Frequently Asked Questions

The below FAQs have been generated following feedback from the first round of the scheme. If you have any specific questions, please contact the Academy of Medical Sciences team at gcrfnetworking@acmedsci.ac.uk or on +44 (0) 2031413246.

- How do I invite collaborators?
- What does 'ODA compliance' mean?
- I have been invited to participate on an application – what does this mean?
- How can I submit my application?
- What are eligible costs for this scheme and how do I present them in the application?

"How do I invite collaborators?"

The application form should be started by the Lead Overseas Applicant, and it is their role to invite collaborators to complete the form. The collaborators are:

- The Co-applicant (UK)
- Head of Department - overseas
- Finance – Overseas Institution
- Head of Department - UK
- Finance – UK Institution

Contact between the overseas researcher and the UK researcher prior to submission of the application is essential and the form will be jointly submitted by both researchers. This contact should lead to a clearly defined and mutually beneficial networking grant proposal. When the lead overseas applicant starts the application, you will be presented with this page:

Each application to the GCRF Networking Grants scheme must be completed by 2 applicants: one based in a DAC-listed country and one based in the UK.

Please note, the overseas researcher must be the lead applicant and therefore must start the application using the link below. The UK-based researcher must then be added as a co-applicant.

Before completing your application please:

- Read the eligibility criteria carefully before completing an application form (more information can be found on our website)
- Engage with your supervisors, mentors and other senior academics when preparing your application
- Refer to the guidance notes to help complete this form (application guidance can be found here)
- A sample version of the application form can be found here

At any stage in the application process you can save your work and return to it at a later time. The questions and sections within the form can be completed in any order.

Before completing the application form, please use the 'Participants' option highlighted below to invite the UK-based co-applicant and the Finance Officers and Heads of Department for both the overseas and UK-based institutions.
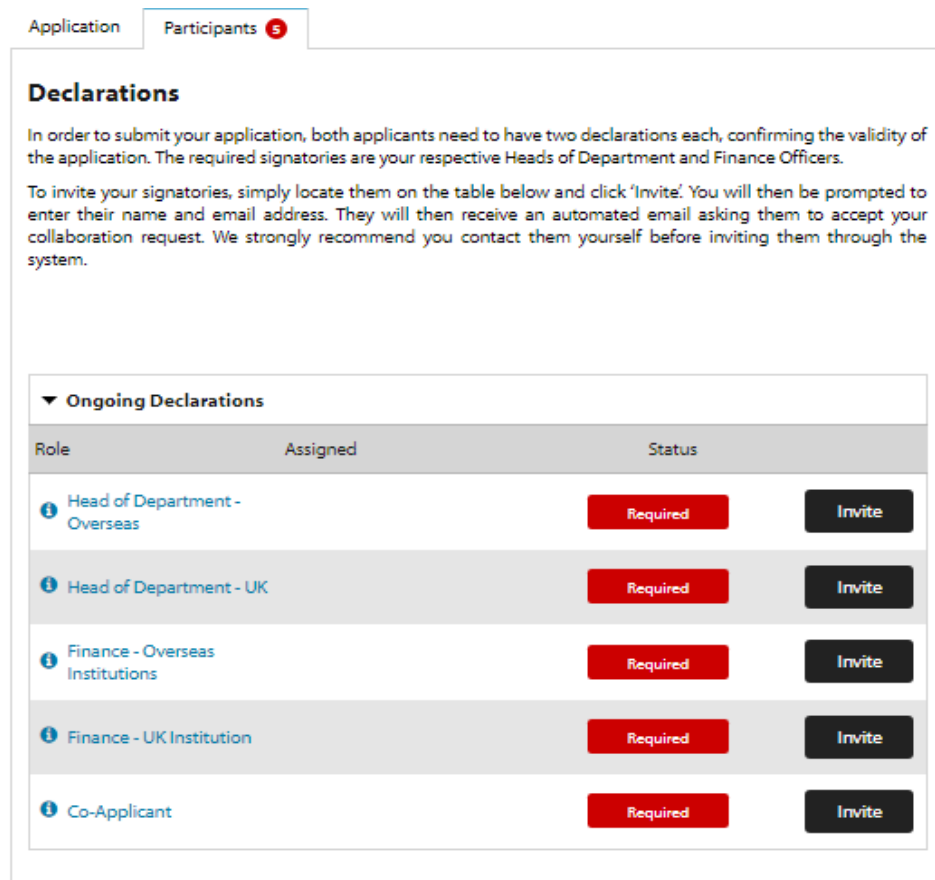
Once you have completed all sections of the application a 'Submit application' button will become available at the bottom of this summary page. This button will be greyed out if the application is not complete. It will become available once every page of the application is marked as 'Complete'. Once your application has been submitted, you will be able to view your application and its current status but you will NOT be able to modify it.

If you have any questions regarding this application form, please contact gcrfnetworking@acmedsci.ac.uk

Questions marked with a red asterisk * are mandatory.

| Application | Participants 5 |

The lead overseas applicant should select the 'Participants' tab:

From here, you can 'invite' each collaborator by entering their name and email address.

"What does 'ODA compliance' mean?"

This scheme is funded by the Global Challenges Research Fund (GCRF), which is a £1.5 billion fund announced by the UK Government to support cutting-edge research that addresses the challenges faced by developing countries. The Fund forms part of the UK's Official Development Assistance (ODA) commitment. As such, successful applications through this scheme must be able to demonstrate ODA compliance. There is a question on the application form for applicants to demonstrate how their proposal meets the criteria of ODA and this is assessed in detail during the review process.

In order to meet the ODA compliance criteria, GCRF proposals must make it clear that its primary purpose is to promote the economic development and welfare of a developing country or countries. Applicants should:

- Seek to investigate a specific problem or seek a specific outcome which will have an impact on a developing country or countries on the DAC list;
- Provide evidence as to why this is a problem for the developing country or countries;
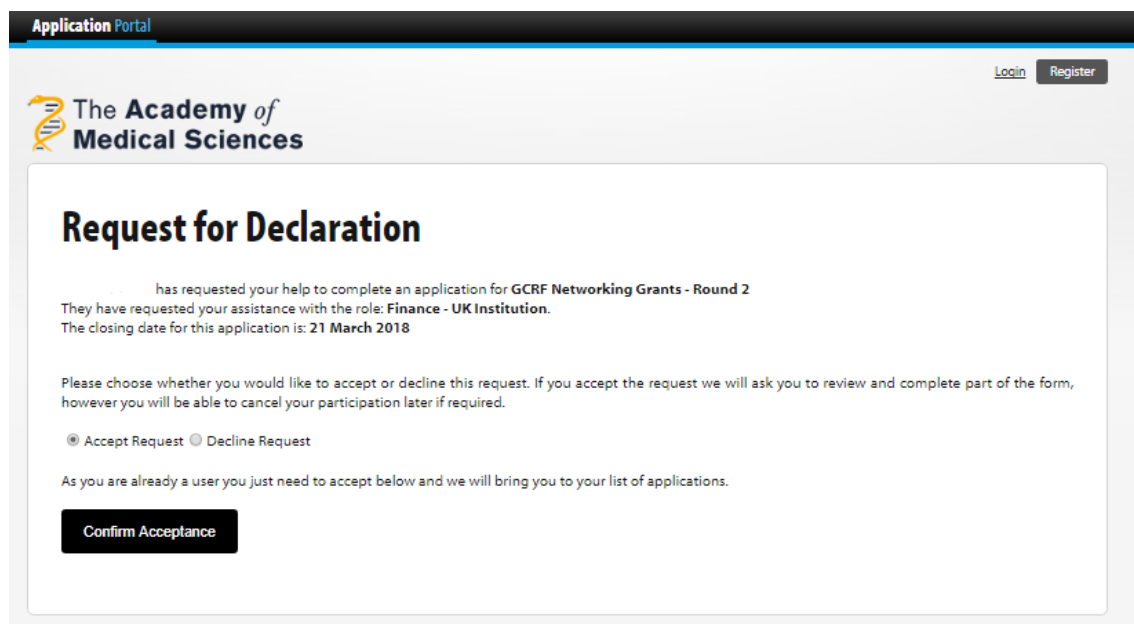- Address the issue identified effectively and efficiently;

- Identify appropriate pathways to impact to ensure that the developing country benefits from the research.
- Any benefit to the UK or other developed countries must be the secondary consideration and should not lead to a project being funded if it doesn't primarily deliver the development objective.
-

Applications that do not meet the criteria for ODA funding will not be eligible to receive an award. To read more around ODA, please read the scheme notes on our website.

"I have been invited to participate on an application – what does this mean?"

If you have received an invitation asking you to participate on an application, this means that you are invited to be a collaborator on this application, and you will receive an email with a link to our online application portal, Flexi-Grant. Following this link will take you to Flexi-Grant and you will either need to login if you already have an account, or register on our system.

You will be notified if we already have an account on our system for your email address, so please login using your existing details. If you would like these details re-set, please contact gcrfnetworking@acmedsci.ac.uk

Please note, re-registration on the system will lead to duplicate accounts, and can cause technical issues.
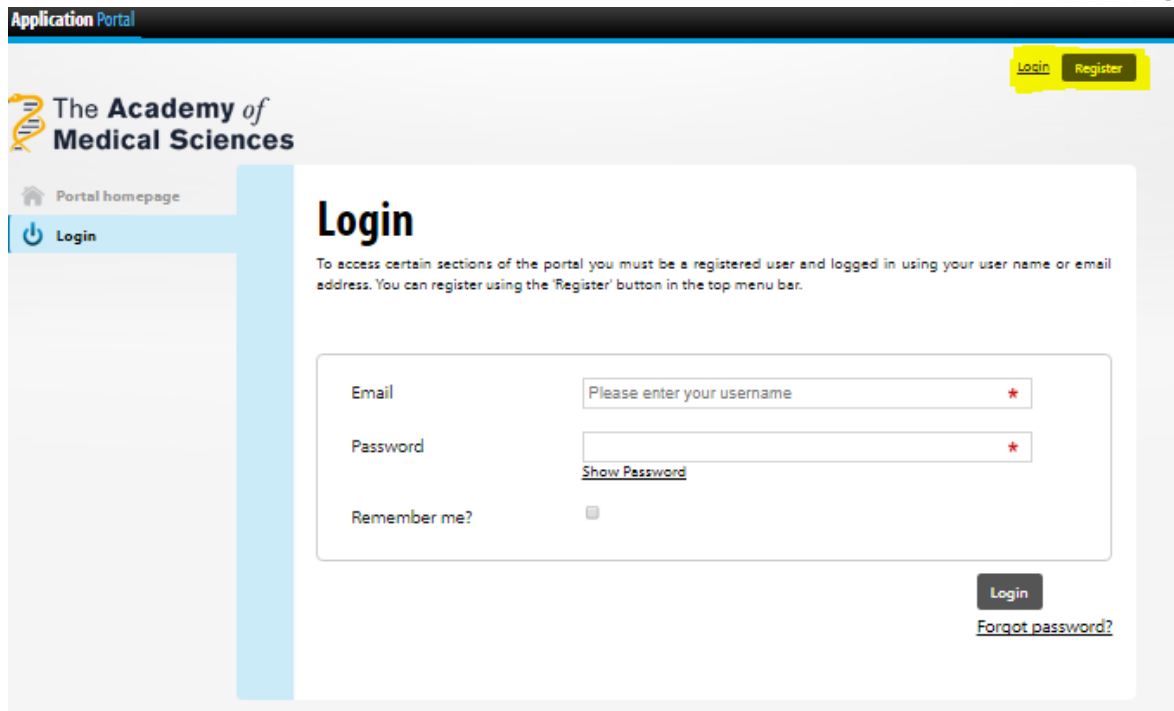
Once here, you should be able to navigate to 'Application Portal' on the top left of the screen. This will allow you to 'Start' a new application, or to 'Resume' the current application.
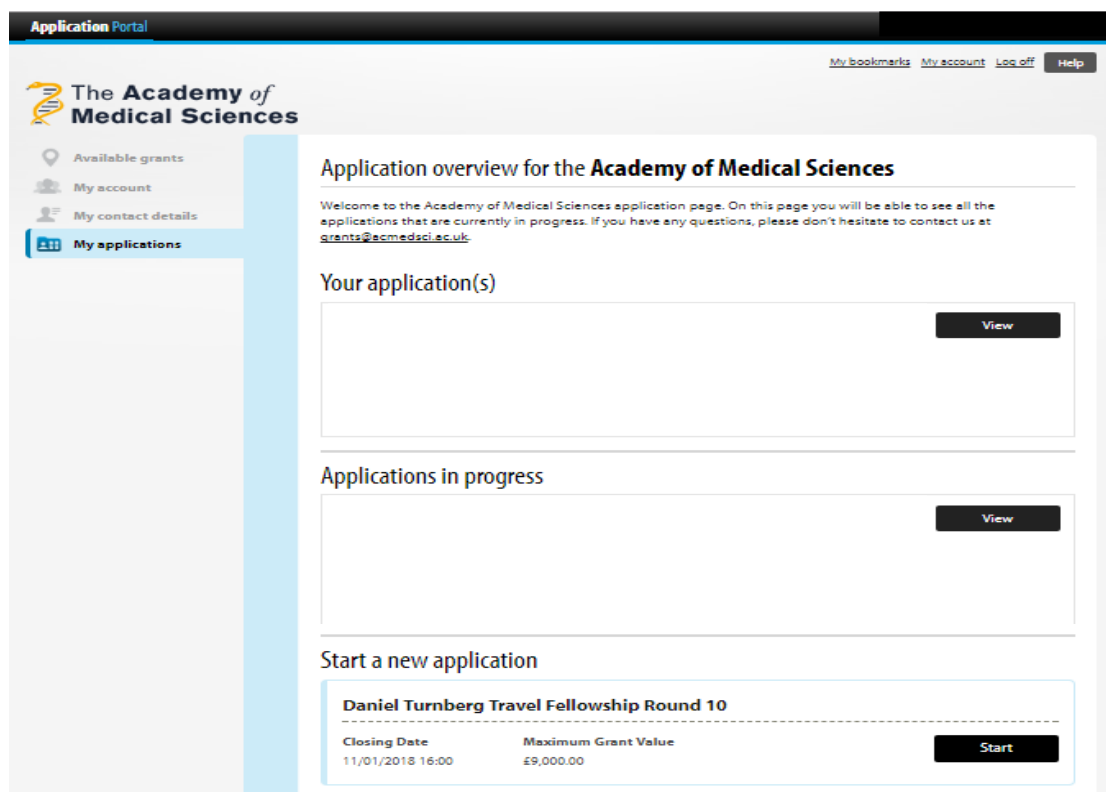
Select 'Resume' and you will be taken to your contribution page.
Depending on the role of the collaborator, some pages will appear as 'View', and one should appear as 'Start':

Complete the necessary sections of the form and select 'Save & Submit', and then select 'Submit' if you are happy to complete your statement, or Cancel if you would like to edit this further. **Please note, once submitted the declarations cannot be edited again.**

Once submitted, the following message will appear at the top of the screen:

Please note, the Flexi-Grant system will automatically assign you the permission status of 'Primary applicant', however the system will correctly assign you the collaborator role and <u>not</u> the applicant role.

"How can I submit my application?"

The lead overseas applicant must invite the Participants, who will complete their declarations. The Heads of Department and Finance Officers must complete their sections of the form, and must 'Record declaration as complete'. Once this has been completed, the UK researcher will have the option to 'Record Declaration as complete' at the bottom right hand of the Summary page:

17	Head of Department (overseas) declaration	Complete		View
18	Head of Department (UK) declaration	Complete		View
19	Finance Office (overseas) declaration	Complete		View
20	Finance Office (UK) declaration	Complete	1 / 1	View

Record Declaration as Complete

Once this is complete, the lead overseas researcher will also be able to submit the declaration.

Current application:
GCRF Networking Grants - Round 2
(GCRFNGR2\   )

100% complete

20 of 20 Pages

Submit application

Print form   Download as PDF

View eligibility criteria

Each application to the GCRF Networking Grants scheme must be completed by 2 applicants: one based in a DAC-listed country and one based in the UK.

The deadline for applications is Wednesday 21 March 2018

Please note, the overseas researcher must be the lead applicant and therefore must start the application using the link below. The UK-based researcher must then be added as a co-applicant.

Once this is complete, the application is formally submitted, will move onto the "Eligibility checking" stage and will show as 'Under assessment'

An overview of the submission process is shown below:

The Academy of Medical Sciences   The British Academy   ROYAL ACADEMY OF ENGINEERING   THE ROYAL SOCIETY

"What are eligible costs for this scheme and how can I break down the finances of the £25,000 award? How do I present them in the application?"

The finance breakdown is an important part of the application and careful consideration should be given to this part of the form. The Office check this section carefully upon receipt of your application. Any costs which are ineligible for this scheme will be removed. Any costs which are unclear will be queried with the applicant. . It is therefore important that applicants provide a clear breakdown of their funding request.

The budget table asks applicants to break down the costs into the following categories:

- Consumables for obtaining pilot data
- Travel and subsistence costs
- Event costs
- Administrative support
- Technical support access
- Use of animals

A detailed breakdown of each of these costs is given in the scheme notes on our website. Applicants should provide a cost for each of the above, along with a justification for that cost which could be given as a list. Detailed breakdown of these costs will allow easier assessment of the finances by both the in-house team, and the referees.

An example of this is given below:

Category	Item	Estimated cost (£)	Justification of cost
Consumables	N/A	x	
Travel and subsistence costs	2 x flights for UK researcher overseas (@ £x each). 4 x nights accommodation for UK researcher (@£x each). 5 days of food and subsistence (@ £x each). 1 x VISA	x	The UK researchers will travel overseas to attend the workshop in [month], and will arrive in advance to help with preparation of the event. Food and accommodation are based on local rates.

Event costs	Room booking, including AV use	x	We are booking a room at [location], with this quoted cost
Administrative support	Admin support from university to support the event	x	We will be using the services of the university admin team, who charge £X for fees to hold the event. This will not be used to cover salaries
Technical support access	N/A	x	
Use of animals	N/A	x	