

Call for Research Proposals 2017-18

Frequently Asked Questions

Section1- About the Call for Applications 2017-18

Q 1a: What are DST UKIERI and UGC UKIERI call for research proposals?

A1a: These are two different calls for proposals which UKIERI funds in partnerships with University Grant Commission (UGC) and Department of Science and Technology (DST). Under above mentioned calls, an Indian institute partners with a UK institute to submit a proposal to receive grants to conduct mutually beneficial research projects.

Q1b: Is there a list of successful partnerships across research and skills?

A1b: The list of all partnerships funded through UKIERI is available on the UKIERI website.

Section 2- Eligibility

Q2a: What are the pre-conditions for filling the online application form?

A2a: Before filling the application form, the following points should be considered:

For DST-UKIERI call for proposal

- All applicants from India side are required to register themselves on DST portal - <http://onlinedst.gov.in/Login.aspx>
- The Lead Applicant is a full-time member of faculty
- The UK institution is in the list of recognised institutions/ organisation
- The UK Lead Applicant is a resident within the UK / has held a position in a UK institution for at least three consecutive years
- The UK Lead Applicant is an EU citizen who holds a permanent position in a UK institution
- The Indian institution receives research grants from the DST
- The proposal is a joint proposal
- The proposal is endorsed by the respective institutions
- Indian Lead Applicants, who are presently implementing two or more projects supported by the International Division of Science & Technology, are not eligible to apply.
- Projects completed under earlier UKIERI grants are eligible to apply again provided they have successfully closed the project (including financial closure).

For UGC-UKIERI call for proposal

- All applicants from India side are required to take a letter confirming the eligibility of the Indian institution issued by the UGC. It can be obtained from UGC by applying at ugcic2@gmail.com.
- The Lead Applicant is a full-time member of faculty
- The Lead Applicant holds a PhD degree or equivalent
- The UK institution is in the list of recognised institutions/organisation
- The UK Lead Applicant is resident within the UK / has held a position in a UK institution for at least three consecutive years
- The UK Lead Applicant is an EU citizen who holds a permanent position in a UK institution
- The Indian Lead Applicant is employed at an institution which either receives development grant from the UGC or is funded by MHRD
- The proposal is a joint proposal
- The proposal is endorsed by the respective institutions

- Projects completed under earlier UKIERI grants are eligible to apply again provided they have successfully closed the project (including financial closure).

Q2b: How can schools be part of this call for applications?

A2b: Schools are not a part of any activity of Phase III of UKIERI.

Q2c: Are private institutions eligible to apply?

A2c: Yes, institutions which are set up as not for profit can apply under the DST UKIERI Thematic Partnerships. For eligibility, please refer to DST UKIERI Call for Application Guidelines 2017-18 uploaded on the UKIERI website (www.ukieri.org)

Q2d: Are deemed to be universities which are not funded by UGC eligible to submit application under UGC Thematic Partnership?

A2d: Only those institutions which either receive development grant from UGC or are funded by MHRD are eligible to apply.

Q2e: Can same department or same team from an institution submit two proposals in two different call for proposals?

A2e: No. One team is eligible to apply under one call for proposal only, though this doesn't restrict number of applications from one institution.

Section 3- Application Process

Q3a: Where are the guidelines and application forms available?

A3a: Guidelines and application forms are available on the websites of UKIERI, DST and UGC, for reading and reference purpose only. The application has to be submitted online through the **link only**: <https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

Q3b: What is the procedure of filling the online application form?

A3b: Application form is to be filled online after reading the Guidelines. Link to the guidelines and application form is available on UKIERI website (www.ukieri.org), along with websites of UGC, DST for respective call for research proposals.

Applicants need to send soft copy of application forms and annexures (which is received on the applicant's email after submitting the online application form) to the email IDs mentioned in the respective guidelines.

A hard copy of these documents duly signed and stamped (Application form with the three annexures) is to be sent to **UGC** and **DST** on the postal addresses mentioned in the respective guidelines. There is no requirement of hard copy submission to **UKIERI Secretariat**.

Q3c: How does one identify their partner in UK/India?

A3c: UKIERI is unable to provide assistance on finding partners. You could visit UGC website - www.ugc.ac.in, and DST website- www.dst.gov.in to get details of possible partners across subject areas in India. For UK institute, list of institutes is available at <https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies> and list of not-for-profit UK research organisations is available at <http://www.rcuk.ac.uk/documents/documents/eligibilityiros-pdf/>.

Q3d: Can two themes be included in one proposal?

A3d: No, the participating institutions should focus on a core research area. However, multi-disciplinary research is being encouraged.

Q3e: What should be the exchange rate for INR and GBP for the finance plan?

A3e: Please refer to DST/ UGC guidelines. It should be calculated at GBP =84.2 INR

Q3f: Who can be contacted for any queries related to filling of the online application form?

A3f: The FAQs and Call Guidelines to be referred for call related queries. In case you are facing technical issues while filling up the application on the Grant management Tool, you can send your queries to (ukieri@britishcouncil.org). Clarification on the queries will be provided by the UKIERI team in three working days.

In addition, UKIERI will also conduct pre-bid workshops in different parts of India and UK to address issues of applicants.

Section 5- Submission

Q5a: Does each partner need to submit the joint proposal?

A5a: Only one partner needs to submit the **joint proposal** online by using the link (<https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>) on behalf of both partners. The final copy of the joint proposal can be submitted by either UK or India partner.

Q5b: Will the partners have to submit their individual budgetary requirements or it will be a joint budget?

A5b: Partners will submit joint financial spread-sheet outlining their budget requirements. The spread-sheet allows for separate detailing from both India and the UK. Please note that each partner should fill in the in-country costs in the spread-sheet. By in country cost we mean the costs (accommodation/local travel/subsistence) of visiting institution which should reflect in the budget of the host institution. For e.g. in country costs of Indian team visiting UK should be accounted for in UK budget and vice versa for UK team visiting India.

Q5c: Would scanned signatures from institutions be accepted on hard copies at the time of submission?

A5c: No, the scanned signatures are not acceptable on hard copies. The hard copies should be signed and sealed by the authorised signatories.

Section 6- Evaluation and Result

Q6a: What is the selection procedure?

A6a: All application forms will be assessed through an evaluation panel comprising Indian and UK subject experts. The scores from both UK and India will be compared and a final list will be prepared based on the total scores. Proposals in higher order of merit will get selected for funding.

Q6b: How the applicants are informed about selection?

A6b: All applicants will receive emails of selection or rejection post evaluation. List of selected proposals will also get uploaded on the UKIERI website.

Q6c: What is the limit on the number of proposals which will be funded?

A6c: The number of proposals to be funded will be dependent on the quality and number of proposals received and funding available.

Section 7 – Project Implementation

Q7a: How does the funds disbursement happen?

A7a: UKIERI will get into contracting with the selected UK institutions for funds disbursement. For Indian institutions, funds are disbursed directly by UGC / DST.

Q7b: Is it possible for a university/institution to apply with a business directly?

A7b: No, all partnerships must have two academic partners, one in India and one in the UK. Industry partners with specific roles and responsibilities can be a part of the consortium and is strongly encouraged. The details of consortium can be filled in the application form.

Q7c: Is there a minimum / maximum number of people allowed on each team?

A7c: No, but the team needs to be able to demonstrate that it will be able to deliver the required outcomes in the most effective way with the number of team members proposed.

Q7d: Do grants cover overheads or full economic costs or salaries?

A7d: No, UKIERI does not pay for any full economic costs or salaries. However, relevant overhead costs/administrative costs are allowed to be charged based on project requirements.

Q7e: Is funding available for dissemination seminars and events? Can these be organized outside India or the UK?

A7e: Some funding may be available for dissemination seminars and events, but only in line with what UKIERI would normally fund (i.e. the collaborative costs). It is unlikely that an event outside India or the UK would meet UKIERI criteria for support.

Q7f: Are institutional and other contributions an essential requirement?

A7f: Yes, institutional contributions are strongly encouraged from participating institutions. Contributions could be in the form of staff salaries, discounted fees etc.

Q7g: How is per visit defined?

A7g: As per guidelines, 4 visits per year are allowed. A visit is defined as per person visiting as per the eligibility of duration mentioned for scholar and student.

Q7h: Is it necessary to have a balanced exchange with equal periods of time spent at each other's institutions?

A7h: Equal periods are not essential, but the exchange plan needs to demonstrate equal collaboration and be able to meet the UKIERI criteria for mutuality which requires both UK to India and India to UK mobility.

Q7i: Can student fellowships or scholarships be included in funding requested?

A7i: Full fellowship or scholarship cannot be funded through UKIERI. Only support is for existing PhD scholars in the institutions who would be participating in the partnership. These costs can be requested from UK grant but institutions are expected to get subsidised fees for existing PhD scholars, this however doesn't apply to Indian grant. Indian Institutions can request for manpower cost in form of salaries from research fellows. The standard rates for these fellows are listed on DST /UGC website. It is also advised that rates are cross verified by competent authorities at DST/UGC

Q7j: Is there any specification on the budget split between participating institutions?

A7j: The split between India and the UK costs needs to be agreed mutually. Please ensure in country costs are mentioned for both India and the UK. The total costs should not be more than the total budget allocation as mentioned in the guidelines.

Q7k: Does UKIERI provide any fellowship appointment?

A7k: No, UKIERI doesn't allow of appointment of any fellow on the project.

Q7l: The cost of manpower will have to be accounted for in the budget proposal or it will be paid additionally by DST/UGC?

A7l: The cost of hiring JRF/SRF should be budgeted in the project as per the standard rates mentioned in the guidelines with DST and UGC. The cost on manpower should be within overall budget of the project. No additional grant would be considered.

Q7m: Can funds be used for any other expenses apart from travel?

A7m: The funds can only be spent on the heads mentioned in the budget proposal.

Q7n: Is cost of hiring of any equipment eligible under UKIERI?

A7n: No, UKIERI doesn't support any cost pertaining to equipment.

Q7o: How IPR issues are handled?

A7o: The ownership of IPR to be generated as an outcome of these projects will be mutually agreed among the participating institutions taking into considerations contributions made by the parties and existing bilateral /multilateral IPR arrangements/framework.

Q7p: Can project team members be from different institutions?

A7p: Yes, consortium of institutions is strongly encouraged.

Q7q: Will DST/UGC fund for the recruitment of any fellowship?

A7q: DST gives JRF to all those who hold Master degree in Science and has passed National Education Test (NET) in their respective subject. Indian side will provide stipends to eligible candidates as JRF, SRF, RA as per DST/UGC rates.

Further information is available on

http://www.dbtindia.nic.in/wp-content/uploads/fellowship_revision.pdf

http://www.ugc.ac.in/pdfnews/6042860_revised-rates-of-fellowships.pdf

<http://www.dst.gov.in/>

<http://www.ugc.ac.in/>

Q7r: If a JRF is already supporting in a project, can he be a part of any other project under UKIERI?

A7r: No it is expected that JRF/SRF so hired is working exclusively on DST-UKIERI project.

Q7s: Dose JRF/SRF fall under student category or Fellowship?

A7s: As per DST guidelines JRF and SRF would be treated as students.

Q7t: Can partial or full 'Tuition fee' for UK PhD/ MRes students be considered in the finance plan?

A7t: Yes, this can be included for UK side. On Indian side, DST may consider selection as JRF/SRF (subject to eligibility). However, University /institute fee can't be supported.

Section 8 – Pre Bid Workshops

Q8a: What is the schedule of the Pre Bid Workshops?

A8a: Please refer to UKIERI website- www.ukieri.org to know about the locations and schedule for Pre Bids.

Q8b: Is there a fee to attend the Pre Bid Workshops?

A8b: No, there is no fee to attend these workshops. Applicants can attend these workshops after registration on the UKIERI website. Pre-registration is mandatory to attend the workshop.

Q8c: What will be covered in the Pre Bid Workshops?

A8c: Pre bid workshop will approximately be for 2 hour duration which will cover Registrations, Introductions, UKIERI Presentation covering About the current call, Eligibility, application process, Guidelines and Questions & Answers.

Q8d: Who should attend these workshops?

A8d: Lead Applicants/ Head of Institutions/ Professors/ Researchers who are interested in applying for the UKIERI Call for Research Proposals 2017-18

Section 9 – Online Application Form

Q9a: Where is the online application to be submitted?

A9a: The online application needs to be submitted on <https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

Q9b: I have registered as new user on the application but I haven't received the password?

A9b: The password usually takes 10-15 minutes to come. Click on retrieve password link to receive your application password. The application registration email may also land in your spam/junk folder hence it needs to be regularly checked as well.

Q9c: Which browser should I use for opening the online application?

A9c: The application is best supported on Google Chrome and Firefox browsers.

Q9d: I can't download the attachments given in the online application form?

A9d: Please ensure a stable and speedy internet connection

Q9e: I have uploaded incorrect annexures to the online application form?

A9e: Please ensure complete diligence while uploading the documents in the desired format. Documents failing to meet the prescribed format will be rejected. Till the time application is not submitted the annexures can be changed.

Q9f: I have submitted incorrect details on the online application form?

A9f: Application once submitted cannot be amended.

Q9g: I want to make changes on my online application form?

A9g: Application once submitted cannot be amended. Till the time application is not submitted the annexures / information on the application can be changed.

Q9h: I have submitted my application from India Side; does UK side have to submit a separate application?

A9h: Only one application needs to be submitted. The UK and India partners should discuss and jointly submit one application.

Q9i: Do the UK and India partners need to create two logins?

A9i: No, One project will have one registration login only. Since only one application needs to be submitted. The UK and India partners should discuss and jointly submit one application.

Q9j: Can the deadline be extended?

A9j: No, the deadline cannot be extended as this date is mutually decided by the partners.