

UKIERI-DST PARTNERSHIP DEVELOPMENT WORKSHOPS

(UK INDIA EDUCATION & RESEARCH INITIATIVE SUPPORTED BY
DEPARTMENT OF SCIENCE & TECHNOLOGY)

UKIERI
UK-India Education
and Research Initiative



Department of Science & Technology
Govt. of India

CALL FOR WORKSHOP PROPOSALS

2019-20

www.britishcouncil.org

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UKIERI DST PARTNERSHIP DEVELOPMENT WORKSHOPS GUIDELINES FOR APPLICANTS

Call Opens: 22nd May 2019
Call Closes: 22nd July 2019; 19:30hrs UK time

Important Dates

SR. NO.	ACTIVITIES	DATE/MONTH
1.	Date of advertisement for call for proposals	22 nd May 2019
2.	Date for application support webinars	Between 10 th – 19 th June 2019
3.	Last date for receipt of queries related to submission of proposal	19 th July 2019
4.	Last date for submission of proposals on British Council's Grant Mobility Tool (GMT) and DST online portal	22 nd July 2019
5.	Last date for submission of hard copies at DST Office	29 th July 2019
6.	Eligibility check of proposals for final evaluation	5 th September 2019
7.	Date of results of finally selected proposals declared on British Council / UKIERI's website	30 th September 2019

1. BACKGROUND

About UKIERI

UK India Education & Research Initiative (UKIERI) started in April 2006 with the aim of enhancing educational links between India and the UK. It is recognised as a key multi stakeholder programme that has strengthened the educational relations between the two countries and been successful in covering all segments of the education sector. Promoting joint research in Science and Technology has been one of the successful, strategic, and key initiatives under reconstituted 'Research and Innovation' strand of UKIERI Phase III (2016-2021). The strand feeds into UKIERI and aims to improve educational links between India and the UK to ensure that in the longer term they become each other's partner of choice in education. This initiative focuses on developing jointly funded research and innovation partnerships with core societal benefit outcomes for both the countries.

UKIERI funds various initiatives in India with Ministry of Human Resource Development, Department for Science and Technology, Ministry of Skill Development and Entrepreneurship, University Grants Commission and All India Council for Technical Education and from the UK by Department for Business, Energy, and Industrial Strategy, Foreign and Commonwealth Office, Scottish Government, Welsh Government and Department for the Economy.

UKIERI Secretariat manages UKIERI operations in India supported by Universities UK International (UUKI) in London, UK. UKIERI Secretariat has been housed and managed by the British Council India for the past 12 years since 2006. For this call, UKIERI has received a commitment of matched funding from the Department of Science and Technology (DST), Government of India as its Indian partner.

About DST

The Department of Science and Technology (DST), Government of India is mandated to strengthen Research and Development base of the country by coordinating, promoting, and supporting science, technology, and innovation activities. DST serves as a nodal agency connecting the science sector to the Government verticals and industry. Various activities of the Department can be categorized into the seven heads: i) Policies that stimulate and foster value-added pursuit of science and technology, ii) Development of human resources iii) Institutional capacity building, iv) Technology capacity strengthening v) Science & Technology Competitiveness through Alliances & Partnerships, vi) Research & Development mission and vii) Science for societal empowerment at the grassroots.

DST sets up system and mechanism to stimulate and foster excellence and leadership in scientific research and development in the country. DST supports programmes that help to build chosen international alliances and partnerships with various countries both at bilateral and multilateral level. The department aligns its activities with India's development aspirations in scientific and technological fields that can contribute to the knowledge economy at national, regional, and global level.

Phases of UKIERI

The aim of Phase 1 (2006- 2011) of the programme was to establish UKIERI as a framework to enable a step-change in the UK-India relationship in education and research.

Phase 2 (2011-2016) focused on thematic areas agreed by both countries which included Leadership Development, Innovation Partnerships, Skills Development and Enhancing Mobility.

UKIERI Phase 3 (2016-2021) launched in April 2016, has key priorities as identified by the two governments. The overarching aim for UKIERI Phase 3 is to build on the achievements of the earlier two phases through a targeted approach focused upon maximizing impact. Fewer, long term and institution building activities will enhance the quality of education. Practitioners will lead on research links across the two countries and it will be by them for them.

UKIERI Phase III has two strands:

Strand 1: Education and Training

Strand 2: Research and Innovation

The call for Partnership Development Workshop falls under the Research and Innovation strand of UKIERI. It aims to engage 300 researchers and faculty in research themes over 15 Partnership Development Workshops from October 2019 till December 2020. UKIERI encourages collaborations between the Indian and UK higher education institutions to support work on new or existing research projects.

2. DISCIPLINES COVERED

The themes proposed for this call have a context in two recent dialogues - India-UK Joint Statement during Indian Prime Minister Narendra Modi's visit to the UK on April 18, 2018 as part of the Commonwealth Heads of the Government meeting and UK India Science and Innovation Policy Dialogue on April 23, 2018. UKIERI supports research partnerships and workshop themes with core societal benefit outcomes across both countries.

Under this call, UKIERI would give priority to the following research and innovation challenges. Multidisciplinary proposals are welcome and may include elements of social impact studies with a quantitative approach. The proposed challenge areas are as follows:

- I. Cyber Physical System: Data Science, Cyber security, Artificial Intelligence, and allied themes.
- II. Water Management and improving its Access and Quality
- III. Alternative Energy: Solar and other alternative energy like tidal, wave and wind
- IV. Affordable and Preventive Health Care – other than pharmaceutical formulation development. It can include themes like portable diagnostic devices / equipment for better reach and access.
- V. Specialized and Advance Manufacturing
- VI. Waste management and Urban Design

3. OBJECTIVES

The aim of UKIERI-DST Partnership Development Workshops is to help researchers from both countries to come together and provide an overview of developments and trends on mutual themes of interest, share their research findings and explore joint collaborations and partnerships. In addition, the workshops aim to

Support international development-relevant research. Workshops will support new, emerging, and under-researched areas relevant to themes named in this call document in **Section 2 Disciplines Covered**.

4. EXPECTED OUTCOMES

The expected outcomes are as follows:

- Partnership Development workshops would explore joint research collaborations, with a potential to receive joint funding in future, not necessarily through UKIERI and DST but other national and international sources. Workshop would establish new research links with institutions in both countries with the potential for longer term sustainability.
- Partnerships that would emerge out of these workshops would have research potential of creating innovations and social impact through industry or society engagement.

5. GUIDELINES FOR APPLICANTS

Applicants must read this section carefully before filling the application form.

5.1 Overview of the funding opportunity and Eligibility Criteria

- I. UKIERI and DST has designed partnership development Workshop grants to provide financial support to bring together UK and Indian researchers to take part in partnership development workshops to meet defined objectives. Each workshop should include maximum of 20 participants, with 15 participants from the host country and 5 participants from sending country. The workshop can be proposed in UK or India. For example, if workshop is proposed in India, 15 participants will be from India (host country) and 5 from UK.
- II. The Lead coordinator from UK institution must be a full-time teaching faculty or full time employed in a research institution in UK. UK Lead Applicant should be an employee of a recognised UK university (<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>) or not-for-profit UK research organisations and resident within the UK. EU citizens may apply provided they hold a permanent position in a UK institution. Non-EU citizens may apply provided they hold a permanent position at a UK institution for at least three consecutive years.
- III. Indian Lead coordinator should be scientists/ faculty members working in regular capacity in universities, academic institutes and national research and development laboratories/ institutes. The Indian PI should not be retiring or leaving the parent institute till the proposed duration of the workshop.
- IV. The composition of the team from each side should be
 - a. One lead coordinator from each side.
 - b. Lead coordinators can find up to four more leading or established researchers (two from each country) to be involved in the workshop to act as mentors. Mentors preferably should be researchers having 15-20 years of experience of working in theme of workshop.
 - c. Participants of the workshop should preferably be early career researchers. They should have a PhD in theme aligning with proposed workshop theme. They should have a record of accomplishment of 10 or more publications in internationally peer reviewed

journals of repute or edited or single authored books / book chapters. They should be below age 40.

- d. Participation from any institution from both sides is limited to maximum of two participants.
- V. If the workshop is proposed in India, for example, the sending side (the UK) covers international travel and visas etc costs of the 5 experts from UK ; the receiving side or the host covers for host country participants travel, workshop organization and hospitality costs. The host country will also cover for local travel and accommodation for visitors from partner country.
- VI. If the workshop is proposed in UK, then the sending side (India) covers travel and visa etc. costs of the 5 experts; the receiving side or the host (UK) covers for UK participants travel, workshop and hospitality. The host country will also cover for local travel and accommodation for visitors from partner country.
- VII. The proposals in discipline/multidisciplinary areas as per themes mentioned in Section 2: Disciplines Covered will be accepted.
- VIII. UKIERI will prefer proposals with multi-institution participants, in a consortium. Participation from each institution from both sides is limited to two participants.
- IX. Applications must have the support of their home institutions.
- X. Lead Coordinators from both sides are permitted to submit only one application to their respective funding agency i.e UKIERI and DST. However, there is no limit to the number of applications submitted from an institution.
- XI. Participation of Lead Coordinators or researchers in a workshop is restricted to one time only. Lead coordinators must ensure that no participants attend two workshops.
- XII. Women Lead Coordinators and Lead Coordinators from State Universities and Colleges (in India) are strongly encouraged to apply
- XIII. Existing PIs (Principal Investigators) of UKIERI Research Grants are not eligible to apply.

5.2 Details of Workshop

Location of the Workshops:

The workshop can take place in campuses of Higher Educational Institutions (HEIs) in India or in the UK or in their approved venues.

i. Duration of the Workshops:

The minimum duration of a workshop is 2 days and the maximum duration is 5 days.

ii. Timing of the Workshops:

Proposals must mention workshops dates anytime between 20th October 2019 and 20th December 2020.

iii. Role of Workshop's Lead Coordinators:

Both India and UK Coordinators would submit an online application form in the prescribed format to DST and UKIERI respectively.

Coordinators must outline the specific outputs expected from the workshop. Workshop to also stimulate longer term links between the UK and India, as well as to contribute to the personal and professional development of the participants. The workshop proposal hence should include an explanation of the mutual benefits to the UK and Indian researchers and institutions. They should also explore any potential long-term benefit that might arise, thinking about who may benefit and how, suggesting actions that should be taken to ensure that potential impact is realized.

Shared responsibility between funding partners: British Council will sign the Grant agreement for workshops delivered in UK with coordinator's home institution which will be responsible for the management of the grant, including financial reporting. DST will fund the workshops delivered in India and coordinator's home institution will be responsible for management of the grant, including financial reporting.

iv. Language

Workshops' mode will be in English. All participants are expected to have standard proficiency in speaking, reading, and writing in English to engage fully in discussions.

5.3 Thematic focus of the workshops

a. Content of the workshop

Lead Coordinators would lead on developing the content of the workshops. The workshops are intended to provide a platform for early career researchers to identify prospective partners for future thematic collaborations. Workshops are intended to be a career development opportunity with a focus on promoting international collaboration.

Sessions should be as interactive as possible, and all participants encouraged to share knowledge, experience, and ideas. Lead Coordinators and mentors should share their expertise. Assessments may be embedded in the workshop and details about planned assessments may be provided as part of the application. Details about feedback mechanisms should also be provided. Data from both the assessments and feedback should be included in the reports. (See Section 5.6 for more information on Reporting)

b. Suggested sessions:

- Formal keynote lectures by the Lead Coordinators and mentors.
- Research sessions where the early career researchers can share their current research. This could be in poster format or oral presentations.
- Networking sessions where researchers can interact and explore opportunities for collaboration.
- Overview of the research base and funding opportunities: a brief introduction to the research base in the UK and partner country – how research is funded, size, strengths, international collaborative activity, and links with industry.
- Career development opportunities in the UK and India. This could be an informal discussion amongst the researchers or a more structured look at career development.
- How to form international collaborations (intercultural skills, challenges, opportunities, best practice etc.).
- Optional content within workshops (where appropriate these sessions would be welcomed but applications will not be disadvantaged if they do not include them)
- Depending on the research field or theme of the workshop, coordinators may wish to include a session which invites industry or other non-academic partners to talk about cross-sectoral collaboration.

5.4 Funding

The level of grant funding available for each workshop is up to **GBP 15,000** for UK side and up to **INR 10 Lakhs** for India side.

It is suggested to have six broad budget categories: International travel, Domestic travel, Subsistence, Event costs/organization expenses per day, Additional costs, and Admin costs at the following permissible limits.

a. International travel: The sending country will bear international travel of 5 experts. This could include – airfare from sending country to host country up to a nearest airport; visa costs; travel insurance; It is calculated using a unit cost for each workshop participant, at the travel rate stated for the country where the workshop takes place. Lead Coordinators to book International economy class airfares as far in advance as possible to minimize costs. The Indian participants should only book in Air India carriers.

Lead Coordinators should budget for adequate insurance for themselves and for participants as the British Council cannot take responsibility for any issues which may occur when the participants are travelling abroad.

b. Domestic travel

This covers costs of domestic travel of host country participants to the venue for workshop in the host country. Coordinators must calculate domestic travel contribution using unit cost for each participant and specific to the country where the workshop takes place. This will also include local transport of all participants and visitors from partner country.

c. Subsistence

Subsistence covers costs of accommodation, travel insurance, and daily expenses such as and local transport. Lead coordinators can calculate subsistence using a unit cost for each workshop participant (will likely to be an outstation participant and hence needs to factor boarding and lodging) multiplied by the number of days of the workshop and is specific to the country where the workshop takes place.

d. Event costs

This covers the costs of venue hire and meals. Event grant contribution is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop and is specific to the country where the workshop takes place. It is expected that most economical rate after due diligence will be quoted.

e. Contribution to additional event costs

Lead Coordinators can request a sum of up to £200 (for UK) and INR 20,000 (for India) to cover additional costs not already covered, e.g. projector, flip charts and other materials needed for the organisation of the workshops (including networking and social activities).

f. Administrative costs/ Miscellaneous

Lead Coordinators can request a sum of up to £2,000 to cover administrative costs such as telephone bills, printing costs and stationery.

Please note that staff costs and honoraria will not be considered under workshop grant.

g. Joint Submission:

The project applied for, must be a joint submission by the UK and Indian teams, through their institutions. The application submitted must be endorsed by competent authorities in Lead Coordinators' institutions from the UK and India.

Applications submitted on both portals (GMT portal and DST online portal) will only be considered.

5.5 Payment of the Grant

After assessment of application and ascertainment of location payment will be made to respective Indian and UK institutions. The UK cost will be borne by UKIERI through British Council and Indian cost by the Department of Science and Technology. The payment will be paid in 2 instalments: a 90% pre-financing payment will be paid within 30 days of signature of the Grant Agreement, and 10% post-workshop payment or recovery of the balance on approval by the British Council/DST of a final report.

Sanction letters would be issued by DST for Indian institutions for the selected proposals after submission of requisite documents by Lead Coordinators. If the workshop has not been delivered as planned, or if fewer participants attended than originally envisaged, resulting in a reduction in costs, the final payment may be adjusted based on the number of participants. For UK coordinators, British Council & UKIERI Secretariat will ensure signing of grant agreement and the grant paid to Lead Coordinators' home institution in UK. Grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). UKIERI will communicate final terms to successful applicants.

Funding offered under the UKIERI-DST partnership development workshops is a contribution towards the costs of the workshops. Lead Coordinators are expected to add in-kind contribution towards the overall cost of the workshop by dedicating their time to the planning and delivery of the workshops.

5.6 Reporting

Lead Coordinators must submit a final report within 30 days after the workshop. The final report template will be sent to successful applicants as part of the grant agreement and will include financial and narrative sections. Further details will be provided to successful applicants in the detailed workshop guidelines.

Individual workshop participants will be asked to complete an online baseline survey, a baseline follow up survey 6 months after the workshop and a post workshop feedback questionnaire. Lead Coordinators will be asked to send the link to the baseline survey to their participants and administer post-workshop questionnaire.

5.7 Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported under this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. Specifically, applications that involve research on animals, human participants, human tissue or patient/participant data must be accompanied by necessary permission certificates from the relevant local ethical review committees/authorities in the UK and the partner country, or an undertaking to obtain this permission in advance of the activity commencing. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being withdrawn.

5.8 Diversity

While recognizing that some research fields are dominated by one gender, coordinators are

encouraged to work towards ensuring a gender balance; promote diversity'; and ensuring that no applicants are excluded from participation based on ethnicity, gender, religious belief, sexual orientation or disability.

6. APPLICATION PREPARATION

About Workshop Proposal Application Form

There are 3 Annexures of the Application Form as given below. All parts of the Application shall be filled within the word limit mentioned against each point.

Annexure I: Workshop Proposal

Annexure II: Financial Proposal

Annexure III: CV of 2 Lead Coordinators – one each from India and UK

Application form along with above three Annexure I (Workshop Proposal) and Annexure II (Financial Proposal) and Annexure III (Template for CV for Lead Coordinators) is available on the link mentioned in the **Section 7** of this document. These forms and annexures shall be duly filled to avoid any ambiguity.

Annexure I - Workshop Proposal

Workshop Proposal should be filled in detail with clearly background context, agenda, programming, key speakers, participants, session details and workshop outputs and any outcomes envisaged.

Annexure II - Financial Proposal

Please summarise the estimated costs (£ Sterling) for the workshop. Workshops can be proposed and organized between 20th October 2019 – 10th December 2020.

For all travel costs wherever applicable, the most reasonably priced economy class airfare and should be purchased. The scholars will abide by the national policy of the respective governments about travel.

Any other costs to be met from UKIERI and DST funds should be itemized.

The following costs are not eligible under UKIERI:

- debts and provisions for losses or debts
- interest owed
- items already financed in another framework
- currency exchange losses
- direct costs of staff time
- administration or other overheads

Please use pounds sterling (GBP or £) as the unit of currency throughout the financial proposal, even though some costs will be incurred in (INR) Indian rupees for UK participants. Similarly, Indian participants use INR as the unit of currency in their proposal for the funds required from DST. Please double check all amounts and calculations in this section, as it is an important part of the scoring of the proposal, and changes cannot be made after submission, nor will the UKIERI team or assessors check or recalculate on your behalf.

Annexure III – CV Template

The annexures should be a part of the application form.

The website of UKIERI may kindly be referred to for Frequently Asked Questions (FAQs).

Applicants please check all the components of Application forms before submitting it.

UKIERI Secretariat will deliver Application Support Webinars online between 10th – 19th June 2019. Interested applicants needs to register on link mentioned on (www.ukieri.org) available on UKIERI, British Council websites. Only registered participants will be contacted on the exact date and time of these webinars.

7. SUBMISSION OF APPLICATION

Applications are required to be submitted on British Council and DST online portal both.

The UK coordinator is required to submit application on British Council's GMT (Grants and Mobility Tool) portal that can be accessed here -

<https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

******“The above link to the application form will be made live on or before June 10, 2019 when you can start filling the application form on GMT portal. In the meantime, you may want to study the call guidelines and initiate discussions within and outside your institutions and with your prospective collaborators in India and UK”***

Indian coordinator is required to submit application on DST portal (www.onlinedst.gov.in). Applications submitted on both portals will only be considered. Indian coordinators must submit application form along with all Annexures, in a single file on the DST portal.

The application must be submitted on both **portals by July 22nd, 2019 7:30 pm UK time and 12:00 am India Time.**

The online form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded.

Only those applications which are submitted on both UKIERI and DST portal, will be considered for evaluation.

Lead coordinators shall provide all the information sought under this Call for Proposal. Applications that are received in the required format and complete in all respects shall only be shortlisted and subsequently evaluated. Please note that any application which is incomplete– including the omission of any signatures and dates on the hard copy version – shall not be shortlisted. Read guidelines in Section 6 for filling-up the application form.

Only the application in response to this Call for Proposal shall be submitted. Lead coordinator(s) and their teams must submit only one application form. Lead coordinator shall keep all the other team

members/ partners of the project team informed about updates on the project. Any applicant, who submits or participates in more than one application, will be disqualified, and will also cause the disqualification of the partnership of which it is a member.

Indian applicants are also required to send one duly signed hard copy (after submission of proposal on DST online portal) to DST **by 5:00 pm IST on 29th July 2019** on address given below.

Dr. Sulakshana Jain
International Division
Department of Science & Technology
Technology Bhawan, New Mehrauli Road
New Delhi- 110016

Email: jain.s@nic.in

Applications received after closing date will not be accepted.

Applicants **must confirm** on the online form that:

- applicants have obtained permission to submit the application on behalf of their respective UK and Indian institutions
- the UK coordinators' institution is willing to receive the funds and to sign a grant agreement with the British Council.
- the Indian coordinators' institution is eligible and is willing to receive the funds from DST.

For UK applicants: Once the online application is submitted, applicants will receive a confirmation email containing the application ID number. This acts as acknowledgement of receipt by the British Council system. This reference number must be used in all communications with the British Council. Applicants who have not received an automated email confirmation should contact the British Council at ukieri@britishcouncil.org.

8. SELECTION PROCESS

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, as Eligibility Checklist in **Annexure A**. Eligible proposals then undergo independent external quality review based on quality, fit to development needs and country priorities and the overarching Workshops objectives.

Eligible workshop proposals will be assessed by joint panel comprising representatives from India and UK based on Quality Review Scoring System criteria mentioned in **Annexure B**.

Eligible workshop proposals will be assessed in the UK by one of five Review Panels:

- **Biological and Medical Sciences**
- **Engineering and Physical Sciences**
- **Environment, Agriculture and Food Sciences**
- **Chemical Technology**
- **Design and Management**

Lead coordinators must indicate in their online application form which Review Panel their proposal should be assessed by, and the subject(s) their research covers. Up to 3 subject areas can be selected in priority order, but the applicant can indicate only one Selection Panel.

In the UK, Workshop proposals will be assessed by two reviewers against the quality criteria in Annexure B. Each review results in a total score between 0 and 60. A joint review panel will decide the final score. All the Lead Coordinators will be informed about selection or rejection by the UKIERI Secretariat and/or DST on email.

The final selection decision will be made in collaboration with UKIERI’s national stakeholders and DST. National and partner research priorities will be considered in the final decision in addition to the general assessment criteria under this programme.

9. DATA PROTECTION

As part of the online application form, the British Council/DST will ask applicants’ permission to:

- Use the information provided in the application for processing the application, making any consequential award, for the award payment, monitoring, maintenance, and review of the award. In some cases, information will be shared with national programme partners for selection and monitoring of the award.
- Make information on the successful applications available to the public on their website and other publicity, and in reports and documents.
- Contact applicants in the future to inform them about future British Council opportunities.
- 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 as requested to complete the screening searches.

Annexure A – Eligibility criteria checklist

ELIGIBILITY CRITERIA CHECKLIST	
The application has been submitted by the applicant by the published deadline	
The applicants have uploaded letters of support from each of the coordinators’ home institutions.	
The application form is completed in full and complies with instructions given	
The application form has been completed in English	
Only one application per coordinator has been submitted in this round (please note that there is no limit on the number of applications submitted per institution)	

The workshop will take place between 20th September 2019 to 10th December 2020	
The institutions where the Lead Coordinators are based are recognised publicly funded research establishments or Higher Education Institutions for UK participants.	
Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions in the online application form.	
Applicant has submitted the proposal on both portals (DST and UKEIRI)	

Annexure B: Quality Review Scoring System

Assessment of the quality and development relevance of the proposals will be performed by panel members in the UK and DST initially independently and later in a Joint Review Panel. Proposals with an average score of less than 30 points are considered not fundable. Equally, only proposals that have clearly articulated relevance to economic development and social welfare of UK and India will be considered for funding.

Section 1: Relevance to economic development and social welfare	Score	Range
<p>The proposal clearly articulates a plausible pathway along which the research may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of people on a low income within a reasonable timeframe (10–15 years).</p> <p>Please see guidance for applicants for further details.</p>		YES/NO

Section 2: Research quality and relevance	Score	Range
		0–20
<ul style="list-style-type: none"> • The academic importance and timeliness of the research topic is clearly demonstrated. • The Lead Coordinators have enough relevant experience to lead the proposed workshops and achieve the stated objectives. • The collaborating institutions are of appropriate academic standing. 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets majority of the criteria to a very high level</p> <p>11 to 15 points: Meets majority of the criteria to a high level</p> <p>6 to 10 points: Meets majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>

Section 3: Workshop proposal	Score	Range
		0–20
<ul style="list-style-type: none"> • The description of the workshop includes clear, feasible and realistic objectives and outputs. • There is clear evidence that the proposed workshop supports new links or significantly extends and develops existing links. • The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described. • There is strong evidence of support from both the home and host institutions. • The workshop is justified as a standalone activity, or as part of a larger programme. • The agenda of the workshop is will structured with interactive sessions. 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets majority of the criteria to a very high level</p> <p>11 to 15 points: Meets majority of the criteria to a high level</p> <p>6 to 10 points: Meets majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>

Section 4: Sustainability and capacity building	Score	Range
		0–20
<ul style="list-style-type: none"> • The potential in terms of professional development and capacity building for early career researchers taking part in the workshop, and for other potential beneficiaries, is clearly described. • The proposal includes a clear and feasible description of how the workshop co-ordinators' institutions intend to sustain their collaboration over the longer term. 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets majority of the criteria to a very high level</p> <p>11 to 15 points: Meets majority of the criteria to a high level</p> <p>6 to 10 points: Meets majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>
Total score for quality assessment (Section 2 + Section 3 + Section 4)	Score	Range
		0–60

UKIERI-DST PARTNERSHIP DEVELOPMENT WORKSHOPS

(UK India education & research initiative supported by department of science & technology)

CALL FOR WORKSHOP PROPOSALS 2019-20 (Application Form)

Overview of the workshop

Working title of the workshop	
Please give a short summary of the workshop & research theme (in plain English). This should be a statement for a non-specialist audience, giving the rationale for the workshop and briefly summarizing the research and its potential impact on economic development and social welfare of India and UK. (300 words)	
Partner Institutions	
Please identify relevant stakeholders and potential users of the research addressed by this workshop and describe any existing engagement with them.	
Please outline how you intend to engage with the groups described above in order to maximise the potential of this workshop and the research area it covers to have a positive impact, during the lifetime of the grant and thereafter. (300 words)	

Workshop Proposal

What are the main objectives of the workshop and how will you achieve them? (300 words)	
Please outline the wider benefits (i.e. beyond the participating parties) and the long- term impact of the collaboration, and how you intend to maximise these. (300 words)	
Referring to the workshop guidelines, please provide a draft agenda for the workshop (300 words)	
What is your capacity to lead the workshop? For example, do you have experience in leading workshops, or will you be able to get support to do so? Do you have extensive professional networks? (300 words)	
Would the proposed workshop be part of an existing collaboration between the UK and partner country institutions? Please elaborate. (300 words)	
Please provide details on how the UK and partner country institution(s)/organisation(s) will work together, referring to the role they have in the collaboration, the value they add and the relevance and benefit of the collaboration to them.	
What outputs do you expect to achieve? from this workshop and what do you expect long term impact to be? (300 words)	

Have you already received a grant for a similar Workshop proposal? If yes please specify details	
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UK Lead Coordinator

Title	
Name (First, Last)	
Designation	
Institution (Please make sure you enter full legal name)	
Department	
Highest Education Qualification	
Academic track record (including relevant publications and funding)	
Have you, your group or your department received a grant from the British Council in the past?	
Address	
UK Region	
UK coordinator Email Address	
UK Coordinator Phone number	
Type of Institution	
Head of Department (or equivalent). This will be the person who has the authority to approve this application.	
Email address of Head of Department	

India Lead Coordinator

Title	
Name (First, Last)	
Designation	
Institution (Please make sure you enter full legal name)	
Department	
Highest Education Qualification	
Academic track record (including	

relevant publications and funding)	
Have you, your group or your department received grant from the DST in the past?	
Address	
India Region	
India coordinator Email Address	
India Coordinator Phone number	
Type of Institution	
Head of Department (or equivalent). This will be the person who has the authority to approve this application.	
Email address of Head of Department (or equivalent)	

Details of proposed senior researchers to act as mentors

Mentor 1

Name (First, Last)	
Designation	
Institution (Please make sure you enter full legal name)	
Department	
Country	
Field of Expertise	
Short explanation as to why they will be invited to participate	

Mentor 2

Name (First, Last)	
Designation	
Institution (Please make sure you enter full legal name)	
Department	
Institution	
Country	
Field of Expertise	
Short explanation as to why they will	

be invited to participate	
---------------------------	--

Mentor 3

Name (First, Last)	
Designation	
Institution (Please make sure you enter full legal name)	
Department	
Institution	
Country	
Field of Expertise	
Short explanation as to why they will be invited to participate	

Mentor 4

Name (First, Last)	
Designation	
Institution (Please make sure you enter full legal name)	
Department	
Institution	
Country	
Field of Expertise	
Short explanation as to why they will be invited to participate	

15 Early Career Researchers

Sr. No.	Full Name	Designation	Institutional Affiliation	Contact Details (Email Id/ Phone)	Areas of Academic Interest

Sustainability and capacity building

How will this proposal contribute to wider internationalization of the partner institutions? Is it a stand-alone activity or part of a larger programme? (300 words)	
Please give a description of how you and your partner institution are planning to collaborate after the end of the workshop. Please provide information about potential funding sources that might support this research collaboration after the end of the activity. (300 words)	
How will the workshop contribute to the professional development and capacity building of the participants and the wider research group involved? (300 words)	

Budget (Detailed budget sheet available as Annexure II)

Duration of the workshop	
Please indicate a confirmed date when the workshop should take place.	
Amount requested from UKIERI	
Amount requested from DST	

Pre-Submission Confirmation

Have you obtained permission to submit this application on behalf of the UK and partner country institutions	
The UK or Indian institution is willing to receive the funds and sign	

the grant agreement	
Both the UK and Indian applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action	

Data Protection

Please tick this box to confirm that you are willing for the British Council/DST 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)	
Please indicate if you are willing for us to contact you in future about other British Council research opportunities:	
The British Council and DST will also make some information on the successful applications available to the public on their website and other publicity, and in reports and documents.	

Annexure 1

UKIERI-DST PARTNERSHIP DEVELOPMENT WORKSHOPS 2019-20

Project Work Plan & Timelines

Workshop Title				
UK Lead Coordinator				
Indian Lead Coordinator				
Workshop Dates (Please propose 2 confirm dates of the workshops you plan to do deliver as per two time periods mentioned)	Please propose a date between period of November 2019 to March 2020: Please propose a date between period of March 2020 to December 2020:			
Number of Days of Workshop				
Workshop Details Venue: mention name of the university, city, country of the workshop Dissemination and outreach activities Evaluation & Workshop Report)	Specify roles of India and UK partners for the workshop	Outcomes (Please mention the number of partnership proposals this workshop is expected to generate; Any other outcome envisaged?)	Any Risks Associated	Measures to mitigate risks

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Please use extra sheets to provide these details.

Proposed Budget

Reference No (for official purpose only)

Eligible cost for UK partners when workshop is getting organised in UK

Item of Expenditure	Number of Units	Per Unit Cost (in GBP)	Total (in GBP)
Venue hiring cost for the days of workshop			
Organizational Expenses including Food, Printing material for workshop, Typing, Stationary, Audio Visual charges, transport etc. (Number of persons x days and rate for each item may also be indicated)			
Subsistence for Indian lead coordinator & Mentors visiting UK (Number of persons may also be indicated)			
Accommodation for Indian Lead Coordinator & Mentors visiting UK			
Domestic Travel / Local transport for Indian Lead Coordinator & Mentors visiting UK			
Subsistence for workshop participants (Number. of persons may also be indicated)			
Local Hospitality for workshop participants -accommodation, domestic travel/ transport in UK etc. (Number of persons may also be indicated)			
Miscellaneous up to GBP 2000 (please specify broad heads)			
Total			

Eligible cost for Indian partners when workshop is getting organised in UK

Item of Expenditure	Number of Units	Per Unit Cost (in INR)	Total (in INR)
International to & fro Airfare including airport taxes			
Visa Fees			
Travel Insurance			
Total			

Eligible cost for Indian partners when workshop is getting organised in India

Item of Expenditure	Number of Units	Per Unit Cost (in INR)	Total (in INR)
Venue hiring cost for the days of workshop			
Organizational Expenses including Food, Printing material for workshop, Typing, Stationary, Audio Visual charges, transport etc. (Number. of persons x days and rate for each item may also be indicated)			
Subsistence for UK lead coordinator & Mentors visiting India (No. of persons may also be indicated)			
Accommodation for UK Lead Coordinator & Mentors visiting India			
Domestic travel/ transport for UK Lead Coordinator & Mentors visiting India			
Subsistence for workshop participants (No. of persons may also be indicated)			
Local Hospitality for workshop participants -accommodation, Domestic travel/ transport in UK etc (Number of persons may also be indicated)			
Miscellaneous up to INR 20,000 (please specify broad heads)			
Total			

Eligible cost for UK partners when workshop is getting organized in India

Item of Expenditure	Number of Units	Per Unit Cost (in GBP)	Total in GBP

		GBP)	
International to & fro Airfare including airport taxes			
Visa Fees			
Travel Insurance			
		Total	
Total UK cost requested from UKIERI (in GBP)			
Total India cost requested from DST (in INR)			

PLEASE NOTE:

***Accommodation-**

The host country is responsible for arranging most cost-effective accommodation for the partner country participants. The cost of accommodation in UK should not exceed GBP 150 per night. The cost of accommodation in India should be as per DST approved rates.

Workshop costs-

The lead coordinators are expected to use most economic venues and vendors

Subsistence -

Subsistence for Indian participants/lead coordinators whilst in UK should not exceed GBP 50 per day. Subsistence for UK participants/lead coordinators whilst in India should be as per DST approved rates.

**Annexure III
CV FORMAT**

1. Name:

First Middle Last

2. Profession:

3. Education:

4. **Nationality:**

5. **Membership of Professional Associations:**

6. **Employment Record:**

From:

Employer:

Position Held:

Summary:

From:

Employer:

Position Held:

Summary:

From:

Employer:

Position Held:

Summary:

7. Work undertaken that best illustrates related work (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)

Name of assignment or project:

Year:

Location:

Client:

Main Project Features:

Positions held:

Activities performed:

Name of assignment or project:

Year:

Location:

Client:

Main Project Features:

Positions held:

Activities performed:

Name of assignment or project:

Year:

<p>Location:</p> <p>Client:</p> <p>Main Project Features:</p> <p>Positions held:</p> <p>Activities performed:</p>	
<p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main Project Features:</p> <p>Positions held:</p> <p>Activities performed:</p>	
<p>Name of assignment or project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main Project Features:</p> <p>Positions held:</p> <p>Activities performed:</p>	

8. List of Key 10 Publications:

CITATION FORMAT:

Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of journal article. *Title of journal: Subtitle of journal, volume number* (issue number), first page-last page.