Call for Proposals:

British Academy Writing Workshops 2021

Scheme Notes for Applicants

2021 Competition

PLEASE READ THESE SCHEME NOTES CAREFULLY:

INCORRECTLY SUBMITTED APPLICATIONS WILL BE CONSIDERED INELIGIBLE

Applications should be submitted well in advance of the deadline (<u>Wednesday 11 November 2020, 17.00 UK time</u>). We recommend at least five days prior to allow for institutional approval

Purpose

1. The British Academy's Writing Workshops programme is part of the £1.5 billion [Global Challenges Research Fund (GCRF)](). It funds interdisciplinary research and academic activities in the humanities and social sciences that help to inform understanding, shape perception and provide evidence on the challenges and opportunities faced in developing countries. The programme thus aims to address the [UN's 2030 Agenda for Sustainable Development]() and advance the [UK's Aid Strategy]().

2. The Academy is inviting proposals seeking to deliver one or more writing workshops. These workshops should be aimed at early career academics in developing countries, promoting the uptake of research emanating from developing countries in journals and furthering intellectual scholarly interaction globally.

3. **These workshops are normally required to take place physically in** [ODA eligible countries.]() **Given the current situation with COVID-19, for this round the Academy will accept applications for both physical and virtual workshops. If a workshop is to take place physically then the application must set out a contingency plan if this proves not possible. If a workshop is to take place virtually then the application must set out how it proposes to ensure a similar level of contact, engagement and networking as if it was taking place physically. This might include the need for multiple workshops/meetings rather than one physical workshop/meeting.**

4. The intention of the workshops is to cultivate professional networks and mentorship and provide access for early career researchers in developing countries to the academic requirements of journals, including international journals, and equip them with the necessary knowledge to publish in these journals. This is in line with recommendations made in the British Academy's and Association of Commonwealth Universities ['Nairobi Report: Frameworks for Africa-UK Research Collaboration in the Social Sciences and Humanities'](). The workshops aim to support the development of early career researchers' academic careers and promote the visibility of their research in international publications. If research taking place in developing countries is to be strengthened, then the researchers themselves need to be better connected to each other as well as to the rest of the world. It is expected that journal editors and other scholars will work intensively to support the workshop participants to produce papers in preparation for publication.

5. Workshops are expected to involve significant time devoted to mentorship between early career researchers from developing countries, other academics and journal editors, although the Academy does not have a preferred model for how this is to be achieved. Applicants could note that successful workshops in the past have required participants to submit draft articles in advance of the workshop in order to provide a strong basis for the training and mentorship, maximising the opportunity for engagement with journal editors and other scholars. Another successful model in the past – though it is recognised that it is not always either feasible particularly in the context of COVID-19 or desirable – has been to link writing workshops to a larger event or conference, an approach which has allowed participants to engage in opportunities they may not otherwise have had access to, and potentially augmenting the impact of the workshop on the careers of participants.

6. There is no set duration for writing workshops, but the Academy notes that those workshops where time is primarily allocated to sessions that allow early career researchers, other academics and journal editors to work together over two or three days have worked successfully in the past when they have been physical workshops and have supported the

development of sustained mentorship beyond the duration of the award itself. The Academy would expect a different model will be necessary for virtual workshops and that sustained engagement before and after any workshop will be even more crucial with work undertaken virtually.

7. **The workshops should not be designed as a writing retreat, but a hands-on programme of training and mentoring to prepare work by early career researchers for publication, and to equip them with the skills and understanding to facilitate publication in academic journals and prepare grant applications.**

8. **Writing workshops are training and mentoring workshops – the organisers' research should <u>not</u> form a part of the programme for a workshop. Applications that are submitted that do not adhere to this will not be supported.**

Deliverables

9. The primary intended deliverable is to encourage and support early career researchers in developing countries to publish in high impact journals in the fields of the humanities and social sciences. Considerable emphasis is placed on the crucial early stages of an academic research career: the future of humanities and social sciences research – and research in general – lies in ensuring that new and emerging researchers are equipped with the skills and knowledge to develop bold agendas and to lead research and their institutions forward. This builds on a series of reports the Academy has supported with the Association of Commonwealth Universities, known as the Nairobi Process.

10. Applicants are encouraged to consider submitting a proposal for a special issue of the open access Journal of the British Academy following the workshops.

11. The workshops must include at least one session providing advice on the drafting of grant applications. The Academy will also provide a presentation on grant opportunities that are currently available.

12. The workshops should enable early career researchers based in developing countries to build scholarly networks and connections with academics and journal editors in the UK and elsewhere. This will be measured through participant feedback and post-event reports collected by the applicant.

Eligibility

13. The lead applicant must be based at a UK university or eligible research institute, and be of postdoctoral or above status (or have equivalent research experience). The lead applicant must either be in a permanent position at the institution or have a fixed-term position for the duration of the award. <u>The lead applicant must provide a CV of no more than two pages. Any CVs submitted that are over two pages in length will render the application ineligible.</u>

14. Each application must have at least one Co-Applicant based in an ODA eligible country.

15. An individual cannot be the PI on more than one bid for funding from this programme. No individual may be a Co-Applicant on more than two projects (nor may be a PI be additionally a Co-Applicant on more than one other project).

16. Only proposals which aim to support the "economic development and welfare of developing countries" will be supported under this call. The primary objective of the proposed project

must thus be directly and primarily relevant to the problems of developing countries in order for the research to be counted as ODA. The British Academy will require applicants to demonstrate that their proposals are ODA eligible. ODA eligibility is an essential criterion – projects will only be deemed eligible for funding if they can demonstrate that they satisfy ODA eligibility criteria.

17. All proposed physical workshops must take place in ODA eligible countries.

18. Future applications for funding will not be considered unless a satisfactory report and statement of expenditure for the previous award have been submitted.

19. Applications under this call will not be accepted if the PI or Co-Applicants have any outstanding reports or statements of expenditure which are still to be submitted to the Academy following previous Writing Workshop awards.

Value of Awards and Eligible Costs

20. The value of the award is set at a maximum of £20,000. Funding must be used in the direct delivery of the workshops, and can cover travel and related expenses, subsistence costs, clerical assistance and consumables, childcare support (including for participants), networking, meeting and/or conference costs, and costs related to internet access (if applying for virtual workshops). For this round, for those workshops taking place virtually the Academy will provide costs for the support of the organisers of up to £10,000. This is an acknowledgement that virtual working is likely to require a significant ongoing time commitment that the Academy wishes to be able to support.

21. Awards will be paid in full on acceptance of the award from March 2021. Payment will be made to the UK institution where the PI is based.

Risk Management

22. The Academy expects applicants funded under this programme to highlight and manage any risks related to the award. We expect an assessment of any risks entailed within the workshop(s) to be outlined in the proposal (for example, risks associated with the delivery of the workshop(s), financial management, and oversight/governance).

23. Depending on the country/region concerned if the workshop is proposed to take place physically, there is a risk that the workshops will be in an area of civil unrest, violence/crime. Applicants will be required to indicate if (and where) they intend to undertake workshops in such areas. For countries/regions considered by the UK Government's Foreign, Commonwealth & Development Office as a host nation of medium or high risk, applicants will also be required to demonstrate that the PI (and the PI's host institution) understand the risk management implications and can monitor and manage the risks effectively. This should include, but not be limited to, any risks that researchers will encounter in an area of civil unrest, violence and/or crime.

24. Risk management will be explicitly covered in the approval of any application by the appropriate authorities at the PI's host institution, to confirm that the duty of care responsibility rests with the host institution.

Equitable Partnerships

25. Partnerships are a key pillar of the GCRF strategy. UKRI has developed the following statement of expectation for research partnerships in consultation with researchers from East Africa. "Partnerships should be transparent and based on mutual respect. Partnerships should aim to have clearly articulated equitable distribution of resources, responsibilities, efforts and benefits. Partnerships should recognise different inputs, different interests and different desired outcomes and should ensure the ethical sharing and use of data which is responsive to the identified needs of society." The Academy expects all applications under this call (and any successful awards) to be made with due regard for equitable partnerships.

Reporting

26. Successful applicants will be required to provide the Academy with a post-event report within three months of the end date of the workshop. The report should include:

    a. A brief description of the activities undertaken during the workshop(s), those who attended and their institutional affiliations, and a summary of lessons learnt;
    b. How these activities achieved the workshops' aims and objectives and what outcomes and impact the workshop(s) had;
    c. An analysis of the participant feedback collected at the workshops;
    d. A final statement of expenditure.

27. Any underspend will be required to be refunded to the British Academy.

Application and Assessment Procedures

28. Workshops must take place before 15 March 2022.

29. Applications will be assessed according to the following criteria:

    a. The quality and significance of the proposal, in particular in relation to making a significant advance in the career development of early career researchers in developing countries;
    b. The feasibility of the proposal in terms of the structure and planning of the workshop and support from local partners and journals, and appropriate timing and plan of action, including the past track record of the applicant;
    c. Evidence that the workshop is ODA eligible. Only projects that demonstrate that they satisfy ODA eligibility criteria will be eligible for funding;
    d. Value for money.

30. All applicants must register in the British Academy's online Flexi-Grant Grant Management System to enable the processing and assessment of their application. All applications must be submitted in English.

31. All applications will be subject to an eligibility check undertaken by appropriate British Academy staff before being put forward for assessment, and applications that are not completed correctly and on time will not be considered.

32. Applicants will not be able to submit their application on Flexi-Grant until they have completed each section in full. **It is the applicant's responsibility to ensure that their application is submitted in good and sufficient time for it to be approved by the PI's employing institution.** Applicants should submit their application for approval by a

designated approver at the host organisation **at least 5 working days before the closing date** to allow for the host organisation's administrative procedures.

33. Proposals must be completed, submitted and approved by **11 November 2020, 17.00 UK time**.

Code of Practice

34. The British Academy has a [Code of Practice](), setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for funding. The Code of Practice also covers Data Protection, the British Academy's ethics policy and the appeals procedure.

35. Feedback is not a feature of the British Academy's Writing Workshops 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. Please note that by applying to this programme, applicants undertake to accept the terms under which applications are assessed.

Contact Details

36. Should you have any queries, please contact: international@thebritishacademy.ac.uk

Application Information

37. Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (https://britishacademy.flexigrant.com/). Further information about the GMS can be found here: http://www.britac.ac.uk/flexi-grant. If you have not previously used the British Academy's Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage. Applications cannot be submitted on paper or in any other format. *The deadline for applications to be submitted is* **Wednesday 11 November 2020***.* The application will always be treated as confidential.

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

- *Personal details:* When registered in the British Academy Flexi-Grant® system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research, and employment details, at any time. **This does not form part of the specific application form for any individual scheme**, but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.

- *Automatic log-out:* **You are strongly advised to save your work regularly to prevent accidental loss of information**. In particular you should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a *field* on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant 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.

- *Word limits:* When completing boxes that have a restricted length (note that it refers to words) 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 word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.

- *Plain text:* If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. 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 form'.

- *Uploading PDF documents:* When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.

- *Email addresses:* The British Academy Flexi-Grant® 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.

- **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 in sufficient time, for it to be approved by your employing institution.*** You should submit your application for approval by a designated approver at your host organisation **at least 5 working days before the closing date** to allow for your host organisation's administrative procedures.

- **Application sharing: All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award.** You can invite other contributors to join the application (e.g. Co-Applicant, Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® 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.

- **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We 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.

- **Guidance:** In the tables below you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.

- **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 Team (contact details below).

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

WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.

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 the application form: The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Primary Applicant Details

Pages 2-7: Co-Applicant Details

Page 8: Workshop Proposal

Page 9: Financial Details

Page 10: Equal Opportunities

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

PLEASE BE AWARE: it is your responsibility to ensure that you complete your application in time for the UK host 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. It is recommended that you allow at least five working days for this process.

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The **'Complete' status 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.
	If you are unable to see the submit button but your application appears complete on the Summary page, you will need to check the Contributors tab to ensure that your invited contributors have completed their pages **and** marked them as complete. Once this has been done, and all the other pages have been completed, the 'submit' button should appear.

Page 1: PRIMARY APPLICANT DETAILS

Primary Applicant and all Project Partner Details*	Primary Applicant
	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. You can update your personal details by checking 'My

	Account' and selecting the link to 'My Contact Details' and 'My Organisation' and ensuring the relevant details are up to date. All Other Partners Please include details of all your project partners (Co-Applicants and Other Participants) using this section. If your partners have Flexi-Grant accounts, you can add them by using the search bar provided. If your project partners do not have Flexi-Grant accounts, you can add them by selecting 'Add More Contacts +' and entering the details required.
Primary Applicant Organisation*	Primary Applicant Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisation that is already registered. If it needs to be added, please email us at International@thebritishacademy.ac.uk. Please ensure that when adding the primary applicant organisation it is marked as the 'lead organisation' as all applications must be approved by the UK host institution authorities e.g. research grants office, finance department, etc. The approving department of the lead organisation 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 UK host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. **It is recommended that you allow at least five working days for this process. Once the UK host institution has checked your application, they will contact you if any changes are required; please note that if changes need to be made, these will have to be done before the Wednesday 11 November 2020 deadline as they cannot be done afterwards.**
Nationality*	Please use the drop-down list to select your nationality. Additional nationalities can be added after the initial selection if required by selecting 'Add Row'.
Primary* **and Secondary Subjects**	These grants will be awarded to researchers intending to work in any disciplines within the humanities or social sciences. You will need to select the relevant subject area(s) from those in the drop-down list.
Time Period*	Please select the time period relevant to your workshop proposal using the drop-down list provided.
Regional Interests*	Please select all relevant regions from the drop-down list provided.
Statement of Qualifications and Career*	Please give details of up to 4 academic qualifications and career **in reverse chronological order.**
Present Appointment***, Department*** **and Employing Institution*****, Start*** **and End Dates**	Please give details of your current appointment. The Primary Applicant must be based at an eligible UK university or research institute and must be of postdoctoral (or above) or have equivalent research status. The Primary Applicant must either be in permanent position at the institution or have a fixed-term position for the duration of the award.

	Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants. Please include the start date of your present position, and if on a fixed term contract, please enter the expected end date of your current position.
PhD Confirmation*/ Awarded Date	**Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please therefore confirm that you have a PhD by selecting yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration. Please enter the date of your viva voce examination in the 'PhD Awarded Date' field.
Personal Statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career or your equivalent research experience. The limit on this field is 150 words.
Publications*	Please list your most principal and/or relevant publications to date **in reverse chronological order.**
CV Upload*	A brief CV should be uploaded here as a **PDF file**. This should be no more than 2 sides of A4. Any CV submitted which is over the 2-page limit will render your application ineligible for consideration. In order to comply with this 2-page limit, the applicant could omit, for example, conference presentations from their CV.
Where did you hear of this scheme? *	It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate, please state: BA website; BA literature; PhD supervisor; Institution Research Office; Twitter, colleague, etc.

Pages 2-7: CO-APPLICANT DETAILS

Co-Applicants*	You will be able to provide details of up to six Co-Applicant(s). **Your Co-Applicant(s) will need to register themselves on the British Academy Flexi-Grant® system before they are able to complete this section.** If applicable, please enter all the details of your co-applicant(s) by clicking 'Contributors' tab on the Application's 'Summary' page. Please click on the 'Invite' button, enter the co-applicant's email address and then click 'Send Invitation'. If necessary, it is possible to enter additional Co-Applicants by repeating the instructions above. Once you have clicked on the 'Send Invitation' button, your Co-Applicant will be able to view your application and amend their section of the application. Please select yes or no to indicate the number of Co-Applicants that are involved. If you select yes, the below questions will appear for each co-applicant. 'Section 2 - Co-Applicant 1 Details' page is mandatory and must be used to enter the details of your ODA eligible Co-Applicant. Please note that all correspondence is sent via the system **only** to the individual in whose name the application is submitted on the British Academy Flexi-Grant® system. The Primary Applicant is responsible for notifying any other parties. If there is more than one applicant, or the proposal involves other partners, please complete this section, and add further Co-Applicant details (up to a total of six). A 'Co-Applicant' is a joint director of the project with equal responsibility for the academic management of the project. Postgraduate students are **not eligible** to apply for grant support from the Academy, and Applicants (and Co-Applicants) are asked to confirm in the personal details section(s) that they are not currently working towards a PhD, nor awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners.

	Other participants in a project, whose involvement does not equate to being a 'Co-Applicant', should be named in the relevant section ('Other Participants') in the Workshop Proposal section.
Nationality*	Please use the drop-down lists provided to select your nationality. Additional nationalities can be added after the initial selection if required by selecting 'add row'.
Present Appointment*, **Department***, **Employing Institution***, **Start*** and End Dates	Please give details of your Co-Applicant's current appointment, indicating if it is a permanent position and also entering the start date. If you are on a fixed-term contract, please also include your end date. Co-Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your post is not permanent, please explain further in the personal statement how you meet the terms of eligibility for these grants. Please include the start date of your present position, and if on a fixed term contract, please enter the expected end date of your current position.
ODA Country Based*	Please indicate in which ODA eligible country your Co-Applicant is based from the list provided. Please note that at least one Co-Applicant must be based in an ODA eligible country. Page 2 Co-Applicant 1 has been provided especially for this requirement.
PhD Confirmation*/Awarded Date	**Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please therefore confirm that you have a PhD by selecting yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration. Please enter the date of your viva voce examination in the 'PhD Awarded Date' field.
Statement of Qualifications and Career*	Please give details of up to 4 academic qualifications and career **in reverse chronological order.**
Personal Statement	This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career or your equivalent research experience. The limit on this field is 150 words.
CV upload*	A brief CV should be uploaded here as a **PDF file**. This should be no more than 2 sides of A4. <u>Any CV submitted which is over the 2-page limit will render your application ineligible for consideration.</u> In order to comply with this 2-page limit, the applicant could omit, for example, conference presentations from their CV.
Publications*	Please list your most principal and/or relevant publications to date **in reverse chronological order.**

PAGE 8: WORKSHOP PROPOSAL

Type of Workshop Proposal*	Please indicate whether your workshop proposal is for a physical or virtual workshop(s).
Title of Workshop Proposal*	Please state the title of your proposed workshop(s).

Abstract*	Please use the text box to provide a short abstract summarising your proposed workshop(s) in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 150 words.
Proposed Programme & Plan of Action*	This field should be used to describe the proposed activity, including participation of journal editors and academic workshop organisers as well as a session on drafting grant applications, target attendees for the workshop, plans for promotion of the call for applications, responsibilities for workshop organisation, and objectives of the workshop. Please set out explicitly in this field the ways in which the proposed workshop(s) link to the core aims and objective of the overall programme. This field should also be used to indicate a clear timetable for your application including an outline of how the workshop(s) will be organised and structured; how the call for applications will be promoted and how the participants will be selected (including in which countries/regions). Please say which journals will be targeted and whether you have any pre-existing links with them. The limit on this field is 3000 words.
Other Participants	Please enter into the text box provided in a clear way the names, appointments and institutional affiliation of any other participants and researchers in the proposed workshop(s). If you do not have details yet, please indicate numbers and status of people who might be involved. Please also indicate if your workshop(s) will bring together researchers from more than one developing country, and if so, which countries.
Roles of Other Participants	Please describe the contribution to the project to be made by other participants, citing any particular specialisms and expertise in the text box provided.
ODA Justification Statement*	Please provide an ODA justification statement. You should consider using the following questions when preparing this statement: 1. Which country/countries on the DAC list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research? 2. How is your proposal directly and primarily relevant to the development challenges (Sustainable Development Goals) of these countries? 3. How do you expect that the outcome of your proposed activities promotes the economic development and welfare of a country or countries on the DAC list / What are the Pathways to Impact? Please also use this section to outline how the workshops will work with local partners and contribute to local capacity.
Outcomes and Impact*	Please use this field to enter the expected outcomes and impact of your workshop(s). Please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged. Please also say how the workshop(s) will benefit researchers in developing countries and how the workshops will respond to a clearly defined need.
Ethical Issues*	This field is mandatory and must be addressed by all applicants.

	Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority? It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers no and no. If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes. If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.
Risk Management*	Please use this section to address any issues related to risk management. The limit is 750 words.
Workshop Details*	Please use the table provided to enter the details of your workshop(s).
Other Relevant Information	Please use the text box to enter the details of any other relevant information.

PAGE 9: FINANCIAL DETAILS

Financial Details/ Justification* ***Please refer to page 4 above for a full list of eligible costs.**	Please use the table to indicate the figures for such costs (in GBP) between the various headings. Travel Costs: please include all costs associated with travel, whether by the PI, Co-Is or other participants, as well as the cost of travel for participants of the workshop(s). Please also include all costs associated with accommodation for any participants in the project. Other Costs: please include in this section any other eligible costs, including consumables, workshop cost (such as venue hire and AV) and any other meeting or networking related costs. Clerical Assistance: please include all costs of research or clerical assistance (if any). Organiser Costs: If applying for virtual workshops, please include all costs for the support of the organisers of up to £10,000 under **Directly Allocated** costs. In the justification box, please make a clear statement about the expected division of costs between the headings – indicating, for example, the expected costs of travel, networking, related expenses and so on.
Value Sought*	Please enter the total amount of funding sought for your workshop(s). Please ensure that this matches the grand total of your budget table. The total amount requested must not exceed £20,000.
Contingency Programme & Plan of Action Justification*	If you have applied to run a physical workshop(s), this field should be used to describe the proposed activity of your contingency, virtual, workshop programme and plan of action in the event that you are unable to hold your original proposed physical workshop. If a workshop is to take place virtually then the application must set out here how it proposes to ensure a similar level of contact, engagement and networking as if it was taking place physically. This might include the need for multiple workshops/meetings rather than one physical workshop/meeting.

	Please give a detailed description of your contingency workshop programme, including participation of journal editors and academic workshop organisers as well as a session on drafting grant applications, target attendees for the contingency workshop, plans for promotion of the call for applications, responsibilities for workshop organisation, and objectives of the contingency workshop. Please set out explicitly in this field the ways in which the proposed contingency workshop(s) link to the core aims and objective of the overall programme. This field should also be used to indicate a clear timetable for your contingency programme including an outline of how the contingency workshop(s) will be organised and structured; how the call for applications will be promoted; and how the participants will be selected (including in which countries/regions). Please use this field to provide details of the changes to the funding for your contingency programme related to the relevant fields set out in the original financial details table above. Please make a clear statement about the expected division of costs between the headings – indicating, for example, the expected costs of organisers, networking, related expenses and so on. The limit on this field is 2500 words. If your original workshop proposal is to hold a virtual workshop(s), please respond in this field with 'NIL RETURN'.
Applications to other funding bodies*	The British Academy does not require applicants to demonstrate that the research has also attracted funding from other bodies, but please use this space to indicate if it has done so. The limit on this field is 750 words.

PAGE 10: EQUAL OPPORTUNITIES

Equal Opportunities	This section is optional however the British Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring. 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 information concerning your age, gender, ethnic origin and disabilities (if any). To select a date in the past using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, 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 on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display. **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.**

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED AND APPROVED APPLICATIONS.

Submission of Application

Once you have submitted your application for approval by your host UK institution, automatic emails will be sent to your host UK 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 host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the **Wednesday 11 November 2020** deadline), or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your UK host institution to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed UK institution as their internal timetables may require earlier submission.

If your UK organisation approver requests modifications through the British Academy GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. 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 UK organisation.

Once your UK host institution has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

Please note that once the closing date has passed, UK organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. No late applications will be accepted.

It is recommended that you check that your application is submitted in time. To see the details of the UK organisation approver and to check the status of your application, you should log into the British Academy GMS and click on the link to the Application Portal where a summary of your application will be displayed.

Outcome of Application

Once your application has been submitted, and if it has been approved, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. Results are issued by email.

Applicants in any doubt about their eligibility or any other aspect of their application under this call are advised to contact the British Academy's International Team:

Email: international@thebritishacademy.ac.uk