



UK-Colombia Call for Proposals 2017
RCUK-Colciencias Research Partnerships Call 2017

Application Guidance

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1. Introduction

This initiative will provide funding for high-quality collaborative research projects between UK and Colombian researchers which contribute to the economic development and welfare of Colombia.

Researchers will be responsible for developing their own collaborations. Research proposals should be jointly developed but UK and Colombian applicants must apply separately for funding. On the UK side applicants should apply to the RCUK-Colciencias Research Partnerships Call 2017, via the relevant remit council's Je-S online application system. On the Colombian side, applicants should apply via [Colciencias' institutional portal](#). This document explains the application process on the UK side. For guidance on completing the Colombian side of the application please see Colciencias' call webpage

All projects will have a Principal Investigator (PI) based at a UK Research Organisation (RO) and a Principal Investigator based at a Colombian RO. Applications on the UK side must be submitted by the UK lead Research Organisation to RCUK via the relevant remit Council's Joint electronic System (Je-S)

Important: Where information and guidance issued in this document differs from the general guidance offered in these sources; you should adhere to the guidance in this document.

2. Eligibility

2.1 Eligibility Criteria for the UK applicant

The UK Principal Investigator (PI) and Research Organisation (RO) must be eligible to apply according to the relevant Research Council's guidance.

Please note that the UK Principal Investigator must be eligible to apply to either the AHRC or ESRC. Multidisciplinary participation is encouraged but applicants must specify whether their application falls under the lead remit of the AHRC or ESRC.

Please follow the lead remit council's guidance along with the RCUK terms and conditions which can be found at the following links:

[Research Councils UK \(RCUK\)](#)

[Arts and Humanities Research Council \(AHRC\)](#)

[Economic and Social Research Council \(ESRC\)](#)

2.2 Eligibility criteria for the Colombian applicant

For support under this call, Lead applicants must hold a PhD. Co-investigators must hold at least an *especialización* degree. The Principal Investigator must not be lead applicant on a project currently in progress following Colciencias' 2016 research call, nor have an application approved in the themes of the present call in the method of contingent recuperation 2017. For more information on the eligibility of Colombian applicants please see Colciencias' call webpage.

2.3 Eligibility criteria for the local actor(s)

There is no specific eligibility criteria for the local actor(s). Local actors could include NGOs, civil society organisations, legal institutions, recognised centres, stakeholder groups etc. Applicants should include the most relevant local actors for their project. Local actors from the UK can be included as project partners. Please see section [14 Project Partner](#) letters of support. Local actors from Colombia should be included in the Colombian budget.

2.4 Official Development Assistance (ODA) compliance

The Newton Fund forms part of the UK's Official Development Assistance (ODA) commitment which is monitored by the Organisation for Economic Cooperation and Development (OECD). ODA funded activity focuses on outcomes that promote the long- term sustainable growth of countries on the [OECD Development Assistance Committee](#). Newton Fund countries represent a sub-set of this list. For more information, please see the RCUK Newton Fund Guidance.

The Newton Fund requires that the funding be awarded in a manner that fits with Official Development Assistance (ODA) guidelines. All applications under this call must therefore be compliant with these guidelines.

For more information on ODA please refer to the [RCUK Newton Fund guidance](#).

2.5 Trilateral/multilateral partnerships

The initiative is aimed at developing UK-Colombia research partnerships. Funds cannot be used to cover the costs of participation of other countries. However the involvement of other countries will be considered if a strong strategic need is articulated in the proposal and it is made clear the 'other'

partners have funding to support their involvement in the partnership. Please ensure you contact RCUKNewtonFundEnquiries@rcuk.ac.uk if you plan to include another partner.

3. Funding Available

RCUK is contributing up to £2 million to this call and Colciencias is contributing up to \$4.000.000.000. We would expect applications between £200k - £400k on the UK side and a maximum of \$500.000.000 on the Colombian side (approximately £120,000). The size of the grant will vary depending of the needs of each research project and must be fully justified.

RCUK funding will support the UK component of the partnership and Colciencias funding will support the Colombian component. While the number of researchers in each national team does not need to match exactly, it is expected that there will be a balance of UK and Colombian participants across the joint investigative team.

RCUK-funded costs of each project will be provided via a grant issued and managed by the relevant remit council (AHRC or ESRC) in accordance with their normal research funding guidelines and procedures. If successful, the UK Research Councils will meet 80 per cent of the full economic costs for the UK costs on proposals submitted and the host institution is expected to support the remaining 20 per cent.

Colombian funded costs of each grant will be issued and managed by Colciencias, in accordance with its normal guidelines. Please refer to [Co lciencias' call webpage](#) for more information. Please liaise closely with prospective partners to ensure that the proposal abides by the regulations of both funders.

The following are eligible costs to be covered by RCUK (at 80% FEC):

- Staff costs (including directly incurred and directly allocated posts).
- Other research costs (including consumables). Please note that no single items over £10,000 may be included.
- Travel and subsistence for exchange/mobility activities (including cost of workshops, meetings etc).
- Estates and indirect costs.

Please see the resources section below to see how to record these costs in the Je-S form.

Please see [Colciencias' costs guidance](#) for more information on how to record the Colombian costs.

4. Application Process

4.1 Online Networking Database

RCUK and Colciencias will be publishing information about potential applicants in an online networking database, on their respective call webpages. The database aims to put UK and Colombian applicants in touch with applicants in the other country, to encourage new collaborations. If you are interested in finding a partner for this call please send an email to RCUKNewtonFundenquiries@rcuk.ac.uk and provide the following information:

- Full name including title
- Institution
- Country

- Short description of research interests
- Short description of collaboration being sought for this call
- Short biography/link to webpage
- Contact email

This is not compulsory. You only need to send in this information if you are seeking a partner for this call. Please note that this information will be published on the call webpages and by submitting this information you are giving consent for this information to be published.

Please note RCUK and Colciencias will not select a partner for you. It is up to applicants to find a partner using the information provided in the database.

4.2 Submitting your application

To submit your UK full stage proposal the UK Research Organisation must be registered for Je-S, and the applicants must hold Je-S accounts. Further information and guidance is available on the [Je-S Help Pages](#).

It is advised that you begin creating your project in the Je-S system as soon as possible once the call is open in Je-S. This will ensure that you have enough time for the proposal to go through your Research Office before final submission. Colombian applicants who wish to be listed as Co-Is are encouraged to set up a Je-S account in advance of the call opening, to speed up the process.

After all mandatory sections of your proposal have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments that are a mandatory requirement for this specific call**.

The submit button will route your finalised proposal to the authorising facility within your research organisation. Please note this further layer of administration may include both an approver and submitter pool (i.e. central Grants Admin office). You can check where your application is in the process by viewing the submission pathway under the document actions tab in Je-S. **Please allow sufficient time for completion of the research organisation's submission checks and authorisation.**

The Je-S system will not allow proposals to be submitted after 16:00 (11:00 COT) on Thursday 30th November 2017. The Research Councils cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted via Je-S in good time before the call closes.

When the Research Organisation submits the proposal to the Research Council you will receive an email confirming submission by the Research Organisation. The document status will also change to 'with council- in progress'.

5. Using the Joint electronic-Submission System (Je-S)

Please log in to your Je-S account, using the username and password you have chosen (if you do not have a Je-S account, or have forgotten your password, please see the guidance provided further below).

- Select '**Documents**' from left hand menu list from your Je-S account home page
- Select '**New Document**' from within the Functions/create section of your documents page

Creating your Je-S application:

This RCUK funding call closes at **16:00 BST (11:00 COT) Thursday 30th November 2017**.

- Select relevant remit Council (**AHRC or ESRC**)
- Select Document Type: **Standard Proposal**
- Select Scheme: **RCUK**
- Select Call/Type/Mode: Please select the correct call based on the relevant remit council from the list below:

Newton RCUK-Colciencias Research Partnerships 30th November 2017 (AHRC)
Newton RCUK-Colciencias Research Partnerships Call (ESRC)

- Select **'Create Document'** option

New Je-S Users: In order to gain access to the Je-S System, please [Create an Account](#).

If you have a Je-S account but have forgotten your login details use the option on the login page: [Retrieve User Name / Password](#).

Please telephone Je-S Helpdesk 01793 444164 should you require any assistance with the Je-S System.

It is the applicant's responsibility to ensure that the proposal is created and submitted against the correct call (and consequently correct scheme). **Please do not select any other Newton Fund call. We will not accept proposals for processing that are not submitted using the above call route.**

6. Application attachments

It is important that applicants **only submit the supporting attachments specified in this document. Please note all attachments must be submitted in a minimum font type of Arial (or other Sans Serif font) 11 point, with margins of at least 2cm (apart from Colombian application form).**

It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance.

The following are mandatory Je-S attachments for this call:

- Je-S proposal form (This will be automatically created when you start an application)
- Joint Case for Support (please complete the template on the webpage. Twenty A4 pages maximum).
- Joint Justification of Resources (please complete the template, two A4 pages maximum per country)
- Pathways to Impact (two A4 pages maximum)
- ODA compliance statement (one A4 page maximum)
- Data Management Plan (three A4 pages maximum)
- Colombian application form (please submit the document(s) that you are submitting to Colciencias)
- CVs (including publications) for PIs and Co-Is (three A4 pages maximum each)
- Project partner letters of support (two A4 pages maximum)

Optional

- Proposal Cover Letter (two A4 pages maximum)

Important note: We are not expecting applications to include animal participation. If you are planning to include animals, or you are unclear about whether you can include a specific attachment please contact RCUKNewtonFundEnquiries@rcuk.ac.uk for advice, as unrequested attachments can hinder the processing of your application. The Research Councils and Colciencias reserve the right to return or reject applications that include attachments not permitted on this call.

7. Joint Case for Support (please complete the template, Arial or other Sans Serif font, 11)

This is the body of your research proposal; applicants must complete the [Case for Support template](#) and attach it as a “Case for Support” attachment. The overall page length of twenty pages must not be exceeded.

8. Justification of Resources (please complete the template, Arial or other Sans Serif font, 11)

This is a statement justifying that the resources requested are appropriate to undertake the research project. It should not exceed four A4 pages (two pages per country).

You must complete one [Justification of Resources \(JOR\) template](#); justifying both the UK costs and Colombian costs and attach it to your application as a “Justification of Resources” attachment. The JOR must contain a breakdown of the costs requested for this funding scheme by each partner, taking into account the requirements outlined under the [Funding Available](#) section of this document.

The JOR should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form and the Colombian application form. Where you do not provide explanation for an item that requires justification, it may be cut from any grant made.

Please refer to the joint Research Council [Je-S helptext](#) for further guidance.

9. Pathways to Impact (maximum of two sides of A4, Arial or other Sans serif font, 11)

While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for users to benefit from your research, and thus for achieving economic and societal impact, are maximised.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This includes any products or results coming out of the research. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general. User communities for Research Council research may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the ‘Academic Beneficiaries’ section of the Je-S form and the ‘Case for Support’ as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature. Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term.

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

It is a requirement of Colciencias that applications involve an intervention component. This means that in the proposal the applicants should define the role of the social group(s) that will participate in the research. It is expected that as well as knowledge exchange which will take place with local stakeholders, the applicants ensure direct participation of social groups both in the research proposal and the development of the research, to ensure true social appropriation of the results of the research. The project should aim to improve the quality of life of residents and build local capacity, so that knowledge is not lost after the project has ended.

This is in line with RCUK's requirement to demonstrate impact of research and ODA compliance. In the UK application, applicants should explain how their application meets the intervention requirement in their Pathways to Impact and ODA compliance statement. In the Colombian application applicants should explain how their application meets the intervention requirement in the 'Componente de Intervención' section. Please note it is a requirement of Colciencias that applicants include at least one co-authored article of level A1 or A2 accepted for publication and at least one product of social appropriation of knowledge. Please note that if you are planning to focus on specific indigenous or ethnic groups in Colombia you will need to follow the 'consulta previa' process, which is a Colombian legal requirement, in the event that your proposal is successful. More information can be found here (only in Spanish). If you are focusing on a more general population group this process is not required. Please contact Colciencias for more details.

This document must be a maximum of 2 A4 pages and submitted as a "Pathways to Impact" attachment.

10. ODA Compliance Statement (two A4 page, Arial or other Sans Serif font, 11)

Please provide a statement explaining how your proposed research is compliant with Official Development Assistance (ODA) guidelines. **The projects should focus on promoting the economic development and welfare of Colombia.**

Within the statement, you should answer the following questions:

- 1. Which country/ countries on the DAC list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research?**
- 2. How is your proposal directly and primarily relevant to the development challenges of these countries?**
- 3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?**

Within these questions applicants should also explain how their application meets the intervention requirement. Please see section 9. Pathways to Impact for more information.

For more information on ODA please refer to the [ODA guidelines](#) and [RCUK Newton Fund Guidance](#).

11. Data Management plan (maximum of three sides of A4)

All applicants submitting a proposal to this call must include a Data Management Plan as an attachment to their Je-S application.

Please describe how the transnational project will be managed with emphasis on communication strategies, data management and data sharing across the project and management of intellectual property. Please describe potential routes to translate the outcomes from the project into genuine impacts that benefit Developing Countries. Any additional impacts that benefit the UK and Colombia should also be noted. You should include interaction with private sector, policy makers and other relevant stakeholders

This statement must clearly detail how you will comply with [the Research Councils' Commission Principles on Data Policy](#), including concise plans for data management and sharing as part of research grant proposal, or provide explicit reasons why data sharing is not possible or appropriate.

Data sharing plans may include details of:

- Data areas and data types - the volume, type and content of data that will be generated e.g. experimental measurements, records and images;
- Standards and metadata - the standards and methodologies that will be adopted for data collection and management, and why these have been selected;
- Relationship to other data available in public repositories;
- Secondary use - further intended and/or foreseeable research uses for the completed dataset(s);
- Methods for data sharing - planned mechanisms for making these data available, e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate;
- Proprietary data - any restrictions on data sharing due to the need to protect proprietary or patentable data;
- Timeframes - timescales for public release of data;
- Format of the final dataset.
- Applicants may claim justifiable costs associated with data sharing activities, which should be captured in the application proforma and in Justification of Resources statement.

Please note that preliminary data and descriptions of the proposed work belong in the Case for Support and should not be included in the data sharing statement.

This must be a maximum of 3 pages and submitted as a “data management plan” attachment.

12. Colombian application form

Please complete the Colombian application form; please ensure you complete **all** sections. This document should be converted to a PDF before uploading. This should be attached as a ‘Non-UK components’ attachment in Je-S.

13. CVs (including publications, maximum of three sides of A4 per applicant, Arial or other Sans Serif font,11)

A CV for each PI and Co-I must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the Research Councils and other bodies. This should be uploaded under the "CV" attachment type and not exceed three pages. Please note publications lists should be submitted within these three pages, not as a separate document.

14. Project Partner letters of support (maximum of two sides of A4 per project partner)

- Organisations entered on the Je-S form as 'Project Partners'. A Project Partner is an organisation which is making a specific contribution, either in cash or in kind to the project but which is not requesting any money. If local actors in the UK are contributing something to the project they should be included as project partners.
- These must be a maximum of two sides and uploaded as a "Project Partner Letter of Support" attachment.

15. Completing your Je-S Form

Please complete the full Je-S form. [The initial Je-S document instructions](#) page will give you general guidance on the navigation layout, specifically icon descriptions. The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed). The details below are not an exhaustive step-by-step guidance, and we recommend that you refer to the [Je-S helptext](#) for additional information.

Please note you may return to edit saved documents at any time.

15.1 Project details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use "Your reference" to help distinguish easily between proposals in users' Current Documents lists. The reference is intended to be a unique identifier for the proposal, and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- Enter 'Project Title' (maximum limit of 150 characters)
- For 'Proposal Call', select **'Newton RCUK-Colciencias Research Partnerships Call 30th November 2017'** followed by the relevant remit council in brackets. Please note that the option will be pre-populated if creating the document as per the instructions under section 6 above.
- Your start date should be before **14th May 2018**. Your grant should be a proposed duration of no more than 24 months. Please ensure that you inform the relevant support staff in your organisation of this requirement to ensure the project starts on time.

15.2 Investigators

Enter the name of the PI and any Co-Is.

Investigators may be from more than one Research Organisation. The PIs will take intellectual leadership of the project and manage the research. The UK PI will be the contact person for

Research Council correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

Please note that it is mandatory that you answer positively to the question 'Post will outlast project?' To clarify, there is an expectation that the UK PI's post will be in place for the duration of the project.

Applicants should note that all Co-Is (UK and Colombian) will need to have an active Je-S account before they can be added to the Je-S Proposal form, so please allow plenty of time to complete this step before the closing date of the call.

Easy instructions to register are available here <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm> For help with using Je-S please contact the Je-S helpdesk:

Email: JeSHelp@rcuk.ac.uk

Phone: +44 (0)1793 444164

Je-S website: <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

The Je-S form only allows there to be one PI on a grant. Although in reality grants under this call will have two PIs: one from the UK and one from Colombia, for the purposes of completing the Je-S form, please enter the UK PI on to the system as the PI. Please add the Colombian PI on to the Je-S form as a Co-I, as well as any other UK Co-Is.

Please add all Colombian Co-Is on to the form as below:

From the document menu select Co-I option.

Select Add New Co-I Item



a) Choose the Select option (Je-S Person Search pop-up window appears). Search for and select the Co-I from the search results. **Please note:** Uncheck the tick box so you search for people outside of the lead organisation.

b) Select Yes option

c) Indicate the total number of hours the Colombian Co-I will be working on the project. Please note; must be a minimum of 1.

d) Cost Type (defaults to Directly Allocated), leave as DA.

e) Indicate 1 as the salary rate. **Please note** if the Co-I wishes to indicate their annual salary then this should be **converted to sterling**.

f) Contracted Hours per week E.G. if the Co-I's overseas institution contract is fulltime then they should indicate 100. If they have a part-time contract at their RO, please indicate the appropriate % depending on their actual contract.

g) Number of hours charged should be 0 (zero).

h) Select the calculate button (**cost estimate will be 0**). **All the costs associated with the Colombian PI and Co-Is will be recorded on the Colombian costs proforma instead.**

i) Select the 'Save' to save the information. Section should then validate (green tick instead of red circle with cross).

15.3 Resources

Within the Je-S form, please enter the costs to be incurred by the **UK Research Organisation and NOT those to be incurred by the Colombian Research Organisation. These should be listed in the Colombian costs proforma and in the Colombian side of the application submitted to Colciencias.**

All resources requested for both Colombia and the UK must be fully justified in the Justification for Resources.

RCUK will provide funding of approximately £200k - £400k per grant on the UK side. If successful, the UK Research Councils will meet 80 per cent of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20 per cent.

UK Research Councils will pay the UK component of the award directly to the lead UK Organisation, quarterly in arrears. Where necessary the UK lead organisation will be responsible for disbursing the funds to other UK organisations.

Publication costs are no longer awarded and should not form part of your application. This is in line with RCUK terms and conditions. These costs are available from your Research Organisation via the block grant they receive for Publication costs.

Colciencias will pay the approved projects according to their regular procedure.

Staff costs

If your project requires staff other than the team of investigators, their details should be entered here. 'Directly Allocated staff' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g. investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

Please note: Time allocation for **Colombian Co-Is** must be entered under 'Directly Allocated Staff' but the salary rate should be entered as zero. Please see section 15.2 Investigators for more information.

Travel and Subsistence costs

Add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment costs

Individual items costing £10,000 or more (including VAT) are not eligible under this call.

Other directly incurred costs

Including specified consumables, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs to be incurred by the UK Research Organisation.

Other directly allocated costs

Including support staff salaries, a share of the costs of departmental support staff, and the costs of access to major research facilities.

Estates and indirect costs

Estate and indirect costs are specific to each UK research organisation, and do not require justification in your Justification of Resources.

UK research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates. Your research office will be able to assist with this section.

Exception costs

Exceptional costs are not expected within this call. If applicants feel it is essential they should discuss any exceptional cost by emailing RCUKNewtonFundEnquiries@rcuk.ac.uk in the first instance, explaining the cost and why it is essential to the success of the proposal.

15.4 Project partners

If you have secured a commitment from another organisation or funding body (other than RCUK or Colciencias) to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section. Please see section above on Project Partner Letter of Support.

15.5 Other support

Enter details of any support sought or received from any other source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here - they should be detailed in the project partners section.

15.6 Human Participation

The Research Organisation is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the [Department of Health's Research Governance Framework for Health and Social Care](#). There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Guidance by the [MRC on the conduct of medical research](#), and by [ESRC on the conduct of social science research](#), provided on behalf of all Research Councils, must be observed. In particular, for research involving humans to take place overseas is that for research to be undertaken internationally, both local and UK ethical approval is required.

All research involving human participants must be undertaken in accordance with relevant policies and guidance and recorded on the Je-S form. Researchers should ensure equivalent up-to-date information relevant to ethical and legislative requirements in Colombia is determined and addressed in any application. For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

Significant developments must be assessed as the research proceeds, especially those that affect safety and well-being, which should be reported to the appropriate authorities and to the Research Council. The Research Organisation must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

Where there is recruitment of people as research participants and/or providing human tissue, details should be included in the [Case for Support](#).

15.7 Animal research

We are not expecting proposals to include the use of animals. If you are intending to use animals as part of your proposal, you must contact RCUKNewtonFundenquiries@rcuk.ac.uk before submission, as you will need to complete additional documentation.

15.8 Ethical Implications

Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

15.9 Approvals

All Research Organisations involved in the project are responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body within the UK and Colombia. Approval to undertake the research must be granted before any work requiring approval begins. Please indicate all approvals sought, whether in the UK or Colombia, if it is none of those listed below, please put the information into the other bodies section. Successful proposals may be expected to provide copies of these permissions before funding is released.

You must seek approval within the UK even if your research will take place in Colombia. Please indicate the approvals you have sought/will seek within your application. We do not require the approvals for making a funding decision but they must be in place before the project can start.

15.10 Proposal classifications

You should populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of the research areas covered in the application.

The Proposal classification area is a harmonised (and expanded) structure agreed between the Research Councils.

16. Proposal Cover Letter

If you would like to nominate reviewers for your application please include a proposal cover letter including the name, organisation and email address for each reviewer. Please do not nominate more than 3 reviewers. RCUK and Colciencias cannot guarantee that these reviewers will be used on your

application. The cover letter can be used to highlight any important information for the Research Councils. This attachment type is not seen by reviewers or panel members.

17. Assessment Process and Criteria

Following submission, applications will be assessed by separate written peer review and a joint RCUK- Colciencias panel. More details can be found in the call specification.

On the UK side there will be a PI response stage. The UK PI will receive the UK and Colombian peer reviews and will have 5 working days to provide a response to reviewer comments. It is the UK PI's responsibility to ensure the Colombian PI also receives the reviews and can contribute to the response. Feedback from the panel will be provided following the panel meeting.

18. Post Award

The joint panel meeting is due to be held **week commencing 9th April 2018**. Following this, applicants will be informed of the outcomes **by April 2018**. **Applicants must start the award by 14th May 2018**.

19. Contact information

This is a guidance document created to assist applicants applying to this Newton fund call with the completion of their proposal. It is specific to this call and should be used in conjunction with the following information:

- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries)
jeshelp@rcuk.ac.uk or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 09.00-17.00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

For further information regarding the call please contact:

RCUK

Laura Bones, International Policy Manager- Newton Fund

Email: RCUKNewtonFundenquiries@rcuk.ac.uk

Telephone: 01793 444263

Colciencias

Email: contacto@colciencias.gov.co

Change log

Name	Date	Version	Change
Laura Bones	03/11/2017	3.0	Case for support length clarified to twenty pages
Laura Bones	09/10/2017	2.0	ODA compliance statement length updated to two pages
Laura Bones	28/09/2017	1.0	Initial Version.

Annex 1 Attachment check list

Attachment Type	Maximum Page length	Mandatory/O ptional	Extra Guidance
Case for Support	20 pages	Mandatory	A template is provided
Pathways to Impact	2 pages	Mandatory	
Data Management Plan	3 pages	Mandatory	
Justification for Resources	2 pages	Mandatory	A template is provided
CVs	3 pages each	Mandatory	For each PI and Co-I, and for named and visiting researchers, and Researcher Co-Is if applicable. Publications lists should be included within the 3 pages.
Non-UK Components – For the ODA Compliance Statement	2 pages	Mandatory	
Non-UK Components- for the Colombian application form	Use template	Mandatory	A template is provided
Project Partner Letters of Support	2 pages	As Required	Must be included from all named project partners. Must be signed and dated within six months of the proposal submission date.
Letters of Support	2 pages	As Required	In exceptional circumstances only
Equipment Quotes	No page limits	Not required. Do not submit.	
Equipment Business Case	2 pages each	Not required. Do not submit.	
Technical assessment	No page limit	Not required. Do not submit.	
List of Publications	1 page	Not required. Do not submit.	Publications lists should be included within CVs
WorkPlan	1 page	Not required. Do not submit.	
Facility Form	1 page	Not required. Do not submit.	
Proposal Cover Letter	2 pages	Optional	The cover letter can be used to highlight any important information for the RCs. This attachment type is not seen by reviewers or panel members.
Other attachment	No page limit	As required, at the request of the RC only	This can be used for a document that does not fit under any of the headings above. This attachment type is not seen by reviewers or panel members.