

University of Sheffield : Federal University of Minas Gerais pump-priming awards - Guidance Document

Section 1 Guidance

Overview

The University of Sheffield and Federal University of Minas Gerais recently signed a Memorandum of Understanding with a view to developing a portfolio of collaborative research. These awards are intended to initiate collaborations between research groups at the two universities with a view to building further on these in the future. Eligible costs/activities include workshops, network building, symposia, sandpits, travel, accommodation, subsistence and visa costs linked to these.

Applications must be developed in partnership between staff at the two Universities but all applications must be submitted by a Sheffield Principal Investigator.

[Please complete the online Google form available here to apply for an award.](#)

How to use this form

- The document is a version of the google form. This document is for drafting purposes only. The Google form must be used for all submissions.
- You can exit the Google form at any point and recommence your application BUT MUST PRESS SUBMIT ON THE FINAL PAGE EACH TIME BEFORE DOING SO.
- A number of fields are mandatory. In order to save your initial draft (by pressing the SUBMIT button on the final page), you may therefore need to enter some dummy text/dates into these fields.
- You will be able to make repeated edits until 4pm GMT on the respective deadline date (see below). Your last submission prior to this date/time will constitute your application.
- Individuals may submit only one application as PI per round.
- Applicants will receive an automatic email with details of their application each time they submit.
- Applications can be made off-campus but applicants must be a member of University of Sheffield staff who would ordinarily be eligible to apply as a PI on Research Council standard research grants (see scheme specific guidance below).
- ALL APPLICATIONS MUST BE MADE BY SUBMITTING THE GOOGLE FORM. ALL OTHER SUBMISSIONS WILL BE INELIGIBLE.

Deadlines

- Monday 9 September 2019 at 4pm (GMT)

Information required in the form

- Applicant details
- Project details
- Project partners
- Project description
- Anticipated project start/end date
- Project partner details
- ODA compliance including outputs and impacts
- Legacy
- Outline of plans for obtaining external funding
- Breakdown of costs

Scheme specific guidance

- A requirement of this funding is that all projects must be ODA-compliant meaning that they must address an evidenced development need in Brazil and/or other DAC-list countries. Any benefits to non-DAC list partners, such as the UK, can only be secondary.
- Individuals may submit only one application as PI per round.
- UoS PIs must hold one of the following positions at the University of Sheffield: (i) hold a permanent post (ii) be a fixed term employee whose contract extends to or beyond the duration of the proposed research project (iii) hold an Honorary or Emeritus position.
- The purpose of this grant is to provide awards to support the development of partnerships between researchers at the University of Sheffield and Federal University of Minas Gerais by funding travel, networking, meetings and research projects that will lead to further applications to external funding.
- Individual awards are for a maximum of £7,000.
- PROJECT SPEND MUST BE COMPLETE BY 31 JULY 2020.
- Applicants must have completed a University costing and provide a project number prior to submission. Costing status must be at COSTING APPROVED by the relevant deadline for applications. Any applications without approved costs will be deemed ineligible for assessment.
- In completing your costing please ensure you choose Funder = Research England and Programme = QR GCRF - Federal University of Minas Gerais Pump Priming Awards Round 1.
- Research Services will undertake due diligence on any partners other than Federal University of Minas Gerais. This will be done at the point of making an award. Applicants need not advise us regarding prospective partners other than via the online google form.
- Please note that while transfers of funding to partners other than UFMG are permissible, these can introduce significant delays to project start up. Please factor in contracting time into any plans involving additional partners

Assessment Criteria

- Quality of research: How innovative and well-planned is the research component of the proposal? Are interdisciplinary approaches appropriately included? How far will the planned activities advance it to a stage where it could realistically be externally funded?
- Strength & potential of partnerships: How strong are the existing connections between the partners involved in this application - in particular the relevant research groups at the University of Sheffield and the Federal University of Minas Gerais? How far will the planned activities strengthen them, and how useful will they be in developing future bids?
- In-country need & potential for impact: How well have the applicants demonstrated that the challenge which the research addresses is a priority for Brazil and/or other DAC-list countries, and how much impact will the research have on this if funded?
- Fit with strategic priorities (internal + external) - How well does the research align with UN-SDGs/GCRF priority challenge areas faced by Brazil and/or other DAC-list countries, and how well does it fit with the strategic priorities of the relevant University/faculty/department/research clusters?
- Plans for external funding - How ambitious and realistic do the stated plans for external funding seem? How appropriate are these sources of funding for ODA-compliant research?
- Value for money of proposed activities - Are the resources asked for realistic in terms of the work proposed and the duration of the project? Does the project represent a good use of this money?

Eligible costs

- Directly Incurred (DI) staff costs e.g. PDRA, administrative support.
- DI staff costs in any organisation and any country (whether DAC-list or not) are eligible but these will need to be justified in the relevant section to demonstrate how they are ODA-compliant.

- Travel, accommodation and subsistence
- Partner hosting within UK
- Visa costs
- Events
- Other costs focused on collaboration / network building
- Subcontractors' VAT and/or other in-country taxes
- IMPORTANT: WHILE THE ABOVE CONSTITUTE THE ELIGIBLE COSTS PLEASE ALSO INCLUDE DETAILS OF DIRECTLY ALLOCATED (DA) STAFF ON THE COSTING TOOL (e.g. PI, CI and other DA time spent delivering the activity).

Assessment

- Applications will be submitted (via submission of the Google form) to Research Services at the University of Sheffield. Thereafter applications will be shared with the Office of International Affairs (Diretoria de Relações Internacionais) at Federal University of Minas Gerais.
- Funding decisions will be made by the University of Sheffield's GCRF Strategy Coordination Group but in consultation with the Federal University of Minas Gerais.
- Funding decisions will be made with reference to the assessment criteria above.

Please email qr-gcrf@sheffield.ac.uk in the first instance if you have any queries on this guidance, the Google form or on the scheme itself.

Section 2 Applicant details

University of Sheffield Principal Investigator

A single Principal Investigator (PI) must be given. This person will be responsible for providing information requested by the University in order to meet its reporting commitments to Research England. In their absence, the Co-Investigators (CIs) will be responsible for this providing this information.

University of Sheffield Principal Investigator

Contract status

Are you currently on a fixed-term contract?

Contract length

If you are on a fixed term contract, please indicate the date that this extends to.

Co-Investigator(s) / Department

Please enter the details of each UoS Co-Investigator on a separate line in the format: Name (Department)

Section 3 Project Details

Project title

Anticipated start date

Anticipated end date

Project summary (max 100 words)

Sections 4-7 Project Partners

In the following sections please provide details of up to 3 partner organisations:

- *At least one of these partners must be based at the Federal University of Minas Gerais.*
- *Skip through Partners 2-3 if Federal University of Minas Gerais is your only partner.*
- *Please send further details to qr-gcrf@sheffield.ac.uk if your proposed project involves more than 3 partners.*
- *For each partner please provide the following information*

Principal Investigator (name)

Partner college and school/institute/centre

Please provide details in the format: college (school/institute/centre)

Partnership history

Please explain what the history of the partnership is (including any previously funded collaborations) and how the proposed project will further develop this relationship (300 words max)

Partner finances

Please provide details of any funding you envisage being transferred to the partner as part of this project and any non-standard terms sought (UoS standard terms of 3 months in arrears). Please state N/A if appropriate.

Key partner contacts

Where funding will be transferred to the partner please provide contact details for individuals in respect of (i) Contracts and (ii) Finances. Please state N/A if appropriate.

Section 8 Project Description

Please describe the proposed project/activities including how they will facilitate a partnership focused on ODA-compliant research (500 words max).

Section 9 ODA Compliance

Please answer the following to demonstrate ODA-compliance. Note that ODA-compliance is not binary in nature. You should seek to demonstrate the extent to which the anticipated outputs and impacts of the proposed project meets the development needs of one or more of the DAC-list countries detailed in the previous sections.

Which GCRF challenges will your project address?

Please select the GCRF Challenge Areas that best describe the focus of the proposed project.

- a.i - Secure and resilient food systems supported by sustainable marine resources and agriculture
- a.ii - Sustainable health and wellbeing
- a.iii - Inclusive and equitable quality education
- a.iv - Clean air, water and sanitation
- a.v - affordable, reliable, sustainable energy
- b.i - Sustainable livelihoods supported by strong foundations for inclusive economic growth and innovation
- b.ii - Resilience and action on short-term environmental shocks and long-term environment change

- b. iii- Sustainable cities and communities
- c.i - Understand and respond effectively to forced displacement and multiple refugee crises
- c.ii - Reduce conflict and promote peace, justice and humanitarian action
- c.iii - Reduce poverty and inequality, including gender inequalities

What Sustainable Development Goals will your project address?

Please select the Sustainable Development Goals that best describe the focus of the proposed project.

1. No poverty
2. Zero hunger
3. Good health and well-being
4. Quality education
5. Gender equality
6. Clean water and sanitation
7. Affordable and clean energy
8. Decent work and economic growth
9. Industry, innovation and infrastructure
10. Reduced inequalities
11. Sustainable cities and communities
12. Responsible consumption and production
13. Climate action
14. Life below water
15. Life on land
16. Peace, justice and strong institutions
17. Partnerships for the goals

Anticipated benefits and impacts on DAC-list countries

Please concentrate on linking anticipated benefits and impacts to evidenced in-country development needs. In doing so please also explain how you will demonstrate that these needs have been met. The benefits and impacts should reflect the nature of the project and be commensurate with the level of funding requested. (500 words max).

Section 10 Legacy

One of the goals for the partnership should be to seek significant funding from external sources in order to deliver further impactful development projects. Please articulate a roadmap for achieving this (300 words max across the following three questions).

What is the route by which you intend this project to lead onto a further external funding bid?

What is your long term vision for the partnership and for the research area?

What funding schemes do you aim to target in particular to achieve this and what is the timeline for doing so (please be as specific as possible)?

Section 11 Budget

Please ensure that the budget information provided below is consistent with the scheme and eligible costs guidance at the start of this form.

Total amount requested (£)

University of Sheffield costing tool number

Breakdown and justification of resources

Please provide a value and short justification of resources under each of the following cost categories:
(i) DI staff (ii) Non-staff research costs (iii) Travel, accommodation and subsistence within ODA-country
(iv) Partner hosting within UK (v) Events (vi) other. Note that capital costs are not allowable.