

# **Climate Change Adaptation and Mitigation led by or actively involving Indigenous Peoples and Local Communities**

## **Scheme Notes for Applicants**

2024 Competition

**PLEASE READ THESE SCHEME NOTES CAREFULLY**

**ANY APPLICATION INCORRECTLY SUBMITTED WILL NOT BE ELIGIBLE FOR AWARD**

Applications should be submitted well in advance of the deadline; we recommend at least five days

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## Summary

1. The British Academy is inviting proposals on climate change adaptation and mitigation led by or actively involving indigenous peoples and local communities from researchers based in the UK, Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.<sup>1</sup>
2. This call is supported from the UK's International Science Partnerships Fund managed by the Department for Science, Innovation & Technology. In the context of this call, funding from the International Science Partnerships Fund is funded by Official Development Assistance (ODA), therefore **applications for this funding must be ODA-eligible**.
3. The Academy is able to offer awards of up to £200,000 for 18 months in duration (with Full Economic Costing at 80%). **Applications must be submitted by 10 April 2024, 17.00 (UK time)**.

## Programme Aims & Scope of the Call

4. The aim of this call is to support **ODA-eligible international research collaborations between humanities and social sciences researchers in the UK and researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries on climate change adaptation and mitigation led by or actively involving indigenous peoples and local communities**. Applications that are not considered ODA-eligible will not be taken forward through the assessment process.
5. Furthermore, whilst it is not a requirement, applications are welcome to work across the humanities and social sciences AND the natural, medical and engineering sciences. The Academy particularly encourages applications led from the humanities.
6. The Academy intends to be able to support policy-relevant research that can be either novel research or research that builds on existing or ongoing research in climate change mitigation and adaptation led by indigenous peoples and local communities. In this context, this includes that the Academy wishes to support research that emphasises social change and the role that grassroots collective action and autonomous movements can drive. We require all applications to fundamentally involve and integrate indigenous peoples and local communities. This includes the planned activities are co-designed, co-produced and guided by indigenous peoples and local communities. This could in part, for example, take the form of an advisory panel, having indigenous peoples and local community

<sup>1</sup> There are 46 LDCs and they are as follows: Africa: Angola, Benin, Burkina Faso, Burundi, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Togo, Uganda, United Republic of Tanzania and Zambia. Asia: Afghanistan, Bangladesh, Bhutan, Cambodia, Lao People's Democratic Republic, Myanmar, Nepal, Timor-Leste and Yemen. Caribbean: Haiti. Pacific: Kiribati, Solomon Islands and Tuvalu.

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representatives as Co-Applicants and clear demonstrable evidence provided that indigenous peoples and local communities are collaborating partners and organisers.

7. The Academy envisages the awards made through the Programme will:
  - Provide opportunities for researchers based in the UK and Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries to develop and/or deepen international research collaborations;
  - Deliver policy-relevant ODA-eligible research in climate change adaptation and mitigation led by or actively involving indigenous peoples and local communities that provides clear insights and deliverables for action at local, national and/or regional levels and/or to enhance community resilience, share indigenous knowledge on sustainability or develop local adaptation and mitigation practices in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries;
  - Co-create and engage with local and/or national community, societal, business and/or policy stakeholders to design, develop and embed the research findings with clear evidence demonstrated in applications of reciprocity and community relevance.
8. This call has a focus on climate change adaptation and mitigation led by or actively involving indigenous peoples and local communities. The Academy wishes to support diverse policy-relevant thinking related to this challenge. The Academy does not have any pre-determined ideas regarding the exact type of project, outputs, and dissemination of the research other than that it must be policy-relevant. Instead, the onus is on the applicants to convince the Academy that their projects bring genuine added value to addressing the Programme Aims and Scope of the Call and bring valuable insights and perspectives of relevance to the policy challenges of climate change mitigation and adaptation led by indigenous peoples and local communities.
9. Climate change is the existential challenge of our time and climate action is key to supporting inclusive economies and societies in the future. Indigenous peoples and local communities have a critical role to play in responding to climate change and biodiversity loss. For example, indigenous peoples form approximately 5% of the world's population, manage 11% of the world's forest lands and customarily own, occupy or use somewhere between 22 and 65% of the world's land surface<sup>2</sup>. The Academy wishes to support policy-relevant research in the humanities and social sciences that will help demonstrate the importance of climate adaptation and mitigation approaches led by, actively involving and co-designed with indigenous peoples and local communities in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.
10. Through this call, the Academy is looking to support awards that engage in understanding the need and value of climate change adaptation and mitigation led

<sup>2</sup> <https://link.springer.com/article/10.1007/s10584-016-1873-0>

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by or actively involving indigenous peoples and local communities in *diverse settings*, for *diverse groups and communities*, and that include *diverse approaches to adaption and mitigation*, and consider how to *build capacities and capabilities for climate adaptation and mitigation led by, actively involving and co-designed with indigenous peoples and local communities*. In this respect, the Academy welcomes applications that have a focus on identifying, exploring and understanding the challenges and pinch points to taking forward climate change adaptation and mitigation agendas which are led by or actively involving indigenous peoples and local communities. The Academy is interested also in supporting awards that point to the current practices of climate change adaptation and mitigation led by or actively involving indigenous peoples and local communities in these contexts and how and why this is critical to meeting national and global goals.

11. Awards will be required to work closely and regularly with the Academy. These will include regular catch-up meetings with the provision of updates on progress made. The Academy and its partners will work with the awards with the intention to develop an overarching set of recommendations across the studies supported.
12. Applications must demonstrate a dedicated focus on Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.
13. The remit of the programme does not include primarily practice-based outputs such as musical composition and performance, visual practice, creative writing and film-making. These areas of research will be considered to fall within the Academy's remit only when they form part of an integrated project of demonstrable critical or historical significance.

### **Equitable Partnerships**

14. It is expected that this application and the research it would undertake will be underpinned by partnerships between researchers, institutions and with wider stakeholders. Equity is key to ensuring that these partnerships are effective.
15. Applicants are required to justify the equity within their proposed partnerships. Any applications that are deemed to not support equitable partnerships will not be funded.
16. Applicants will be required to detail how their project will ensure equitable partnerships, including how it will take note that partnerships should: be transparent and based on mutual respect; should aim to have clearly articulated equitable distribution of resources, responsibilities, efforts and benefits; 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.

### **ODA Eligibility Criteria**

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17. This Programme is supported under the International Science Partnerships Fund and this call will fund only ODA-eligible projects.
  18. Only research that has a primary objective which is directly and primarily relevant to the problems of developing countries may be counted as ODA. Applicants are required to demonstrate that the proposal is 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.
  19. You should refer to this additional ODA guidance document for applicants when developing your proposal.

### **Duration and Start of Award**

20. Projects must be 18 months in duration and are expected to commence by the end of June 2024.
21. The call is expected to be able to support at least 3-5 awards.

### **Value of Funding**

22. The total funding available per award in this call is up to £200,000 over 18 months. Within that limit of £200,000 over 18 months the award is offered at 80% FEC (i.e. the total contribution requested from the Academy may not exceed £200,000 and the total project value at 100% FEC may not exceed £250,000). **Applicants should put the 80% FEC figure into the application form.**
23. 80% FEC is understood in the following manner:

Cost Category	FEC contribution
Directly incurred staff costs including PI and team salary and oncosts.	80%
Other Directly Incurred including travel and consumables	100%
Directly Allocated (including estates costs) and Indirect Costs.	80%

24. The only exception to this understanding and 80% FEC in general is the costing of international Principal Investigators or international Co-Applicants or partners in non-academic settings (in the UK or internationally) who demonstrably do not use and would not use FEC modelling. For such partners the costing regime used should be at 100% for direct costs and a flat-rate of 25% for indirect costs. UK-based institutions that would be expected to use FEC may not use this costing regime. It is only for institutions as described above. Institutions costed using this regime must be costed separately in the application budget table and clearly explained in the 'Justification' field. The maximum amount of the award continues to be £200,000.

### **Applicant & Award Flexibility**

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25. The British Academy has set aside specific funding to support any additional needs that applicants and award holders may have. This funding is available both to applicants, to assist in making an application to British Academy schemes, and award holders. Funding is managed outside of this Programme application process. Further information can be found here:  
<https://www.thebritishacademy.ac.uk/funding/additional-needs/>
26. These awards are intended to be highly flexible. The following guidelines will normally apply. However, in exceptional circumstances, additional flexibility may be available. Please contact [internationalchallenges@thebritishacademy.ac.uk](mailto:internationalchallenges@thebritishacademy.ac.uk) for further information.
- a. **Career background and history** – The Academy is aware that individuals will have had different opportunities to balance their research with other commitments during their career or may come from diverse or non-traditional career backgrounds. For example, having taken extended leave including parental or medical leave, or having returned to research following time in other roles or having had periods of significant teaching or administrative workload that may have impacted on the applicants’ research. There is a question in the application form (the personal statement) that will enable applicants to provide further information so that the Academy can take this into account when assessing applicants’ track record.
  - b. **Reasonable adjustments** – Applications from researchers with disabilities are welcome and encouraged. The Academy will provide adjustments to ensure they can participate fully in the selection process. If an adjustment is required when accessing the application form or for any other part of the application process then please contact [internationalchallenges@thebritishacademy.ac.uk](mailto:internationalchallenges@thebritishacademy.ac.uk). In addition, costs that are required for the researcher to undertake their award will be considered eligible regardless to what is set out in paragraph 35 below. The Academy welcomes any questions applicants may have on this matter. The costs of reasonable adjustments required to support researchers with disabilities will also be an eligible cost throughout the duration of the award.
  - c. **Maternity, paternity, shared parental leave, adoptive or extended sick leave** - There is provision for maternity, paternity, shared parental leave, adoptive or extended sick leave for the Principal Investigator as defined in the host organisation’s standard organisational policy. A no-cost extension will be added to account for any time lost within the original period of the award and an additional amount of time will be added on top for up to 6 months.
  - d. **Childcare arrangements** - Provision for the cost of childcare support will be considered as part of the allowable research expenses during the award for the Principal Investigator funded through the grant when undertaking activity related to the grant, such as travel to conferences. This includes instances where the award holder wishes to support their child(ren) themselves, such as travelling with them whilst undertaking their research.
  - e. **Portability of awards** – If the Principal Investigator moves host organisation before the start or during the award, the award will be moved to the new host organisation (provided that the new host organisation meets the host organisation eligibility criteria as specified in paragraph 30).

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- f. **Time on grant** – The award holder can spend a minimum of 20% of their time and a maximum of 100% of their time on the grant. The time spent on the grant can change over the course of the award but may not be under 20% across the duration of the award. The duration of the award will not be extended if the award holder does not spend less than 100% of their time on the grant. Staff employed on the award may be employed full or part time regardless of the time the award holder spends on the award.
- g. **Field research** – As appropriate, the award holder will be able to undertake as much field research, in the UK and/or internationally, as necessary for the conduct of their award.

## Eligibility

27. Applicants must meet the following eligibility criteria:

- Each project will be led by a named Principal Investigator (PI). The PI must be a researcher in a discipline within the social sciences or the humanities. The PI is expected to direct the research and the management of the project and has responsibility for the overall project reporting requirements.
- The PI must be of postdoctoral or above status (or have equivalent research experience). The PI must hold an established role in an eligible university or research institute in the UK, Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries. The PI's position must last at least the duration of the grant funded by the Academy.
- The PI can spend a minimum of 20% of their time and a maximum of 100% of their time on the grant. The time spent on the grant can change over the course of the award but may not be under 20% across the duration of the award. Staff employed on the award may be employed full or part time regardless of the time the award holder spends on the award.
- PIs may not hold more than one British Academy award of a comparable nature at any one time.
- An individual cannot be the PI on more than one bid under this Programme.
- Applicants can be of any nationality but they must be based in the UK, Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.
- Applicants must hold a doctoral degree (or have equivalent research experience).
- Awards are available to individuals, to be held in an institutional context.
- **Applications under this call will not be accepted if the applicant or any collaborators have any outstanding reports or statements of expenditure which are still to be submitted to the Academy following previous awards.**
- **Duplicate applications to more than one British Academy funding programme will not be accepted.**

28. Co-Applicants must meet the following eligibility criteria:

- **Must include at least one researcher who is based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa,**

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**Turkey, Thailand, Vietnam and/or Least Developed Countries if the Principal Investigator is based in the UK or one researcher based in the UK if the Principal Investigator is based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.<sup>3</sup>**

- Must be of postdoctoral or above status (or have equivalent research experience).
  - Can include other researchers based in the UK or internationally at all career stages.
  - No individual may be a Co-Applicant on more than two projects under this call (nor may a PI be additionally a Co-Applicant on more than one other project).
29. **Other Participants:** Projects may also include any number of specified ‘Other Participants’, who may, for example, be relevant stakeholders participating in networking or dissemination events, academic or policy advisers, practitioners, industry representatives, etc.
30. **Research assistance** is an eligible cost under this programme and it can be supported where a reasonable case is made in line with the type of work that is required to be undertaken. PhD studentships, however, are not an eligible cost.
31. **Institutions:** The award must be held at an institution recognised by the Academy. The following types of organisations will be eligible to apply to host the award:
- Higher Education Institutes that received funding from one of the UK higher education funding bodies.
  - Research institutes (RIs), for which research councils have established a long-term involvement as major funder as part of the national research base.
  - Approved relevant Independent Research Organisations.
  - Public Sector Research Organisations.
  - **Research organisations based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries and approved as eligible by the British Academy no later than 2 weeks before the deadline of this call and who have responded to the question in the application form related to *Due Diligence*.**
32. All grants will be paid to the employing institution of the PI, and not to the individual researchers involved. Institutions must be officially recognised by the British Academy prior to the proposal being submitted.
33. The International Science Partnerships Fund in the context of this call is funded by Official Development Assistance, therefore applications for this funding **must** be ODA-eligible.

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<sup>3</sup> There are 46 LDCs and they are as follows: Africa: Angola, Benin, Burkina Faso, Burundi, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Togo, Uganda, United Republic of Tanzania and Zambia. Asia: Afghanistan, Bangladesh, Bhutan, Cambodia, Lao People’s Democratic Republic, Myanmar, Nepal, Timor-Leste and Yemen. Caribbean: Haiti. Pacific: Kiribati, Solomon Islands and Tuvalu



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34. Any host organisation is expected to follow the principles, standards and good practice for the management of research staff set out in the [Concordat to Support the Career Development of Researchers \(2019\)](#) and subsequent amendments. Research staff should be appointed on terms that are no less favourable than those of comparable posts in the host organisation.
35. Eligible costs are:
- a. the time of the PI and Co-Applicants
  - b. research assistance
  - c. training and development for the PI and Co-Applicants
  - d. travel, fieldwork and related expenses
  - e. networking costs
  - f. university costs in hosting and supporting the project, with award holders expected to base the division of spend on the Full Economic Costing basis at 80%
36. Ineligible costs include:
- a. Purchasing of assets
  - b. PhD studentships
  - c. computer hardware including laptops, electronic notebooks, digital cameras, etc.
  - d. books and other permanent resources
  - e. the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
  - f. subventions for direct production costs (printing, binding, distribution, marketing etc.)
  - g. costs of publication in electronic media
  - h. travel and maintenance expenses for purposes such as lecture tours or to write up the results of research

## **Research Methodology**

37. Successful projects will be likely to employ a variety of research methods, and to include a collaborative group of researchers across relevant disciplines in the humanities and social sciences, aiming to develop ways of communicating and collaborating in cross-disciplinary and multilingual working, in partnership with colleagues internationally. In all cases, it is for the applicants to demonstrate the feasibility and relevance of their proposed research methodology. Applicants should also demonstrate the cost-effectiveness and sustainability of their proposed programme of research.
38. All proposals must include relevant plans for the appropriate communication and dissemination of findings.
39. Any host organisation is expected to follow the principles, standards and good practice for public engagement with research set out in the [Concordat for Engaging the Public with Research \(2010\)](#) and subsequent amendments. Any non-UK host

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organisation is expected to demonstrate how it fulfils the principles, standards and good practice as set out in this Concordat.

## **Gender Equality**

40. Research and innovation (R&I) activities funded by the Department of Science, Innovation and Technology (DSIT), provided through Partner Organisations, comply with the requirements of the [DSIT R&I Gender Equality Policy](#), which states that activities must tackle instances of underrepresentation, differential needs and systemic disadvantage to improve the relevance of R&I findings that support the inclusion, reduce the impact of bias, and ultimately, contribute to reducing inequalities among genders. This includes but is not limited to Official Development Assistance activities, in line with the International Development (Gender Equality) Act 2014.
41. All applications are strongly recommended to thoroughly review the above publication before designing and drafting their application.
42. All applicants must submit as part of their application a gender equality statement, which must meet compliance standards as set out in the above publication. All applications will be reviewed at the eligibility and assessment stages to ensure they meet the necessary requirements. Not meeting the necessary requirements will mean that applications are automatically not fundable.

## **Research Security**

43. International research collaborations are fundamental to the equity, quality, diversity and impact of UK-based researchers and institutions. Most international collaborations will benefit all those involved, however, there will be cases where there are risks.
44. Research funded through this programme needs to take account of security-related considerations. [UKRI](#), [Universities UK](#) and the [National Protective Security Authority](#) amongst others have published relevant guidance in this area. It is important to ensure that the research funded through this programme has undertaken relevant assurance related to reputational, data, financial, ethical and security risks.
45. The application should detail any research security risks that the project may encounter and how these will be mitigated. It should be noted that such risks could include the potential dual application of the research, the management of information, data and other knowledge sharing, and activities that could utilise the research to target people in other countries such as through internal surveillance and repression. A set of questions suggested by the NPSA to consider in relation to this issue is as follows:
  - Are there any potential ethical or moral concerns for the application of the research? If so, what are they?

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- Could the research be used to support activities in other countries with ethical standards different from the UK, such as internal surveillance and repression? If so, how might this be possible and how is it proposed this risk is mitigated?
  - Could the research be of benefit to a hostile state military or be supplied to other state actors? If so, how might it be of such benefit and how is it proposed this risk is mitigated?
  - Are there any dual-use (both military and non-military) applications to the research? If so, what are they?
  - Do you need to protect sensitive data or personally identifiable information? This may include genetic or medical information, population datasets, details of individuals or commercial test data. If so, how will you do so?
  - Is your research likely to have a future commercial or patentable outcome which you or your organisation would want to benefit from? If so, what is this outcome?
  - Is any of the research likely to be subject to UK or other countries' export licence controls? If so, what aspects of the research will be subject to such controls?
46. As highlighted by UUK in its above guidance, it is important to be aware that failure to comply with export control legislation is a criminal offence and the terms 'technology' and 'information' have much broader definitions in legislation than might ordinarily or commonly be understood. To maximise compliance with export control legislation, individuals should:
- consider potential end-use possibilities of technology: it is the duty of researchers and their institutions to monitor potential end-uses of research, throughout the research life cycle. In some cases, research will have end-use applications that are unidentifiable in the early stages of development and continued monitoring is required.
  - inform researchers about the implications of intangible technology transfer: researchers must be aware that controlled sensitive information transmitted electronically (e.g. via social media, fax and email, videoconferencing, sharing screens remotely) and verbally (e.g. in telephone and face-to-face discussions) may still be subject to export controls.
47. There is also the [Research Collaboration Advice Team](#), which is a collaboration between the UK Government and academia, that can provide advice to institutions on national security risks to international research.
48. Applicants should be aware that government guidance and UK legislation may change, and they will need to take account of any such changes that may affect their proposed research.

## **Research Ethics**

49. Applicants must ensure that the proposed research will be carried out to a high ethical standard. They must confirm that any potential ethical issues have been considered and explain how these will be addressed. The Academy requires all research it funds to be conducted in an ethical manner, with due consideration

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given to ethical questions arising, including safeguarding and equitable partnerships.

50. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body.
51. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.
52. Applicants will be asked to indicate whether their proposed research raises any special ethical issues, and whether their application has been approved by the host institution's Research Ethics Committee or other relevant authority.
53. Any host organisation should meet the requirements of the [Concordat to Support Research Integrity \(2019\)](#) and subsequent amendments and must have in place formal procedures for governing good research practice and for handling and reporting allegations of fraud or research misconduct.

## **Risk Management**

54. Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. We expect an assessment with appropriate mitigation suggested of any risks entailed within the research project to be outlined within the proposal (for example, risks associated with the delivery of the research, financial management and oversight/governance).
55. Research groups will be required to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK Government's Foreign, Commonwealth and Development Office as a host nation of medium or high risk, the application will also require researchers to demonstrate that the PI (and the PI's host institution) understands the risk management implications and can monitor and manage the risks effectively. This should include, but need not be limited to, any risks that researchers will encounter in an area of civil unrest, violence and/or crime. This aspect 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.

## **Selection Criteria**

56. All eligible proposals submitted in response to this call will be assessed by relevant British Academy peer reviewers and then considered by a final selection panel.
57. Applications will be assessed against the following criteria:

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- a. The expertise of the applicants in climate change mitigation and adaptation led by indigenous peoples and local communities and their experience in delivering the proposed policy-relevant research;
  - b. Evidence of how the proposed international research collaboration will address the programme aims and scope of the call in relation to climate change mitigation and adaptation led by indigenous peoples and local communities;
  - c. The feasibility of the proposal in terms of appropriate and robust methodology, appropriate timing and plan of action, and the delivery of policy-relevant insights;
  - d. Evidence that the project is ODA-eligible. Only projects that demonstrate that they satisfy ODA eligibility criteria will be eligible for funding.
  - e. Whether the gender equality statement meets or exceeds the minimum standard as set out in the [Gender Equality in Research and Innovation](#) policy;
  - f. Value for money.

### **Application and Assessment Procedure**

58. All applicants must register in the British Academy's online [Flexi-Grant](#) system to enable the processing and assessment of their application. All applications must be submitted in English.
59. 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.**
60. The deadline for submissions and institutional approval is **10 April 2024 at 17.00 (UK time). Applicants will not be allowed to make any changes to their applications or submit any additional information after the 10 April deadline.**

### **Code of Practice**

61. The British Academy has a [Code of Practice](#) for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure.
62. Feedback is not a feature of this programme and the Academy is, regrettably, 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 and Further Information**

63. Please contact [internationalchallenges@thebritishacademy.ac.uk](mailto:internationalchallenges@thebritishacademy.ac.uk) for further information.

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## Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>). If you have not previously used the British Academy's Flexi-Grant® GMS and were not registered in the previous e-GAP system, please follow the registration process from the Flexi-Grant® homepage.

**Applications cannot be submitted on paper or in any other format.**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Registered approving organisations will be available in the search bar. If your organisation is not listed and is not affiliated with any organisations already in the system, then please contact us at [internationalchallenges@thebritishacademy.ac.uk](mailto:internationalchallenges@thebritishacademy.ac.uk) to request the addition of the organisation.

It is required that research organisations based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries that would require adding to the above list must be **approved as eligible by the British Academy no later than 2 weeks before the deadline of this call (27 March). This means that they will need to be in touch with the Academy well before this date in order for the approval process to have been undertaken. We advise doing so as early as possible. In addition, these organisations must respond fully to the question in the application form related to *Due Diligence* when submitting their application to the call deadline.**

The deadline for submissions and host organisation approval is **10 April 2024 (17.00 UK time)**. Applicants will not be allowed to make any changes to their applications or submit any additional information after the **10 April deadline**.

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

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, 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 represents a personal record of your account in the system and will help to populate the contact details in any application form you complete. 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 1 hour 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.

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• **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 application’.

• **Email addresses:** The British Academy Flexi-Grant® GMS 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 of application:** You will not be able to submit your application until you have completed each section in full. 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. Please note that the institutional approver is a person within the host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy.

Once you have submitted your application for approval by your host organisation, automatic emails will be sent to your host 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 organisation for approval. The host organisation approver will either: approve and submit your application, ‘send back’ your application and contact you to request modifications (if before the **10 April** 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 host organisation 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 host institution as their internal timetables may require earlier submission.**

If your host 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 host organisation.

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

• **Application sharing:** All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite a Finance Office contact to join the application, but in order to do so they 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.

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- **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 before the closing deadline of the call. See ‘Submission of Application’ above.
  - **Guidance:** In the tables below you will find in the left-hand column each question as set out in the application form 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 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 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: Challenge-Oriented Call

Page 2: Research Proposal

Page 3: Financial Details

Page 4: Primary Applicant Details

Page 5: Co-Applicant Details

Page 6: Equality, Diversity and Inclusion



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. Not all questions have a word limit; only those questions which have a maximum word count noted are subject to a word limit.

**Please read the guidance notes carefully before completing the form.**

## SUMMARY

<b>Summary Table</b>	When your application form is complete, all sections on this summary table will be marked as 'Complete'. <b>Only once all mandatory fields are marked as "Complete", will a 'Submit' button appear for you to be able to submit your application.</b> All mandatory fields are marked with an asterisk '*'. <b>***</b>
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## PAGE 1: CHALLENGE-ORIENTED CALL

<b>Challenge-Oriented Call*</b>	<p>Please choose the relevant call:</p> <ul style="list-style-type: none"> <li>• Environmental resilience and climate action</li> <li>• Social determinants of health</li> <li>• Antimicrobial resistance</li> <li>• Pandemic preparedness</li> <li>• Societal challenges and approaches to responsible technologies</li> <li>• Climate change adaptation and mitigation led by or involving indigenous peoples and local communities</li> <li>• Women and climate action</li> <li>• Power and voice in climate action</li> <li>• Culture, heritage and climate action</li> </ul>
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## Page 2: RESEARCH PROPOSAL

<b>Title of Research Proposal*</b>	Please state the title of your proposed research.
<b>Abstract*</b>	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. <i>(150 words)</i>
<b>Principal Aims of Project*</b>	Please describe the principal aims of your project. Please state also how the application will support policy-relevant research that can be either novel research or research that builds on existing or ongoing research (1,000 words)
<b>Proposed Programme and Plan of Action*</b>	Please give a detailed description of the research programme, including its methodology and timeline.

	The plan of action should be as detailed as is practicable, but suitable allowance may be made for variation in the event of an award being offered. <i>(2,000 words)</i>
<b>Developing Country 1*/2/3</b>	<p>Please use the drop-down lists to select which developing country/countries as specified in this call will directly benefit from this proposal.</p> <p>You may choose from: Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Angola, Benin, Burkina Faso, Burundi, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Togo, Uganda, United Republic of Tanzania, Zambia, Afghanistan, Bangladesh, Bhutan, Cambodia, Lao People’s Democratic Republic, Myanmar, Nepal, Timor-Leste, Yemen, Haiti, Kiribati, Solomon Islands, Tuvalu.</p>
<b>ODA Justification Statement*</b>	<p>Please use the text box to provide an ODA justification statement.</p> <p>In this statement you should indicate whether the country/ies you have selected above will continue to be ODA eligible for the duration of the research. You must also set out how your proposal is directly and primarily relevant to the development challenges (Sustainable Development Goals) of these countries and must explain how you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries as specified in this call.</p> <p>Please also explain what the pathways to impact are and what success for this project would look like.</p> <p><i>(2,000 words)</i></p>
<b>Equitable Partnerships*</b>	Please detail how this project will ensure equitable partnerships, including how it will take note that partnerships should: be transparent and based on mutual respect; should aim to have clearly articulated equitable distribution of resources, responsibilities, efforts and benefits; 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. <i>(300 words)</i>
<b>Dissemination, Outreach, and Publications*</b>	Please describe your plans for outputs and publications and how you plan to disseminate them, including details of potential publishers, journals, and conferences etc.
<b>Team Members and Other Participants*</b>	Please describe the rationale for the involvement of members of the research team and the added value that will bring to the project, citing any particular specialisms and expertise. Please also list any other participants in the research team not named in the Co-Applicants section. <i>(500 words)</i>
<b>Start and End Date Confirmation*</b>	Please confirm that you will start your research by the end of June 2024 and that your research will end 18 months later.
<b>Gender Equality Statement*</b>	The British Academy is committed to supporting gender equality in the funding it provides in accordance with this statement from the Department for Science, Innovation and Technology Strategy’s publication on <a href="#">Gender Equality in Research and Innovation</a>

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published in November 2022: “Research and innovation (R&I) activities funded by the Department of Science, Innovation and Technology (DSIT), provided through Partner Organisations, complies with the requirements of the DSIT R&I Gender Equality Policy, which states that activities must tackle instances of underrepresentation, differential needs and systemic disadvantage to improve the relevance of R&I findings, that support the inclusion, reduce the impact of bias and ultimately, contribute to reducing inequalities among genders. This includes but is not limited to Overseas Development Assistance [sic] activities, in line with the International Development (Gender Equality) Act 2014.”

All applicants are strongly recommended to thoroughly review the above publication before designing and drafting their application.

Please detail how the application complies with the requirements of the International Development (Gender Equality) Act 2014, evidencing the consideration of gender in the context of your research proposal, indicating clearly defined intended impacts and identified possible mitigations where appropriate, and demonstrating that you have met the required standards for compliance, as described in the Gender Equality Framework.

Is the activity Gender-specific? Please use the Yes/No question to let us know if the proposed activity relates to a specific issue of gender.

Please also answer each of the questions below. Each question is mandatory, meaning that each one requires a response, but you may enter ‘nil return’ if, depending on the nature of the project proposed, one or more questions are not applicable. Please note, however, that the questions are both an eligibility and an assessment criterion. The first 5 questions will be taken together to constitute a Gender Equality Statement as set out on page 37 of the Gender Equality in Research and Innovation document (additional criteria to consider in your statement can be found on pages 37-39).

Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research, and the beneficiaries of the research. *(250 words)*.

What are the expected impacts of the project (benefits and losses) on people of different genders, both throughout the project, and beyond? *(250 words)*.

What are the expected impacts (benefits and losses) on the relations between people of different genders and people of the same gender? For example, changing roles and responsibilities in households, society, economy, politics, power, etc. *(250 words)*.

Are there any risks and/or unintended negative consequences on gender equality that need to be avoided, mitigated against, and monitored? If yes, how. *(250 words)*.

Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)? *(250 words)*.

What other structural inequalities (including, but not limited to: age, disability, ethnicity) have been identified in relation to project development, project participants and intended beneficiaries? Have measures been put in place to consider and mitigate against other structural inequalities in the course of the research? If so, what are these measures, and how will they be monitored and implemented to ensure mutual benefit? How will project participants and leaders ensure that the research will continue to address structural

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inequalities, including gender, beyond the lifetime of the project, across the outcomes and impacts expected? (250 words)

**Research Security\***

International research collaborations are fundamental to the equity, quality, diversity and impact of UK-based researchers and institutions. Most international collaborations will benefit all those involved and the expected usual status for this question is likely to be a null response, however, there will be cases where there are risks.

Research funded through this programme needs to take account of security-related considerations. [UKRI](#), [Universities UK](#) and the [National Protective Security Authority](#) amongst others have published relevant guidance in this area. It is important to ensure that the research funded through this programme has undertaken relevant assurance related to reputational, data, financial, ethical and security risks.

Please use this field to detail any research security risks that the application may encounter and how these will be mitigated. It should be noted that such risks could include the potential dual application of the research, the management of information, data and other knowledge sharing, and activities that could utilise the research to target people in other countries such as through internal surveillance and repression. A set of questions suggested by the NPSA to consider in relation to this issue is as follows:

- Are there any potential ethical or moral concerns for the application of the research? If so, what are they?
- Could the research be used to support activities in other countries with ethical standards different from the UK, such as internal surveillance and repression? If so, how might this be possible and how is it proposed this risk is mitigated?
- Could the research be of benefit to a hostile state military or be supplied to other state actors? If so, how might it be of such benefit and how is it proposed this risk is mitigated?
- Are there any dual-use (both military and non-military) applications to the research? If so, what are they?
- Do you need to protect sensitive data or personally identifiable information? This may include genetic or medical information, population datasets, details of individuals or commercial test data. If so, how will you do so?
- Is your research likely to have a future commercial or patentable outcome which you or your organisation would want to benefit from? If so, what is this outcome?
- Is any of the research likely to be subject to UK or other countries' export licence controls? If so, what aspects of the research will be subject to such controls?

As highlighted by UUK in its above guidance it is important to be aware that failure to comply with export control legislation is a criminal offence and the terms 'technology' and 'information' have much broader definitions in legislation than might ordinarily or commonly be understood. To maximise compliance with export control legislation, individuals should:

- consider potential end-use possibilities of technology: it is the duty of researchers and their institutions to monitor potential end-uses of research, throughout the research life cycle. In some cases, research will have end-use applications that are unidentifiable in the early stages of development and continued monitoring is required
- inform researchers about the implications of intangible technology transfer: researchers must be aware that controlled sensitive information transmitted electronically (e.g. via social media, fax and email, videoconferencing, sharing screens remotely) and verbally (e.g. in telephone and face-to-face discussions) may still be subject to export controls.

	<p>There is also the <a href="#">Research Collaboration Advice Team</a>, which is a collaboration between the UK Government and academia that can provide advice to institutions on national security risks to international research.</p> <p>Applicants should be aware that government guidance and UK legislation may change, and they will need to take account of any such changes that may affect their proposed research. <i>(750 words)</i></p>
<b>Deposit of Datasets*</b>	<p>Please provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access. It is a condition of award that all data be freely accessible during, and beyond, the lifetime of the project. If it is anticipated that no electronic data of any sort will emanate from the award in question, then please state this in the field along with any justification for this. <i>(500 words)</i></p>
<b>Ethical Issues*</b>	<p>This field is mandatory and must be addressed by all applicants.</p> <p>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?</p> <p>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’.</p> <p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer ‘yes’ and ‘yes’.</p> <p>If any special issues arise and approval has not yet been obtained, please answer ‘yes’ and ‘no’, and provide an explanation.</p> <p>If the answers are yes to special ethical issues and no to having obtained prior approval, please describe in the available space the non-standard ethical issues arising from your research and how you will address them. Applicants must ensure the proposed research will be carried out to a high ethical standard and must ensure that any potential ethical issues have been considered and explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Wherever necessary, appropriate consent should be obtained from or on behalf of participants or others affected by the research.</p>
<b>Safeguarding*</b>	<p>Please use this section to outline any safeguarding and/or child protection issues which may occur in relation to or as a result of your project. <i>(250 words)</i></p>
<b>Risk Management*</b>	<p>Researchers funded under this programme may choose to undertake fieldwork in the course of the research project. We expect an assessment of any risks entailed within the research project to be outlined within the proposal. For example, risks associated with delivery of the research, financial management, and oversight/governance.</p> <p>Depending on the country/region concerned, there is a risk that the researchers will be in an area of civil unrest, violence/crime. At this stage, all research groups are required</p>

to indicate if (and where) they intend to undertake research in the field. For countries/regions considered by the UK government's Foreign, Commonwealth and Development Office as a host nation of medium or high risk, applicants are also 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 aspect 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. (750 words)

<b>Other Relevant Information</b>	Please use this space to provide details of any other relevant information.
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## PAGE 2: FINANCIAL DETAILS

### Financial Details/Justification\*

**\*Please refer to the Scheme Notes above for a full list of eligible costs.**

Eligible purposes for the funding include the time of the PI, and any Co-Applicants involved in directing the project (the PI can spend a minimum of 20% of their time and a maximum of 100% of their time on the grant. The time spent on the grant can change over the course of the award but may not be under 20% across the duration of the award); postdoctoral research assistance; travel and related expenses; networking costs; and a contribution to university costs in hosting and supporting the research team. Awards are offered at 80% FEC.

Please use the table to indicate the figures for such costs (in GBP) between the various headings.

- Directly incurred staff costs: please include PI and team salary and oncosts.
- Travel Costs: please include all costs associated with travel, whether by the PI, Co-Applicants or other participants.
- Other Costs: please include in this section any other eligible costs, including consumables.
- Other Directly Allocated Costs: please include any other related costs; for example, for UK-based applicants, and university estates costs.
- Indirect Costs: Please include here any indirect costs such as central administrative costs or other university services.
- Research/Clerical Assistance: please include all costs of research or clerical assistance.

The only exception to this understanding and 80% FEC in general is the costing of an international Principal Investigator or international Co-Applicants or partners in non-academic settings (in the UK or internationally) who demonstrably do not use and would not use FEC modelling. For such partners the costing regime used should be at 100% for direct costs and a flat rate of 25% for indirect costs. UK-based institutions that would be expected to use FEC may not use this costing regime. It is only for institutions as described above. Institutions costed using this regime must be costed separately in the application budget table and clearly explained in the 'Justification' field. The maximum amount of the award continues to be £200,000.

Consumables include the purchase of specialist software (not readily available in the host organisation), datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project. Applicants may apply for short-term consultancy or salary costs for expert staff, or short periods of research assistance.

The following items are **not eligible** for funding (applicants registered with additional needs may consult the Academy about possible exceptions): purchasing assets; PhD studentships; computer hardware including laptops, electronic notebooks, digital cameras, etc.; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc.); costs of publication in electronic media.

Applicants should prepare accurate costings for the proposed research expenses and should be particularly careful not to overestimate the resources required.

Costs should be clearly itemised and justified in terms of the research programme.

If a claim for childcare is included, please supply sufficient justification for the case to be assessed.

Please note that awards are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.

**Please do not use ‘£’ signs in the amount boxes.**

<p><b>Value Sought*</b></p>	<p>Please state the total amount of funding requested. Please ensure that this matches the total set out in the budget table. The total funding available per award in this call is up to £200,000 over 18 months. Within that limit of £200,000 over 18 months the award is offered at 80% FEC (i.e. the total contribution requested from the Academy may not exceed £200,000 and the total project value at 100% FEC may not exceed £250,000). <b>Applicants should put the 80% FEC figure into the application form.</b> If applying the exception to the use of 80% FEC then the guidance related to that must be followed and the maximum amount of the awards continues to be £200,000.</p> <p><u>As mentioned above, the only exception to this understanding and 80% FEC in general is the costing of an international Principal Investigator or international Co-Applicants or partners in non-academic settings (in the UK or internationally) who demonstrably do not use and would not use FEC modelling. For such partners the costing regime used should be at 100% for direct costs and a flat rate of 25% for indirect costs. UK-based institutions that would be expected to use FEC may not use this costing regime. It is only for institutions as described above. Institutions costed using this regime must be costed separately in the application budget table and clearly explained in the ‘Justification’ field. The maximum amount of the award continues to be £200,000.</u></p>
<p><b>Previous British Academy Applications*</b></p>	<p>Please use this space to provide details of any applications (successful or unsuccessful) that you have made to any British Academy funding calls.</p>
<p><b>Applications to Other Funding Bodies*</b></p>	<p>Please tell us here if you have made any other applications in connection with this project? If so, with what results?</p>

**Page 3: DUE DILLIGENCE**

**Primary Applicant Contact Details**

The British Academy overseas payment policy requires several supporting documents to be submitted for review. Individuals and organisations not based in the UK will be required to provide this information. Please ensure that these documents are uploaded via the file upload feature below. The documents required are listed as follows:

- Evidence of legal status
- Organogram
- Anti-fraud, corruption & bribery policy
- Travel & subsistence policy
- Conflict of interest policy
- Safeguarding policy
- Health and Safety policy
- Risk Management policy
- Ethics policy
- Recruitment and Selection policy
- Financial Procedures
- Research Misconduct policy
- Previous 3 years audited financial statements
- Delivery Chain Map regarding the management of incoming funds\*
- Letter from organisation bank account confirming the account details and individuals responsible.

*Each of these documents should be provided from the host institution.*

\*For the Delivery Chain Map, this will need to visually set out the full process flow. The ‘delivery chain’ refers to the full set of financial processes, from receiving funds, approving expenditure, recording expenditure and the institutions involved. Processes and individuals involved in the delivery chain will need to be clearly mapped out for our record. Once completed, the delivery chain mapping document will be signed and dated by the award-holder. This document will be reviewed annually and updated if there are any relevant personnel or process changes.

**Page 4: PRIMARY APPLICANT DETAILS**

<p><b>Primary Applicant Contact Details*</b></p>	<p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.</p> <p>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.</p>
<p><b>Primary Applicant Current Location</b></p>	<p>Please select the country in which you are based from the drop down list provided.</p> <p>The PI must be based in the UK, Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or one of the Least Developed Countries.</p>



<p><b>Employing Organisation*</b></p> <p><b>Please be aware that it is your responsibility to ensure that you complete your application in time for your host institution to process it and provide their approval by the closing date.</b></p>	<p>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. <u>This will likely be the case if the home institution is based outside the UK.</u> 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 <a href="mailto:internationalchallenges@thebritishacademy.ac.uk">internationalchallenges@thebritishacademy.ac.uk</a> <b>as soon as possible. Any organisation being added must be approved as eligible by the British Academy no later than 2 weeks before the deadline of this call (27 March). This means that they will need to be in touch with the Academy well before this date in order for the approval process to have been undertaken.</b></p> <p>All applications must be approved by the host 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 host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. <b>It is recommended that you allow at least five working days for this process. Once the 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 10 April deadline as they cannot be done afterwards.</b></p>
<p><b>Nationality*</b></p>	<p>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'.</p>
<p><b>Employment Status*</b></p>	<p>Please confirm that your current position is either permanent or that your current employment will extend beyond the lifetime of the award.</p>
<p><b>Present Appointment*, Department*, Employing Institution*</b></p>	<p>Please give details of your current appointment. The Principal Investigator must be a researcher within the humanities and social sciences, must be based at an eligible university or research institute, and must be of postdoctoral (or above) or equivalent status. The Principal Investigator must either be in permanent position at the institution or have a fixed-term position for the duration of the award.</p>
<p><b>PhD Confirmation*/ Awarded Date</b></p>	<p><b>Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are a 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.</p> <p>Please enter the date of your viva voce examination in the 'PhD Awarded Date' field.</p>
<p><b>Personal Statement</b></p>	<p>This field is optional, but may be used, for example, in providing information regarding interruptions to an academic career or your equivalent research experience. <i>(500 words)</i></p>

<b>Principal Investigator Time Allocated*</b>	Please indicate the amount of time the Principal Investigator will spend on the proposed project. The PI can spend a minimum of 20% of their time and a maximum of 100% of their time on the grant. The time spent on the grant can change over the course of the award but may not be under 20% across the duration of the award.
<b>Key Career Appointments and Posts*</b>	Please use this field to provide a list of your key career appointments and posts. (250 words)
<b>Key Career Publications, Grants, and other Career Highlights*</b>	Please use this field to provide a list of key relevant publications, grants, and highlights that you think most appropriate for an award under this scheme (250 words)
<b>Where did you hear of this scheme? *</b>	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.

#### Page 5: CO-APPLICANT DETAILS

<b>Co-Applicants*</b>	<p>Please note that it is <u>mandatory</u> to include at least one named Co-Applicant who is based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries if the Principal investigator is based in the UK or at least one named Co-Applicant who is based in the UK if the Principal Investigator is based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.</p> <p>Please detail the title, name, employing institution, nationality, discipline, and PhD confirmation of any co-applicant(s) on the project. You may include up to six co-applicants.</p> <p>Co-Applicants must be of postdoctoral or above status (or have equivalent research experience). If the Co-Applicant has a PhD, please include the date it was awarded. If the Co-Applicant does not have a PhD, it is strongly recommended that you get in touch with British Academy staff at <a href="mailto:internationalchallenges@thebritishacademy.ac.uk">internationalchallenges@thebritishacademy.ac.uk</a> to check their eligibility before submitting the application form. Please confirm that each Co-I's current position is either permanent or will extend beyond the lifetime of the award.</p> <p>Other participants in a project, whose involvement does not equate to being a 'co-applicant', should be named in the relevant section ('Team Members and Other Participants') in the Research Proposal section.</p>
<b>Personal Statement</b>	<a href="#"><u>If you selected 'No' for 'Co-Applicant PhD Confirmation' and/or 'Co-Applicant Permanent Position', please explain how you meet the terms of eligibility for these grants. If you are an established scholar with relevant equivalent experience, but no doctorate, indicate below why you should be eligible for consideration. If your post is not permanent, please explain 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. (500 words)</u></a>

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**PAGE 6: EQUALITY, DIVERSITY AND INCLUSION**

**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 equality, diversity and inclusion 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).

**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. It will also not be seen by others contributing to your application.**