The British Academy

International Partnerships (Africa/ the Middle East/ South Asia)

NOTE: PLEASE READ THESE SCHEME NOTES CAREFULLY
Any application which is incorrectly submitted will not be eligible for award.

THE SCHEME

The Academy's International Partnerships scheme enables scholars from the UK, working in any branch of the humanities or social sciences, to apply through their institution to undertake collaborative research with scholars from Africa, Middle East, or South Asia, on a specific theme of mutual interest. The partnerships are intended to build capacity on both sides and it is envisaged that this capacity building should take place through the research collaboration. This might be carried forward through a range of related activities such as visits in both directions; workshops; seminars and lecture programmes. In addition participants from overseas might offer short intensive postdoctoral courses related to the research theme in the UK institution and vice versa; there might be an exchange of publications and/or the creation of shared websites where relevant research materials could be loaded; or there might be a series of small, interlinked workshops. Assessors will be looking for proposals that have a well-defined and clearly envisaged outcome, and the British Academy is keen for the partnerships to publish and disseminate joint research outcomes.

The scheme is intended to initiate the development of long-term, vigorous links between UK and overseas scholars, whilst also encouraging an intra-regional exchange of expertise and knowledge sharing. Ideally, more than one overseas institution will be involved in the programme, and the British Academy is favourably disposed to consider applications that outline a clear strategy of how the partnership intends to facilitate intra-regional university collaboration and exchange of expertise. Funds are provided to cover a three-year period, after which time it is hoped that alternative sources of funding might be sought in order to continue the collaboration. Applicants will be encouraged to think flexibly due to restraints on study leave, for example in terms of devising intensive short programmes rather than whole semesters.

Scope of awards
- This scheme requires a principal applicant and a co-applicant. The principal applicant will be a UK-based academic. The co-applicant will be an academic based in an institution in Africa, the Middle East or South Asia. Details of just ONE co-applicant should be provided in the application.
- Priority will be given to projects with a training element, such as the support and development of staff or postgraduate students (in the UK and overseas). However, please note that funding is not available to support international travel for postgraduate students.
- Visits might be undertaken for staff exchange, supplying teaching elements to courses and developing joint curricula.
- Workshops and seminars should form an integral part of the programme, and involve both staff and postgraduate students.
- The main purpose of the funding is to cover travel and maintenance costs, although costs related to other eligible activities will be considered.
- Overseas partners are encouraged to initiate links with UK partner institutions and to play a significant role in developing the proposals. Both partners need to have input into the

application. The British Academy will give a higher priority to applications that give a clear indication that the collaboration is based on consultation, partnership and with a view to sustainability.

- Applicants will need institutional support because running workshops, offering components of taught courses etc, involves institutional resources including office space, meeting rooms, accommodation and access to facilities amongst other things. More importantly, the aim of the scheme is to build lasting inter-institutional links. For this reason the principal applicant's institution will need to endorse the proposal and outline briefly what resources will be made available.

Eligibility
- Applicants must be of postdoctoral or equivalent status (i.e. academic staff with at least one or two years of teaching/ research experience). Normally postgraduate students will not be eligible for funds to support travel between the UK and overseas.
- It is not possible to be a principal applicant or co-applicant on more than one application to this scheme. Applicants already in receipt of a high-value British Academy grant (i.e. BARDA, PDF) are ineligible to apply for this scheme. However, applicants in receipt of a Small Research Grant, who can demonstrate that the International Partnership award would not be funding the same research, can apply.
- The principal applicant must be 'ordinarily resident' in the United Kingdom, the Isle of Man or the Channel Islands (that is, classed as 'ordinarily resident' by the Inland Revenue). They must also be able to demonstrate that they will be based at their present employing institution for the duration of the award.
- Eligible partner countries in South Asia are **Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka.** The list of eligible countries in Africa and in the Middle East is too long to list, but does include: in Africa **South Africa**, and in the Middle East **Egypt, Israel and Turkey.** For enquiries regarding the eligibility of specific countries in these regions, please contact the British Academy's International Relations Department (contact details at the end of these notes).

Level of award
Grants are offered up to a maximum of £10,000 per year for up to 3 years. Funding for years 2 and 3 will be conditional upon receipt of a satisfactory interim report.

Closing date
Deadline for applications **Wednesday, 30 March 2011**
Deadline for organisation approval **Wednesday, 6 April 2011**
Deadline for references from nominated referees and Heads of Department **Wednesday, 20 April 2011**
Decisions will be announced in late July with funding available from September

USING E-GAP

Applications can only be submitted online using the British Academy's electronic Grant Application and Processing (e-GAP2) system (https://egap.britac.ac.uk). Applications cannot be submitted on paper. Applicants should be aware that this application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on e-GAP, it is recommended that you take particular note of the following points:

- *Personal details:* Once logged on to e-GAP and before starting your application, click My Details at the top of the page. Please ensure that this information is up-to-date.
- *Automatic log-out:* You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware that if the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another. It is recommended that you write the text for longer sections in a word processor such as Word and then copy and paste into the text box to avoid being timed out in this way.
- *Multiple sessions:* You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- *Character limits:* When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. The character limit applies to text boxes.
- *Plain text:* If entering plain text, please avoid using symbols as some may not be accepted by e-GAP. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- *Email addresses:* The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- *Passwords:* If your password has been generated by the e-Gap system, please copy and paste it from the email notification you receive in the log-in screen. Passwords generated by the system can include symbols as well as numbers and letters, and this can cause confusion.
- *Submission:* You will not be able to submit your application until you have completed each section in full. It is your responsibility to ensure that your application is submitted in good time and we recommend that you submit it at least three working days before the deadline. Under NO circumstances will the Academy accept a submission after the specified deadline.
- *Application sharing:* You can let other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.
- *Application deletion* You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.
- *Application returned for editing* The approver can return your application to you for further editing see 'Submission of Application' below.
- *Further clarification* If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Relations Department (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR EMPLOYING ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

All FIELDS MARKED WITH AN ASTERISK★ ARE MANDATORY

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

COMPLETING AN APPLICATION

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will have a green tick. **A green tick will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '★'. Only then will a 'Submit' button appear for you to be able to submit your application. Please note: due to an error in the system, the co-applicant section will have a green tick even when incomplete. Please manually check that these sections have been completed before submitting your application.

SUBJECTS

Primary and secondary subjects	Please select a Subject Group from the drop down menu
Subject	Please select all relevant subjects from the list provided. This can only be done once the 'Subject Group' has been selected Please bear in mind: the Academy's choice of assessor is directly related to the primary subject selected.

CLASSIFICATIONS

Classifications	Time periods and regional interests: please select the time period(s) and regions of the world most relevant to the topic of your research.
	Audiences: if your research is of particular relevance to more than an academic audience, such as policymakers or more general audiences, please specify here.
	This information will help inform the Academy's choice of assessor for your application.

APPLICANT PERSONAL DETAILS

Title, Names, Address, Email address etc.	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application
Co-Applicant	Please enter here the name of the academic based in an institution overseas, who will be added as the co-applicant to the application
	Please note: your co-applicant will need to be registered in the e-Gap system

APPLICANT CAREER SUMMARY

Statement of qualifications and career Please click 'Add Qualification' to add each appointment or qualification	Please give details of all appointments and qualifications in reverse chronological order.
PhD confirmation	Please confirm you are in receipt of a PhD by selecting either 'yes' or 'no'
Publications	Please list principal and/or relevant publications (to a maximum of six) in reverse chronological order

ORGANISATIONS

PLEASE NOTE: **"organisation" refers to the principal UK applicant's employing institution**

PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the employing organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required.

IF AN APPLICATION HAS NOT BEEN APPROVED BY THE APPROVAL DEADLINE IT WILL NOT BE ELIGIBLE FOR CONSIDERATION

Organisations	Please select your employing organisation (where the research will be carried out). The majority of appropriate establishments appear in the drop-down list. **If your organisation is not there, however, please contact your institution's research support services, or equivalent, and ask them to provide the International Relations Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.** All applications must be approved by the employing organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the employing institution as the <u>British Academy cannot be held responsible for emails being caught in spam filters or not being received.</u>

CO-APPLICANT PERSONAL DETAILS

<u>**PLEASE NOTE:**</u> **In order to be eligible for this scheme you must have identified a co-applicant, who should be an academic based in an institution in Africa, the Middle East or South Asia. Details of just ONE co-applicant should be entered for this scheme and you must ensure that a co-applicant has been added to the application and that all co-applicant tabs have been completed before submitting your application.**

Specify Co-Applicant	**Your co-applicant will need to have an existing account in the system before you are able to add them to the application. If they do not have an account, they will need to register themselves on e-GAP before you are able to complete this section.** Please click 'Add Co-Applicant', enter the co-applicants email address and then click next. Confirm the user by clicking 'Next' then select the permissions you wish the sharer to have with your application and then click 'Finish'. Please note that you must assign them at least some permissions in order for the co-applicant function to work. It is possible to go back each step by clicking 'Previous'. Once you have clicked on the 'Finish' button, your co-applicant will be able to view your application and, depending on permissions, amend and submit your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application. The co-applicant can then complete the co-applicant tabs themselves, or can provide you with the

	relevant information to do so.

PROPOSAL

Research Project	Research references are not mandatory, and where included should remain brief
Proposed Programme	Please indicate whether the partnership is with Africa, the Middle East or South Asia, by writing one of these regions into the space provided. Where partnerships involve more than one region, please identify a primary partner region.
End date	To select a date in the future using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected. Please note: funding is available for up to three years.
Support of BA School or Institute Required/Granted	The British Academy sponsors a number of research schools and institutes abroad http://www.britac.ac.uk/institutes/index.cfm. Please indicate if you had planned to involve any of these in your project.

NOMINATED REFEREES AND DEPARTMENTAL SUPPORT

All applications for Academy grants are considered in the light of referees' and Head of Department (HoD) comments. No application will be considered without the required number of references and HoD statements, which must be received by the specified deadline.

Please note that this scheme requires one nominated referee in addition to the Head of Department statement. Nominated referees should not be based at either the principal applicant's or co-applicant's institution.

Completion of Nominated References and Head of Department tab:
• To add a referee/Departmental support (HoD) email address click on the "Add referee" or "Add HoD" link, enter the email address and select the "check email" button
• If the referee/HoD's details appear, it means that they have an existing e-GAP account under the email address entered. If so, select "contact now", adding whatever personal message you wish which will be added to the automatic e-GAP message, followed by "save" in order to attach the referee/HoD to the application.
• If a form appears prompting you to enter the email address again and other details, it means that they do not have an existing e-GAP account. You will therefore need to create an account for

them. To do this, enter their details and then select "contact now", followed by "save" in order to attach the referee/HoD to the application.

- If you do not select "contact now" the details of the nominated referee or HoD will not be attached to the form. <u>Please note that we do strongly advise that all candidates select the "contact now" button when invited to do so.</u> This will send a message to your nominated referee alerting them to the fact that they have been asked to supply a reference for you, and explaining the next steps needed to be taken to do so.

<u>PLEASE NOTE</u>: It is vital that you enter the correct email address for your referees and HoDs as upon your application being approved by your organisation, emails are sent automatically from e-GAP to these individuals at the email addresses supplied on the application form with login details, and instructions for viewing the application and supplying the reference through e-GAP. It is advisable, before adding a referee, to check whether your chosen referee has an account in the e-GAP system, and the email address associated with this, to ensure that you do not create multiple email accounts for an existing user which will cause confusion

<u>PLEASE NOTE</u>: References <u>must</u> be provided through the e-GAP system. <u>They cannot be provided as an email attachment nor sent by post in hard copy</u>. Please bear this in mind when selecting a referee for your application and ensure that you nominate a referee with an active email address and who is happy to provide a reference through an online system. If, after you have submitted your application, you find that your referee is no longer able to provide a reference, please contact the British Academy to nominate an alternative referee.

It is the responsibility of the applicants to:
- contact referees and HoDs outside of the e-GAP system to ensure that they have received details of their e-Gap login and instructions for supplying their statements through e-Gap. While the e-GAP system is programmed to contact referees automatically, applicants should not rely solely on the electronic system to do so
- ensure that references are supplied through e-Gap by the specified deadline
- keep track of the progress of references by viewing your Application Summary, accessed by clicking on My Applications. By visiting the "Manage Applications" section of My Applications in your e-Gap account, you can view whether a reference has been submitted
- remember that applications without a complete set of references will not be eligible for consideration

FINANCIAL DETAILS

For a list of eligible costs under this scheme please see Table 1 at the end of these scheme notes

Financial Details	Please provide details of funding in the relevant fields. **Please note that the maximum grant available per year is £10, 000.** **Please do not use '£' signs in the amount boxes.**
Total grant requested	This should be the same total indicated in the financial details table as the sum of the individual cost elements requested. It should be the total grant requested for the duration of the project.

Duration (Years)	This is a drop-down field. By clicking on 1, 2 or 3, the corresponding number of columns will appear in the financial details table, and information of funding requested for each of the years can be entered.

EQUAL OPPORTUNITIES

Equal opportunities The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any). **This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.**	This section is optional. The Academy would however, greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.
Date of birth	To select a date in the past using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.

<p style="text-align:center;color:red;font-weight:bold;">THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED AND APPROVED APPLICATIONS</p>

SUBMITTING AN APPLICATION

Once you have submitted your application for approval by your employing organisation, automatic emails will be sent to your employing organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your employing organisation for approval. The employing organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications, or decline your application and contact you.

If your employing organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Send Back'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your employing organisation.

Once your employing organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

It is recommended that you check that your application has been approved in time. To see the details of the employing organisation approver and to check the status of your application, you should log into e-GAP and click on the link to the Application Summary.

Once your application has been submitted and approved, and your references have been received, you will not be contacted again by the British Academy until the final award decisions have been made, and you will not be required to do anything further in the e-Gap system. You can track the progress of your application by monitoring the Lifecycle Stages in the "Manage Applications" section of "My Applications". Please note that the eligibility stage in the lifecycle stages is an internal process and you do not need to do anything for this.

PLEASE NOTE: You will receive notification of the outcome of your application by email outside the e–Gap system. The Formal Offer Pending notification which you will see in the Lifecycle stages does not mean that an offer will be made to you, and the outcome of your application is only confirmed once you have received notification from the International Relations Department by email.

Assessment criteria

Disciplinary assessors will evaluate the partners involved in the application, taking into account the partners engaged in the proposal and the match between their interests, the appropriateness of the planned activities for developing the partnership, the degree to which collaboration within the partner area is encouraged, the ways in which knowledge development on both sides is encouraged, the evidence of support from institutional authorities in both the UK and abroad, and the outcomes of the partnership, both academic (publication, website, training, etc) and in terms of plans for continued links.

Assessors will evaluate the research proposal around which the partnership is developed on the basis of its academic merit, taking into account its originality, its relationship to, and the volume of, research already in the field, the scholarly importance of the research proposed, the suitability of the methodology and the feasibility and specificity of the research programme.

Assessors will evaluate the ability of the principal investigator(s) to manage the proposed partnership, taking into account their track record in terms of previous research and collaborative experience, their publication record, their academic age and stage of career.

Applications will also be evaluated by Area Panels which will take into account the views of disciplinary assessors, but also regional aspects which affect the application, including the Academy's strategic or other aims relevant to the area, capacity development issues both in the UK and the area abroad and the potential for the establishment and maintenance of long-term links.

Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

Comparative judgements about value for money may be taken into account at the final stage of assessment.

Code of Practice

The Academy has adopted a Code of Practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. Feedback is not a feature of this programme, and the Academy is, regretfully, unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. Submission of the signed application form constitutes the applicant's agreement to all terms, conditions and notices contained in the Notes for Applicants.

For any enquiries, please contact the British Academy's International Relations Department: email partnerships@britac.ac.uk or telephone 0207 969 5235

Table 1: Items eligible for funding from International Partnerships Grants

Item	(√=Yes, X =No)	
travel and maintenance away from home	√	
research assistance	√	
consumables (i.e. purchase of datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project)	√	
specialist software (**excluding** commonly available office packages)	√	
Costs of interpreters in the field	√	
organisation of workshops to advance the research (if part of the approved programme of work)	√	
Short-term consultancy or salary costs of expert staff	√	
the costs of preparing illustrations, including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material; and the costs of reproduction rights for text or images	√ (see note 1)	
incidental translation expenses	√ (see note 1)	
childcare where this is unavoidable	√	
computer hardware, including laptops, electronic notebooks, digital cameras etc		X
books and publications		X
permanent resources and equipment or any elements that should properly be ascribed to departmental or university overheads		X
the preparation of camera-ready copy, copy-editing, proof-reading, indexing, or any other editorial task		X
subventions for direct production costs (printing , binding, distribution, marketing etc.)		X
Costs of publication in electronic media		X
payment to the principal researcher in lieu of salary, or for personal maintenance at home		X
replacement teaching costs		X
travel /maintenance expenses for purposes such as lecture tours, or writing up results of research		X
convening or, or attendance at, conferences either in the UK or abroad to disseminate results of research		X
institutional overheads		X

Note 1: The case made must be explicitly approved by the Academy, and you should provide justification for these costs in the "justification" box on the financial tab of the application form