



**UKIERI**  
UK-India Education  
and Research Initiative

Call for Proposal 2014-15

Grant Application

UGC-UKIERI Thematic Partnerships

Deadline for submission of proposal

**15<sup>th</sup> September 2014**

**UNIVERSITY GRANTS COMMISSION**  
Bahadur Shah Zafar Marg  
NEW DELHI – 110 002

**UK-INDIA EDUCATION AND RESEARCH INITIATIVE**  
British Council  
17, Kasturba Gandhi Marg  
NEW DELHI – 110 001

[www.ugc.ac.in](http://www.ugc.ac.in)

[www.ukieri.org](http://www.ukieri.org)

## **BACKGROUND OF THE PROGRAMME**

The UK India Education and Research Initiative (UKIERI) started in April 2006 with the aim of enhancing educational links between India and the UK. In past years, UKIERI has played a pivotal role in establishing a step change in the educational relations between the two countries. In recognition of the substantial achievements and building on the success of this initiative, the programme was extended till 2016.

In 2013, the University Grants Commission (UGC) and UKIERI signed an extendable agreement, to support collaboration with Higher Education institutions. Through the joint calls in 2011-2013, UGC UKIERI Thematic Partnerships supported 53 partnerships across various subject areas.

For details on strands, please visit [www.ukieri.org](http://www.ukieri.org)

### **GUIDELINES ON UGC-UKIERI THEMATIC PARTNERSHIPS**

The first part of the guidelines provides background information and general information about the UGC-UKIERI Thematic Partnerships.

The second part provides specific guidelines for completing the application form.

The applicants are strongly encouraged to read both parts of this document and the guidelines on the application form, in detail, well in advance of starting to complete the application as the application will require significant advance preparation and inputs from various parties.

### **BACKGROUND AND GENERAL GUIDANCE**

The sub-strand will strengthen engagement and encourage future potential collaborations between the Indian and UK higher education institutions by facilitating collaborations and promoting innovation along with promoting and assisting registered PhD students and post-docs in India and the UK to undertake short-term visits to work on research projects.

Each project for funding should involve a mix of activities and must include two lead teams: one based in the UK and the other based in India. The collaboration should involve staff and researcher exchanges between the UK and India, including for research students.

### **SUBJECTS/DISCIPLINES COVERED**

The partnerships will be for all subjects including Humanities, Social Sciences, Science and Technology projects jointly funded by University Grants Commission and UKIERI.

Multidisciplinary research will be encouraged. Whatever the discipline of research is, the applicant is strongly encouraged to read the guidelines, criteria and application form carefully, to ensure that the proposal is suitable for consideration and that the application is competitive.

### **ELIGIBILITY**

UGC-UKIERI Thematic Partnerships are intended to be between institution-based research teams in the UK and India of proven research ability. The Project Leaders must be of at least postdoctoral status or equivalent. Each project must be a joint submission by the UK and Indian teams, through their institutions and endorsed by the respective heads of institutions or their delegated authority.

All those institutions or bodies, including universities, which have their own UK degree awarding powers, as listed in the Education (Recognised Bodies) (England) Order 2010 are eligible to apply. Institutions or bodies which have been granted degree awarding powers are available on - <http://www.bis.gov.uk/policies/higher-education/recognised-uk-degrees/recognised-bodies>

UK Project Leaders should be based in a UK university or research institution and resident within the UK. EU citizens may apply provided they hold a permanent position in a UK institution. Non-EU citizens may apply provided they hold a permanent position at a UK institution for at least three consecutive years.

All public institutions which are fit to receive development grants from UGC are eligible to apply.

Indian Project Leaders should be based in an Indian university or research institution and be resident of India.

Important Note:

- Only one application is allowed from any lead applicant and team members should be involved in one single application. Partnerships that have received UKIERI grant (across activities) in the last two years are not eligible to apply. Team members including lead applicants that have received UKIERI grant (across activities) in the last two years are not eligible to apply.
- Project teams (including PI and CO PI) who are already recipient of UGC-UKIERI grant are not eligible to apply.
- Multiple applications from same lead applicant across UKIERI strands will be rejected in the first level of short listing.
- Incomplete applications in any respect will be rejected at the administrative stage of short listing.
- Applications from early researchers and institutions that have not received any award under UKIERI would be given preference

## **ACTIVITIES THAT UGC-UKIERI FUNDING WILL COVER**

UGC-UKIERI funding is designed to support the collaborative costs of the joint research project(s) and the co-promotion of innovation activities. All proposals will need to include details of contributions from the institutions involved, and from other sources. The majority of UGC-UKIERI funds will be used to support exchanges between the research teams in the two countries. There are standard UKIERI or UGC rates for most elements that may be charged to the initiative and all applications must use these rates. Eligible costs include staff, researchers and research student exchanges, with extended periods of research attachments, essential to deliver the project's proposed outcomes. It should be noted however, that in line with promoting exchange between the participating research teams, all individuals spending time in the "other" country must be part of their home research team and spend the minimum required time with that team, and no more than the maximum allowable time in the other country (see below).

A UGC-UKIERI project grant can cover:

- i. Research Staff and (Postdoctoral) Research Fellows' (or equivalent) exchanges: to include travel related and accommodation costs for a maximum duration of 15 days per year
- ii. Research Students (Postgraduate and PhD) exchanges: to include travel related and accommodation costs for a maximum duration of 89 days per year

- iii. Reasonable costs directly associated with the research activities e.g. reagents and other specialist laboratory consumables, (of up to £2,000 per annum and pro rata per research student, to a maximum of 15% of the total amount requested from UGC-UKIERI) etc
- iv. Other costs directly associated with the delivery of the project and not mentioned above, will be considered on an ad hoc basis.
- v. Reasonable costs associated with co-promotion of the university's or research institution's innovation hubs e.g. technology transfer offices
- vi. Up to four visits each side, per year is permitted.

NOTE : The international air-fare from, institute to institute (for example if a scholar is travelling from Manchester to Ahmedabad, the UK institution will be responsible for air fare from Manchester to Delhi to Ahmedabad and back), will be provided by economy class by the sponsoring country and hospitality will be borne by the receiving country.

UGC-UKIERI funds are not intended to contribute towards the costs of staff time associated with the projects nor for administration or other institutional overheads.

Existing research partnerships, receiving funding from Government/other sources are not eligible to apply under the UGC-UKIERI partnerships.

It is expected that Institutions/Scholars involved in the UGC-UKIERI partnership will ensure that all IPR related matters will be addressed appropriately and that neither UGC nor UKIERI will be involved in the matter. All IPR relate matters are expected to be resolved by partnering institutions mutually.

### **DURATION AND VALUE OF PARTNERSHIPS**

UGC-UKIERI funds are available for partnerships of up to 15 months in duration. UGC-UKIERI partnerships will provide for a maximum of 40,000/equivalent in INR over the duration of the project, subject to availability of funds.

Quantum of funding for the project would be decided by the Project Grant Committee having representatives from UGC and British Council. This will be based on

- Justification submitted by institution.
- Subject to availability of funds.

### **APPLICATIONS FROM PARTNERSHIPS**

There is an expectation and requirement that all major parties to a proposal (e.g. the different research teams in countries, other partners and sponsors) should be kept fully informed of the development of the application and the implementation of the partnership. It is expected that the lead researchers will keep all parties to the application updated on developments, and will share feedback, if any, with all parties concerned.

### **GENERAL CRITERIA FOR THE AWARDS**

The principles underlying the submission and assessment of proposals for UGC UKIERI awards will be:

- They will be competitive
- The evaluation process will be transparent and consistent
- They should be submitted jointly by the Indian and UK Project Leaders
- They must have the formal support of the respective heads of institutions/organisations
- Project objectives should have significant and ongoing impact on the participating institutions and the target audience
- Strategies to achieve project objectives should be feasible and realistic within the projected budget and timeframe. Proposals should contain detailed information on specific exchange activities and outline the methodology and timeframe for achieving project goals.
- Proposals should demonstrate significant understanding by both Indian and the UK institution of their own needs and capacities and of its partner(s), together with a strong commitment by the partner institutions, during and after the period of grant activity, to cooperate with one another in the mutual pursuit of institutional and project objectives.
- If proposed project activities are being funded by any external funding partner fully or partially, directly or indirectly should be detailed out in the application and the UKIERI funding should be sought for activities supplementing those activities.
- Proposals should consider how the joint research will have impact, particularly via the UK and Indian's institutions innovation hubs and/or how such innovation hubs could be promoted.

## **EVALUATION PROCESS**

### **STEP 1: INITIAL SCREENING**

Following the opening session and administrative check, the UKIERI secretariat will check whether application was submitted prior to the deadline and whether application has satisfied all criteria mentioned. If any of the requested information is missing or is incorrect, the proposal may be rejected and the proposal will not be evaluated further.

### **STEP 2: SHORTLISTING BY ASSESSEMENT PANEL**

All projects on the short list will go forward to a sector assessment panel, which will include external assessors. All comments and grading arising from the panel will be seen and used by the final Evaluation Panel to make their recommendations.

The assessment panel will evaluate the projects as per pre-determined assessment criteria. The panel will include representatives from the UK and Indian side.

Proposals received on both sides would be independently evaluated by two sides (UGC in India and UKIERI in UK). Subsequently, UGC and UKIERI would discuss their assessment reports to arrive at a common decision on approved activities/proposals.

### **STEP 3: FINAL SELECTION BY EVALUATION PANEL**

A joint evaluation panel will be set up only in case where there is a discrepancy in scores from the Indian and the UK evaluators. Evaluation of proposals by the joint panel will be of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria.

## STEP 4: PROJECT BOARD AGREEMENT

The ultimate decision for agreeing projects for funding support will be made by joint decision by UGC and the UKIERI Project Board. The UKIERI Secretariat will normally submit to the UGC and UKIERI Project Board a prioritised list of projects for consideration with the comments of the assessors which includes members nominated by UKIERI and UGC.

Please note that evaluation process would normally take between 6- 8 months since it is a multi tier process.

Please note that the evaluation process is not exhaustive and can be modified based on the feedback from stakeholders and experts.

### EVALUATION CRITERIA

- The extent to which the project might contribute towards both mutuality and long term sustainable partnerships between the UK & India
- The quality of the institutions/organisations applying; are they recognised as Centres of Excellence in the selected field e.g. by government or funding bodies
- The extent to which the projects meet the UKIERI principles through:
  - Actively involving partners from both countries
  - Bringing mutual benefits and a two way flow of ideas
  - Having plans to achieve sustainability
  - Tools for Social Inclusion/Capacity Building
- The extent to which the projects applications are well thought through and deliverable, as demonstrated by
  - Have specific objectives achievable within a clear timeframe
  - Have clearly costed proposals within the available resources
  - Have clear ideas for dissemination
  - Have a clear approach to monitoring and reporting
  - Have recognized potential areas of risk
- The extent to which the project application has considered the impact of the research and the ongoing collaboration that could exist between the UK and Indian institution's innovation hubs.

Please note that the evaluation process and criterion is not exhaustive and can be modified based on the feedback from stakeholders and experts.

### FINANCIAL PROPOSAL

Please summarise the estimated costs (GBP for UK costs and INR for Indian costs) over the period of the project on an annual basis (i.e. normally for a Financial Year 1 April – 31 March). You should allow for inflation and contingencies within your budget. The tentative start date for project should be 1<sup>st</sup> January 2014.

Please note the general guidance for UGC-UKIERI funding:

- All travel and accommodation cost where applicable should normally be the most reasonably priced economy class.
- Project specific consumables (upto 15% of the total project funding): UKIERI funds can be used to contribute for such needs. However funds can not be employed to meet the regular administrative costs or running costs of the institution.
- Any other costs to be met from UGC-UKIERI funds should be itemised

The following costs are not eligible:

- debts and provisions for losses or debts
- interest owed
- items already financed in another framework
- currency exchange losses
- direct costs of staff time
- administration or other overheads

**\* The recipient of UGC UKIERI award must maintain written records to support all allowable costs which are claimed as its contribution from UKIERI and from participating institutions. All such records are subject to audit.**

## **SUBMITTING YOUR APPLICATION**

The deadline for submission of soft copy of the proposal for UGC-UKIERI partnerships is 15<sup>th</sup> September, 2014 by 1700 hours IST.

The soft copy of the application will be submitted by only one of the lead partners. The copy of the submitted form should be printed off by both partners, signed and counter signed from the relevant institutional authority (with the permission to commit institutional resources).

The soft copy of the application should be emailed at [ukieri@in.britishcouncil.org](mailto:ukieri@in.britishcouncil.org) and [ugcic2@gmail.com](mailto:ugcic2@gmail.com) with subject line as UGC UKIERI Thematic Partnerships.

The deadline for the receipt of the signed and authorised hard-copy at the address given below is 30<sup>th</sup> September, 2014.

Please note: The hard copy must be exactly the same as the copy submitted online, with the exception of the addition of the relevant signatures and dates. Please mention the reference number when sending the application.

Hard copy applications should be sent to:

Mriganka Sekhar Sharma  
Education Officer  
Room No. 205  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi -110 002  
Email: [mssarma.ugc@nic.in](mailto:mssarma.ugc@nic.in)

with a copy to

Lakshyata Sinha  
UGC UKIERI Thematic Partnerships  
UKIERI Secretariat  
British Council Division  
17, Kasturba Gandhi Marg  
New Delhi 110001  
[Lakshyata.sinha@britishcouncil.org](mailto:Lakshyata.sinha@britishcouncil.org)

Please mention "UGC-UKIERI Thematic Partnership" on the envelope.

All enquiries should be directed to: [ukieri@britishcouncil.org](mailto:ukieri@britishcouncil.org)

\*Please note that any application which is submitted incomplete in any way – including the omission of any signatures and dates on the hard copy version – will not be considered.

\*Please also note that the applications will be rejected if signed hard copies are not submitted by deadline.

\*Please note that evaluation process would normally take between 3 - 4 months since it is a multi tier process.

The applicants are advised not to make frequent enquiries about the result. Instead, they may visit UKIERI website [www.ukieri.org](http://www.ukieri.org) for the same. However, the individual applicants will be informed, separately by e-mail.

All enquiries should be directed to: [ukieri@britishcouncil.org](mailto:ukieri@britishcouncil.org)





## Notes for Completing the UGC-UKIERI Application Form

Please bear in mind UGC and UKIERI's particular interest in the collaborative elements of the proposal. You may wish to highlight these throughout your application.

Most questions and sections on the application form give a number of words in brackets. This is an indication of the maximum allowable words for your response. Your response does not have to meet this maximum on every occasion, although you may not exceed it on any occasion. You are encouraged to make responses as clear and concise as possible, while being adequately comprehensive.

You must complete every section / answer every question. If you feel that any question does not apply to your application, state this in your response, and give your reason.

Note the further guidance and requirements given on the application form itself.

The reference box is for UKIERI administration use only – do not complete this section.

## Section A – General Details

### 1. Project Title

Please choose a title that uniquely describes your project and clearly identifies the primary subject area for the activity.

### 2. Project Area

Please mention the area under which your application is being submitted. This could be Social Sciences, Engineering, Healthcare, Environmental Sciences etc. If it is cross disciplinary, please mention all the subject areas being addressed.

### 3. Project Objectives

Please provide a short description of main aims and objective of the project.

### 4&5. Proposed Start Date and End Date

Please provide your best estimates of start and likely completion dates for the project. The likely start date for the project should be 1 January 2014. Timings should also reconcile to your financial proposal.

### 6. UK Lead Institution Name

Please provide institution name and postal address of the UK institute including department and postal code

### 7. UK Project Leader

Please provide details of the UK Project Leader

### 8. UK Telephone no

Please provide contact no including area code

### 9. UK Email Id

Please provide email id of project leader

### 10. Indian Lead Institution Name

Please provide institution name postal address of the Indian institute including department and postal code

### 11. Indian Project Leader

Please provide details of the India Project Leader

### **12. India Telephone no**

Please provide contact no including area code

### **13. India Email Id**

Please provide email id of project leader

### **14. Other UK Partners**

Please list UK key partner organisations/institutions/businesses supporting the lead project teams including contact person details. Give the title, first name, surname, position, department or research centre and institution.

### **15. Other Indian Partners**

Please list Indian key partner organisations/institutions/businesses supporting the lead project teams including contact person details. Give the title, first name, surname, position, department or research centre or institution.

### **16. UK Group (4000 words)**

Please provide evidence of the professional ability and competencies of the UK team and select individual members to demonstrate that they can deliver the proposed project. You can include short CV's. Please provide details of publications- national and international specifically for the Project leader and teams. Also note that it is important to have a project team and not a single person leading a project from the lead institution. Please select the most relevant and appropriate entries within the word limits

### **17. Indian Group (4000 words)**

Please provide evidence of the professional ability and competencies of the UK team and select individual members to demonstrate that they can deliver the proposed project. You can include short CV's. Please provide details of publications- national and international specifically for the Project leader and teams. Also note that it is important to have a project team and not a single person leading a project from the lead institution. Please select the most relevant and appropriate entries within the word limits.

## **Section B – Partnership Proposal**

### **18. Project Description (2000 words)**

Provide the project description including details of methodology, technical details, target audience and details of demand and the need of the project. Please be sure to use language suitable for a general audience where this is requested.

### **19. Scientific and Technical Details (2000 words)**

Provide scientific and technical aspects of the proposed research including methodology to demonstrate the research merit of the project.

### **20. Work Plan**

Fill the relevant spreadsheet listing activities, timelines and outcomes proposed for both UK and India. Please complete the spreadsheet carefully and in as much detail as required. The Overview, Technical Detail, Work Plan and Outcomes sections should be clearly linked and there should be a clear read-through between them.

The project should be designed to focus on specific institutional objectives that will support the program's goals of encouraging Mutuality of Benefit, Long Term Sustainability, Capacity Building and Social Inclusion

Proposals should demonstrate that the project objectives are feasible to achieve within the given project duration

Proposals must demonstrate how the project will mutually benefit the participating institutes and support UKIERI principles

Proposals must realistically assess institutional capacities and contain compelling objectives that address institutional needs and justify request for funding support.

The proposal should detail out the target audience including sector experts, Student and faculty population, industry bodies or any other group that will benefit from the outcome of the project proposal.

Please detail out the risks associated with the effective delivery of the project and measures to mitigate those risks,

#### **21. Proposed Project Outcomes (700 words)**

Provide the intended outcomes of the proposed partnership including number of joint publications, trainings, patents, workshops etc.

#### **22. Dissemination and Impact (500 words)**

The primary objective of the UKIERI activities is to encourage more long term and sustainable cooperation between the UK and India, learning from the on-going projects is thus vital. For these reasons it is necessary to have strategies to disseminate results. Please indicate how you intend to communicate the project activities / findings to a wider audience. Note: This is in addition to the UKIERI requirements for mid-year monitoring, an annual report and a more substantial report and evaluation at the end of the project.

UGC UKIERI encourages follow on/dissemination activities that have a strong multiplier effect and demonstrate significant impact on participating organisations.

#### **23. Exchanges (500 words)**

Clearly list the exchanges planned, on an annual basis. You must clearly show how many individuals of what level will move in which direction and for how long, each year.

Team members must spend at least 50% of the project duration in their home team.

Grant recipients are responsible for providing invitation letters to the Indian and the UK counterparts for applying for the UK/Indian visa.

#### **24. IPR (250 words)**

Please indicate IPR associated with this research partnership and how you are addressing the same.

#### **25. Monitoring and Evaluation (500 words)**

Outline how you will monitor the implementation of the proposal. Remember to cover the research, collaborative, quality of course delivery, assessment/training attended/imparted and financial elements.

Proposal should describe a methodology for project evaluation. Awarded institutions to submit periodic reports to UKIERI on the project activities in relation to its objectives. The evaluation reports will need to include an assessment of the current need status of the Indian and the UK lead institution at the time of program inception with specific reference to project objectives

The project design should describe a process for evaluating the results of project implementation.

The proposal should discuss how the issues raised throughout the any mid project evaluation process will be assessed and addressed.

The evaluation should describe the project's engagement with the participating institutions and their surrounding communities or societies (if any). The evaluation should also include recommendations about how to build upon project achievements particularly by using the innovation hubs within the UK and Indian institution.

Copies of evaluation reports could be shared with UKIERI.

In addition to the formally scheduled reports, the evaluation strategy should include a mechanism for promptly providing UKIERI with information to be able to summarize and illustrate project activities and achievements as they occur.

## **Section C – Financial Proposal**

### **26 and 27. Financial Proposal**

The UK institutions are requested to put UK cost in £ GBP and Indian Institutions in INR. For the sake of consistency, please employ an exchange rate of £1 = INR 80. (Although the rate used for payments may vary depending on the prevailing exchange rate).

Please double check all amounts and calculations in this section, as it is an important part of the scoring of the proposal, and changes cannot be made after submission, nor will the UGC-UKIERI team or assessors check or recalculate on your behalf. Please summarise the estimated costs (£ GBP for UK institution and INR for Indian Institution) over the period of the project on an annual basis (i.e. normally for a Financial Year 1st April – 31st March). You must use the respective table (separate for UK and Indian Cost) provided to set out your costs in detail, in the format required.

Please remember that UGC-UKIERI funds are not intended to contribute towards the costs of staff time associated (ie Full Economic Costs - FECs) neither with the projects nor for administration, estates costs or other institutional overheads.

Please also provide details of all the non-UGC-UKIERI funding contributions to the cost of the collaboration from contributing parties, both direct and indirect. It is essential and a requirement of the scheme that all proposals are supported by funds in addition to those requested from UGC-UKIERI. These must include contributions from both institutions involved, (direct and indirect) and will preferably include contributions from other sources, eg business, industrial, or corporate. The ability to attract additional funding support is considered vital to achieving the overall UGC-UKIERI goals - particularly towards ensuring the sustainability of the activities and will be a key criterion for assessing the eligibility of UGC-UKIERI proposals. In general, the greater the proportion of costs met from sources other than UGC-UKIERI, the stronger the financial proposal.

Direct contributions may include (but are not limited to) direct financial investment in the project by or through the institution, direct financial investment by an external sponsor or collaborator. Indirect contributions may include (but are not limited to) discounts (including up to 100%) on

student and other fees, provision of specialist equipment and consumables, accommodation or other provision for visiting students, researchers and faculty.

Also provide a breakdown of which parties will contribute, (eg the UK and Indian institutions, any other partners or sources of support) the value of their contributions and an explanation of what the contribution will cover (eg, if it is cash, is it predicated against anything in particular, if in kind, please explain eg 50% fee waiver, accommodation). Please be clear and concise in presenting this information.

Please note that all travel costs would be to and from the destination and will be paid by host institution. Eg- If a UK student is travelling from Manchester to Ahmadabad in India, UK institution would be responsible for the international travel expenses from Manchester to Delhi and local travel from Delhi to Ahmadabad.

Please also be aware throughout this application that is only concerned with financial aspects of the collaborative project, and therefore institutional contributions should not include staff costs or institutional overheads. Staff costs may only be included as part of the contribution from the institutions or other partners if funds have been secured to employ additional staff purely for the collaborative project.

All International airfares should be the most reasonable economy class fare and by shortest route. Visa fees should be included in the costing of the project expenses.

The monthly allowances should be reduced according to contributions to accommodation and other relevant costs by the partner institutions, eg by the provision of accommodation in institutional guesthouses in India.

Travel within the destination country is permissible only when it is required as part of the project work.

A contribution to consumables and reagents are chargeable to UGC-UKIERI up to a limit of 15% of the total amount requested from UGC-UKIERI. These may cover specific specialist consumables eg reagents etc, and field trips necessary for the research, but it is anticipated that the institution will also contribute. UGC-UKIERI funds can not be employed to meet the regular administrative costs or running costs of the institution.

You are strongly advised to check eligibility of any unusual proposed charges to UGC-UKIERI before you submit your proposal, as proposing ineligible items is very likely to disadvantage your proposal.

UGC-UKIERI has set rates given below for allowances:

**Allowances for Indian research team members travelling to the UK**

**Accommodation cost for researchers/research students travelling to UK cannot exceed £ 100 GBP per night. However we encourage host institution to make arrangements for accommodation in first place at University/Institution guest house**

**Monthly allowance for Research Students: £1090 in London or £850 elsewhere**

**Visas: For any number of visits up to 6 months duration each in any 6 month period: £80**

**Allowances for UK research team members travelling to India**

**Daily allowance for Research Staff and Fellows: 2500 INR**

**Daily allowance for Research Students: 1000 INR**

**(Note: please convert INR totals into GBP at rate given and use GBP amount in application)**

**Visas: For any number of visits up to 6 months duration each in any 6 month period: £80**

**Note:** UGC-UKIERI shortlisting and selection is based on the information given in the application, including the financial proposal. Applicants are required to ensure that all information given is accurate, uses the appropriate rates and figures fall within any ceilings given, that calculations are correct, and that all items are eligible and comply with UKIERI requirements.

Applicants are advised to check all calculations carefully, including those on the spreadsheet provided. Some formulae may be written into the spreadsheet however applicants may wish to add others. In any case, applicants are responsible for ensuring the correct figures appear in all cells, including the totals.

Furthermore, all applicants are strongly advised to ensure that the costs they use are realistic, as inflated costs will result in low scores on the financial proposal and increase the likelihood of the application not being selected.

If proposed project activities are being funded by any external funding partner fully or partially, directly or indirectly it should be detailed out in the application and the UGC UKIERI funding should only be sought for activities supplementing those activities.

## **Section D – UKIERI-Specific Collaborative Criteria**

### **28, 29 & 30. Long Term Sustainability, Mutuality and Complementarity & Inclusion and Capacity Building**

Provide details on how project proposal might be sustainable after the funding is complete. Proposed partnerships should strengthen long term mutual understanding and establishment of long term institutional and individual linkages. During evaluation, assessors will look at ways in which proposals provide substantive plans to make partnerships sustainable.

Also indicate the likely benefits of the project proposal to both India and the UK indicating the scale and scope.

Include methods/tools used for social inclusion and capacity building through this project proposal.

## **Section E – Referees**

### **31. Referees**

Please provide the name and contact details of two suitably qualified individuals who are familiar with the project work area proposed and can comment on the work of the proposed team(s) and/or individuals. They must not be involved in the project themselves and must be entirely independent of the teams involved and able to provide an objective review of the application.

The nominated reviewers should be contactable within the 3 month period after the close of applications and willing to provide a review.

The process for assessing projects will also involve external assessment / review. At least one external assessor will normally be approached, in addition to your nominated reviewers.

## **Section F – Confirmation, Agreement and Signatures**

### **32. Data Protection**

Please confirm that by submitting this application, you agree that the information in the application may be made public or passed on to third parties as outlined in the Data Protection statement in the guidelines. Acceptance of this condition is a requirement of applying to the UKIERI strand activities.

### **33. Institutional Authority & Signatures**

When submitting the online (soft copy) application, please type in the names and positions of the project leaders and the name and positions of the Institutional Authority in both countries. Leave the signature sections and following date sections blank. The signature and following date sections should only be completed on the hard copy of the application.

Note: All information on the application forms of proposals that are successful and funded by UGC-UKIERI will have details made public and it is a condition of application to the scheme that you agree to this.

Where applications involve a Corporate or other business, commercial or industrial partner, (either before submission or if the application subsequently secures support) the information on the application will be shared with them, and should the application be funded, they may also make it public.