
HIGHER EDUCATION LINKS: TRAVEL GRANT GUIDELINES FOR APPLICANTS

Call opens: 17 May 2019

Call closes: 01.07.2019 – 16:00 Argentina

There are two types of grant that candidates can apply for under the Higher Education Links programme: travel grants or workshop grants. **These guidelines relate to Higher Education Links Travel Grants only.** For information on funding for workshop grants, please refer to the Higher Education Links Workshop Grant guidelines.

1. Background

The British Council Higher Education Links programme ('HELINKS' or 'the Programme') supports collaborations between higher education institutions (HEIs) in Argentina and counterpart institutions in the UK in order for them to develop joint projects to tackle societal challenges with relevance to Argentina's economic development and welfare.

The ultimate goal of this binational programme is to help establish mutually beneficial long-term institutional links and sustained collaboration between UK and Argentine institutions. The Programme fosters an integrated approach that promotes the engagement of HEIs with relevant public, private and not-for-profit sector partners.

2. Programme Overview

The Programme offers return air travel for an individual affiliated to an eligible institution to travel to a counterpart institution in the UK or Argentina. The purpose of the visit is undertake face-to-face discussions and activities with the aim of formulating a proposal for a future institutional collaboration in an area related to social or economic development in Argentina.

The discussions and resulting proposal for collaboration should focus on at least one of the priority areas specified in this call. Please refer to [Appendix 1](#) for a description of the selected areas before preparing your application.

Please note the HELINKS Travel Grant is suitable for applicants seeking funding for the early stages of potential project partnerships.

3. Relevance to Economic Development and Social Welfare

For the purpose of the HELINKS Programme, development relevance is defined as the potential to contribute to the economic development and social welfare in Argentina. In order to be considered for funding under this programme, proposals should articulate a potential pathway to positive impact in these areas within a short to medium-term timeframe (1-3 years).

4. Eligibility

The applicant must be based either in the UK or in Argentina and affiliated to one of the following institutions:

- An applicant based in Argentina must be affiliated to a not-for-profit Argentine HEI, including universities and research centres
- An applicant based in the UK must be affiliated to a not-for-profit UK HEI, including universities and research centres
- The applicant is responsible for ensuring he/she can communicate with the participant(s) at the partner institution in a common language (we recommend that the participant from Argentina have a strong command of English). It should be noted that no additional funding can be provided for translation or interpreting services. It should also be taken into consideration that the application and reporting documentation required by the British Council in relation to the programme must be completed in English.
- The applicant must outline the objectives and expected outcomes of the visit in their application, as well as a detailed programme of activities to be undertaken during the visit. The outcomes should take the form of a draft proposal of how the partner institutions plan to work together to create/develop future collaboration following the visit (please refer to the application form for more information).

For a full list of eligibility criteria, please refer to [Appendix 2](#).

5. Funding Available

HELINKS Travel Grants cover the travel costs (outbound and return journey) for an individual to travel from their home institution to the location of the partner institution in the UK or Argentina. The grant covers the cost of the international travel (economy class return airfare) as well as reimbursement for costs for domestic travel for the outbound and return journeys, to a limit stipulated by the British Council.

Given that a condition for accessing funding from the HELINKS programme is that match funding is secured from the applicant institutions, it is expected that the participating institutions will cover the subsistence costs and any other travel related expenses not covered by the HELINKS Travel Grant.

6. Travel

- Location: The visit may take place in either Argentina or the UK
- Duration: The visit can last between one week and one month
- Timing: The visit must take place between 1 August 2019 and 28 February 2020

7. Final Report

After the visit has taken place, the grant recipient must submit a final report to the British Council (in English) including:

- a description of the activities undertaken during the visit
- a proposal as to how the partner institutions plan to work together to create/further future institutional collaboration

8. Submission Process

The submission deadline is **16:00 hours Argentina time on 1 July 2019**. Proposals submitted after the deadline will not be considered for funding.

Applicants **must** submit a completed application form. This can be downloaded at:

Web page in Spanish: www.britishcouncil.org.ar/programas/educacion/convocatoria-higher-education-links

Web page in English: www.britishcouncil.org.ar/en/programmes/education/call-higher-education-links

Please note applications must be completed in English. In addition to the application form, applicants are required to submit the following documents:

- Letters of support from both the UK and Argentine institutions, signed by relevant institutional authorities and expressing their specific commitment to the proposed project. Please note that supporting letters cannot be signed by the applicant. The letters of support will be accepted in English for UK institutions and in Spanish for Argentine institutions.
- The applicant's CV (please ensure this is a summary one-page document)

Applications should be submitted by email to HELinks.Argentina@britishcouncil.org.

9. Selection Process

Selection begins with an eligibility check by the British Council in Argentina against the criteria stated in Appendix 1 and Appendix 2 of these guidelines.

Eligible proposals then follow a review of development relevance against Official Development Assistance (ODA) definitions as established by the Organisation for Economic Co-operation and Development (OECD). In order to pass this stage of the selection process, the draft proposal for future collaboration should demonstrate relevance to economic development and welfare in Argentina.

Following the ODA check, applications undergo quality assessment and scoring by at least two evaluators according to criteria specified in [Appendix 3](#).

Applications will be assessed and awarded a score out of a total of 10 points. Proposals must achieve a score of over 5 points to be considered eligible for funding. However, achieving a score equal to or above this threshold does not automatically guarantee funding.

10. Ethics and Integrity

It is essential that all legal and professional codes of practice be followed in conducting work supported under the Programme. Selected candidates must ensure the proposed activity will be carried out to the highest standards of ethics and integrity. In order to minimise risks, applicants must clearly articulate in their application how any potential ethical issues (for example, if the proposal involves work with under-age students, workshop coordinators should abide by the British Council Child Protection Policy <https://www.britishcouncil.org/organisation/transparency/policies/child-protection>) and health and safety issues (for example, if a field visit is included in the collaboration, work in a laboratory in dangerous conditions or if one of the visitors falls ill during the visit) have been considered and how they will be addressed, ensuring that all necessary ethical approval and health and safety risk assessments are in place before the project commences. Failure to do so will result in applications being rendered ineligible and in any funding already committed through the Programme being rescinded. Please contact the British Council in Argentina for further guidance.

11. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. The British Council encourages applications from people from under-represented groups.

For more on the British Council's approach, see our Equality Policy at: https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc

12. Data Protection

As part of the application form, the British Council will ask applicants' permission to:

- Use the information provided in the application for the purposes of application processing, making any awards, monitoring and review of the award. Information will be shared with national Programme partners for the purpose of selection and monitoring of the award.
- Make relevant information on the successful applications available to the public on the British Council website and in other publicity, and in reports and documents. Please note the British Council will not publish personal details on our website or via other media without prior permission.
- Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection law, applicants have the right to ask for a copy of the information we hold on them, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. More information on this is available on the British Council data protection webpage (<http://www.britishcouncil.org/home-data-protection.htm>). Alternatively, it can be requested from the British Council office in Argentina or the Data Protection Team: dataprotection@britishcouncil.org

13. 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 or shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed that 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 to complete the screening searches.

14. Contact Details

All queries or comments about this call should be addressed to the Higher Education Links email address: **HELinks.Argentina@britishcouncil.org**

APPENDIX 1: GENERAL GUIDANCE

Collaboration Purpose:

To undertake a visit to an eligible UK or Argentine institution in order to develop an institutional partnership and formulate a proposal for binational collaboration, with relevance to social or economic development in Argentina.

Collaboration Priority Areas:

The participating institutions can collaborate in the following priority areas. Please note these areas are complementary and not exclusive:

- **Student Employability & Competitiveness:** These collaborations are expected to share best practices to build a final proposal aimed at improving student employability and developing student competencies to respond to local or national industry needs in Argentina. The final proposal may focus on potential collaboration schemes that will enhance the curricula of Argentine institutions to improve the teaching and learning of Argentine students, different schemes of transnational education are encouraged.
- **Research & Development:** It is expected that Argentine HEIs will host workshops with UK institutions that have a track record in R+D+i, innovation management and/or knowledge transfer activities to develop a final project with the potential to strengthen the Argentine institution's R+D+i agenda for the benefit of socio-economic development in Argentina. Collaborations should result in the consolidation of collaboration schemes between HEIs, with a pathway to funding and a clear mapping of impact and pertinence of that research.
- **Social Innovation & Inclusion:** Proposals for social innovation projects should focus on sharing best practices and develop a final project for improvements in the local/national arena in Argentina. Proposals for inclusion in education should demonstrate a focus on access to the education system for disadvantaged students.

Institutional partnership:

A key objective of the Programme is to develop institutional partnerships between UK and Argentine HEIs. In order to achieve this, proposals for binational collaboration should focus on developing sustainable institutional links, including through some of the following strategies and outputs:

- Development of mobility programmes (faculty/researcher/student mobility)
- International mobility scholarships
- Development of joint modules/ programmes of study between institutions
- International distance education programme development
- Credit / degree recognition
- Partnerships for entrepreneurship programmes
- International partnerships for inclusion programmes

APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
1. The Argentine institution is a recognised not-for-profit Higher Education Institution (this can include universities and research centres).	
2. The UK institution is a recognised not-for-profit Higher Education Institution (this can include universities and research centres).	
3. The visit will take place at the site of the Argentine or UK institution	
4. The visit will last between one week and one month	
5. The visit will take place between 1 August 2019 and 28 February 2020	
6. The applicant is a suitable candidate to undertake the proposed visit.	
7. The applicant has ensured he/she can communicate with the participant(s) at the partner institution in a common language (the participant from Argentina should have a strong command of English).	
8. The application has been submitted by the published deadline.	
9. The applicant has submitted all requested supporting documentation as specified in the guidelines and application form.	
10. The application form has been completed in full in accordance with the instructions given. This includes an outline of objectives, the visit programme and expected outcomes (future collaboration).	
11. The application form has been completed in English.	

APPENDIX 3: QUALITY REVIEW SCORING SYSTEM

Assessment of the quality and development relevance of the proposals will be performed by selected panel members. Proposals must achieve a score of more than 5 points to be considered eligible for funding.

Section 1: Relevance to economic development and social welfare	Range
The overall objective of the visit aims at establishing collaboration between HEI that may contribute to the economic development and social welfare of Argentina within the priority areas outlined in Appendix 1.	

Section 2: Visit proposal/programme	Score	Range
		0–5
<ul style="list-style-type: none"> • The applicant has sufficient relevant experience to carry out the proposed programme and achieve the stated objectives. • The programme includes a detailed description of activities, meetings, etc. to be undertaken. • The programme includes clear, feasible and realistic objectives and outputs. • The activities are relevant, high quality, and make efficient use of time and resources available, adhering to the ultimate outcome of a future collaboration. • The visit proposal includes a rationale for the choice of the partner institution. 	<p>5 points: Meets all criteria to an exceptional level</p> <p>4 points: Meets the majority of the criteria to a very high level</p> <p>3 points: Meets the majority of the criteria to a high level</p> <p>2 points: Meets the majority of the criteria to an adequate level</p> <p>1 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level</p>	

Section 3: Future binational collaboration	Score	Range
		0–5
<ul style="list-style-type: none"> • A sound draft proposal of the intended outcome of the visit is presented. This outcome must take the form of a future collaboration between HEIs. • The future collaboration is realistic and feasible. • The future collaboration proposal demonstrates local/national relevance to development in Argentina. • The collaboration proposal is related to one of the priority areas. 	See Section 2 above	

Total score for quality assessment (Section 2 + Section 3)	Score	Range
		0–10

