

Going Global Partnerships

SAMPLE Grant Application Form Springboard 2026 – not for offline completion

Important - The application **can only be started and submitted by the lead UK institution**. Once started by the lead UK institution, the form can be shared with the partner institution to contribute. Any application started by a non-UK institution will be automatically ineligible.

Allowing others to collaborate - on the right-hand side of the screen near the top you will see a '⊕' symbol. Click the ⊕ symbol and you can invite others to collaborate on your application. You can allow others to:

- Read only (read what you have written)
- Read and Input (read and contribute)
- Read, Input and Submit (read, contribute and submit the finished application)

Start

Applicant Name: This should be prefilled with your account name, which is the person filling in the online application.

Category

- Springboard France 2026
- Springboard Germany 2026
- Springboard Spain 2026

Eligibility Questions

Eligibility Check - Please read carefully

Before you can begin the application form, we need to confirm your eligibility for this call. You will be asked a short series of questions, after which you can select “**Check Eligibility**” at the bottom of the

page.

IMPORTANT Each question is important so please **do not** press "Check Eligibility" until all questions are answered, otherwise your application will end and you will have to start over.

Eligibility Question 1: Are you applying as the lead UK partner for this partnership?

- ☐ Yes
- ☐ No

*Applications must be started and submitted by the **lead institution** that will be responsible for signing the grant agreement contract.*

For this grant call, the Lead institution must be based in the UK.

If you apply and are not eligible your application will be deleted.

Eligibility Question 2: Which UK nation is the contracting institution based in?

- ☐ England
- ☐ Northern Ireland
- ☐ Scotland
- ☐ Wales

*The "**contracting institution**" is the UK Lead institution who will ultimately sign the contract and directly receive the grant*

Eligibility Question 3: Who will be the contracting institution for whom you work?

Please see call guidance note regarding eligible institutions for this call.

You can type any part of the institution name rather than scroll e.g. "Man" will bring up any institution with "Man" anywhere in the name.

If your institution is not listed and you believe it should be eligible please contact:

GoingGlobalPartnershipGrants@britishcouncil.org

Please email the address shown with:

- *Institution/Organisation name*
- *Full postal address*
- *Web address URL*

If you are a College, Institution or School within a university you should select that university from the list.

Please note that we will be unable to proceed with your application until your institution/organisation has been verified as an eligible institution for this call.

o Eligibility Question 4: tick this box to confirm that you obtained permission to submit this

Unless you have permissions from all partners we cannot progress your application.

Please note that you will have to upload

application on behalf of the partnering institutions (including your own)	letters of support, on headed paper from your own institution and your partnering institution(s). <u>If you do not supply these - your application will be deleted</u>
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Eligibility Question 5: If you are applying from a College, School or Institute within a university, please provide its name. Alternatively provide the name of the faculty to which you are a part of (or type n/a if the question does not apply to you)	Please provide the name of the College, School efor Institute for whom you work if it has it's own identity e.g. • The X College of Art • X Business School • Institute of X • School of X Alternatively, the faculty to which you are part of e.g. "Faculty of Medical Sciences" etc.
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Eligibility Question 6: Please provide the name of the Department or Office that will be leading this application.	You should specify the department or unit leading this application e.g. "Department of Engineering", "International Partnerships Office" etc.
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Eligibility Question 7: Name of person with delegated authority at your institution/organisation for approving this application:	
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Eligibility Question 8: Please give their Job title	
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Eligibility Question 9: Please give their email address	
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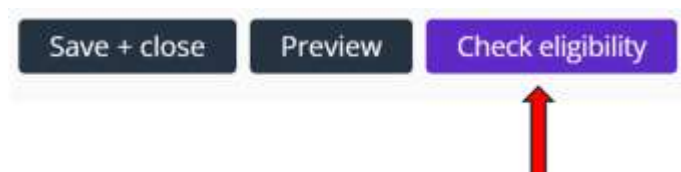
Will this person be responsible for signing the Grant Agreement if your application is successful? ☐ Yes ☐ No	Please ensure that you share the sample Grant Agreement with them and inform them that <u>this is a non-negotiable contract</u>. If they feel that they cannot sign the grant agreement in its current form then we will not be able to proceed with your application.
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If "no", you will be asked to provide the name, job title and email of the person who will be responsible for signing the contract	
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Please give the full name and title of the person who will be responsible for signing the Grant Agreement should your application be successful	
Please give their job title/position	

Please give their email address	

The eligibility questions have concluded and you can now press "**Check Eligibility**"



If you are confirmed as eligible you can then access the full application form.

Section 1: Lead Institution

Eligibility Screening Completed

You have progressed through the initial eligibility screening and can now access the full application form. You may wish to download a sample copy of the application form (below) and at this point you may want to **add 'Collaborators'** to help you complete the online application.

DEADLINE FOR APPLICATIONS -

DEADLINE FOR APPLICATIONS - Wednesday, 30 September 2026, 16:00 (GMT)

The **deadline for applications is non-negotiable** and we strongly advise you to submit your application before the deadline day. Submitted applications can be amended right up until the deadline but late applications cannot be submitted once the deadline passes.

If you have technical difficulties submitting your application it is much better to discover that a day or two before the deadline rather than on the deadline.

I acknowledge that I have read and noted the deadline for applications and understand that this is non-negotiable. o

Title of person leading for contracting institution	<i>Dr, Mr, Mrs, Ms, Miss etc</i>
First Name of person leading for contracting institution	<i>The name you wish to be known as/referred to in emails.</i>
Second/Family name of person leading for contracting institution	<i>Surname/Family name.</i>
What is the Position/Job Title/Designation of the lead within the institution/organisation	<i>Head of Department, Director of Programmes, Professor of Engineering etc.</i>
Gender of lead applicant. • Female • Male • Another way • Prefer not to say	<i>How would you describe your gender, or if completing this application for the lead applicant, how do they describe their gender?</i> <i>Please check with the lead at the institution / organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this question themselves.</i>

Disability UN convention on Rights of Disabled people states persons with disabilities include those who have long -term physical, mental, intellectual or sensory impairments with barriers may hinder their full and effective participation in society on and equal basis with others. Does the lead applicant have a disability as defined above? ☐ No ☐ Yes ☐ Prefer not to say	<i>Do you have a disability as defined by the UN convention on Rights of Disabled People, or if completing this application for the lead applicant, do they have a disability as defined above?</i> <i>Please check with the lead at the institution / organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this question themselves.</i>
Do you, or any of the project team based at your institution, require any access adjustments or have any additional support or learning needs you would like to inform us of? ☐ No ☐ Yes ☐ Prefer not to say	<i>This should cover the entire lifetime of the project including the project delivery, project activities and project reporting phases.</i>
If yes, please provide details on specific requests for any support, access arrangements, or accommodation, and any indicative costs associated with the adjustments. These will be considered on a case-by-case basis and dependent on the funding available. These costs are not expected to be met from your grant.	<i>Think about any support, access arrangements, or adjustments that participants might need to fully take part in project activities and reporting.</i> <i>You should not name individuals; you can describe the type of support required in general terms (for example, wheelchair access, sign language interpretation, or additional time for reporting).</i> <i>Include any anticipated costs or resources needed to provide these adjustments. The aim is to ensure everyone can participate fully and safely.</i>
Institutional email address of lead applicant	<i>Avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.</i>
Please provide a telephone number that the lead contact can be reached on Is there any additional information we need about this number? (optional)	<i>Most communication will be done via email but occasionally when time is of the essence we may need to speak/text the lead contact</i> <i>Please include any additional instruction we might need about this number e.g. a extension number if it is not a direct dial, or that this is a personal mobile number etc.</i>

Linkedin profile of lead applicant (optional)	
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Lead institution address	<i>For legal and compliance services please provide the full legal address.</i> <i>This is the address which will be included on your Grant Agreement should you be successful and is normally the 'Registered Office Address' of your institution on the Companies House Register.</i>
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Type of institution	<i>How is your institution best categorised</i>
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Name of Deputy	<i>Person who can deputise for the Lead Person if they are unable to lead the collaboration for any reason</i>
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Deputy - current position	
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Deputy - email address	<i>Avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.</i>
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Name of Head of Department	<i>Provide name of Head of Department if the lead applicant is not in that role</i>
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SECTION 1: Partnering Institution(s) Details

Contracted Partners are institutions or organisations that are formally part of the funded partnership, named in the grant agreement, and eligible to receive and manage grant funds. Contracted partners are accountable for delivery, reporting, and compliance with all grant requirements.

We strongly recommend that you use the "Collaborator" function (see the '**⊕ Collaborators**' at the top right hand side of the screen) - to allow your partner(s) to add their own details.

How many contracted partners will be involved in the delivery of this project?

Please Note - you should only add institutions or organisations **ONCE** regardless of how many colleagues are involved in the proposal. For each institution or organisation include details for your **primary** contract there who will lead for the partner.

Note - Remember, for every contracted partner you list you will need to **provide a letter of support** on headed paper from that institution or organisation.

Which country is Partner 1 based? Although you can have an additional partner based in the UK your first primary partner **MUST** be based outside of the UK.

Select the country from the drop-down list

What is the name of their institution or organisation
Please provide the website for this institution

Have you previously worked with the institution listed as partner 1?

Name and job title of the lead
Gender of the lead
Potential disability of the lead

Please check with them if you are completing the following questions on their behalf or alternatively we suggest that you use the "**⊕ Collaborator**" function to allow them to complete this section themselves.

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Institutional email address	<i>Avoid using generic non-work related personal email addresses such as Gmail, Outlook, Yahoo etc.</i>
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LinkedIn profile (optional)	
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How would they describe their sex/gender identity?	<i>Please check with them if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section themselves.</i>
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Disability UN convention on Rights of Disabled people states persons with disabilities include those who have long -term physical, mental, intellectual or sensory impairments with barriers may hinder their full and effective participation in society on and equal basis with others. Do they describe themselves as having a disability as defined above? ☐ No ☐ Yes ☐ Prefer not to say	<i>Please check with them if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section themselves.</i>
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Does the lead, or any of the project team based at the partner institution, require any access adjustments or have any additional support or learning needs you would like to inform us of? ☐ No ☐ Yes ☐ Prefer not to say If yes: Please provide details on specific requests for any support, access arrangements, or accommodation, and any indicative costs associated with the adjustments. These will be considered on a case-by-case basis and dependent on the funding available. These costs are not expected to be met from your grant.	<i>This should cover the entire lifetime of the project including the project delivery, project activities and project reporting phases.</i> <i>Think about any support, access arrangements, or adjustments that participants might need to fully take part in project activities and reporting.</i> <i>You should not name individuals; you can describe the type of support required in general terms (for example, wheelchair access, sign language interpretation, or additional time for reporting).</i> <i>Include any anticipated costs or resources needed to provide these adjustments. The aim is to ensure everyone can participate fully and safely.</i>
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Section 1: Associate Partner(s) Details

This section is not mandatory if you do not have additional partners.

If you are not working with any associate partners please select "0".

Associate Partners are institutions or organisations that contribute to the project in a supporting or advisory capacity but are not named in the grant agreement. Associate partners are not accountable for grant delivery and are generally not eligible to receive grant funds (except limited costs such as travel, where specified).

Associated Partners (from both Overseas and the UK) affiliated with:

- Higher Education providers
- Not-for-profit research institutions, establishments, and organisations
- TVET/FE providers
- Other education organisations/charities/foundations/membership bodies
- Not-for-profit organisations, including Non-Governmental Organisations (NGOs)
- For-profit/commercial organisations, including small and medium enterprises (SMEs)
- Branch and satellite campuses of UK Higher Education providers
- Government organisations
- Employer organisations and industry bodies
- Civil Society Organisations (CSOs) and Social Enterprise organisations

What country is your associate partner based	Select from drop-down list
What is the name of the associate Partner?	Give the full legal name for the Institution, Organisation, Body or Agency etc.
How is your associate partner categorised?	Please select from the drop-down. You can type part of a word to select the category type.
Name of lead contact at your associate partner	Please give full name including title
Please provide the gender of the lead at your associate partner	Please check with the lead at the institution /organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section themselves.
Does the person who will lead on the behalf of the associate partner have a disability as defined on the previous page?	Please check with the lead at the institution /organisation if you are completing this question on their behalf or alternatively use the "Collaborator" function to allow them to complete this section themselves.

What is their proposed **role** or **contribution** to the project and how do they **add value**?

Think about why the Associate Partner is involved and what specific expertise, resources, or networks they bring to the project.

Explain clearly what their role will be — for example, providing technical input, access to local stakeholders, or support with implementation or dissemination.

Describe how their contribution strengthens the project's outcomes or impact. Be focused and specific about the added value they provide rather than simply describing the organisation

Section 1: Application Statements

All contracting and partner institutions involved in this application confirm the following statements.

These are minimum requirements that must be agreed by every organisation named in the partnership, regardless of size or number.

Agreement to all statements is required in order to submit the application.

Note - If any organisation cannot confirm these statements, the application cannot proceed.

Neither the contracting institution(s) nor any partnering institution(s), nor their respective Lead Person(s), are or may be subject to a conflict of interest during the grant award procedure.

- ☐ I confirm this statement

I have obtained permission to submit this application on behalf of the partnering institutions.

- ☐ I confirm this statement

All contracting and partnering institution(s), and their respective Lead Person(s), have the professional resources, competencies, and qualifications necessary to carry out and complete the proposed action.

- ☐ I confirm this statement

None of the contracting or partnering Lead institution(s) are bankrupt, being wound up, or having their affairs administered by the courts.

- ☐ I confirm this statement

None of the contracting or partnering Lead institution(s) have entered into an arrangement with creditors or suspended business activities or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.

- ☐ I confirm this statement

None of the contracting or partnering Lead Person(s) are guilty of grave professional misconduct proven by any means which the contracting authority can justify.

- ☐ I confirm this statement

None of the contracting or partnering Lead Person(s) have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council or partner organisations' financial interests.

- ☐ I confirm this statement

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders is listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
- as being wanted by Interpol or any national law enforcement body in connection with crime;
- as being subject to regulatory action by a national or international enforcement body;
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

☐ I confirm this statement

The British Council supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. Our granting opportunities are aligned to this mission and reflect it in grant purpose and eligibility criteria. Granting projects which specifically include collaboration with military or security partners will also need to align with this mission. Projects focused on particular fields may preclude any military and security aspects, or aspects which dual-use impacts or outcomes.

☐ I confirm this statement

Section 1: Partnership Collaboration & Sustainability

Is this partnership building on a previous or active collaboration between the partners?

- ☐ No, this is a new partnership
- ☐ Yes, we are currently collaborating
- ☐ Yes, we have collaborated previously

If you replied “no”, and no prior collaboration has taken place, how have the teams come to know one another?

- ☐ Through advice
- ☐ Organic network of team members
- ☐ Tangential collaboration within own department
- ☐ Tangential collaboration within institution
- ☐ Other (briefly explain below)

If you replied “yes” to the previous question and you received British Council funding for this partnership, please give details

How will Partner Institutions sustain connections established during this project life cycle after the end date?

- ☐ Organically/informally (i.e., the team will need to review outputs first but will keep in touch at least)
- ☐ This is part of a wider research project, so it will evolve to next stage (funding is in place or funding to be determined)

Will this collaboration support your capacity to apply for research funds to broaden your investigation?

- ☐ Apply for further funding
- ☐ Yes, we are likely to pursue further funding
- ☐ No, we are not likely to pursue further funding

Expected number of people involved with/engaged in this project

To help us gauge how many people will be involved in this project please complete the following table regarding the number of people involved, their gender and potential disability.

Numbers need only be approximations at this stage. In the final project report you will be asked to accurately breakdown these figures.

Country/Nation	Female	Male	Prefer not to say	In another way	Self-declared disability
England					
Northern Ireland					

Scotland					
Wales					
Outside of the UK					

Section 2: Project Title & Description

Project Title (25 words max)	<i>Provide a short, clear title for your project that clearly explains the focus of the project. There is no need to create acronyms within the title.</i> <i>A good example would be: "Rethinking public transport systems: Scale-up proximity from people-centred perspectives in sustainable communities, cities and regions"</i>
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Proposed start date

Is there a start date beyond which you cannot undertake the project?
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What is/are the subject area(s) covered in your application?
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- Applied Health, Medicine, Pharmacology and Biology
- Digital, AI and Computing
- Humanities, Social Sciences and Business
- Physics, Chemistry and Maths
- Sustainability and Environment

Project Objectives (120 words max)	<i>List 1-5 clear and specific objectives that the project aims to address. Focus on what your project will actually do or produce. Avoid vague phrases like 'we aim to explore' or 'we will examine' etc.</i> Good examples would be: <i>Building an Interdisciplinary Partnership Bringing together experts from the UK and France across disciplines such as transport and city planning, rail engineering, human geography, urbanism, and architecture. The team includes early career researchers (ECRs) like PhD students and postdoctoral researchers, each contributing unique perspectives on sustainable mobility and public transport.</i> <i>Addressing Research and Pedagogical Gaps</i>
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	<i>Investigate sustainable public transport systems across spatial scales (neighbourhood, city, regional).</i> <i>Challenge outdated public transport paradigms shaped by path dependency.</i> <i>Bridge gaps between various planning dichotomies (e.g., individual vs collective mobility, centralisation vs decentralisation).</i> <i>Promote interdisciplinary teaching and research by overcoming traditional academic silos.</i> <i>Equip ECRs with the skills to address urban mobility issues, including the relationships between transport, land use, and social inclusion.</i> . <i>Leveraging Existing Networks and Future Funding Opportunities</i> <i>The partnership builds on prior international collaboration, including conference sessions focused on sustainable transit and climate-mobility transitions. These efforts laid the foundation for joint research on issues like mobility inequity and urban sprawl. A major funding opportunity has been identified under the EU's Driving Urban Transition (DUT) Partnership. This work involves partners from multiple countries and builds on previous bilateral collaborations in transport planning.</i> . <i>Capacity Building for Early Career Researchers</i> <i>Springboard Meeting: A two-day event for knowledge exchange, research presentations, and guest seminars.</i> <i>-Lab Placements: Reciprocal visits between UK and French institutions, complemented by internal seminars and workshops.</i> <i>Online Training: Tailored virtual sessions for ECRs focusing on topics like park-and-ride strategies and digital planning technologies.</i> . <i>Overall, the proposal fosters interdisciplinary collaboration and strengthens the capabilities of emerging researchers to tackle complex challenges in sustainable urban mobility.</i>
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Which of the following SGD's will this project contribute towards – **select no more than 5** (list of SGD's will show)

For each of the Sustainable Development Goals you select you will be asked to give 1-2 sentences explaining broadly how your project will contribute to the SGD(s) selected

A good example for **SDG 05: Gender Equality** would be: *"We aim to improve access to STEM resources and leadership opportunities for female students through gender-sensitive curricula and mentoring schemes".*

Section 2: Activities and Monitoring

Please read - [Activity Guidance Notes](#) before completing this section

The Springboard Programme is designed as an **à la carte** scheme, allowing research teams to tailor the support they receive based on their project needs and priorities. The only compulsory element is the initial Springboard Meeting

Approximately when are you aiming to conduct your two-day in-person meeting between partners?	<i>This meeting will be between the French, German or Spanish and UK team members (max 10 participants). Purpose - to initiate or reinforce collaboration, exchange ideas and define priorities for launching a joint project.</i>
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You will then get asked these questions per activity

Where do you think you are most likely to hold your meeting?	• For the French call only: Meetings can be held: in one of the partner's institutions, or at the Higher Education, Research and Innovation Department; the French Embassy in London or British Council Paris (when available) Meetings which include Scottish universities and French partners can be held at the Institut Français d'Ecosse in Edinburgh
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Please list all the people attending the meeting: names, gender, institution, job title, date of PhD	<i>Up to 10 participants with at least 60% of ECRS</i>
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Do you require a place on the Researcher Connect Online (RCO) - Communication Skills Training • No • Yes, 1 RCO place • Yes, 2 RCO places	<i>This is aimed at PhD students</i> <i>For more information about Researcher Connect click here</i> <i>There will be 8 modules covered in the course of which you'll have to attend at least 6 – with “Foundation” on Day 1 being compulsory.</i> <i>It is likely to take place during the weeks of 8th and 15th March 2027 (to be confirmed).</i> <i>Two training places are available per selected</i>
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	project. <u>Important:</u> If this option is selected during the application phase, attendance becomes mandatory for the nominated participants.
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Will your project include a one-week research placement in the partner's laboratory or with their team? • No Research Placements planned • Yes Research Placements are intended	▪ One week research placements in the partner's lab or team for up to 2 PhD students and/or postdoctoral researchers per country. <i>This component aims to deepen collaboration and upskill early career researchers through hands-on international research experience and may be included at the discretion of the project team</i>
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If yes : please give names, status and institution

Aside from the activities captured above, do you have any additional activities planned (optional) <table><thead><tr><th>Activity Name</th><th>Activity Description</th></tr></thead></table>	Activity Name	Activity Description	
Activity Name	Activity Description		

Section 2: Project Outputs & Benefits

Outputs and Benefits by Stakeholder.

For each stakeholder groups below, provide a brief description of the anticipated:

- **Outputs** - what will be produced or delivered; and
- **Benefits** - what improvements or gains are expected.

Anticipated outputs for the grant-funded collaboration	<i>Describe specific, tangible outputs that will be created or delivered for your institution (in relation to its international strategy). These could include resources, tools, publications, workshops, events, new processes, or formal agreements. Focus on what the project will produce, not general aims or activities. Good examples:</i> • <i>Joint research proposal to submit to funding organisations (Horizon/ DFG/ etc)</i> • <i>Joint research article submitted with overseas partner to strengthen international publication record.</i> • <i>An interdisciplinary research and pedagogy exchange programme will be developed as part of this partnership</i>
Anticipated benefits for the UK institution (in relation to its international strategy) (200 words max)	<i>Describe what your institution will gain or improve as a result of the project (in relation to its international strategy). These may include improved skills or knowledge, increased visibility, stronger networks, or better alignment with strategic goals.</i> Good examples would be: • <i>The project strengthens the university's commitment to addressing global challenges in urban sustainability, mobility, and climate change.</i>

	<i>This collaboration will contribute to the university's aim of making a positive impact on people, place, and the planet, while enhancing the institution's global reputation for interdisciplinary innovation</i>
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Anticipated benefits for the non-UK lead institution	<i>Describe what your partner(s) will gain or improve as a result of the project. These may include improved skills or knowledge, increased visibility, stronger networks, or better alignment with strategic goals.</i> <i>Good examples:</i> <i>Opens opportunities to engage in high-profile, transnational research that addresses pressing global challenges</i> <i>Enhancing their international engagement and expanding their interdisciplinary research networks</i>
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Section 2: Outcomes

OUTCOMES

What are the expected outcomes of the proposed project?

List up to five expected outcomes of your project. These should include a mix of *hard* outcomes (such as tangibles, tools, or uptake) and *soft* outcomes (such as capacity development, relationship building, or increased understanding).

Focus on what will change, improve, or be achieved as a result of your project — **not what activities you will do**.

Outcomes should be specific enough to support monitoring and evaluation later.

Expected Outcome 1 (200 words max)	Examples of Hard Outcomes Example Hard Outcomes - A fully developed research proposal for X, funded by the European Commission under the Horizon Europe Partnership scheme. - An interdisciplinary research and pedagogy exchange programme will be developed to bridge the gap between urban development and transport planning in the era of digital technology, post-COVID, decarbonisation and climate change - A critical and comprehensive paper that highlights the research and pedagogy gap and proposes a new perspective for future research and education. Example Soft Outcomes - Networks - Early-career researchers from the UK and XX form new working relationships through a thematic workshop on X - Capacity building - By cultivating these interdisciplinary skills, the proposal will contribute to the capacity building of ECRs, ensuring they are prepared to lead future research and innovation on these challenges.
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Outcome 1 timeframe

- Immediate outcome – within 1 month of end of project
- long-term outcome – 12 months+ after project finishes

Explain what aspects of the project will continue, be embedded, or lead to further collaboration with

This could include; Continued collaboration between institutions or staff; Integration of

or without British Council funding. (150 words max)

resources or tools into regular teaching or strategy; Internal follow-up (e.g. institutional investment, research spin-offs); Wider dissemination (e.g. open sharing, uptake by others).

Good examples would be:

- *This is a standalone pilot project. However, both partners have agreed to apply jointly for a follow-up phase with other co-funding.*
- *Workshop content will be embedded into an existing first-year teaching module, ensuring continued delivery without additional funding.*
- *The institutions will explore future joint research bids under their bilateral agreement, building on this collaboration.*
- *A WhatsApp group and internal network will be maintained by participants for ongoing peer learning and informal exchange.*
- *Staff who took part in the project have committed to internal knowledge-sharing sessions, ensuring skills and insights are passed on.*

- If your partnership is likely to seek further funding beyond British Council support, which funding sources are you most likely to apply to? (optional)

Section 3: Gender & EDI Impact

Applicants need to show how the proposed project will contribute to reducing gender inequalities in partnering institutions and countries.

Analysis - what are the key gender equality issues that are relevant to your project and how will it contribute to addressing these? (200 words max)

Include data and evidence to support your analysis of the relevant gender equality issues. This should include issues relevant to the theme of your project and to the team that will deliver it. **Good examples** could include:

- *Proportion of women and men accessing Higher Education in the target country; data and analysis of groups that are particularly under-represented e.g. disabled women, low income women, women from rural locations etc.*
- *Gendered barriers to Higher education e.g. access to finance, discriminatory cultural and social norms*

	• <i>Extent to which there is a gender balance in the target areas of study addressed by the project</i> • <i>Gender balance of staff (male/female/other gender identities) in the target institutions and representation at senior levels</i>
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Measures – what measure will be put in place to ensure equal and meaningful opportunities for women, girls, and minority genders, including project design and team composition as well as activities and outcomes (200 words max)	Think about the barriers to participation and engagement in the project and how you will overcome these through your project plan and activities. Good examples could include: • <i>Holding confidence building sessions and women only focus groups to overcome restrictive gender norms that limit on women's voice and influence</i> • <i>Planning and delivering training and workshops at times that respect the disproportionate unpaid care expected and safety needs of women</i> • <i>Measures to attract women to HE and/or to study subjects where they are under-represented e.g. through promotion campaigns, role models, targeted scholarships etc.</i> • <i>Proactive interventions to enhance opportunities for women's leadership and raising of academic profile to counter gender norms that lead to underrepresentation of women in leadership etc.</i>
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EQUALITY, DIVERSITY and INCLUSION

Describe how this project includes and/or addresses any additional Equality, Diversity and Inclusion aspects (e.g. age, disability, race/ethnicity, religion/belief, sexual orientation and socio-economic background)?	Specify the groups included and how they will benefit from the activities
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Section 3: Environmental Impact

ENVIRONMENTAL IMPACT

What is the approximate total carbon emissions your project will generate from domestic and international flights? Please report your answer in kilogrammes (kg)?	For consistency across applications, applicants should calculate emissions using the ICAO Carbon Emissions Calculator (ICEC). The calculator is produced by the International Civil Aviation Organization, the United Nations specialised agency for international civil aviation, and provides a standardised method for estimating emissions from air travel. Please provide a single combined figure covering all anticipated flights associated with the project.
What measures will you take to minimise the impact on the environment or limit the carbon footprint of travel? (300 words max)	<i>Think about practical ways to reduce the environmental impact of your travel plans. This could include choosing lower-carbon transport options, combining trips to reduce frequency, or using virtual meetings where possible.</i> <i>Explain how you will plan and manage travel efficiently to limit emissions. You may also wish to mention any carbon-offsetting or sustainability policies your organisation follows.</i>

NET ZERO & DECARBONISATION

Does your institution or organisation have a formal net zero greenhouse gas emissions target? ☐ No ☐ Yes ☐ Unsure	If yes, please give your target year.
Does your institution or organisation have a documented plan to achieve net zero, including interim targets? ☐ No ☐ Yes ☐ Unsure	

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Section 4: Finance & Budgets

Total funding requested from the British Council (see maximum specified in call) £

The maximum grant available for this this grant call is £10,000

Travel and Subsistence Costs

Provide details (below) of the approximate costs for travel and subsistence costs.

Travel can only be for either the Springboard meeting or a research placement

Visa and travel authorisations costs (optional)

Item	What activity do these costs relate to	Cost to be covered by grant	How will these costs be validated
		£	

Will the grant cover the entire additional costs of the proposed project?

No

Yes

Not applicable

If Yes - Please state the source of the funding and value

Please give the total amount of Co-funding (if applicable) (optional)

Benefit in Kind:

Will you be receiving any indirect benefit in kind (e.g. free use of equipment or premises; uncharged staff time etc).

- ☐ Yes
- ☐ No

If Yes - Please describe and state the approximate value of this benefit

Please give the last four digits of the bank account that the grant will be paid into if your application is successful:

We ask for this now so we can check whether your institution is already set up on our finance systems. Should your application be successful



	<i>we will send you a full bank details declaration form</i>
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Section 5: Risk Management

How many risks do you wish to register. You are required to enter at least one risk and a maximum of five.

Select Risk Type	• Environmental / Climate - Unforeseen environmental events (e.g., extreme weather disrupting travel), or sustainability risks in delivery. • Ethical / Safeguarding - Failure to follow ethical research standards, safeguarding breaches, inadequate protection for vulnerable participants. • Financial - Budget overruns, exchange rate fluctuations, delayed fund transfers, partner unable to meet co-funding commitments. • Health & Safety - Travel risks, pandemics, on-site safety issues, participant welfare. • Institutional / Governance - Lack of institutional commitment, leadership changes, unclear roles/responsibilities, weak internal approval processes. • Legal / Compliance - Breach of contract, intellectual property issues, visa/regulatory constraints, data protection non-compliance (e.g. GDPR). • Operational / Delivery - Delays in project activities, logistical challenges (travel, procurement), partner coordination issues, staffing shortages. • Partnership / Collaboration - Breakdown in communication, differing expectations, cultural misunderstandings, unequal workload distribution. • Reputational - Actions or incidents that could damage the reputation of the institutions or the British Council. • Security / Political - Political instability, civil unrest, or policy changes in partner countries that affect project delivery. • Technical / Digital - IT system failures, cybersecurity threats, poor internet connectivity affecting online collaboration.
How like is it that the risk will occur? (select from)	• Very Low (Rare) • Low (Unlikely) • Medium (Possible) • High (Likely) • Very High (Almost Certain)
If the risk materialises, how serious is the likely impact? (select from)	• Insignificant (minimal disruption) • Minor (some effect, manageable) • Moderate (noticeable delay or costs) • Major (significant impact)



	• <i>Critical (potential project failure or serious harm)</i>
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Briefly describe the risk — what could go wrong and how it might affect the project (150 words)	<i>Use this space to briefly describe the risk in plain terms.</i> <i>Explain what could go wrong and how it might affect the project, linking it to the type, likelihood, and impact you've already selected.</i> <i>Keep the description focused on the essential details so reviewers can clearly understand the nature of the risk</i>
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Section 7: Data Protection, Intellectual Property and AI Use

Will intellectual property created through the collaboration be protected?

- ☐ No
- ☐ Yes

If **Yes**, Please provide details of the arrangements to be made regarding IPR.

How will project outputs (for example curricula, frameworks, publications, and tools) demonstrate co-authorship and shared intellectual contribution between project partners?

Describe how project outputs such as curricula, frameworks, publications, tools, or other deliverables will be jointly developed and reflect balanced intellectual input from all partners. Applicants should explain how co-authorship will be recognised in practice, including approaches to joint design, review, and approval processes, as well as how shared ownership and contribution will be evidenced

The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance, and review of the award.

To carry out the selection process for this grant, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.

British Council complies with data protection law in the UK and laws in other countries that meet internationally acceptable standards.

You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, <https://www.britishcouncil.org/privacy-cookies/data-protection> or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

I have read and understood the above

- ☐ Yes

I am willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding).

- ☐ No
- ☐ Yes

We recognise that applicants may use artificial intelligence (AI) tools to support drafting and preparation. Have you used any AI tools in preparing this application?

- ☐ No
- ☐ Yes

The use of AI tools is permitted to support your application (for example, to help structure or edit text to keep within word counts etc). However, all content submitted must be your own work and accurately reflect your organisation, partnership, and proposal.

You are responsible for ensuring that:

- the information provided is accurate and complete*
- the proposal reflects your genuine plans and capabilities*
- no confidential or sensitive information is inappropriately shared with AI tools*

Applications that appear to be generic, inconsistent, or not aligned with the call requirements may be subject to further scrutiny.

If Yes, briefly describe how AI was used

Section 8: Supporting Documentation

For the **contracted institution** and each partner, you will be asked to provide a signed letter of support (**on letterheaded paper**) and CV for the lead(s).

Signed letter of support from the Head of Department (or equivalent) of the Contracting Institution  Drag your file here or Select File	<u>Important</u> <i>The letter of support should specifically include:</i> • The proposed project name • The name of the principal lead at the institution • The name of the partnering institution(s) • Details of any commitment (monetary, benefit in kind, or otherwise) to the partnership • A commitment and willingness to receive funding and to <u>sign the standard grant agreement with the British Council without negotiation</u> - the sample grant agreement is made available during the application process as part of the call documentation
CV for the Lead Person at Contracting Institution  Drag your file here or Select File	<u>Format & File Type</u> • Submit as a PDF or Word (.doc or .docx) file only. • Use clear, readable formatting (no graphics-heavy, scanned, or image-based CVs) <u>Length</u> • Maximum 2 pages (concise summaries are preferred). <u>Formatting tips</u> • Use a standard font (such as Arial or Calibri, size 11 or 12). • Use headings or bullet points for clarity. • Avoid photos, logos, or decorative templates. <u>Content Suggestions</u> • Current position and responsibilities • Key qualifications and areas of expertise • Previous British Council grant or international project experience (if any) • <u>Selected publications</u> or outputs (if applicable and <u>relevant</u> to the grant project application)

Signed letter of support from the Head of Department (or equivalent) of the **Partnering Institution**



Important

- The letter of support (on institutional/organisational **letterheaded** paper - logo, name and address) from each contracted partner institution should specifically include:
- The proposed project name
- The name of the principal lead at their institution
- Confirmation of their proposed collaboration with **[name of lead institution]**
- Details of any commitment (monetary, benefit in kind or otherwise) to the partnership.

CV for the Lead Person
from **Partnering institution**



Format & File Type

- Submit as a **PDF** or **Word** (.doc or .docx) file only.
- Use **clear, readable formatting** (no graphics-heavy, scanned, or image-based CVs)

Length

- Maximum **2 pages** (concise summaries are preferred).

Formatting tips

- Use a **standard font** (such as Arial or Calibri, size 11 or 12).
- Use headings or bullet points for clarity.
- Avoid photos, logos, or decorative templates.

Content Suggestions

- Current position and responsibilities
- Key qualifications and areas of expertise
- Previous **British Council** grant or international project experience (if any)
- Selected publications or outputs (if applicable and relevant to the grant project application)