Going Global Parterships

Mentoring in Science for HEIs

Application Form

June 2023

Application form

Please submit the completed application form to [monica.angulo@britishcouncil.org](mailto:monica.angulo@britishcouncil.org) by 23:59 MX time on **03 July 2023**.

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| section 1: HEI general information | |
| **Institution name** (please enter full legal name) |  |
| **Department** |  |
| **Head of Department full name** or equivalent with authority to approve this application |  |
| **Institution full address** |  |
| **HEI alignment to the Mentoring in Science Project** | |
| **Project strategy -** Is this project part of an institutional or departmental engagement strategy? **\*** |  |
| **Project Sustainability**  Has funding or resources been identified or allocated to allow continuity beyond the end date? | |  |  | | --- | --- | | ( ) Yes | ( ) No | | Please specify how:  ( ) This project will continue to the next phase/stage with other funding sources  ( ) We will build on this collaboration and expand our connections and collaborations after the end of the project | Please select one option below:  ( ) This is an exploratory project, it is happening for the first time  ( ) There is the need to monitor the impact of this project before seeking for further funding or continuity | |
| **Project Sustainability – continuity:** Additional information(max 300 words) |  |
| **Project sustainability -** How will activities established during this project life-cycle be sustained after the end of the training? Is it considered replicating the project in other areas of the HEI? |  |
| **Project Leader**  In addition to completing the fields below, please also attach a PDF file with a 2-page CV outlining your education, employment and academic track record. | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | * Female * Male * In another way * Prefer not to say |
| **Position** |  |
| **Work email address** |  |
| **Work telephone number** (please make sure you include the country calling code) |  |
| **Deputy full name –** please nominate a person in your institution who can deputise for the Lead applicant if they are unable to lead the collaboration for any reason |  |
| **Deputy current position** |  |
| **Deputy work email address** |  |
| **Project Co-Leader**  In addition to completing the fields below, please also attach a PDF file with a 2-page CV outlining your education, employment and academic track record. | |
| **Title** |  |
| **Full name** |  |
| **How would you describe your gender** | * Female * Male * In another way * Prefer not to say |
| **Position** |  |
| **Work email address** |  |
| **Work telephone number** (please make sure you include the country calling code) |  |
| **Deputy full name –** please nominate a person in your institution who can deputise for the Co-Lead applicant if they are unable to lead the collaboration for any reason |  |
| **Deputy current position** |  |
| **Deputy work email address** |  |

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| SECTION 2: FUNDING and resources | |
| Total funding requested from the British Council?  (Maximum $58,250) |  |
| Total co-funding and/or in-kind support secured from other sources. | Co-funder:  Total co-funding: $  In-kind support: |
| **Resources & EDI** in the delivery team - How will you ensure equality, diversity, and inclusion in your implementation? |  |
| **Resources & EDI** in the delivery team - Does this project offer capacity building/development opportunities for staff who are under-represented in senior roles? |  |
| **Resource allocation –** Please identify all those involved in the delivery of the project, including associated partners (if applicable). Please indicate the estimated proportion of their time in hours per month dedicated to the project during its duration. Please add rows as needed. | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No.** | **Name** | **Position** | **Department / Faculty** | **Time (hours/month)** | **Contribution to the project (bullet points)** | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | |
| **Budget – Activities costs** | Please fill in the Budget Excel document (\*mandatory) |

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| SECTION 3: Project description & METHODOLOGY | |
| **Proposal Summary\***  Please give a **short summary** in plain English of how this project will progress gender and Equality, Diversity and Inclusion (EDI) in your HEI.  **Please consider:**   * **Why** is your project important. Does authorities of your institution agree with the stated importance of this project? * The **purpose**/goal of your project, the need you are addressing or problem you are solving * The **objectives** of the project (a maximum of 5 objectives both specific and achievable) * The expected **outcomes** and how you will achieve them. Please mention both **immediate** and **medium/long term** outcomes * **How** you will **assess**/verify the **success** of your project |  |
| **Relevance to economic development, social welfare and environment (ODA requirement)** | |
| Please describe how the project and planned activities will contribute to the **economic development** and **social welfare** of Mexico in the next 3-5 years.\*  Please include how the activities may lead to a **positive impact** on the lives of women, girls and other disadvantaged populations/groups, and how they will **contribute to gender equality** in the longer term. |  |
| **SDGS -** Please specify which [**UN**](https://sdgs.un.org/goals)[**Sustainable Development**](https://sdgs.un.org/goals)[**Goals**](https://sdgs.un.org/goals)apply to your project, list them in priority order. From the most to the least relevant  (Select no more than 5) \* |  |
| **Impact to Environment**  What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)? |  |
| **Impact to Environment – mitigation**  What measures you will take to minimize the impact on the environment or limit the carbon footprint of travels |  |
| **Gender statement & EDI\*\***  Gender statement must outline how applicants have considered how the project will contribute to reducing gender inequalities in partner institutions and countries.  \*\* Equality, Diversity and Inclusion for this call includes age, disability, ethnicity, religion, sexual orientation and socio-economic background. For more information about EDI in the British Council please go to [our page.](https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion) | |
| **GENDER STATEMENT-** Please describe the impacts the project will have on gender equality. Please consider:  1.**measures** put in place to ensure equal and meaningful opportunities for women, girls and minority genders,  2.**expected impact** (benefit and losses) on:  - men, women and other genders,  **- the relations** between people of different genders,  4. How any **risks and unintended** negative consequence on gender equality will be avoided,  4. Will relevant **outcomes and outputs be measured with data** disaggregated by age and gender |  |
| **EDI –** Is this project including or addressing any additional Equality, Diversion and Inclusion aspects (e.g. age, disability, ethnicity, religion, sexual orientation and socio-economic background)?  Please specify the groups included and how they will benefit from the activities. |  |

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| section 4: risk management & ETHICS | |
| What are the key risks in implementing this project, and how are you going to manage/mitigate them?  Please consider gender-related risk and safeguarding measures that may be needed. | Risk 1:  Management: |
| Risk 2:  Management: |
| Risk 3:  Management |
| ***Add more lines if necessary.*** |
| How you will ensure that activity will be carried out to the highest standards of ethics and research integrity, at least equivalent to those of the UK? |  |
| How potential ethical and health and safety issues arising as part of this collaboration have been considered and how they will be addressed? |  |

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| section 5: monitoring and evaluation plan | |
| What are your key performance indicators (KPIs) and project milestones?  Please detail the main activities to be undertaken, including timelines and milestones (e.g. training, seminars, workshops, visits, job-shadowing, etc). | Please list the main ones and use them on Section 5.1 where more information is requested (\*Section 5.1 is a mandatory document to be filled in as part of this application).   |  |  |  | | --- | --- | --- | | **Activity** | **Milestones** | **Timeline** | |  |  |  | |

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| section 5.1: proposed iMPLEMENTATION and Monitoring and evaluation  Please complete the form below with information regarding the proposed implementation plan for activities from 1 Sep 2023 to 30 Apr 2024. | | | | | | |
| **Item/Activity Description (Input)** | **Target Beneficiaries/Participants** | **Expected Outcomes** | **Expected Outputs** | **Targets and measure of success** | **Data/Evidence source** | **Method(s) of Evaluation** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| (Add more items as required) |  |  |  |  |  |  |

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| section 6: Additional information | |
| **Communication and Dissemination**  Please use the space to elaborate your communication and dissemination plan.  **Why** – what you hope to accomplish by telling people about your project`s work. Your communication goal(s)  **What** – what you want to disseminate  To **whom** – your audiences for general and also for specific communication  **How** – how you plan to disseminate information about your project  **When** – how often and when you will communicate about your project | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Why | What | To whom | How | When | |
| Please use the space below to include any **additional information** that you feel is relevant to your proposal but not covered elsewhere in the application form. |  |

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| section 7: INTELLECTUAL PROPERTY RIGHTS | |
| Will intellectual property created through the collaboration be protected? Yes/No |  |
| If you answered yes to the previous question, please provide details of the arrangements to be made regarding IPR |  |

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| Supporting Documents | |
| CV for the HEI Lead Applicant (maximum 2 sides of A4) | Y/N |
| Mentoring Certification issued by the British Council and Inova Consulancy (at least 1) |  |
| Signed letter of support from the Head of Department (or equivalent) of the Lead Institution, including expression of the commitment and willingness to receive funding and to sign a grant agreement with the British Council. |  |
| Detailed budget request (using the template provided on the call website) |  |
| Working proposal for start-up/implementation of the Mentoring programme at institutional level (free format) |  |

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| pre-submission confirmation | |
| The Applying Institution is not subject of a conflict of interest during the grant award procedure.   * I confirm the above * I am unable to confirm the above | |
| Have you obtained permission to submit this application on behalf of your institution?   * Yes * No | |
| The Applying Institution (HEI) has the professional resources, competencies and qualifications necessary to complete the proposed action.   * I confirm the above * I am unable to confirm the above | |
| The Applying Institution is not bankrupt, being wound up, or having their affairs administered by the courts.   * I confirm the above * I am unable to confirm the above | |
| The Applying Institution has not entered into an arrangement with creditors or suspended business activities or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.   * I confirm the above * I am unable to confirm the above | |
| The Applying Institution is not guilty of grave professional misconduct proven by any means which the contracting authority can justify.   * I confirm the above * I am unable to confirm the above | |
| The Applying Institution is has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council or partner organisations' financial interests.   * I confirm the above * I am unable to confirm the above | |
| The Applying Institution is not guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information.   * I confirm the above * I am unable to confirm the above | |
| In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants’ employees, partners, directors, shareholders is listed:   * as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings; * as being wanted by Interpol or any national law enforcement body in connection with crime; * as being subject to regulatory action by a national or international enforcement body; * as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or * as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.   If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call. The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.  **I confirm that I have read and understood the above notice.** | Y/N |

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| data protection notice |
| The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.  In order to carry out the selection process for this grant, we may also share your information with our national/UK partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.  For detailed information, please refer to the privacy section of our website, [**https://www.britishcouncil.org/privacy-cookies/data-protection**](https://www.britishcouncil.org/privacy-cookies/data-protection) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **I have read and understood the above**  (Please put an X sign) | **Yes** |  | **No** |  | |
| |  |  | | --- | --- | | Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). | I am willing for my information passed on to British Council partner organisations for the purpose of this funding application. | | The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. | I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material | | The British Council will not publish personal details on their website or via other media  without prior permission. | I agree to my information being put on the British Council website | |

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| Submission process note |
| Please note that a confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please contact us: [monica.angulo@britishcouncil.org](mailto:monica.angulo@britishcouncil.org) within 3 working days from the deadline, otherwise your application will be considered ineligible. |