

# British Academy International Writing Workshops 2024

## Scheme Notes for Applicants

2024 Competition

**PLEASE READ THESE SCHEME NOTES  
CAREFULLY:**

**INCORRECTLY SUBMITTED APPLICATIONS  
WILL BE CONSIDERED INELIGIBLE**

Applications should be submitted well in advance of the deadline (Wednesday 29 January 2025, 17.00 UK time). We recommend at least five days prior to allow for institutional approval.

## Summary

1. The British Academy is inviting proposals seeking to deliver one or more writing workshops.
2. This call is supported from the UK's [International Science Partnerships Fund](#) managed by the Department for Science, Innovation & Technology. This funding is focused on enabling UK-based researchers to work with early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed Countries](#).<sup>1</sup> 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 £30,000 for 24 months in duration.
4. **Applications must be submitted by 29 January 2025, 17.00 (UK time).**
5. Information sharing webinars are scheduled to take place on 4 and 11 November 2024 (2-3pm GMT). To register your interest, please contact [international@thebritishacademy.ac.uk](mailto:international@thebritishacademy.ac.uk)

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## Purpose

7. These awards are aimed at early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed Countries](#), working to stimulate professional networks, develop research partnerships, encourage skills development, provide advice on career development and promote the uptake of research emanating from developing countries. 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.
8. Awards are expected to involve significant time devoted to mentorship between early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed 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 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.
9. The Academy does believe it is critical that writing workshop awards consider the pre-workshop preparation, the workshop(s) themselves, **and** follow-on and follow-up after the workshop(s) has taken place.

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<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.

10. 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 and have supported the development of sustained mentorship beyond the duration of the award itself.
11. **The workshops should not be designed as a writing retreat, but a hands-on programme of training, skills development and mentoring including preparing 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.**
12. **Writing workshops are training, skills development and mentoring workshops – the organisers’ research should not form a part of the programme for a workshop. Applications that are submitted that do not adhere to this will not be supported.**

### Deliverables

13. The primary intended deliverable is to encourage and support early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed 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](#).
14. Applicants are encouraged to consider submitting a proposal for a special issue of the open access [Journal of the British Academy](#) following the workshops.
15. 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.
16. The workshops should enable early career researchers based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed 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.
17. The Academy notes that a writing workshop award should be seen as much more than simply a ‘writing workshop’. The awards, in effect, are making a career intervention, creating networks, developing soft skills, setting aside dedicated time for research, instilling and aiming to change long-term academic culture, and engaging with the wider ecosystem researchers inhabit.
18. All applicants must ensure that structural inequalities are considered and addressed within the proposed application. Structural inequalities include those based on gender, age, disability, ethnicity, race, religion and spatial factors. Applicants should make a genuine effort to integrate adequate analysis of gender and other structural inequalities in their application design. This should go beyond beneficiaries, for example recognising the assumptions and

implications of education and learning programming on mothers, fathers and the female workforce.

### **Equitable Partnerships**

19. 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.
20. 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.
21. 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**

22. The *International Writing Workshops* Programme is supported under the International Science Partnerships Fund and this call will fund only ODA-eligible projects.
23. Only research that has a primary objective which is directly and primarily relevant to the problems of [developing countries](#) may be counted as [ODA](#). We will require applicants 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.
24. You should refer to this [additional ODA guidance](#) document for applicants when developing your proposal.

### **Eligibility**

25. 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.
26. **Institutions:** The award must be held at a UK-based institution recognised by the Academy. The following types of organisations will be eligible to apply to host the Fellowship:
  - 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.
27. Each application must have at least one Co-Applicant based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed Countries](#).

28. Workshops must take place in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.
29. 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 a PI be additionally a Co-Applicant on more than one other project).
30. Future applications for funding will not be considered unless a satisfactory report and statement of expenditure for the previous award have been submitted.
31. 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.
32. 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.
33. The UK host organisation is expected to adopt 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.

### **Value & Duration of Awards and Eligible Costs**

34. The value of the award is set at a maximum of £30,000. 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), and networking, meeting and/or conference costs.
35. It will be considered an eligible cost to support the contribution of non-UK based Co-Applicants who are directly involved in helping to organise the workshop(s) in country. This is not the case for UK-based and non-local organisers.
36. Awards will be paid in full on acceptance of the award from March 2025. Payment will be made to the UK institution where the PI is based.
37. Projects must be 24 months in duration. This is to enable and acknowledge the significant follow-on and follow-up activities that a successful writing workshop award will need to undertake.
38. The call is expected to be able to support between 30 and 40 awards.

### **Additional Needs Funding**

39. 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 the Writing Workshops application process. Further information can be found here: <https://www.thebritishacademy.ac.uk/funding/additional-needs/>

### **Risk Management**

40. 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).
41. If 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.
42. 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.

### **Gender Equality**

43. 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.
44. All applications are strongly recommended to thoroughly review the above publication before designing and drafting their application.
45. 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.

### **Reporting**

46. 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.
47. In addition, award holders will be contacted following the close of their award to report on the activities that participants have undertaken following the workshops and award.

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

### Application and Assessment Criteria

49. 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 Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed 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. Whether the gender equality statement meets or exceeds the minimum standard as set out in the [Gender Equality in Research and Innovation](#) policy;
- e. Value for money.

50. 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.

51. 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.

52. 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.

53. Proposals must be completed, submitted and approved by **29 January 2025, 17.00 UK time.**

### Code of Practice

54. 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.

55. 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

56. Should you have any queries, please contact: [international@thebritishacademy.ac.uk](mailto:international@thebritishacademy.ac.uk)

## Application Information

Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (<https://britishacademy.flexigrant.com/>). 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 29 January 2025, 17.00** UK time.* 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'.
- **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. Finance Office contact), 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: Workshop Proposal

Page 2: Financial Details

Page 3: Primary Applicant Details

Page 4: Co-Applicant Details

Page 5: 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

<b>Summary table</b>	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The <b>'Complete' status will only appear when all the mandatory fields in that section have been completed.</b> All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application.
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## PAGE 1: WORKSHOP PROPOSAL

<b>Title of Workshop Proposal*</b>	Please state the title of your proposed workshop(s).
<b>Abstract*</b>	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. <i>(150 words)</i>
<b>Proposed Programme &amp; Plan of Action*</b>	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.

	<p>Please set out explicitly in this field the ways in which the proposed workshop(s) link to the core aims and objectives of the overall programme.</p> <p>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).</p> <p>Please say which journals will be targeted and whether you have any pre-existing links with them. (3000 words)</p>
<b>Outcomes and Impact*</b>	<p>Please use this field to enter the expected outcomes and impact of your workshop(s).</p> <p>Please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.</p> <p>Please also say how the workshop(s) will benefit researchers in target countries and how the workshops will respond to a clearly defined need. (750 words)</p>
<b>Target Country/Countries*</b>	<p>Please use the drop-down lists to select which target 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, 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/countries 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>
<b>Equitable Partnerships*</b>	<p>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. (300 words)</p>
<b>Team Members and Other Participants*</b>	<p>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. (500 words)</p>
<b>Start and End Date Confirmation*</b>	<p>Please confirm that you will start your research in March or April 2025, and that your research will end 24 months later.</p>

**Gender Equality Statement\***

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 [Gender Equality in Research and Innovation](#) 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 inequalities, including gender, beyond the lifetime of the project, across the outcomes and impacts expected? *(250 words)*

**Trusted Research \***

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.

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.

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. (750 words)

#### **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?

	<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 more explanation.</p>
<b>Risk Management*</b>	Please use this section to address any issues related to risk management. (750 words)
<b>Workshop Details*</b>	Please use the table provided to enter the details of your workshop(s).
<b>Workshop Benefits for Early Career Researchers*</b>	<p>Please use this section to explain how the workshop(s) will benefit early career researchers.</p> <p>These workshops should benefit early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or <u>Least Developed Countries</u>. Workshops should work to stimulate professional networks, develop research partnerships, encourage skills development, provide advice on career development and promote the uptake of research emanating from these countries. (750 words)</p>
<b>Links with the British International Research Institutes</b>	<p>The British Academy provides Government funding for the British Institute at Ankara, British Institute in Eastern Africa, British Institute of Persian Studies, British Institute for Libyan and Northern African Studies, British Institute for the Study of Iraq, British School at Athens, British School at Rome, Council for British Research in the Levant and the Egypt Exploration Society. The British International Research Institutes (BIRI) are global research partners in the arts, humanities and social sciences – discovering new knowledge, promoting cultural heritage and supporting international engagement. More information can be found on the Academy's website at:</p> <p><a href="https://www.thebritishacademy.ac.uk/international/research-institutes">https://www.thebritishacademy.ac.uk/international/research-institutes</a>.</p> <p>Please describe any ongoing research collaborations or plans for research collaborations with the relevant BIRI that will enhance the proposed project (500 words max)</p>
<b>Other Relevant Information</b>	Please use the text box to enter the details of any other relevant information.

## PAGE 2: FINANCIAL DETAILS

<b>Financial Details/Justification*</b>	<p>Please use the table to indicate the figures for such costs (in GBP) between the various headings.</p> <p>Organiser Costs: Please include costs to support the time of local, in-country, non-UK based Co-Applicants</p> <p>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.</p> <p>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.</p>
<b>*Please refer to page 5 above for a full list of eligible costs.</b>	

	<p>Clerical Assistance: please include all costs of research or clerical assistance (if any).</p> <p>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.</p> <p><b>Please do not use ‘£’ signs in the amount boxes</b></p>
<b>Value Sought*</b>	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 £30,000.
<b>Applications to other funding bodies*</b>	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. <i>(750 words)</i>

### Page 3: PRIMARY APPLICANT DETAILS

<b>Nationality*</b>	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’.
<b>Present Appointment, Employing Institution and Department*</b>	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.
<b>Permanent Position*</b>	The Primary Applicant must either be in a permanent position at the institution or have a fixed-term position for the duration of the award. If you wish to explain your answer further, please use the Personal Statement section to do so.
<b>Position Start* and End Date</b>	Please enter the start date of your current position and if you are on a temporary contract. Please also enter your contract end date (this contract should normally not end during the course of the grant).
<b>PhD Confirmation*/ Awarded Date</b>	<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 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.</p> <p>Please enter the date of your viva voce examination in the ‘PhD Awarded Date’ field.</p>
<b>Personal Statement</b>	<p>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. Please use this question to provide further information, so that the Academy can take this into account when assessing applicants’ track record.</p> <p><i>(400 words)</i></p>

<b>Key Career Appointments and Posts*</b>	Please provide your key career appointments and posts as a list. (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 4: 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 a researcher 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, PhD confirmation and early career researcher status of any co-applicant(s) on the project. You may include up to six co-applicants.</p> <p>Please list your co-applicants' career appointments (250 words).</p> <p>Please provide a list of your co-applicants' key relevant publications, grants, and highlights that you think most appropriate for an award under this scheme (250 words).</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:international@thebritishacademy.ac.uk">international@thebritishacademy.ac.uk</a> to check their eligibility before submitting the application form.</p> <p>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.</p> <p>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.</p>
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## PAGE 5: EQUAL OPPORTUNITIES

<b>Equal Opportunities</b>	This page is not mandatory; however, the Academy is committed to supporting diversity in our funding and would appreciate applicants completing the following details to enable us to monitor and analyse how inclusive our processes are.
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The information provided will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by those involved in the selection process and no information will be published or used in any way which allows any individual to be identified.