Guidelines: UCL-Tohoku University - Joint Call for Collaborative Projects and Exchange Activities

January 2019

University College London (UCL) and Tohoku University (TU) are contributing matching funds to support collaborative education and research initiatives through a joint call for proposals for the development of collaborative activities.

1. Projects

i)   This call invites research proposals in the areas of mutual interest and complementary strengths that will strengthen the partnership between UCL and Tohoku.

ii)   Proposals must include participants from both institutions.

iii)   Applications from all fields are welcome and proposals related to the following fields are particularly prioritised: Data Science, Disaster Science, Equality and Diversity, Higher Education, Materials Science, and Neuroscience.

iv)   Up to six joint projects will be selected for funding. Proposals will be assessed by a committee composed of members from both institutions.

2. Eligibility for UCL and TU participants within the scope of this call

Applications are open to UCL and TU staff members with the following roles:

- Professor/Professorial Teaching Fellow or equivalent.
- Reader/Associate Professor or equivalent.
- Senior Lecturer/Assistant Professor/Principal Researcher/Principal Research Associate/Senior Teaching Fellow or equivalent.
- Lecturer/Senior Research Associate/Teaching Fellow or equivalent.
- Post Doc/Researcher/Post Doc Fellow/Research Associate or equivalent **– eligible provided the contract covers the spend and activity period.**
- Applicants are not required to have a doctorate to apply, but do need to hold a role at one of the levels described above.
- PhD students are not eligible to apply.

3. Collaboration Activities

Collaboration activities may be based on joint projects set up by faculty/staff members of both institutions, including:

- Joint research projects.
- Doctoral student mobility.
- Any other form of partnerships, to be promoted and implemented jointly when both UCL and Tohoku find it mutually beneficial.

4. Value and Duration

Up to six successful proposals will receive up to £10,000. Funding will be jointly provided by UCL and TU, with 50% going to the academic at each respective institution. **However, only one application should be submitted.** Projects will be selected in May and begin in June. The fund can be used to support any activity except staff salaries.

5. Timeline

Call for proposals	25 January 2019
Deadline for submission of proposal	12 April 2019
Communication of Results to applicants	31 May 2019
Start date of Awards	1 June 2019

6. Submission of Proposals

  i)   Proposals are to be prepared and submitted jointly. Each proposal must be submitted by the lead-UCL academic by 12 April 2019.
  ii)   Applications must be submitted to UCL at the following link:
        https://www.ucl.ac.uk/global/ucl-tohoku-strategic-partner-funds
        https://form.jotformeu.com/83524317949365

7. Adjudication

  i)   Applications are received by UCL's Global Engagement Office and forwarded to Tohoku University for separate review at each institution.
  ii)   **Selection Criteria**: Both internal review committees will assess each proposal according to the following criteria:
        • **Project design and rationale** (how clearly presented and justified is the design and basis for the collaboration)
        • **Project impact** (how clearly linked are the outcomes to the planned activities and performance indicators)
        • **Impact of collaboration** (is there a distinct advantage provided by this collaboration, that is not possible by the two institutions working individually?)
        • **Capacity for future collaboration** (what is the extent to which future collaborations are possible as a result of the proposed exchange activities.)

  iii) A joint committee will convene to select up to six final proposals.

8. Communication of Results

Final results will be announced by means of a communication to the successful faculty members.

9. Reporting After Project Completion

All awardees must, as a condition of receiving an award under this call, complete a narrative report (of between 1 and 2 pages).