ALLIANCE HUBERT CURIEN RESEARCHER MOBILITY PROGRAMME GUIDELINES FOR APPLICANTS

March 2019 VERSION 1.1

Call opens: 25 March 2019

Call closes: Thursday 27 June 2019 23:59 hrs UK time

1. Background
The Alliance Hubert Curien programme is a partnership between the French and British governments. It aims to encourage reciprocal mobility between early career researchers in both countries, leading to closer collaboration on existing research projects as well as strengthening connections that could lead to more Franco-British collaboration on future projects.

The programme – launched in July 2018 – stems from commitments made by both countries at the Franco-British summit in January 2018. Initially, it represents a government investment of £200k.

On the UK side, the Alliance Hubert Curien programme is managed by the UK Department for Business, Energy and Industrial Strategy (BEIS) and is delivered by the British Council. On the French side, the programme is managed by the Ministry of Higher Education & Research (MESRI) together with the Ministry of European and Foreign Affairs (MEAE), and is delivered by Campus France.

The programme is aligned with the industrial interests of both countries, looking to ensure they can take advantage of major global changes, improving people’s lives and the country’s productivity.

2. Overview of the funding opportunity
Researchers – either individual or as a small group – who are working in the eligible fields may apply for a grant to cover reciprocal mobility over a 2 year period. The grants are designed to strengthen current research projects, and to strengthen links for future collaboration between the UK and France.
The grants are intended to support mobility by early career researchers. The costs that can be covered as mobility are limited to travel costs and subsistence/per diems while abroad. Visas, insurance and other costs are not covered. Where there is a need to ensure some specific provision for support or reasonable adjustments for those travelling in case of disability, additional provision for this may be included in the application.

A maximum of £2,240 (EURO 2,500) can be requested each year by UK- and French-based researchers, meaning that a total of EURO 5,000 is potentially available to support reciprocal mobility in each of the two years.

The UK and French funds are administered separately, meaning that separate applications must be made in the UK and France. The UK-based researchers will submit their application via the British Council managed system https://www.britishcouncil.fr/en/programmes/education/higher-education/alliance and the French-based researchers will submit theirs via the Campus France managed system (https://www.campusfrance.org/fr/alliance). These separate applications must reference each other in order to be considered.

Grants will be confirmed for the full length of the project (either 1 or 2 years). A 1-year project must be completed before 31 December 2020 and a 2-year project by 31 December 2021. For projects spanning 2 years, the application must specify the requested amounts for each calendar year.

Funds will be paid on an annual basis. Payment of funds for the second year is conditional on submission of a short report demonstrating that the first year funds have been used as planned.

3. Scope of the programme

Applications from researchers working in the following scientific domains are welcomed: Ecology & Environment; Engineering, Nuclear and Particle Physics, Computer Science, Earth Science and Space Science. Applications from researchers working in the following fields are particularly encouraged:

- Mobility of the future (including AI and battery technologies)
- Clean Growth (including new nuclear and research and technology to tackle climate change)
- Artificial Intelligence and data
- Ageing society

The Alliance Hubert Curien programme has the following three overarching objectives:

1. Establish new research links or develop existing links – grants are intended to either support new links, or to develop existing links with the potential for longer term sustainability. If the application is to return to the research group where the lead researcher carried out their PhD research or previously taught, this will only be considered if there is a clear demonstration of how these existing links will be developed.

2. Support international collaborative research – grants are intended to support high-quality, impactful collaborative research.
3. Contribute to capacity building of early career researchers – the proposal should include a description of the capacity building potential of the project (both for the researchers who will travel, and other potential beneficiaries).

Grants are not intended to cover travel costs for a conference abroad, or to fund travel as part of PhD studies.

4. Eligibility
All participants in the mobility proposal must be based in the UK and must be an employee affiliated with a recognised publicly funded research establishment or public or private Higher Education Institution. For-profit organisations are not eligible to receive any grant funds. Please see a list of eligible UK research institutions at:

https://www.britishcouncil.org/sites/default/files/eligible_uk_research_organisations_v.10.pdf

In most cases, researchers must be early career researchers. For the purpose of this call, we define 'early career researcher' as being at the level of 'R2 – Recognised Researcher' or at the very beginning of R3 level as specified in the European Commission's "Towards a European framework for Research Careers":

https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

We would expect early career researchers to be at the beginning of their research careers and to have been awarded their PhD not more than 10 years prior to applying for the grant. Allowances can be made for career breaks or other extenuating circumstances. If a researcher does not hold a PhD, but has research experience equivalent to a PhD-holder and works in a field where a PhD is not a prerequisite for established research activity, they will still be considered eligible.

Applicants can be of any nationality. If visas or other travel documentation is required for any participants in the planned mobility to France, it is the responsibility of the applicant to secure and to fund this.

Travel may only be between the UK and France.

Only one application may be submitted per researcher or research project, meaning that no individual can benefit from more than one award.

During the first year, travel must take place between 1 January and 31 December 2020, with the majority of the travel expected to have taken place before 31 October 2020. If applying for mobility over two years, the travel in the second year can take place between 1 January and 31 December 2021.

5. Funding
The maximum amount of funding that can be requested per proposal per year is £2,240 (equivalent to EURO 2,500).
Please see Appendix 1 for maximum amounts that can be requested in each budget category and for details on financial reporting.

The maximum rates are designed to make funding easier to manage. Applicants may submit an application based on lower rates if they estimate that this is feasible, and may wish to consider this if it would enable more mobility. Successful applicants will be able to use underspend under one budget category to cover reasonable costs under a different category, (e.g. any underspend on the budget to cover the travel can be used to cover other costs for subsistence), providing the total budget is not exceeded.

Researchers and their institutions will be asked to keep and submit copies of receipts for the international travel and for accommodation costs when submitting their end-of-year report.

Please also note that the final value of the award will be specified in the Grant Agreement. The British Council and partner funders will not increase the value of an award at a later stage.

**Travel:** Travel costs are for the researcher travelling from the UK to France. This also covers costs for luggage as well as local transport on the day of travel. International (economy return) fares should be booked as far in advance as possible to minimise costs.

**Subsistence:** costs for accommodation and other daily expenses for the visiting researchers such as phone and local transport.

**Insurance:** The project lead must ensure that they, and all those travelling have adequate insurance to cover travel problems and any health emergencies. The British Council cannot take responsibility for any problems which may occur during the visit. The project lead accepts full responsibility for all aspects of the visit and take out insurance for any risks associated with taking part in travelling abroad, including all unexpected and uncontrollable events. The British Council will not be liable for the consequences of any such risks or any costs incurred.

**Visas and travel documents:** Responsibility for ensuring that all those taking part in mobility have the appropriate visas or entry requirements for France remain with the project lead. The British Council can not provide any assistance to individuals who may require visas. The grant cannot cover any costs associated with applications for visas, passports or other travel documents.

**Disability:** Where individuals may need to ensure some specific provision for support or reasonable adjustments in case of disability, this may be included this in the application. Information should be included in the application form that clearly states the additional support required and the amount. Project leads may seek advice from the British Council on the best way to present the requirements within the application form, if required.

**Payment of the grant**

The British Council will sign the Grant Agreement with the successful applicant’s home institution. The home institution then receives the grant payments and disburses the funds to the researcher.
Payments for each calendar year will be processed in a single instalment. This will be paid within 30 days of signature by both parties of the Grant Agreement.

Project leads must submit a report 30 days of their visit as a condition of the grant. Applicants who are requesting funding to cover mobility over two years must submit a short interim report demonstrating the use of funds in the first year by 31 October 2020. A final and an interim report template will be sent to successful applicants and will include a financial and a narrative part.

If there is insufficient evidence in the report that the visit took place as proposed in the application, then additional information may be requested. If the use of funds cannot be adequately demonstrated, any underspend of the grant may need to be returned to the British Council.

6. Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported under this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. Specifically, applications that involve research on animals, human participants, human tissue or patient/participant data must be accompanied by necessary permission certificates from the relevant local ethical review committees/authorities in the UK and France, or an undertaking to obtain this permission in advance of the activity commencing. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being rescinded.


7. Equality, Diversity and Inclusion

The British Council is committed to an Equality Policy which helps to ensure that there is no unjustified discrimination on the basis of gender including transgender, marital status, sexual orientation, religion and belief, age, disability, political opinion, ethnicity/race, socio-economic background or any other irrelevant ground. The British Council values the diversity of the United Kingdom and the other countries it works in by engaging with diverse individuals, communities and bodies around the world.

Any contracted work undertaken on behalf of the British Council must be in compliance with this policy. More information can be found at http://www.britishcouncil.org/organisation/how-we-work/equality-diversity-inclusion
8. Submission process
The submission deadline is 23:59 hours UK time on 27 June 2019. Proposals received after
the deadline will not be considered for funding.

The deadline applies to all parts of your application, including upload of fully completed
supporting documentation. Any applications which are not submitted in full by the deadline,
with all required supporting documents, will be considered ineligible. Appeals against this
decision will not be accepted.

Note that in order for the application to be eligible, the French institution must also have
submitted their application via the French process in line with the respective eligibility
requirements and deadlines.

Applicants must submit a completed online application form via the British Council system.
Email submissions will not be accepted. The online form can be found on the webpage:

https://www.britishcouncil.fr/en/programmes/education/higher-education/alliance

Also available on the above link is

- a blank .pdf version of the form to enable project leads to prepare their application
details in advance
- an illustrative example of the grant award contract that will be signed between the UK
institution and the British Council.

The online form allows applicants to enter information and save it for a later date until final
submission. There are strict character limits for each section which cannot be exceeded. Any
problems with the online system should be reported before the application deadline to the
British Council.

In addition to filling in the online form, applicants are required to upload the following
documents:

1. A signed letter of support from the Head of Department (or equivalent) of your
current home institution.
2. CVs of all UK researchers who will be travelling.

The letter must be written on headed paper in Word or pdf format, and submitted online
together with the application form. It should include comments on the following questions:

- Why is the research important?
- Why do you want to make contact with the partner institution?
- How will the link be supported and sustained by your institution?

Before the completed application form can be submitted to the system, project leads will be
asked to confirm in the online form that they have complied with British Council policies on
prevention of fraud, bribery, money laundering and addressed any other financial and
reputational risk that may affect a transparent and fair grant award process. See:

https://www.britishcouncil.org/organisation/transparency/policies/anti-fraud-and-corruption
Important: Once you submit your application you will not be able to edit your application in any way and you will not be permitted to create a second application.

Once the online application is submitted, project leads will receive a confirmation email containing the application reference ID number and a pdf copy of the application and supporting documents. This acts as acknowledgement of receipt by the British Council system. This reference number must be used in all communications with the British Council. Applicants who have not received an automated email confirmation should contact the British Council.

9. Selection process
Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including the budget guidelines outlined in Appendix 1 and the Eligibility Checklist at Appendix 2. A check to ensure that Campus France has received an application from the French partner is also conducted. Applications that do not have a corresponding submission will be ruled ineligible.

Eligible proposals then undergo independent external quality review on the basis of research quality, fit to the stipulated priority areas and the overarching aims of the call.

Applicants must indicate in their online application form which subject category their application should be assessed against, and the subject area(s) their research covers. Up to three (3) subject areas can then be selected in priority order.

Proposals are assessed by one reviewer against the criteria at Appendix 3. Those receiving a score from the reviewer of less than 30 will be considered not fundable. However, please note that achieving an average score equal to or above the threshold does not mean that the proposal will be funded.

Following review, the proposals will be evaluated by a joint Franco-British Selection panel. This panel will evaluate the scores awarded to the UK applications, and the evaluation made by the French evaluation process for the French applications. The final selection decision will be made in collaboration with UK and French national stakeholders and partner funding organisations.

Notification of results: The Franco-British Selection panel expect to meet to review applications in the Autumn of 2019. Successful applicants will be notified within 2 weeks of the panel meeting.

10. Data protection
The British Council will use the information that you are providing for the purposes of processing your application, making any awards, monitoring and review of any award.

We shall share any necessary data on your application with the UK Department for Business, Energy and Industrial Strategy, and with our funding partners in your country in order to assist with management of the application process; any decisions on grants will be made in collaboration with them.
Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information, where collected, is used solely in preparing statistical reports.

The British Council collects country of origin for reporting and statistical purposes.

Under UK Data Protection law 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 want more information about this please contact your local British Council office or the Data Protection Team infogovernance@britishcouncil.org or see our website: http://www.britishcouncil.org/privacy-cookies/data-protection

11. Applicant screening
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 nor any of the applicant’s 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
- 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.

Please read the text to this effect on the application form and tick the box to show that you understand this.

12. Contractual requirements
- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: https://www.britishcouncil.org/organisation/structure/status).
- The successful applicants will be expected to undertake activities in the UK and in France.
- The British Council is subject to the requirements of the UK Freedom of Information Act, (“FOIA”). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
• By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.
• In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to the British Council in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
• The British Council is under no obligation to consider any clarifications/amendments to the Grant Agreement requested following the application deadline

13. Contact details
The British Council office leading on the management of this call for the UK side is located in Paris. For all queries relating to this call, please contact by email to alliance@britishcouncil.fr or by telephone on + 33 1 49 55 73 34

French partner contact details are:

Ambassade de France au Royaume-Uni
Service Enseignement Supérieur, Recherche et Innovation (ESRI)
6 Cromwell Place
Londres – SW7 2JN
phcalliance@ambascience.co.uk
+44 20 70 73 1394
https://uk.ambafrance.org/-Science-Tech-
Appendix 1 – Eligible Budget Guidelines

<table>
<thead>
<tr>
<th>ITEM</th>
<th>NOTES</th>
<th>BUDGET LIMIT</th>
</tr>
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<tbody>
<tr>
<td>Subsistence</td>
<td>To cover costs of overnight accommodation, food during a 24hr period and any local travel and incidental expenses</td>
<td>£178 maximum p/person p/day (including overnight)</td>
</tr>
<tr>
<td>Travel</td>
<td>To cover all costs of return travel from UK research institution to France research institution</td>
<td>£400 maximum p/person p/trip.</td>
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Appendix 2 – Eligibility Checklist

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<tr>
<th>Eligibility criteria checklist</th>
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<tbody>
<tr>
<td>The application has been submitted by the applicant by the published deadline.</td>
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<tr>
<td>An associated application has been submitted by the French project lead to Campus France.</td>
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<tr>
<td>The applicant has provided the supporting letter required.</td>
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<tr>
<td>The applicant has provided the CVs required of all travelling researchers.</td>
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<tr>
<td>The application form is completed in full and complies with instructions given.</td>
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<tr>
<td>The application form and supporting documents have been completed in English.</td>
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<tr>
<td>The applicant has submitted only one (1) application under this call for Travel Grant proposals.</td>
</tr>
<tr>
<td>The applicant is an early career researcher (The term 'early career researcher' refers to researchers at the beginning of their research careers. We would expect early career researchers to have been awarded their PhD not more than 10 years prior to applying for the Travel Grant, but allowances can be made for career breaks or other extenuating circumstances. If a researcher does not hold a PhD, but has research experience equivalent to a PhD holder and works in a field where a PhD is not a prerequisite for established research activity, they will still be considered eligible).</td>
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<td>In the first year, the mobility will take place between 1 January 2020 and 31 December 2020.</td>
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<tr>
<td>The home institution is a recognised publicly funded research establishment or Higher Education Institution (can include private Universities).</td>
</tr>
<tr>
<td>The host institution is a recognised publicly funded research establishment or Higher Education Institution (can include private Universities).</td>
</tr>
<tr>
<td>The applicant has not received a mobility grant for this project in the past.</td>
</tr>
<tr>
<td>The home institution must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply to British Council requirements by responding to pre-submission questions in the online application form</td>
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## Appendix 3 – Scoring System

### Section 1: Research quality and background

<table>
<thead>
<tr>
<th>Score 0-20</th>
<th>20 points: Meets all criteria to an exceptional level</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>16 to 19 points: Meets the majority of the criteria to a very high level</td>
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<td></td>
<td>1 to 5 points: Meets some of the criteria to an adequate level</td>
</tr>
<tr>
<td></td>
<td>0 points: Fails to meet any of the criteria to an adequate level</td>
</tr>
</tbody>
</table>

- The academic importance and timeliness of the research topic is clearly demonstrated.
- The applicant has sufficient relevant experience to undertake the proposed research visit and achieve the stated objectives.
- The collaborating institutions are of appropriate academic standing.

### Section 2: Research visit and proposal

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- The description of the proposed research visit includes clear, feasible and realistic objectives and outputs.
- There is clear evidence that the proposed research visit supports new links or significantly extends and develops existing links.
- The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described.
- If the applicant is returning to visit the research group where she/he carried out their PhD research or previously taught there is clear evidence that the proposed research visit will expand added value to the collaboration.
- There is strong evidence of support from both the home and host institutions.

### Section 3: Sustainability and capacity building

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- The proposal includes a clear and feasible description of how the individuals and research groups involved intend to sustain their collaboration over the longer term.
- The potential in terms of professional development and capacity building for the applicant and other potential beneficiaries is clearly described.

### Total score for quality assessment

(Section 1 + Section 2 + Section 3)

0 - 60