

## International Partnership Fund 2023-24 Call Guidelines

The University's International Partnership Fund (IPF) aims to strengthen or initiate exchange between Warwick academics and their counterparts from leading international universities or institutes by enabling them to jointly undertake preliminary research and education projects, organize meetings, conferences, or workshops.

Warwick's international strategy is focused on growing our reputation as one of the world's exceptional universities through global recognition of our research and education excellence.

We especially welcome proposals with partners in our priority regions – Africa, China, Europe (including EUTOPIA partners), and North America – and encourage you to discuss your proposal with the relevant Deputy Pro-Vice-Chancellor or Academic Directors prior to submission.

- Prof [Dan Branch](#) and Prof [Franklyn Lisk](#), Academic Directors for Africa
- Prof [Sai Gu](#), Deputy Pro-Vice-Chancellor for China
- Prof [Sean Hand](#), Deputy Pro-Vice-Chancellor for Europe
- Prof [Carsten Maple](#), Deputy Pro-Vice-Chancellor for North America

Your proposal should:

- Articulate the challenge the team is seeking to address and how they are placed within the broader research/educational landscape to do this;
- Clearly define the objectives, outcomes and impact – including external funding targets;
- Demonstrate why neither university could tackle the challenge alone – or the additionality achieved through collaboration;
- Articulate what the funding will enable and why it is an appropriate funding source for the activity;
- Be balanced in benefit and be of strategic interest to Warwick;
- Reflect the most efficient and effective means to achieve the project objectives.

Warwick already supports collaborations with [Shanghai Jiao Tong University \(SJTU\)](#) and [Monash University](#) through discrete joint funding schemes and as such, collaborations with these institutions are not eligible for this funding.

### Applicant Eligibility

The International Partnership Fund is open to staff from all academic Departments and Centres, with particular encouragement given to proposals that are likely to promote sustained collaborative activity beyond the end of the award period.

Applications should specify a Principal Applicant who must be a permanent (including probationary) member of academic staff or hold a fellowship awarded by an external funder (the duration of which extends beyond the proposed activity).

The International Partnership Fund invites applications in the following two categories:

- New: scoping activities for a new collaboration
- Early stage: collaborations which are seeking to develop beyond their current activities

## Criteria

There will be four main criteria used to evaluate applications to the International Partnership Fund. The proposal should demonstrate:

- **Joint capacity:** applicants' academic credentials, complementarity of the partners, joint ability to carry out the project.
- **Innovation and excellence:** the novelty of the project must be articulated for a non-specialist audience, clearly demonstrating how the proposed project will contribute to disciplinary innovation. The project must demonstrate its relevance and potential to make a meaningful contribution to tackling the challenges it seeks to address.
- **Strategic focus:** the proposal should state how it aligns with the University strategy. If available, this should be enhanced with information to demonstrate synergy with the partner organisation's international ambitions. Applicants should also illustrate how their proposal supports departmental and/or faculty priorities.
- **Long-term potential:** priority will be given to applications that demonstrate the highest potential to develop long-lasting and productive partnerships. Applicants are advised to clearly indicate:
  - how they envisage the collaboration developing beyond this project (e.g. student opportunity, building links with industry, using preliminary data collected to scale-up the project)
  - which external funding sources are available, or in development, to sustain the collaboration

## Project Duration

Applicants are able to request funding for Financial Year (FY) 23/24 only or for FY 23/24 and FY 24/25. All awards will begin on 1 August 2023.

## Eligible Costs

Awards are usually made up to the value of £3,500 (Europe) or £5,000 (rest of the world) per FY.

As part of the application, a budget will be requested for each **financial** year of the project.

All costs for FY 23/24 should be incurred before 31 July 2024 and all costs for FY 24/25 (if applicable) should be incurred between 1 August 2024 and 31 July 2025.

Funds cannot be carried over from one financial year into another and any unspent funds will no longer be available to award holders.

Please note that funds for FY 24/25 are released following an interim meeting with the International Strategy and Relations team at the end of FY 23/24, as well as satisfactory evidence of progress set aims and objectives.

## Eligible costs will typically include:

- Travel costs (economy class) inc. visa fees
- Accommodation and subsistence costs
- Research/educational support (e.g. access charges, consumables, transcription costs) (limited to 20% of the total budget)

Below are some examples of activities which will be considered for funding. Please note that this is not an exhaustive list and applicants are encouraged to be innovative:

- Planning meetings for a new collaboration or writing of major grant proposal;
- Workshop or symposium to advance an existing collaboration;
- Small joint experiments to generate preliminary data;
- Follow-up meetings to advance an existing collaboration;
- Organising or holding symposia, lectures, performances, seminars, workshops, public engagement events.

Items such as conference attendance, equipment, visiting staff time and salary costs are not eligible.

In recognition of the fact that there are still some travel restrictions in place due to the global pandemic, we encourage you to think of a 'virtual' contingency plan already at submission.

The University has committed to reduce its carbon emissions with the aim of achieving net zero carbon for both direct and indirect emissions by 2050. Staff applying for funding through the International Partnership Fund should consider the carbon cost of the activities proposed and use alternative communications technologies where possible, such as following up with virtual workshops. Proposed travel plans should align with the University's emerging travel policy, such as travelling by train for journeys up to six hours.

We do not expect that any budget to be transferred directly to external partners; it is necessary for the Warwick budget holder to pay for any associated project costs directly.

Please note that as the International Partnership Fund is an internal budget; awards to successful applicants are made as a 'budget virement' which is an agreed increased spend to the Departmental budget.

### **Ethics and Other Approvals**

Proposals that involve human participants, their data or tissue, or animals **will** require appropriate ethical review. Research involving secondary analysis of publicly available data e.g. systematic reviews does **not** require ethics review, but secondary analysis of other data that are not publicly available does. Please note, data taken from social media, does **not** count as publicly available.

Ethics approval does not need to be applied for until funding has been awarded but **must** be obtained **before** projects can begin. Further information about ethics and other approvals, and how to apply for these is available on the [Research and Impact Services](#) webpages.

Please note that it is the researcher's responsibility to ensure the ethics application is submitted and approved before the project begins. Please contact the Research Governance Team ([researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)) or the relevant Research Ethics Committee, BSREC ([bsrec@warwick.ac.uk](mailto:bsrec@warwick.ac.uk)) or HSSREC ([hssrec@warwick.ac.uk](mailto:hssrec@warwick.ac.uk)) in Research & Impact Services for further guidance, especially if the project involves human participants, their data or tissue. Projects involving animals should contact [AWERBenquiries@warwick.ac.uk](mailto:AWERBenquiries@warwick.ac.uk) in the first instance. Failure to obtain ethics approval, where required, constitutes research misconduct and is a serious matter.

Please be advised that anyone receiving internal research funding is expected to complete the EpiGeum Research Integrity Training - [Research Integrity: Online Training Course](#)

## **Export Control**

As part of your application, you will be required to complete a checklist to confirm that the project proposed in your application complies in full with [Warwick's Export Control Policy](#).

## **Declaration of support from the Head of Department (or equivalent)**

Applications must be endorsed by the Principal Applicant's Head of Department. This can be done by completing the Declaration of Support section of the application form. Applications that do not include a statement from the Head of Department will not be supported.

The Applicant's Department must detail what contribution they will make to the costs of the project and must also confirm that the costs requested from the International Partnership Fund cannot be met from existing individual or departmental discretionary funds.

The Declaration of Support should also include:

- Confirmation that the project/activity is not already being supported by funds from existing individual, group or departmental budgets.
- How the application reflects the strategic plans of the Department/Centre/Unit.
- If other, additional sources of internal funding are being sought to support this activity.
- That any award received under this scheme represents a budget virement of actual expenditure and not a cash award and that bids for expenditure will adversely impact both the budgeted and actual gross surplus and gross margin percentage of the Applicant's Department.

## **How to Apply**

Applications for the International Partnership Fund should be made via the [online application form](#). The deadline for applications is **Friday 21 April 2023**. All enquiries should be directed to the [International Strategy and Relations Team](#).

## **Review process**

A review panel comprising members of the International Strategy Group will review applications, and a panel chaired by Professor Mike Shipman, Pro-Vice-Chancellor (International), will take the final decision.

The outcome of the call will be communicated to applicants, via email, in June 2023.

## **Reporting Requirements**

All successful applicants will be required to provide a brief report within one month of the end of the funded project or visit (all 2-year award holders will be requested to have an interim meeting with International Strategy and Relations at the end of the first year to discuss progress to date). This report should detail the use of the funds (interim meeting discussions should include a revised budget for year 2); achievement of outputs and outcomes from the award; how the activities have contributed to the University's International Strategy; future plans to build on the work done, and further funding applications made or planned.

For further information please contact the [International Strategy and Relations Team](#).