Newton Mobility Grants 2017 Round 1
Scheme Notes –Turkey and Vietnam

Overview:
Newton Mobility Grants are offered under the Newton Fund, which is part of the UK's Official Development Assistance (ODA) commitment. These grants provide support for international researchers based in a country covered by the Newton Fund to establish and develop collaboration with UK researchers around a specific jointly defined research project. These one-year awards are particularly suited to initiate *new* collaborative partnerships, between scholars who have not previously worked together, or new initiatives between scholars who have collaborated in the past. The awards will also look to initiate the development of longer-term links between researchers from Turkey and Vietnam and researchers from the UK. Award-holders may subsequently wish to consider applying for other Newton Fund programmes.

Awards might include a range of related activities, although the main purpose of the funding is to cover travel and maintenance costs and so mobility (in the form of visits and exchanges, etc.) should form an integral part of proposals. Visits and exchanges in both directions can be included. Please note, however, that **visits by and exchanges of the UK researcher to the partner country must be explicitly for the purposes of providing training and transferring knowledge and skills** to help strengthen the research capacity of the partner country. Partnerships involving scholars in the early stages in their career will be looked on favourably.

Objectives of the British Academy Newton Mobility Grants:
The primary aims of the Newton Mobility Grants are to:
- Strengthen the research capacity/capability of, and contribute to promoting economic development and social welfare in, the Newton Fund Partner country - by facilitating training and skill transfer from the UK to partner countries.
- Support excellent research - by linking the best researchers in the UK with the best researchers in partner countries and providing support for collaborative research.
- Establish long term research links - between both partners to ensure sustainable research capacity in partner countries and benefit to the UK research community in the longer term.

Applicants:
An applicant based in Turkey and Vietnam and a co-applicant based in the UK are required for this scheme and each must have input into the application. Both applicants must have a PhD or equivalent research experience and hold a permanent or fixed-term contract in an eligible university or research institute, which must span the duration of the project. Collaborations should focus on a single jointly defined research project involving (or led by) the two applicants. Researchers in more than one institution in the Newton Fund partner country and the UK can be involved in the project. For further details, please refer to the 'Applicant/Co-Applicant Eligibility Details' section below.

Eligible Newton Fund Partner Countries:
Researchers in the countries listed below are eligible to apply for the Newton Mobility Grants in this round of the scheme. The British Academy has established partnerships with funding organisations in each of these countries. These partners are offering similar opportunities for UK researchers wishing to visit partner countries.

- **Turkey –** In partnership with TUBITAK
- **Vietnam –** In partnership with NAFOSTED

In addition, Newton Advanced Fellowships are available for researchers applying from Malaysia, Thailand and Turkey. Please consult the relevant scheme notes for more information about the Newton Advanced Fellowship scheme.

Subjects Covered:
These awards will support researchers working in any discipline within the social sciences and humanities. The remit of the British Academy funding schemes does not include primarily-practice-based outputs such as in musical composition and performance, visual practice, creative writing and film-making. Such outputs would be considered to fall within the British Academy's remit only when they form part of an integrated project of critical or historical significance.

Value:
Grants for Turkey and Vietnam are offered up to a maximum of £10,000 for one year. For more details, see 'Eligible Activities and Costs' below.

Duration of Newton Mobility Grants:
Awards are available for one year.

Transfer of funds:
The British Academy contribution to the award will be paid to the UK institution. Both applicants and their employing institutions will need to agree the most efficient arrangements to transfer the funds to the overseas institution.

Timing:
Awards must not start earlier than 01 September 2017 and not later than 30 September 2017. The awards are for a continuous period of one year.

Key Dates:
Closing date:	15 March 2017, 17:00 (UK time)
UK Host Institution Application Approval deadline:	16 March 2017, 17:00 (UK time)
Head of Department Statements deadline:	23 March 2017, 17:00 (UK time)

Results available: Results of the competition will be confirmed approximately 5-6 months after the application closing date.

Contact Information:
Enquires about this scheme can be made using the contact details below. Before contacting us, please check whether your question is answered by these scheme notes, and read the Frequently Asked Questions on the British Academy's website. If not, please email: newtonfund@britac.ac.uk or call +44 (0) 207 969 5220.

Applicant/Co-Applicant Eligibility:

a) Overseas-based Applicant

- The researcher based in Turkey or Vietnam ("the Applicant") must have been awarded a doctorate, or have equivalent research experience at the time of application. Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are **not** eligible to apply.

- Both early career and established researchers are eligible.

- Both nationals and non-nationals in Turkey and Vietnam can apply. Non-nationals must outline in the personal statement of the application form how their academic career is committed to the Newton Fund partner country.

- The Applicant must hold a permanent or fixed-term contract in an eligible university or research institute in Turkey or Vietnam. Applicant**s** who hold a fixed-term contract finishing before the end-date of the grant must secure confirmation through their Head of Department Statement that their contract will be extended to cover the duration of the award if their application is successful.

- Contact between the overseas Applicant and the Co-applicant, is essential prior to the application. This contact should lead to a clearly defined and mutually beneficial research project proposal. Please note that the British Academy will not be able to assist in locating a UK collaborator. However, you may wish to refer to the Newton Fund website which provides guidance for how to find UK researchers to partner with: http://www.newtonfund.ac.uk/funding/application-support/.

- Applications cannot be accepted from researchers in commercial organisations.

- Applicants must be competent in oral and written English.

- The Applicant's employing organisation must be willing to administer the grant.

b) UK-based Co-applicant

- The Co-applicant must be an established researcher of at least postdoctoral (or equivalent) status. Co-applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.

- The Co-applicant must hold a permanent or fixed-term contract in a publicly funded UK university or research institute, which includes government research institutes. Co-applicants must demonstrate that they have sufficient tenure in their post to cover the duration of the award. Co-applicants who hold a fixed-term contract finishing before the end-date of the grant must secure confirmation through their Head of Department Statement that their contract will be extended to cover the duration of the award if their application is successful.

- The Co-applicant must have been awarded a doctorate or have equivalent research experience at the time of application. UK co-applicant researchers working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.

- Both early career and established researchers are eligible.

- Applications cannot be accepted from private or commercial organisations.

- The Co-applicant's host organisation must be willing to agree to administer the grant.

Important: It is not possible to be an Applicant on more than one application to this scheme.

Eligible Activities and Costs:

a)   Activities

- The awards are suited to initiate new collaborative partnerships where, for example, a research meeting or visit(s) are held in order to build collaborations and develop research questions and hypotheses.
- The application should make clear how the proposal intends to strengthen the research capacity/capability of, and contribute to promoting economic development and social welfare in, Turkey or Vietnam.
- Awards might include a range of related activities, but mobility (in the form of visits and exchanges, etc.) should form an integral part of proposals.
- The main purpose of the funding is to cover travel and maintenance (accommodation and subsistence) costs, although costs related to other eligible activities will be considered.
- Visits and exchanges in both directions can be included. Please note, however, that visits by and exchanges of the Co-applicant **to the partner country must be explicitly for the purposes of providing training and transferring knowledge and skills to help strengthen the research capacity of the partner country.** For example, offering short intensive postdoctoral courses related to the research theme in the partner country, supplying teaching elements to courses and developing joint curricula, etc.
- Workshops and seminars can form part of the programme, and involve both staff and postgraduate students.
- Awards including a training element and involving scholars in the early stages in their career will be looked on favourably. **<u>However, please note that funding is not available to support international travel for postgraduate students.</u>**

b)   Costs:

Grants are offered up to a maximum of £10,000 for one year.

The following costs are eligible:

- International and local travel between the UK and Turkey or Vietnam.
- Maintenance (accommodation and subsistence) costs incurred during visits.
- *Please note*: We require evidence that you have researched the costs for which you are seeking support; for example, you could include the cost per night of accommodation. Travel costs should be based on the most suitable and economical form of travel. Subsistence costs should reflect the normal rates applied at the host institution/s.
- Visa charges.
- Organisation of workshops and seminars to advance the research as part of the approved programme of work.
- Consumables (i.e. purchase of datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the project).
- Specialist software (excluding commonly available office packages).
- Costs for language competence building where this is essential to the programme of work and at a modest level.
- Postage and printing for visitors.

The following costs are <u>ineligible</u>:

- Overhead costs to the institutions concerned. Please note the funding provided by this scheme is not calculated on the basis of full economic costs.
- Costs for travel to or from a third country.
- Permanent resources and equipment or any elements that should properly be ascribed to departmental or university overheads.
- Computer hardware, including laptops, electronic notebooks, digital cameras etc.
- Books and publications.
- Postgraduate students travel between the UK and overseas.
- Payment as contributions towards or in lieu of salaries or staff costs (including research assistants).

- Replacement teaching costs.
- Personal maintenance at home.

Payments and Reporting:

The British Academy contribution of the award will be paid to the UK institution in the first instance. Both applicants and their employing university institutions will need to agree the most efficient arrangements to transfer the relevant funds to the overseas institution. The Applicant must provide a final report at the end of the award via the eGAP system.

References:

Two reference statements of departmental support are required for the application.

Departmental Support

Under the Departmental Support section, applicants need to input the email addresses of the following two individuals:

- Head of Department at the Co-applicant's UK host institution.
- Head of Department at the Applicant's overseas employing institution.

The Heads of Department are asked to endorse the application and confirm institutional support for the project. Applicants will need institutional support because visits, running workshops, offering components of taught courses etc, involve institutional resources including office space, meeting rooms, and access to facilities amongst other things.

Please note: Applicants and Co-applicants who hold a fixed-term contract finishing before the end-date of the grant must secure confirmation through their Head of Department Statement that their contract will be extended to cover the duration of the award if their application is successful.

The supporting statements must be submitted in English; if this presents a difficulty please contact the British Academy at the earliest opportunity using the contact details at the end of these notes.
If either the Applicant or the Co-applicant is the Head of Department, an alternative referee to supply the Head of Department's statement is required e.g. Head of School/Faculty.

The reference statements must be completed via e-GAP no later than 5 working days after the UK host institution application approval deadline (i.e. the reference deadline is on 23 March 2017, 1700 (UK time)). Late references will not be accepted. **Any application with missing statements will be rejected. It is the Applicant and Co-applicant's responsibility to ensure that the statements are submitted via e-GAP by the reference deadline.** Before submitting your application, check that the individuals listed in the Departmental support sections are available and willing to provide references by the stated deadline.

Once an application has been submitted, applicants are able to check whether references have been submitted by viewing their application summary lifecycle via e-GAP**.**

Assessment criteria:

Successful applications should be strong in all respects but the assessment panel will give consideration to:

- Whether the proposal will support training and development of the Applicant and transfer of new skills to the Applicant's research group / network.

- The expected benefits for the career development of the Applicant.

- The expected benefits to Turkey or Vietnam, in particular the extent to which the award will contribute to the transfer of knowledge and research capabilities which will contribute to advancing economic development and social welfare of Turkey or Vietnam.

- The quality of the proposed research project and the track record of the Applicant and the Co-applicant in the area of proposed research.

- Evidence that the Newton Mobility Grant will lead to a longer - term collaboration beyond the tenure of the award.

Further Funding Opportunities with Newton Fund Partner Countries:

There are other funding opportunities, for other countries, and from other funding bodies under the Newton Fund; please see www.newtonfund.ac.uk for further information.

Guidance on Completion of Application Form

<u>Using e-GAP</u>

Applications can only be submitted online using the British Academy's electronic Grant Application and Processing (e-GAP2) system via https://egap.britac.ac.uk. Applications cannot be submitted on paper. If you have not previously used e-GAP, please follow the registration process from the e-GAP homepage. Applicants should be aware that this application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on e-GAP, it is recommended that you take particular note of the following points:

- *Personal details:* When registered in the e-GAP system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. **This does not form part of the specific application form for any individual scheme,** but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- *Automatic log-out:* You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware that if the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another. It is recommended that you write the text for longer sections in a word processor such as Word and then copy and paste into the text box to avoid being timed out in this way.
- *Multiple sessions:* You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- *Character limits:* When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. The character limit applies to text boxes.
- *Plain text:* If entering plain text, please avoid using symbols (such as acute or grave accent, umlaut or cedilla) as some may not be accepted by e-GAP. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- *Email addresses:* The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- *Passwords:* If your password has been generated by the e-Gap system, please copy and paste it from the email notification you receive in the log-in screen. Passwords generated by the system can include symbols as well as numbers and letters, and this can cause confusion.
- *Submission:* You will not be able to submit your application until you have completed each section in full. <u>It is your responsibility to ensure that your application is submitted in good time and in sufficient time for it to be approved by the UK host organisation.</u>
  <u>You should submit your application for approval via e-GAP by a designated approver at the UK Co-Applicant's host organisation at least 5 working days before the closing date to allow for the organisation's administrative procedures. Please note that the approving department of the UK host organisation is a central university department. Late applications will not be accepted.</u>
- *Application sharing:* You can let other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. **If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.**
- *Application deletion:* You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

- *Application returned for editing:* The approver can return your application to you for further editing see 'Submission of Application' below.
- *Guidance:* In the tables below you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- *Further clarification:* If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Department (at email: newtonfund@britac.ac.uk ; tel: +44 (0) 207 969 5220)

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY THE UK HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

ALL FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

The Application Form

The 'funding schemes' section of e-GAP will show all rounds currently open for application. To make an application click on 'Apply Now' in the required round: the scheme name description and round deadline are displayed here.

The application can be completed using the navigation tabs on the e-GAP screen.

Once you have started your application, you can view its status on the 'My Applications' section of e-GAP, e.g. 'Draft Incomplete' or 'Draft Complete' (when all mandatory fields are complete) / 'Submitted' (to UK host organisation for approval) / 'Approved' (approved by UK host organisation and submitted to British Academy for consideration).

In the tables below, each box represents a tab on the e-GAP application form: you will find in the left-hand column the questions within each of these tabs as set out in the application form, and in the right-hand column useful guidance on its completion. Please read these notes carefully as you fill out the form.

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will have a green tick. **A green tick will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application. Please note: due to a technicality in the system, the Co-applicant section will have a green tick even when incomplete. Please manually check that these sections have been completed before submitting your application.

SUBJECTS

Primary and secondary subjects *	Please select a Subject Group from the drop down menu.

Subject	Please select all relevant subjects from the list provided. This can only be done once the 'Subject Group' has been selected. <u>Please bear in mind:</u> the Academy's choice of assessor is directly related to the primary subject selected.

CLASSIFICATIONS

Classifications	Time periods and regional interests: please select the time period(s) and regions of the world most relevant to the topic of your research. Audiences: if your research is of particular relevance to more than an academic audience, such as policymakers or more general audiences, please specify here. This information will help inform the Academy's choice of assessor for your application.

APPLICANT PERSONAL DETAILS

This section should be completed by the overseas-based Applicant	
Title, Names, Address, Email address etc. *	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application. It is important to commence an application using the email address login that you wish all correspondence to be sent to for the duration of the application process.
Place of Ordinary Residence *	Please enter the country in which your present employing institution is based - note this must be in Turkey or Vietnam.
Nationality *	Please add your nationality. To add more than one nationality, please use the 'Add' button again.
Co-Applicant *	Please enter here the name of the UK-based applicant, who will be added as the Co-applicant to the application. There must only be ONE Co-applicant per application. Other participants, whose involvement does not equate to being a 'Co-applicant', should be named in the relevant section (other participants) on the Proposal tab. <u>Please note:</u> the Co-applicant will need to be registered in the e-Gap system before you begin the application.

APPLICANT CAREER SUMMARY

Statement of qualifications and career * Please click 'Add Qualification' to add each appointment or qualification	Please give details of all appointments and qualifications in reverse chronological order. Please also provide details of any significant career breaks (for example maternity or sick leave), including dates. Please include start and end dates in the 'Qualification date' field. Please include the position title and institution in the 'description' field. The depth of information you provide is up to you, but this will represent you under assessment and so it is worth including as much good evidence for your academic merit as possible.
PhD confirmation *	Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply. Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.

	Please also include start and end dates in the 'PhD Awarded Date' field.
Present Appointment, Employing Institution, Department and Dates*	Please note that the "Present Employing Institution" must be in Turkey or Vietnam, and you should be employed by this institution for the duration of the award. Please state when your present appointment started and is expected to finish. Applicants/Co-Applicants who hold a fixed-term contract finishing before the end-date of the grant must secure confirmation through their Head of Department Statement that their contract will be extended to cover the duration of the award if their application is successful. If an end date is not applicable as you are in a permanent position, please leave the end date blank and choose 'yes' in response to question 'Is this position permanent?'
Publications *	Please list principal and/or relevant publications (to a maximum of six) in reverse chronological order.
Personal Statement	Applicants are invited to include any information relating to their professional career which they wish to be taken into account in assessing this application. This field can also be used to explain any career breaks, the effect of working on a part-time contract, or eligibility for applicants who do not possess a PhD but may have equivalent research experience. Applicants who are not nationals of the countries from which they are applying should explain what ties they have to the country and whether these ties are of long duration. *Maximum 1500 characters including spaces.*
Where did you hear about this scheme?	Please indicate where you heard about this scheme.
Previous support	Please give details of any research funding received within the last five years, including current funding. Please provide dates, title/description, source, and amount awarded. **Please note** duplicate applications for the same purpose to more than one British Academy scheme will not be accepted. An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the British Academy to the Applicant.

ORGANISATIONS

PLEASE NOTE: "organisation" refers to the UK-based Applicant's employing institution

IF AN APPLICATION HAS NOT BEEN APPROVED BY THE APPROVAL DEADLINE IT WILL NOT BE ELIGIBLE FOR CONSIDERATION

Organisations * **PLEASE BE AWARE: It is your responsibility to ensure that you complete your application in time for the UK organisation to process it and provide their approval by the approval deadline. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.**	Please select the UK-based applicant's employing organisation (the UK partner institution for the project). The majority of appropriate establishments appear in the drop-down list. **If the organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the British Academy with contact details of an appropriate person in the organisation to act as an approver on its behalf.** All applications must be approved by the UK employing organisation authorities e.g. research grants office, finance

	department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the Applicant maintains an open dialogue with the approving department at the UK institution as the <u>British Academy cannot be held responsible for emails being caught in spam filters or not being received.</u>

CO-APPLICANT PERSONAL DETAILS AND CAREER SUMMARY

<u>PLEASE NOTE:</u> **In order to be eligible for this scheme you must have identified a Co-applicant, who should be an academic based in an eligible institution located in the UK. Details of just ONE Co-applicant should be entered for this scheme and you must ensure that a Co-applicant has been added to the application and that all Co-applicant tabs (Co-Applicant Personal Details and Co-Applicant Career Summary) have been completed before submitting the application. Any applications with blank 'Co-applicant' tabs will not be processed.**

Specify Co-Applicant *	**Your Co-applicant will need to have an existing account in the system before you are able to add them to the application. If they do not have an account, they will need to register themselves on e-GAP before you are able to complete this section.** Please click 'Add Co-Applicant', enter the Co-applicant's e-GAP registered email address and then click 'Next'. Confirm the user by clicking 'Next' then select the permissions you wish the sharer to have with your application and then click 'Finish'. Please note that you must assign them at least some permissions in order for the Co-applicant function to work, and at least access to 'Co-applicant Personal Details' 'Co-applicant Career Summary' and 'Proposal'. It is possible to go back each step by clicking 'Previous'. Once you have clicked on the 'Finish' button, your Co-applicant will be able to view your application and, depending on permissions, amend and submit your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application. **The Co-applicant can then complete the Co-applicant tabs themselves, or can provide you with the relevant information to do so.**

PROPOSAL

Subject *	Please select the Subject from the drop down menu that is most relevant to this proposal. Please note that assessors are allocated according to the Subject selected by you.
Title of Project *	Please give the title of your proposed project
Abstract *	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. *This is a mandatory field and the limit is 1100 characters including spaces*
Research Project *	Please give a detailed description of the nature and structure of the partnership project. Please (a) explain the nature of the research theme around which the project will be built, with attention to the context and research objectives, the methodology to be used and the research programme; and b)

	indicate who will be involved on both the UK and overseas side and what they will be expected to bring to and gain from the process. Research references are not mandatory, and where included should remain brief. *This is a mandatory field and the limit is 5,000 characters including spaces.*
Plan of Action *	Describe in detail how the work will be carried out over the life of the project. Give details of the activities which will be arranged (for example, research visits, workshops) and explain their role in the achievement of the project. Please keep in mind the timescale of the award and propose a plan of action that is achievable. *This is a mandatory field and the limit is 3500 characters including spaces.*
Planned research outputs/plans for publication/dissemination *	Under 'planned research outputs', please only state the type of output expected (for example journal article(s), book chapter(s), websites, etc). Please give more detail about potential publishers etc under plans for publication/dissemination.
Digital Resource	It is a condition of the award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources.
Starting Date/End date *	To select a date in the future using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected. Please note that awards may be held over a continuous period of 12 months. The start date should not be earlier than 01 September 2017 and not later than 30 September 2017. The end date should be no later than 30 September 2018.
Language Competence	The Academy expects that applicants will have any language skills necessary to conduct the research. If relevant, please state the level of language competence of the applicants and other participants, or otherwise explain how the objectives of the research will be met.
Other Participants/Role of other participants *	The application only allows for one Applicant and one Co-applicant but you should use this section to list any other participants in the project. Under 'Other participants' please give the names, positions and institutional affiliation of any other participants. If details are not known yet, please indicate numbers and status of people who might be involved. Please describe the contribution to the project to be made by other participants and what they are expected to bring or gain from the process.
Ethical Issues *	It is expected that most ethical issues will be covered by standard codes of practice. It is only necessary to indicate here in detail any non-standard issues. Please note the Academy's ethics policy described in its Code of Practice. Approval to undertake the research must be granted by the relevant authority before any work requiring approval begins.
Benefits to individuals/institutions *	Describe clearly the planned outcomes and any potential benefits that will result from the proposed award for the Applicant, the Co-applicant, and the respective institutions. In particular please comment on how the award will contribute to the transfer of knowledge and research capabilities to the overseas partner, the added value of the collaboration, and the intentions for sustaining the partnership in the longer term. *Maximum 2,000 characters including spaces.*
Benefits to UK *	Describe any potential secondary benefits to the UK and UK research that will result from the proposed award. *Maximum 1,000 characters including spaces.*
Benefits to Overseas Country *	The benefits to the overseas country are a critical aspect of the Newton Mobility Grants scheme. Describe any potential benefits to the overseas Newton Fund partner country that will result from the proposed award, especially how the research will contribute to promoting economic

	development and social welfare of the country to benefit the wider society. *Maximum 2,000 characters including spaces.*

DEPARTMENTAL SUPPORT

All applications for Academy grants are considered in the light of referees' and/or Head of Department comments. No application will be considered without the required number of references and/or HoD statements, which must be received by the specified deadline.

Please note that this scheme requires <u>two</u> Head of Department statements.

Completion of Heads of Department tab:
- To add a Departmental support (HoD) email address click on the "Add referee" or "Add HoD" link, enter the email address and select the "check email" button
- If the HoD's details appear, it means that they have an existing e-GAP account under the email address entered. If so, select "contact now", adding whatever personal message you wish which will be added to the automatic e-GAP message, followed by "save" in order to attach the HoD to the application.
- If a form appears prompting you to enter the email address again and other details, it means that they do not have an existing e-GAP account. You will therefore need to create an account for them. To do this, enter their details and then select "contact now", followed by "save" in order to attach the HoD to the application.
- If you do not select "contact now" the details of the HoD will not be attached to the form. <u>Please note that we do strongly advise that all candidates select the "contact now" button when invited to do so.</u> This will send a message to alerting them to the fact that they have been asked to supply a statement of support for you, and explaining the next steps needed to be taken to do so.

<u>PLEASE NOTE:</u> It is vital that you enter the correct email address for your HoDs as upon your application being approved by the UK organisation, emails are sent automatically from e-GAP to these individuals at the email addresses supplied on the application form with login details, and instructions for viewing the application and supplying the reference through e-GAP. It is advisable, before adding a referee, to check whether your chosen referee has an account in the e-GAP system, and the email address associated with this, to ensure that you do not create multiple email accounts for an existing user which will cause confusion.
<u>PLEASE NOTE: Statements of support **must** be provided through the e-GAP system. **They cannot be provided as an email attachment nor sent by post in hard copy**.</u>

It is the responsibility of the applicants to:
- Contact HoDs outside of the e-GAP system to ensure that they have received details of their e-GAP login and instructions for supplying their statements through e-GAP. While the e-GAP system is programmed to contact referees automatically, applicants should not rely solely on the electronic system to do so
- Ensure that confirmations of support are supplied through e-GAP by the specified deadline
- Keep track of the progress of confirmations of support by viewing your Application Summary, accessed by clicking "Manage" on the "My Applications Section"; by doing this you can view whether a confirmation of support has been completed or is still pending
- Remember that applications without Head of Department statements will not be eligible for consideration

It is advisable that you send your HoDs a copy of Appendix 1 (found at the end of these notes).

Departmental Support *	Of the <u>two</u> Heads of Department, one should be based at the UK-based researcher's employing institution and the other at the Overseas-based researcher's employing institution.
	The Heads of Department are asked to endorse the application and confirm institutional support for the project. Applicants will need institutional support because visits, running workshops, offering components of taught courses etc, involves institutional resources including

	office space, meeting rooms, and access to facilities amongst other things. Applicants/Co-Applicants who hold a fixed-term contract finishing before the end-date of the grant <u>must secure confirmation through their Head of Department Statement</u> that their contract will be extended to cover the duration of the award if their application is successful. The statements must be written in English. If either the Applicant or the Co-applicant is the Head of Department, an alternative referee to supply the Head of Department's statement is required e.g. Head of School/Faculty. Heads of Department are contacted automatically by the e-GAP system with full instructions about how to provide their statement of support in the system **after** the application has been submitted **and** approved by the UK host organisation.

FINANCIAL DETAILS

Financial Details *	Financial Details is for the British Academy contribution to the grant. Please select '1' year in the "Duration (Years)" drop-down field before completing the "Financial Information" table to ensure that the financial information table displays the corresponding number of columns to be completed. Please provide details of funding in the relevant fields. **Please do not use '£' signs in the amount boxes.** Applicants should prepare accurate costings for the proposed expenses, and should be particularly careful not to overestimate the resources required. The maximum value cannot exceed the British Academy's £10,000 contribution. Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.
Total grant requested *	This should be the same total indicated in the financial details table as the sum of the individual cost elements requested from the British Academy. It should be the total grant requested for the duration of the project. It should be entered as a figure with no £ sign and no commas or decimal points.
Amount requested from other funding bodies *	This field is not applicable to applications from Turkey or Vietnam. Applicants should enter 'Not Applicable'.
Duration (Years) *	This is a drop-down field. By clicking on '1', the corresponding number of columns will appear in the financial details table, and information of funding requested can be entered.
Justification *	Please give a full itemised justification for all costs. It is advised that the length of visits and time for which subsistence is sought and per diem rates should be

	explained. Applicants are asked to quote realistic daily rates, bearing in mind that the Academy reserves the right to reduce the amount requested if it is thought excessive.
Applications to Other Funding Bodies	Please provide details of other support given or applied for in connection with the current proposal. Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research. The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. **Applicants are requested to keep the Academy informed of the outcomes of any other applications.** Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the Applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an Applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the Applicant to retain both awards are unlikely to be considered favourably).

EQUAL OPPORTUNITIES

Equal Opportunities/ Co-Applicant Equal Opportunities The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the information requested. **This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process.**	This section is optional. The Academy would however, greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.
Date of birth	To select a date in the past using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.

THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED AND APPROVED APPLICATIONS

SUBMITTING AN APPLICATION

Once you have submitted your application for approval by the UK partner organisation, automatic emails will be sent to the UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to the UK organisation for approval. The approver will either: approve and submit your application, 'send back' your application and contact you to request modifications, or decline your application and contact you.

If the UK organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Send Back'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your employing organisation.

Once the UK organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

It is recommended that you check that your application has been approved in time. To see the details of the UK organisation approver and to check the status of your application, you should log into e-GAP and click on the link to the Application Summary.

Once your application has been submitted and approved, and your Head of Department statements have been received, you will not be contacted again by the British Academy until the final award decisions have been made, and you will not be required to do anything further in the e-GAP system until that point. You can track the progress of your application by monitoring the Lifecycle Stages; to do this click "Manage" in the "My Applications" section. Please note that the eligibility stage in the lifecycle stages is an internal process and you do not need to do anything for this. **PLEASE NOTE: You will receive notification of the outcome of your application by email outside the e-GAP system.**

Appendix 1

Guidance for Head of Department Statement Providers on e-GAP

If you have been detailed as a statement provider by an Applicant for a British Academy Newton Mobility Grant, this statement should be provided electronically via the British Academy's e-GAP (electronic Grant Application and Processing) system - https://egap.britac.ac.uk.

Once the Applicant has submitted their application you will be contacted by the system requesting your statement of support. Statements can be submitted before and up to 5 working days after the round closing deadline. The deadline for the submission of statements is **23 March 2017, 17:00 (UK time)**.

Obtaining your log in details:
Your login details will be dependent on the email address that the Applicant provided for you in their application. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant. If you have forgotten your password, do not know your password or are using e-GAP for the first time, click the 'Forgotten Password?' link and enter the email address supplied by the Applicant in the application (Please contact the Applicant directly if you are unsure of the email address provided). An email containing a link to reset your password will be sent to you. Click on the link to set/reset your password. (Knowledge of previous passwords is not required.) Please note that the email link is time limited and will become inactive after 30 minutes of being requested. Therefore please only click on the 'Forgotten Password?' link when you are able to complete the process within 30 minutes.

Please note that your login details can also be used in future for any other tasks and are not just relevant to this statement.

Please note: The email address is the unique identifier on e-GAP, so it is important that you always use the exact same email address that the Applicant has provided in the application when logging on to e-GAP. If you are already registered on e-GAP please advise the Applicant to use the appropriate email address.

Information required:
You may be asked specific questions related to the application so please log-on and look at the application and the statement of support form before formulating your response.

Please note: If the Applicant/Co-applicant for which you will be providing a Head of Department Statement currently holds a fixed-term contract that is due to finish before the end-date of the grant, your statement must include confirmation that their contract is due to be extended and will therefore cover the duration of the award if their application is successful.

Character Limits:
Please note that there will be a size limit imposed on the statement; please check your statement is within the limit. The limits refer to characters, not words, and that the count includes spaces. We recommend that you first type and save the text in a word processor and check the character limit before pasting it into e-GAP. If you exceed specified character limits the system will not allow you to save and submit your statement.

Using e-GAP:
The e-GAP system automatically logs you out after periods of inactivity (typing is not considered activity). Therefore we recommend that you save your work frequently or, preferably, write your reference in a word processor first and then copy the text into e-GAP, using the following instructions:

1. Go to the e-GAP website: https://egap.britac.ac.uk
2. Enter your email login. If you have never used e-GAP before, an account will have automatically been generated for you using the email address supplied by the Applicant.
3. Enter your password. If you have forgotten your password, or are using e-GAP for the first time, click the 'Forgotten Password?' link and enter your email address (the same one as entered by the Applicant).

An email containing a link to reset your password will be sent to you. Please note that the email link is time limited and will become inactive after 30 minutes of being requested.

4. Click on 'Tasks'
5. Click on 'Reference List'
6. Click on 'Provide Reference' (if you would like to view a PDF of the application first, click 'Print Application', or you may view the application form in its original format by clicking on 'View Application' on screen at the top of the reference form).
7. Complete all tabs of the statement of support form and click on 'Save' at regular intervals as you proceed:
    - o   Statements must be written in English. If this presents a difficulty you are advised to contact the Applicant or the Co-applicant and the British Academy at the earliest opportunity.
    - o   Click on 'Save' and then 'Submit' (If the 'Submit' button does not appear, one of the mandatory fields, indicated with *, has not been completed. Please check all necessary fields are complete and click 'Save' again – the 'Submit' button should then appear.) When you have successfully submitted your statement, you should get an acknowledgement on the screen, in the top left hand corner.

Contacting us:

If you encounter any other problems with accessing the form, please contact us using the details below. It is helpful if you can provide the name of the Applicant or the Co-applicant, or either of their email addresses; at least one of these will be given in the reference request email.

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