

UKIERI Call for Research Proposals 2017-18

Frequently Asked Questions

Section1- About the Call for Research Proposals 2017-18

1. What are the DST UKIERI and UGC UKIERI calls for research proposals?

These are two different calls for proposals which UKIERI funds in partnership with the University Grant Commission (UGC) and the 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.

2. Is there a list of successful partnerships across research and skills?

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

3. How does fund disbursement take place?

India institutions receive funds from DST/UGC after fulfilment of necessary documents. UK Institutions receive funds from British Council through UKIERI after contract signatures.

Section 2- Eligibility

1. What are the pre-conditions for filling the online application form?

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 must be a full-time member of faculty.*
- *The UK institution is in the list of recognised institutions/ organisation.*
- *UK Lead Applicants should be UK citizens employed by a recognised UK university (<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>) or not-for-profit UK research organisation (<http://www.rcuk.ac.uk/documents/documents/eligibilityiros-pdf/>). Alternatively, the UK Lead Applicant can be an EU citizen who holds a permanent position at a UK institution. Non-EU citizens may apply provided they have held a permanent position at their UK institution for at least three consecutive years.*
- *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

- *The lead applicant from India side is 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.*
- *UK Lead Applicants should be UK citizens employed by a recognised UK university (<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>) or not-for-profit UK research organisation (<http://www.rcuk.ac.uk/documents/documents/eligibilityiros-pdf/>). Alternatively, the UK Lead Applicant can be an EU citizen who holds a permanent position at a UK institution. Non-EU citizens may apply provided they have held a permanent position at a UK institution for at least three consecutive years.*
- *The Indian Lead Applicant is employed at an institution which either receives a 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).*

2. How can schools be part of this call for applications?

Schools are not eligible to be a part of any activity of Phase III of UKIERI.

3. Are private institutions eligible to apply?

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 Proposal Guidelines 2017-18 uploaded on the UKIERI website (www.ukieri.org)

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

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

5. Can a Lead Applicant be involved in more than one proposal

No, Lead Applicants can only be involved in one proposal.

6. Can a project involve team member/s from a third country?

It is recommended to not involve national from a third country.

7. Are ineligible institutions allowed to participate in the project as team?

No, each participating institute must meet the institutional eligibility criteria set out above.

8. Can a team member receiving research grants from another country be a part of the project?

Yes, as long as the team member and their institution are eligible.

9. Can an Indian lead applicant apply for both UGC and DST proposals on same research theme?

The same proposal cannot be made to both the UGC call and the DST call. Applicants must choose one funding stream for each proposal made.

10. Should all the team members be employed by the Lead Institution?

No only Lead Applicants need should be employed at the Lead Institution. Co-applicants from other institutions should be employed at their respective institutions. Project teams can be a

consortium of institutions /industry partners/ NGOs. However, industry partners and other organisations cannot receive project funds.

11. For UGC calls are NON Net PhD students allowed to apply?

Students cannot be the lead applicants. Only eligible academic staff can apply. PhD students (with NET or without NET) can be involved.

12. Do proposals need to be e-partnerships?

There is no specific criteria set out in the guidelines for projects to be 'e-partnerships'. However, applicants are encouraged to incorporate ICT, digital platforms and the concept of innovation, as per UKIERI specific criteria.

13. Do proposals need to include an incubation aspect to be successful?

No, 'incubation' is not a criterion for success, however, industrial link up is encouraged as per UKIERI specific criteria.

14. Is there a restriction on the number of associates working on project?

No.

15. Are existing UKIERI awardees eligible to apply if they plan to close their project on or after October 20?

No. The applicants must have submitted the project closure and financial closure of any existing UKIERI project before applying for the call.

16. Do all team members need to be named in the proposal?

No - only names and details of Lead Applicants must be provided. Students names can be provided later. However, marks will be provided based on the quality of the team and applicants are encouraged to provide as much detail as possible.

17. Is it possible to see a list of UGC and DST eligible institutions?

Applicants are requested to visit UGC and DST website and contact suitable authorities.

18. Is the pro-rata daily rate based on 30 or 31 days in a month? Is the same pro-rata division to be applied to the student allowance?

The pro-rate is based on 30 days.

19. Is it possible for a university/ institution to apply with a business directly?

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.

20. Is there a minimum / maximum number of people allowed on each team?

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.

Section 3- Application Process

1. Where are the guidelines and application forms available?

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 following the link only: <https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

2. What is the procedure of filling the online application form?

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

3. Applicants need to send soft copies of the 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.

4. How does one identify their partner in UK/India?

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-officiallyrecognised/recognised-bodies> and list of not-for-profit UK research organisations is available at <http://www.rcuk.ac.uk/documents/documents/eligibilityiros-pdf/>.

5. Can two themes be included in one proposal?

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

6. What should be the exchange rate for INR and GBP for the finance plan?

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

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

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.

8. Can you provide some further detail about the types of proposals the DST are looking for in their three subject areas?

Applicants that require further clarification on specific details relating to Cyber Physical Systems, or Environmental Sciences are asked to contact the DST directly.

Those interested in the theme of Future Manufacturing should reference the UK EPSRC Manufacturing the Future theme detail here: <https://www.epsrc.ac.uk/research/ourportfolio/themes/manufacturingthefuture/subthemes/>

9. **How long should it take for Indian applicants to receive eligibility confirmation letters from the UGC?**

The UGC have committed to provide prompt responses to all queries around eligibility.

Section 5- Submission

1. **Does each partner need to submit the joint proposal?**

*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.*

2. **Will the partners have to submit their individual budgetary requirements or it will be a joint budget?**

Partners will submit joint financial spreadsheet outlining their budget requirements. The spreadsheet allows for separate detailing from both India and the UK. Please note that each partner should fill in the in-country costs in the spreadsheet. 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 example, in-country costs of Indian team visiting UK should be accounted for in UK budget and vice versa for UK team visiting India.

3. **In what format should signatures be uploaded to the online application form?**

A short letter stamped and signed by head of institution/head of department/competent authority from the UK and India Lead Institutions should be uploaded. The letter must state their understanding that a proposal is being made from their institution. The name and signature of the Lead Applicants should be uploaded separately.

4. **Are ink signatures required on the hard copies?**

Hard copies should be sent to the relevant Indian ministries. They must be signed in ink by Indian partners. Scanned versions of UK signatures will be accepted.

Section 6- Evaluation and Results

1. **What is the selection procedure?**

All research proposals will be assessed by 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 will be selected for funding on the basis of highest total score.

2. **How will the applicants be informed about selection?**

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

3. **What is the limit on the number of proposals which will be funded?**

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

4. **What was the success rate from the previous call?**

Success rates were as follows; DST – 15%; UGC – 26%. The total number of proposals across both strands was 304 of which 57 were successful.

5. What is the weighting assigned to each section in terms of marks?

Operational capacity and relevance – 10

Proposal specific criterion – 50

UKIERI specific criteria – 20

Budget and cost effectiveness – 20

Section 7 – Project Implementation

1. What is the mechanism for the disbursement of funds?

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

2. Do grants cover overheads or full economic costs or salaries?

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. Administrative overheads related to project can be charged and should be up to 10% of total award. No institutional running costs or any other overheads from institution can be charged to budget.

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

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.

4. Are institutional and other contributions an essential requirement?

No, however, institutional contributions are strongly encouraged from participating institutions. Contributions could be in the form of staff salaries, discounted fees etc.

5. How is per visit defined?

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.

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

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.

7. Can student fellowships or scholarships be included in funding requested?

Full fellowship or scholarship cannot be funded through UKIERI. Only support exists for current 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

8. Is there any specification on the budget split between participating institutions?

No, however 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.

9. Does UKIERI provide any fellowship appointment?

No, UKIERI doesn't allow of appointment of any fellows on the project.

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

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 of manpower should be within overall budget of the project. No additional grant would be considered.

11. Can funds be used for any other expenses apart from travel?

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

12. Is the cost of hiring of any equipment eligible under UKIERI?

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

13. How are intellectual property rights (IPR) issues handled?

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

14. Can project team members be from different institutions?

Yes, consortium of institutions is strongly encouraged.

15. Will DST/UGC fund for the recruitment of any fellowship?

DST gives Junior Research Fellowship to all those who hold Master degree in Science and have passed National Education Test (NET) in their respective subject. Indian side will provide stipends to eligible candidates as Junior Research Fellowship, Senior Research Fellowship, Research Associate, Research Staff as per DST/UGC rates.

Further information is available on

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

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

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

16. If a JRF is already supporting in a project, can they be a part of any other project under UKIERI?

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

17. Does JRF/SRF fall under student category or Fellowship?

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

18. Can partial or full 'tuition fee' for UK PhD/ MRes students be considered in the finance plan?

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.

19. As post-doctoral fellows will be engaged with other projects, can Indian institution recruit new fellows? If yes, what is the allowed budgeting?

DST and UGC allow recruitment of JRF (post graduate with NET), SRF (with 2 years research experience) and RA (at post-doctoral level). DST/UGC rates will apply.

20. Can grant money be used to purchase software?

DST: Yes it can be purchased as part of consumables.

UGC: Yes, but UGC does not encourage purchase of high value software.

21. Are team members based at different institutions from the Lead Applicant free to travel using the grant?

Yes - international airfare of co-applicants from eligible institutions is allowed. However, domestic travel from their institution to the lead institution is not allowed.

22. Is it permissible to include an industry partner/NGO in order to develop policy –practise impact linkages.

Yes inclusion of an Industry/NGO is strongly encouraged. However, no funding can be utilised for expenses incurred by these partners. Industry partners should be encouraged to contribute to the project either financially or in-kind.

23. Clarifications around travel costs?

a) Are costs for domestic travel eligible?

b) Are airport transfers permissible?

c) Would in-situ travel costs within India for UK team members and within the UK for Indian team members be permissible?

d) In the UK, if UK team members wished to travel to an archive in London with the Indian team, and to a UK conference, would these domestic travel/accommodation/ subsistence costs be permissible?

*a) Domestic travel costs should be included in the host country budget. However, please note that the cost of the international airfare including **all** transfers should be included in the budget of the county team that is travelling*

b) Yes, see above

c) Yes, provided it is mentioned in the proposal itself.

d) Yes, these should be included in the budget of the host country and must be justified clearly in the financial proposal.

24. What does monthly allowance include? Are travel and accommodation in addition to these?

Monthly allowances are fixed for India students travelling to UK and are intended to cover accommodation and subsistence. International airfare would be in addition to these. However please note that allowance mentioned for UK students to India are daily and are not intended to cover accommodation. They are just subsistence costs.

25. Hospitality costs provided by 'UK side' and 'Indian Side'- does this mean we request funds within the respective budget streams, or that UK and Indian teams are required to provide additional independent financial inputs to the research project.

This doesn't mean that hospitality costs will have to be borne by respective host institutions. The intention here is to clarify that host institutions should account for accommodation of visiting institution and where necessary support partner in finding a reasonable accommodation.

26. Does postgraduate refer to taught (Masters), research and above?

Yes

27. Could other costs include hosting workshops with Indian industry partners (Government and NGO) in order to develop policy-practice impact linkages?

Yes

28. Are the administration overhead costs up to 10%, 10% of the cost of these services or up to 10% of the total grant award allocated to this category (i.e. no more £5k)?

Administration costs can be up to 10% of the total value of the grant, i.e. a maximum of £5,000

Section 8 – Pre Bid Workshops

1. What is the schedule of the Pre Bid Workshops?

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

2. Is there a fee to attend the Pre Bid Workshops?

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.

3. What will be covered in the Pre Bid Workshops?

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.

4. Who should attend these workshops?

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

1. Where is the online application to be submitted?

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

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

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.

3. Which browser should I use for opening the online application?

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

4. I can't download the attachments given in the online application form?

Please ensure a stable and speedy internet connection

5. I have uploaded incorrect annexures to the online application form?

Please ensure complete diligence while uploading the documents in the desired format. Documents failing to meet the prescribed format will be rejected. Until the application is submitted the annexures can be changed.

6. I have submitted incorrect details on the online application form?

Application once submitted cannot be amended.

7. I want to make changes on my online application form?

Application once submitted cannot be amended. Until the application is submitted the annexures can be changed.'?

8. I have submitted my application from India; does the UK steam have to submit a separate application?

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

9. Do the UK and Indian partners need to create two logins?

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.

10. Can the deadline be extended?

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