**INSTITUTE FOR LIFECOURSE DEVELOPMENT**

**Faculty of Education, Health and Human Sciences**

**Staff International Research Collaboration Competitive Bid**

We offer a competitive bidding process to support colleagues to spend a week working overseas with an international research collaborator (this may be a new collaboration or an existing one) with the focus of producing an output (e.g. book chapter, peer reviewed journal article) or grant bid. Processes and a short application form are included below if you are interested in applying for this.

**Please note:**

* Only one application can be made by each applicant for this funding scheme.
* This scheme is separate from other ILD funding schemes and applicants can apply for more than one scheme.

**Process**

* **Discussion with and agreement from APL/Line Manager/Head of School must take place before any application is made.**
* **All funds must be spent by 30th June 2025 with all expense claims submitted within 4 months of the expenditure (this includes subsistence claims which you must provide itemised receipts for.)
The funding call may close sooner if the budget threshold limit is reached.**
* **If your application is approved and the final cost of your travel is more expensive than originally quoted you will need to ask the ILD for exceptional approval.**
* **You must include all costs on this application form. Any expense claims received for items not approved on your funding application will be rejected.**

**Eligibility**

Staff will need to have:

* Provided detail regarding the output(s) from the visit and indicated timeframe. There is an expectation that any submissions should occur by 1st November 2025. In cases of grant deadlines after this deadline, these will be considered less favourably. However, if you do decide to submit an application with an outcome of a grant submission post 1st November 2024, please make sure that this is clearly outlined in the bid and a case made for why the support from the International Research Collaboration Fund would be particularly important at this point in time.
* Identified an international collaborator who is on-board
* Identified cover for any of your activities (teaching/marking/administrative role etc.) that would fall during this visit. It is the individual applicant’s responsibility to identify cover for any activities and to have had these agreed with the relevant APL.

Aims of visit:

* To collaborate with international colleagues on an output (e.g. paper, book chapter) or grant application to be submitted by 1st November 2025
* To develop new or foster existing collaboration/network

**COSTINGS:**

* **Within EU:**

**5 days at site** (7 days inclusive of 2 days travel); subsistence as per University guidance as outlined in the expenses policy and HMRC guidance; accommodation for 6 nights (to enable Mon-Fri working); plus travel costs.

Max per trip cost = **£1700**

* **Outside of EU:**

**5 days at site** (7 days inclusive of 2 days travel); subsistence as per University guidance as outlined
in the expenses policy and HMRC guidance; accommodation for 6 nights (to enable Mon-Fri working); plus travel costs.

Max per trip cost = **£2300**

Please note the deadline to **return the form to** **ild@gre.ac.uk** **is 1st June 2025.**

**Institute for Lifecourse Development**

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**International Research Collaboration Competitive Bids**

*These competitive bids are to support staff in producing co-authored outputs (e.g., book chapters or peer-reviewed articles) and joint grant bids and to foster international research collaborations, by enabling colleagues to visit another institution and work directly with an international collaborator. This visit may provide the opportunity to develop a new collaboration or foster an existing collaboration. Please note that the key outcome of this visit should be collaborative with the international colleague in the form of a co-authored output (e.g. peer-reviewed paper or book chapter) or joint grant bid. You will be asked to provide a short report within 30 days of the visit, outlining the benefits and providing any evidence regarding outputs/grant applications.*

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| **Name of applicant:** |  |
| **Staff member Agreement:****I agree that the information provided below is correct and that I have followed University guidance on making travel arrangements where necessary.****I also confirm that if travelling overseas on business that, subject to approval of this form, the University travel database (located on the portal) will be updated with my travel details for insurance purposes and I have checked the FCDO website for guidance on travel to this destination.** |
| **Signature:** *(electronic signature accepted)* |  |
| **Date of completion of form:** |  |
| **Name of collaborative institution for visit:** |  |
| **Name of contact at institution:** |  |
| **Is this an existing or new collaboration?** (please mark with X) | **EXISTING** |  | **NEW** |  |
| **Location of Institution** |  |
| **Proposed dates of visit** | **From:**(inclusive of first date of travel) | **TO:**(inclusive of last date of travel) |
|  |  |
| **No of working days absence:** |  |
| **Rationale for visit** **– must include Proposed outcomes of visit e.g., paper, grant application, networking *(Please note that this MUST include at least one output or grant bid)*** ***If a paper - please provide detail including where it will be submitted including IF, SJR ranking and timeframe for submission.******If a book chapter – please provide details of the book to which it will be submitted, including evidence of being invited to contribute to the volume and submission date.******If a grant application – please provide detail including funding body, expected amount of bid and deadline for submission.******Note that submission should be no later than 1st November 2025 (unless otherwise stated as above)*** |  |

**TRAVEL COSTINGS**

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| **Flights/other travel** | **£**  |
| **Accommodation**  | **£**  |
| **Subsistence** | **£**  |
| **TOTAL** | **£**  |

**Please note that staff are required to follow University policy on travel arrangements**

* Please ensure that you choose the most environmentally sustainable method of travel where possible.
* Taxis are not usually permissible under the university’s expense policy unless you are travelling at unsociable hours or in a location where no public transport is available. You must state the reason for requesting funding for taxis on your application form and include quotes in your application.
* Please ensure that you always adhere to the university’s expense claim policy when booking travel: https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf<https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>. Please ensure that all travel is booked via one of our recognised university suppliers. **PLEASE NOTE that finance will no longer be reimbursing any expense claims for flights booked via non-university travel providers, in line with the revised university expense policy:**
	+ Clarity: universities@claritybt.com
	+ Diversity Travel: online@diversitytravel.com
* Please ensure that quotes for subsistence overseas are made in line with HMRC guidance <https://www.gov.uk/guidance/expenses-rates-for-employees-travelling-outside-the-uk> and follow the university's expense claim policy: <https://www.gre.ac.uk/docs/rep/vco/staff-expenses-policy/staff-expenses-policy-jul24-update-post-vce-020924-final.pdf>.
* Travel overseas requires the completion of a Risk Assessment form well in advance of travel, available here: <https://www.gre.ac.uk/docs/rep/health-and-safety/risk-assessment-form>. Please complete this form in full and send it to FEHHS-HS@greenwich.ac.uk for approval ahead of any overseas travel.
* Travel overseas or in the UK involving a domestic flight and/or an overnight stay also requires completion of the university's travel insurance document advance of the trip: <https://forms.office.com/Pages/ResponsePage.aspx?id=CvQWNelaVkm7qzlRYuWJzoFFxk6ZlWBNl5LbD1h2wRRUODJNTTk0V1kzSkFCRk4yWkY4UUpHNzNGSi4u>

**ADDITIONAL EVIDENCE** (to be attached to this application for submission as one document):

* **Proof of costings (travel, accommodation, subsistence.)**
* **Email confirmation from your collaborator of their intention to work with you and that their institution will host you.**
* **Indication of how any of your activities (teaching/marking/administrative role etc.) will be covered during the visit (note that it is the individual applicant’s responsibility to identify cover if needed) and that this has been approved/agreed by your APL.**
* **If successful, any claims for costs must be completed on the relevant claim forms. All expense claims should be submitted for reimbursement within four months of the expenditure in line with the university expense policy and before 30 June 2025 to meet financial year end deadlines. Please note that any expense claims should be made using the Horizon system (email** **ILD@gre.ac.uk** **for relevant cost codes).**

**AGREEMENT**

*I support the application of the staff member above. They have identified and discussed with me how this will benefit their contribution to the Centre.*

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| **ILD CENTRE LEAD COMMENTS** (if any)**:** |
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| **ILD CENTRE LEAD:****Print Name:****Signature:****Date:** |  |

**AUTHORISATION**

*I support the application of the staff member above. They have identified and discussed with me how this will benefit them and that their duties can be covered without additional costs during this period.*

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| **LINE MANAGER/HoS COMMENTS** (if any)**:** |
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| --- | --- |
| **LINE MANAGER:****Print Name:****Signature:****Date:** | **HEAD of SCHOOL:****Print Name:****Signature:****Date:** |

*This form should now be submitted to* *ild@gre.ac.uk**.* ***You will also be required to send a report to*** ***ild@gre.ac.uk*** ***within 30 days of return from the visit, outlining the benefits of the international research collaboration visit.***

**To be completed by ILD management team after review by ILD Competitive Funding Panel**

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| **APPROVAL** | **Signature** | **Date Approved:** |
| Approved by the Director of Institute for Lifecourse Development |  |  |