**Privacy Notice**

**Your Personal Data**

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data collected and processed in relation to **your application to the University of Glasgow GCID Small Grants Fund**. This Privacy Notice will explain how the University will process your personal data.

**Why we need it**

We are collecting your basic personal data in order to evaluate your application for funding, ensure successful applications can be efficiently loaded onto our grant management systems, to enable outcome tracking and to identify and support emerging initiatives of international development activity across the university. We will only collect data that we need in order to fulfil and oversee this.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is ‘*Legitimate Interest’.*

**What we do with it and who we share it with**

All the personal data you submit is processed by staff at the University of Glasgow in the UK. We will use contact e-mail addresses contained in your application to provide information to those applicants not currently on the Glasgow Centre for International Development mailing list on how to join that list. The International Development Research Manager may also share general information on the Principal Investigator (name, contact e-mail and *general* area of research interest) with other members of staff of the University of Glasgow who have been identified as potentially useful contacts based on the information provided in your application. Successful Principal Investigators will have their project descriptions, names and e-mail addresses posted on the University of Glasgow website and shared with the Scottish Funding Council as part of funder reporting requirements. Gender and ECR data is shared in aggregate form only and is used to identify and address any potential bias in the application and selection processes. With the exception of the project and PI information noted above, your individual data will not be shared with any individuals or organizations outside the University of Glasgow without your express permission.

**How long do we keep it for**

Your data will be retained by the University indefinitely unless it has been determined the information is no longer needed. If the data is determined to be no longer required it will be securely deleted.

**What are your rights?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please contact dp@gla.ac.uk.

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>.

**Contact details**

If you have any questions relating to this notice or the way we are planning to use your information please contact: **Mary Ryan,** Mary.Ryan@glasgow.ac.uk**.**

To ensure the University of Glasgow is supporting the development of new and emerging partnerships in international development research, the GCID Small Grants Fund provides pump-priming and partnership development funding to support the co-development of external grant applications to tackle low- and middle-income country (LMIC) challenges.

Please note that awards made through any internal funding calls are not eligible for inclusion in applications for promotion. In order to support the development of strong applications, we encourage all potential applicants to contact the International Development Research Manager Mary Ryan for advice on strengthening their proposals.

The 2024-25 call welcomes two types of applications, both of which use the same application form. Our intention is to ensure the benefits of the fund are distributed across the entire university community rather than concentrating awards with a small number of PIs. As such, applicants may submit a maximum of one application as Principal Investigator. At least 25% of the funds available are prioritized for Early Career Researcher-led applications. All applications must include a completed Application Form and a GCID Small Grants Costing Template. **Applicants are required to contact their local College Research Office[[1]](#footnote-1) (which includes their relevant Project Coordinator) *by January 31st, 2024*** to inform them of their intention to submit and to ensure sufficient time for Project Coordinators to complete their components of the application. The two call types are:

* **Pump-Priming Activities** - Teams, wherever possible working across the remit of two or more research councils (applications involving PIs or Co-Is from the College of Arts are particularly welcome) and including new partners in ODA recipient countries, to collect pilot data or conduct scoping studies to support the development of large-scale research proposals addressing challenges relevant to one or more ODA recipient countries. Value: Up to £20,000.
* **Meetings and Exchanges** - To support new interdisciplinary partnerships through reciprocal visits with collaborators in ODA recipient countries to develop grant proposals addressing challenges relevant to one or more ODA recipient countries. This call will be particularly relevant for early career researchers who seek to develop research collaborations with LMIC country partners but have struggled to develop research proposals without existing relationships. Value: Up to £10,000.

**How to apply**

**If you are unsure about any aspect of this process, contact** **Mary Ryan** **and ask. We want your application to be as strong and competitive as possible. There will also be a recorded zoom briefing session where Mary will give an overview of the call, and you will have a chance to ask questions. This will be announced via the Glasgow Centre for International Development mailing list.**

* The deadline for applications for all calls is 09:00 on February 22, 2024. Late applications will not be considered.
* All applications must include a completed Application Form and a GCID Small Grants Costing Template.
* All use of funds must be ODA Compliant, that is, the primary objective must be the socio-economic development of Low- and Middle- Income Countries
* Costs shall not be used to deliver activities within, in partnership with or that otherwise benefit China.
* The application form and costing template can be downloaded from the [GCID Small Grants section of the Research and Innovation Services](https://www.gla.ac.uk/myglasgow/ris/knowledgeexchange/gcid_smallgrants/) website. Costing Templates must be completed by the applicant and confirmed by the relevant College Research Offices[[2]](#footnote-2). This confirmation process will include any normal College application approval requirements prior to submission.
* College Research Offices must be informed and consulted on all applications. They must also complete section 12 of the application. You must contact your College Research Office by January 31, 2024 to inform them of your intention to apply.
* It is the responsibility of the applicant(s) to ensure that all proposed activities are in accordance with the University’s [ethical guidance](https://www.gla.ac.uk/research/strategy/ourpolicies/) and [Code of Good Practice for Research](https://www.gla.ac.uk/media/media_490311_en.pdf). All projects must ensure appropriate [project risk assessments](https://www.gla.ac.uk/myglasgow/seps/forms/#d.en.37632) have been completed before beginning any funded activity (including where activity is not being completed by UofG staff or students).
* Applicants should confirm whether their activities will require an [export control license](https://www.gla.ac.uk/research/strategy/ourpolicies/exportcontrol/) and factor in any such requirements in their timelines and risk management plans.
* Application forms (in **Microsoft Word** format) and GCID Small Grants Costing Templates (in **Microsoft Excel** format) must be submitted electronically to researchinitiatives@glasgow.ac.uk.
* Early Career Researchers would usually be those who are currently on fixed-term contracts or who are within 5 years (excluding any career breaks) of their first lectureship appointment. Well-justified exceptions would be considered – please contact Mary Ryan to discuss.
* Any applicants wishing to apply for more than the stipulated amounts should provide strong justification for their request.
* All applications are considered by panels comprised of members of the GCID Coordination Group (or their appointed delegates), who are:
* Professor Dan Haydon (Chair), MVLS
* Dr Chris Moxon, MVLS
* Dr Debbi MacMillan, MVLS
* Professor Gerry Graham, MVLS
* Professor Jonathan Cooper, CoSE
* Dr Cindy Smith, CoSE
* Professor Claire Miller, CoSE
* Mr David Nisbet, CoSE
* Mr Sunil Hutchin-Bellur, CoSS
* Prof Mia Perry, CoSS
* Professor Melanie Simms, CoSS
* Dr Alicia Davis, CoSS
* Dr John R Davies, CoA
* Professor Bernadette O’Rourke, CoA
* Dr Ophira Gamliel, CoA
* Dr Lucinda Thompson, CoA
* Successful applicants will be informed in March 2024.
* Applicants must work with their College Research Support Offices to determine feasible timelines for project activities. To ensure sufficient time to complete planned activities, projects should plan for no more than **8 months of activity** that commences no earlier than June 1st, 2024.
* Successful applicants should immediately begin preparing any necessary subcontracts, hiring processes and budget set-up upon notification of success (please DO NOT underestimate how long these processes will take). There will be no possibility of extensions.
* All activities supported by the funding must be completed by March 31st, 2025 e.g., a flight cannot be booked in March 2025 for travel taking place in June 2025.
* Decisions are final and not subject to appeal.

**Eligibility**

* This call is open to staff members in any job family at the University of Glasgow who have salary support in place until March 31st, 2025.
* Initiatives and partnerships previously supported by the GCRF Small Grants Fund or the GCID Small Grants Fund are not eligible for funding under this call. This call is intended to pump prime new relationships and partnerships – priority will be given to applications including partners with no previous collaborations with UofG.
* Principal Investigators must be the main budget holder for project funds at the University of Glasgow and are fully responsible for all project reporting and leading the delivery of project activities. Applications where a Co-Investigator is expected to take on any of these responsibilities will not be eligible for funding.
* Expenses for items such as travel, accommodation, subsistence, consumables, etc. are eligible for inclusion in project budgets, and should be appropriately justified in your application.
* Up to 6 months of salary costs for temporary staff at UofG are eligible for inclusion where it can be demonstrated that appropriate staff can be recruited in the timescale and/or that contractual arrangements for current staff on temporary contracts can be reasonably altered. For further advice about the costs and constraints associated with the inclusion of costs for temporary staff, including named researchers, please contact your College Research Office.
* Posts at partner organizations are eligible only if they are able to be appointed via direct appointment according to the partner’s HR regulations.
* There are no limits on the proportion of funding that may be allocated to HEIs and non-academic organisations in ODA recipient countries.
* Partners from the UK and in non-ODA recipient countries are eligible, but the total funds allocated to these partners are limited to 30% of the project budget, and applicants must clearly demonstrate why their inclusion is necessary to address the LMIC challenge.
* Many types of collaboration activity will require a collaboration agreement. The contracts team have developed a simplified template collaboration agreement however applicants should discuss this requirement and the due diligence checks that may accompany this paperwork with partner institutions early in the application process. College Research Offices can provide further advice in these matters.
* Overheads can be included in the budget for LMIC partner organizations but cannot exceed 30% of their direct costs.
* The fund will not support the following costs for any partner:
	+ Direct buy-out of time (salary costs/directly allocated costs) for existing permanent academic or professional services staff, including those at partner institutions
	+ Short falls from other FEC funded research
	+ PhD fees
	+ Publisher costs associated with Open Access
	+ Costs associated with academic conference attendance
	+ Hotel quarantine costs for researchers choosing to undertake international travel
	+ Per diems or sitting allowances (unless documentation of partner processes is provided as per UofG procedures)
* Any staff involved in an application whose salary costs are not eligible should discuss with their line managers the implications and appropriateness of inclusion in any applications.
* All partner institutions must be able to provide appropriate evidence of expenditure upon request for all uses of funds. This could include (but is not limited to):
	+ Payslips
	+ Timesheets
	+ Rail tickets, boarding passes, hotel confirmations to evidence a trip took place
	+ Agendas, meeting papers etc. to evidence the event/trip took place
	+ Invoices
	+ Approved purchase orders
	+ Goods receipts
	+ Authorised expense claims with copy of receipts (actual receipts, not credit card slips)
* No additional funds will be made available to projects that exceed their budget, including those associated with unforeseen VAT charges. Applicants are responsible for ensuring their requested budgets are sufficient for all project-related costs.
* All applications selected for funding are additionally subject to all other research assurance processes at the University of Glasgow, including due diligence checks, purchasing and procurement guidelines, ethical approval, completion of a project risk assessments, etc.

**Reporting**

* Award recipients will be required to submit a report detailing expenditure, use and outcomes by April 30th, 2025.
* All reporting requirements will be confirmed on award of funding

**Funding Acknowledgement**

* All awards must acknowledge their funding support in all publications, press releases and other communications materials as follows:
	+ This activity was funded by the University of Glasgow’s GCID Small Grants Fund.
	+ On social media you should refer to the funding source as @UofGlasgow’s @UofGGCID Small Grants Fund

**Assessment Criteria for Different Application Types**

|  |  |
| --- | --- |
| **Pump Priming** | **Meeting and Exchanges** |
| * Nature of the international development challenge the proposal will address
* Likelihood of securing follow-on funding
* Interdisciplinarity
* Feasibility of methods to address objectives within the timescale
* Evidence of demand and appropriateness of the planned activity to the local context
* Value for money
* Potential for strengthening the capacity of the University of Glasgow and partner organisations to tackle global research challenges
* A pragmatic approach to risk mitigation
* Project-specific elements to ensure Equality, Diversity and Inclusion
* Consideration of environmental considerations and pragmatic efforts to reduce environmental impacts
 | * Nature of the international development challenge the proposal will address
* Potential for development of a new and sustainable research collaboration
* Likelihood of securing follow-on funding
* Interdisciplinarity
* Evidence of demand and appropriateness of the planned activity to the local context
* Value for money
* Potential for strengthening the capacity of the University of Glasgow and partner organisations to tackle global research challenges
* A pragmatic approach to risk mitigation
* Project-specific elements to ensure Equality, Diversity and Inclusion
* Consideration of environmental considerations and pragmatic efforts to reduce environmental impacts
 |

1. Arts College Research Office: arts-researchoffice@glasgow.ac.uk

 Medical, Veterinary and Life Sciences College Research Office: mvls-research-office@glasgow.ac.uk

 Science and Engineering College Research Office: cose-researchoffice@glasgow.ac.uk

 Social Sciences College Research Office: socsci-research-office@glasgow.ac.uk [↑](#footnote-ref-1)
2. Arts College Research Office: arts-researchoffice@glasgow.ac.uk

 Medical, Veterinary and Life Sciences College Research Office: mvls-research-office@glasgow.ac.uk

 Science and Engineering College Research Office: cose-researchoffice@glasgow.ac.uk

 Social Sciences College Research Office: socsci-research-office@glasgow.ac.uk [↑](#footnote-ref-2)