**College of Science and Engineering**

**International Partnership Development Fund (IPDF) Process**

**Comms**
- College communicates funding opportunity through various networks i.e. BDM Research Newsletter
- This is carried out throughout the year every 4 months
- Enquiries are sent to scieng-international@glasgow.ac.uk
- Mailbox is managed by Lynn Esson (LE)

**School Approval and Submission**
- Before an application is submitted, the applicant must have School approval to match fund the trip. Point of contact: Head of School Administration (HoSA)
- Once approved, application is submitted to scieng-international@glasgow.ac.uk cc School HoSA.

**Application Review and Outcome**
- Katherine Henderson (KH) and Alison Coe (AC) will assess the application to ensure it meets the fund’s criteria.
- This is then sent to the relevant Dean for Global Engagement who will review the application and decide whether to match fund the trip.
- AC sends outcome to the applicant and cc’s the relevant School and College representatives i.e. HoSAs, KH, LE via scieng-international@glasgow.ac.uk

**Monitoring and Tracking**
- The School will confirm the project code where the fund will be taken from.
- LE will provide AC with all School project codes in advance.
- LE maintains a database of applications submitted and awards received.
- KH will flag any issues to School HoSAs or AC, such as Schools who have been consistently unsuccessful, or poor turnaround times to applications.

**Reporting**
- Following the trip, successful applicants **must** complete a progress report. This is managed by AC
- KH will produce an annual College report outlining the successful applications and the intended impact of these trips
- ER regularly provides IPDF updates to the International Steering Group (ISG)

**KPIs**
- These funds should be utilised to support the Schools in meeting international research and student recruitment KPIs, such as 2+2 articulation growth.
- Applications must clearly state how these funds will support activities or collaborations relevant to these KPIs.