-making process, and for successful applicants to make necessary plans and arrangements.

### Section 2: Project Proposal

***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, as it may be reviewed by panel members who are not familiar with your academic field. You therefore do not need to include formal academic references, footnotes a bibliography and/or links: these will be disregarded by the reviewers. Do not exceed the word limits, otherwise your proposal will be considered ineligible. Images or diagrams should not be included in the Case for Support.

The Case for Support must cover the following areas:

* 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

In order to meet the above requirements, the Case for Support should include information and evidence relating to the following, which will be assessed by the reviewers:

* The knowledge and experience of the UoB Lead Applicant and their International Co-Applicant, evidencing their capacity to effectively deliver the proposed plans and achieve outputs and outcomes.
* The identified synergies between the UoB Lead Applicant and their International Co-Applicant, and the potential for developing meaningful and beneficial collaboration between both individuals and institutions which would not otherwise be possible.
* How the proposed activities serve the University of Bristol’s strategic interests. This could include, for example, relevance to pillars in the research strategy, Research Institutes, funding priorities, and/or large Centres/Investments such as Isambard AI, the Perivoli Africa Research Centre, and Temple Quarter, among others.
* The importance of the proposed project and collaboration to the development and advancement of the relevant academic field(s), and any potential wider impacts.
* Planned schedule for submitting collaborative research funding bid(s). This should include clear articulation of how the proposed activity/activities align with the priorities of external funding agencies and is therefore likely to lead to generation of research income for the University of Bristol.
* The likelihood of additional outcomes arising from the activities, including co-authored publications, impacts on policy and practice, development of novel approaches, concepts and/or methodologies, and/or other potential long-term benefits for both the UoB and the International Co-Applicant’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.

***Planned external research grant bids***

You must use this section to provide a summary of the planned external research bid(s) which will develop as a result of this collaborative activity. Please provide details of the funder(s), scheme(s), anticipated award value (full-economic cost) and known or estimated submission date. All applications to this scheme are required to identify at least one external funder and scheme to target for research funding bids. Applications to internal funding schemes do not meet this requirement; however, you can include information on these in the below section as additional outputs. You may add more rows if required. Please only include the information requested; do not include any additional supplementary information for your Case for Support in this section.

***Additional outputs***

Please use this section to list any additional, specific planned outputs, such as co-authored publications, policy briefings, and joint seminars. Please only provide key, high-level details. For example, the topic(s)/title(s) of your proposed co-authored paper(s) and which journal(s) you will submit it to. You can also use this section to highlight any planned bids for internal funding, such as Seedcorn funding from the Research Institutes or impact funding through DREI. You may add more rows if required. Please only include the information requested; do not include any additional supplementary information for your Case for Support in this section.

### Section 3: Funding

Applicants should complete this section with itemised costs in GBP. Please use [xe.com](https://www.xe.com/currencyconverter/) for currency conversion, where applicable. The total cost applied for from this scheme must not exceed the amounts specified in the Permitted costs section above. An example of a completed costings table has been provided in Appendix 1: Example Costings Table, which all applicants should refer to when completing their forms.

All applicants are required to contact their costing specialist at least three weeks before submission to discuss the project and its costings, and ascertain whether a Worktribe is required. Relevant sign-off must be obtained via the [Worktribe](https://uob.sharepoint.com/sites/hr-finance-systems-support/SitePages/home-worktribe.aspx) system if there are any applicable costs, such as any costed staff time (e.g. administrative support) on the bid. You will need your Head of School’s signature to confirm approval of the application.

Please be aware that if your application is successful, you will receive the amount requested. We therefore strongly recommend that successful applicants book flights and accommodation and make visa arrangements as early as possible, to avoid last-minute price increases as your award value cannot be increased. All costs requested will be checked by the RDI team. Costs deemed excessive may be reduced, and ineligible costs will be removed.

***A: Travel Costs***: The programme includes economy return travel as outlined above and in line with the [UoB Travel, Subsistence and Expenses policy](https://uob.sharepoint.com/sites/finance-services/SitePages/travel-and-expenses-policy.aspx). An itemised breakdown must be provided including details of different transport modes (e.g. land travel to/from airports as well as the flights). When planning your journey, please note that the University is keen to encourage all staff and visitors to consider making more sustainable choices for their travel.

Please note that travel insurance is a requirement for all people travelling under this scheme. UoB staff receive insurance cover through the University, but you may include costs for travel insurance for the international collaborator(s). You can also include costs of mandatory COVID-19 testing where required for travel, if applicable, as well as appropriate visa costs where required for the purpose of this research visit specifically.

***B: Subsistence costs***: The programme provides a contribution towards subsistence under certain conditions as outlined above. Details should be provided (i.e. how many days are being claimed for, which country/countries, and the day rate being used).

***C: Accommodation costs:*** The programme provides a contribution towards accommodation under certain conditions as outlined above. Details should be provided (i.e. how many days are being claimed for, which country/countries, and the nightly rate). Please specify whether breakfast is included – if so, we would expect the daily subsistence rate to be adjusted down appropriately.

***D: Other costs:*** Please use this section for any other eligible costs which do not fall within the above sections. This could include, for example, administrative staff time to support planning and delivery of activities, translation services (including sign language), provision of data bursaries for LMIC participants, and/or catering for events which have added value for the project. Please refer to Permitted costs for eligible costs.

***E: UoB Faculty/School/Departmental Contribution***: Where some of the costs of the project are being funded by the UoB applicant’s Faculty/School/Department, details of this should be outlined in this section, including a summary of the contribution and the financial value. The UoB Lead Applicant’s salaried time must not be included here.

***F: Partner Contribution(s)***: Where some of the costs of the project are being funded by the International Co-Applicant’s organisation and/or other collaborators, details of this should be outlined in this section. This should include a brief summary of the contribution and the financial value. Collaborators’ salaried time must not be included here.

***Additional sources of funding***

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

### Section 4: Head of School Declaration and Sign-Off

This section must be completed by the UoB Lead Applicant’s Head of School. By providing their signature, the Head of School agrees to all terms outlined in the declaration. All applications require sign off from the relevant Head of School; applications cannot be signed off by Institute or Centre Directors. If you have any concerns or queries, please contact [rd-international@bristol.ac.uk](mailto:rd-international@bristol.ac.uk) in good time before the call deadline to discuss.

The Head of School is also welcome to add any further comments on the application (maximum 200 words). For example, they may wish to add further comments on the value of the project for the Department/School and/or the UoB more generally, substantiating and supporting information provided in the Case for Support. This is an optional field.

# Conditions of funding

Pre-Award RequirementsIf the International Co-Applicant will be hosted at the University of Bristol, the UoB Lead Academic’s Department/School will be responsible for arranging [honorary visiting staff status](https://uob.sharepoint.com/sites/itservices/SitePages/IDAM-digital-form.aspx) prior to their arrival. This will enable a UCard and a UoB email to be generated. You must ensure this process is initiated as a minimum four weeks prior to the International Co-Applicant’s arrival in Bristol to avoid any complications or access issues upon arrival. 

A Worktribe project must be created at application stage if required – you must contact your costing specialist for guidance. The UoB Lead Applicant must provide the Worktribe reference number on the application form, or declare that your costing specialist has confirmed this is not required for your project and provide their name. The final Worktribe costing should be reflective of the award made, which may vary from the amount requested in the original application. It is the applicant’s responsibility to ensure the Worktribe project has been finalised, including any costing changes, within four weeks of the award notification, and to send the RDI team confirmation of this.

## 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 funded through this scheme must be branded and advertised as a Research Development International Collaboration Award, and UoB branding must be included on all associated documents and outputs.
* It is the responsibility of the UoB Lead Applicant to maintain a record of all spending against the award budget code and to ensure this does not exceed the award amount. The Research Development International team will require access so we have oversight of the spending and we can approve the relevant transactions in ERP.
* 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, participant recruitment, etc.
* 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.
* Details of the activity/activities must be provided to the Research Development International team for our records and to enable us to assist with event promotion and publicity, where applicable.
* It is the responsibility of the UoB Lead Applicant to ensure that the proposed activity/activities are compliant with [all UoB policies](http://www.bristol.ac.uk/university/governance/policies/). This includes, but is not limited to, ensuring that they have undertaken due diligence with regard to [Intellectual Property Rights](http://www.bristol.ac.uk/secretary/legal/intellectual-property-rights/), [Research Integrity](http://www.bristol.ac.uk/red/research-governance/researchintegrity.html), and the [UoB Freedom of Speech Policy](https://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/Freedom-of-Speech-Policy.pdf), in consultation with their School or Department as appropriate.
  + If the award involves the UoB Lead Applicant travelling abroad for more than 30 days, you must refer to the [International Mobility Policy](https://www.bristol.ac.uk/hr/policies/international-mobility/) and seek compliance advice from the International Mobility team prior to any travel.
* If the activity involves international travel, it is the UoB Lead Applicant’s responsibility to ensure that appropriate travel insurance is in place as soon as possible once the dates of travel are confirmed. This is to ensure that the policy can be drawn upon if travel needs to be postponed or cancelled.
* All visa and related requirements are the responsibility of the applicants. Please refer to the [UK government website](https://www.gov.uk/check-uk-visa) for more details on visa requirements.
  + Please note that visitors from certain countries may also need to apply to the [Academic Technology Approval System (ATAS)](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate) in order to undertake research in the UK. Please visit the UK government website for details and allow sufficient time for any application and approvals process where applicable.
* Awardees will need to use the University’s [Global Travel Approval System](https://uob.sharepoint.com/sites/global-travel) to ensure their international travel is approved by their School/Faculty prior to finalising travel plans associated with their award. They should also carefully check the UK government’s [foreign travel advice](https://www.gov.uk/foreign-travel-advice) before planning any overseas travel.

Post-Award RequirementsA final expenditure statement will be required within four weeks of completion of all activities and award holders will then be required to participate in the annual reporting process. Recognising that impact and outcomes can take some time to be realised, UoB Lead Applicants will be contacted annually in January for up to three years following the award to complete a short reporting survey on their award outcomes and impacts. We would usually expect this reporting to be co-produced with their international collaborator(s), but it is the UoB Lead Applicant who is ultimately accountable for this. UoB Lead Applicants who do not comply with the reporting requirements will be considered ineligible for future funding from the wider Research Development International team.

Please also note that it is also the UoB Lead Applicant’s responsibility to enter all relevant visit outcomes into [PURE](https://www.bristol.ac.uk/red/research-policy/pure/), suitably acknowledging the Research Development International Collaboration Awards scheme.

# Contact information

For all queries, please contact the Research Development International team via [rd-international@bristol.ac.uk](mailto:rd-international@bristol.ac.uk).

# Appendix 1: Example Costings Table

To complete the table, applicants should calculate the total cost of the activity (i.e. A plus B plus C plus D) to give the total cost of the activity. They should then deduct any financial contributions being made by Faculty/School and any Collaborator Institution (i.e. total cost of activity minus E minus F) to give the total amount being applied for via the RDI Collaboration Awards scheme. An example has been provided below, where the total being applied for once the Faculty and partner contributions have been deducted is £1750.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project costs** | | | |
| **Item** | | **Breakdown** | **Cost (GBP)** |
| **A** | **Travel costs** | **Professor Suarez visiting Bristol, December 2025**  Return economy flights New York-London (£500)  Transport to/from airport in New York (£60)  Return National Express Heathrow to Bristol (£50)  Travel insurance (£20) | £630 |
| **B** | **Subsistence costs** | **Professor Suarez visiting Bristol, December 2025**  Daily subsistence in Bristol for 11 days (£35/day for 10 days including breakfast costs, plus a reduced rate of £25 for the day of the workshop as lunch/refreshments will be provided. Total £375) | £375 |
| **C** | **Accommodation costs** | **Professor Suarez visiting Bristol, December 2025**  Nightly rate for accommodation in Principal’s House, Bristol (£85/night for 11 nights excluding breakfast, total £935) | £935 |
| **D** | **Other costs** | **Administrative support for workshop**  4 days TSS Administrator (Grade F) to support logistics for the December workshop (£620)  **Catering costs**  Lunch and tea/coffee for one-day hybrid workshop at University of Bristol for 15 people (£310 including VAT and delivery) | £930 |
| **Total cost of activity (A+B+C+D)** | | | £2870 |
| **E** | **UoB Faculty/School Contribution** | Advanced Computing Research Centre (Engineering) have agreed to pay for the administrative support | £620 |
| **F** | **Collaborator Contributions(s)** | The New School is paying for Professor Suarez’s flights | £500 |
| **Total applied for via RDI Collaboration Awards** (A+B+C+D-E-F) | | | **£1750** |