

Going Global Partnerships

Guidance notes

RENKEI Collaboration Grant 2025

18 December 2025 – 15 February 2026

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Grant call for RENKEI Collaboration Grant 2025

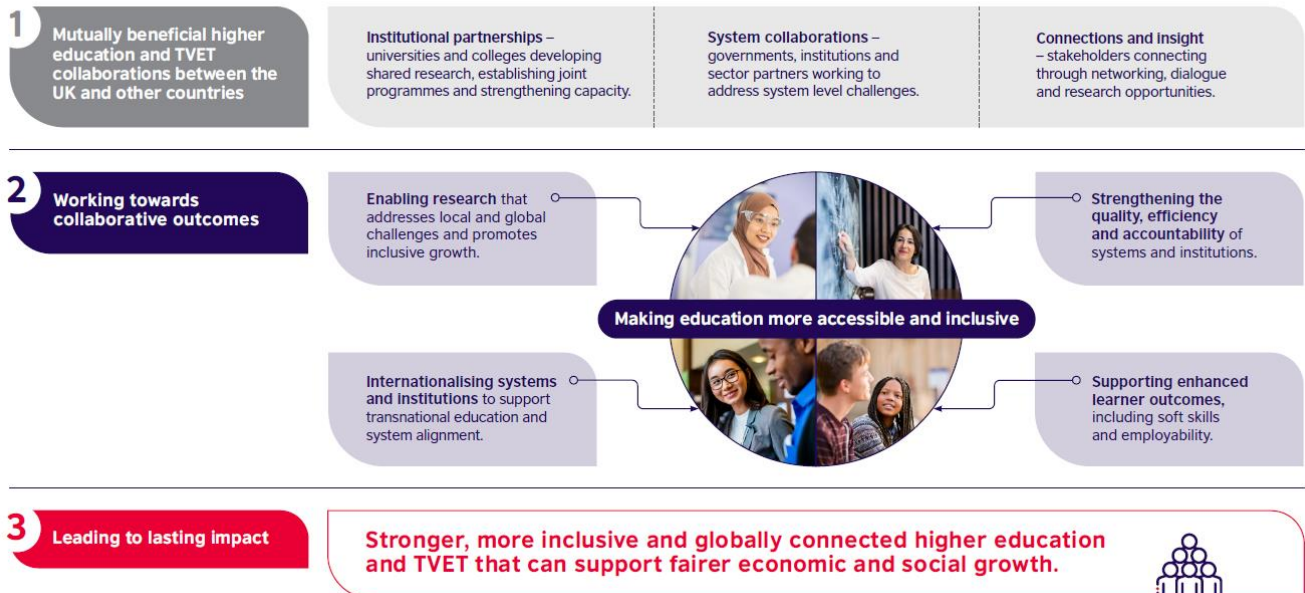
1. About Going Global Partnerships

[Going Global Partnerships](#) supports universities, colleges and wider education stakeholders around the world to work together towards stronger, equitable, more inclusive and internationally connected higher education, science and TVET.

Through international partnerships, system collaborations and opportunities to connect and share, we enable stronger transnational education, more collaborative research, higher quality delivery, enhanced learner outcomes and stronger, internationalised, equitable and inclusive systems and institutions.

Higher education and TVET providers and research organisations can access funding to develop collaborative partnerships with institutions in other countries, focusing on key areas such as capacity strengthening, collaborative research projects, developing joint teaching programmes and establishing new transnational education links. These mutually beneficial partnerships help universities and colleges develop and sustain stronger international connections.

How Going Global Partnerships creates impact



We help to strengthen higher education and TVET in five core areas:

- **Enabling research** – supporting research, knowledge and innovation collaborations to address local and global challenges and promote inclusive growth.
- **Internationalising higher education and TVET** – supporting systems, institutions and individuals to benefit from internationalisation, including enabling transnational education and system alignment.
- **Strengthening systems and institutions** – improving the quality and efficiency of higher education and TVET institutions and systems.
- **Enhancing learner outcomes** – addressing the qualities of the global graduate, including soft skills, employability and community outcomes.
- **Increasing equality, diversity and inclusion** – making higher education and TVET more accessible, equitable and accountable.

See open and upcoming Going Global Partnerships [opportunities](#). Opportunities are being launched continually, so please check this page regularly.

2. The Grant Call

Call name – RENKEI Collaboration Grant 2025

This is a restricted grant call open to eligible researchers of current RENKEI member institutions. Access to the application form is granted on a request basis. Please refer to Section 9 Application Process and Documentation for details on how to request access.

Maximum value of grant	£31,000 NOTE: This is the total available budget for this grant call, not the maximum value of individual awards.
Number of grants expected to be funded in this call	The number of grants to be funded is not fixed. NOTE: Grant decisions will be made based on merit of submitted proposals, within the total available budget.
Deadline for applications	Sunday 15 February 2026 23:59 GMT
Contact for further information	renkei@britishcouncil.or.jp

Call objectives and intended outcomes

RENKEI is a partnership of ten leading universities in the UK and Japan, with the British Council acting as its secretariat. Established in March 2012, it has now been active for over a decade. The member universities aim at strengthening the knowledge exchange and research collaboration between the UK and Japan.

RENKEI provides a unique opportunity to bring together researchers from leading universities in the UK and Japan. RENKEI workshops/researcher engagement activities have been a vehicle for bringing researchers together, especially those still within the early stages of their career (Early Career Researchers - ECRs).

The RENKEI steering committee agreed at the meeting on 9 May 2025, to make collaboration grants available for ECRs who have previously participated in RENKEI activities. The purpose of these grants is to support further collaboration between researchers, particularly ECRs, to facilitate outcomes such as research collaborations within the RENKEI community and between the UK and Japan.

There are two types of grants available through this call:

- **Type A: Mobility**

Expected grant awards to be around 2,000 GBP, with a limit of 3,000 GBP.

For eligible researchers making individual applications, where the grant is intended to support career development of ECRs by enabling ECRs from the UK to travel to Japan and ECRs from Japan to travel to the UK to further develop the UK-Japan connections and to explore potential for future collaborations.

- **Type B: Collaboration**

Expected grant awards to be around 6,000 GBP, with a limit of 10,000 GBP.

For where the grant is intended to be used as 'seed funding' for researchers to explore/develop ideas/proposals for collaborative projects between groups of researchers that include ECRs who participated in past RENKEI activity.

We are looking for proposals that:

- include UK-Japan researcher exchange, linked to exploration of future research collaboration ideas and opportunities;
- support the capacity building of ECRs;
- explore interdisciplinary connections/exchange (encouraged); and
- articulate a plausible route to collaboration or further connections within a short to medium term timeframe (around five years).

3. Eligibility criteria for Institutions

Proposals must fulfil the following criteria to be eligible for funding under this call:

ELIGIBILITY CRITERIA
<p>Each proposal:</p> <ul style="list-style-type: none">• Must be led by an ECR who has participated in a RENKEI activity in the past;• Have one Lead RENKEI Institution, usually the institution of the ECR leading the proposal;• Can be prepared jointly by leaders from both Lead and Collaborating institutions but must be submitted by the Lead RENKEI Institution.
<p>Lead RENKEI Institutions must be one of the following:</p> <ul style="list-style-type: none">• Durham University• Keio University• Kyushu University• University of Leeds• University of Liverpool• Newcastle University• Ritsumeikan University• Sophia University• University of Southampton• Tohoku University
<ul style="list-style-type: none">• The Lead RENKEI Institution must have the capacity to administer the grant.

Please send an enquiry to renkei@britishcouncil.or.jp if you are in doubt about the eligibility of your organisation.

Eligibility checks will be applied to all applications after the grant call closes. Those which are not led by an eligible institution will be rejected during these checks.

4. Funding

The RENKEI Collaboration Grant 2025 expects to support projects of between £2,000-3,000 (Type A: Mobility) and £6,000-10,000 (Type B: Collaboration) in value each, for a 13-month period, starting from 2 March 2026.

Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered not appropriate by the application reviewers.

For successful partnerships, funds will be disbursed directly to the Contracting Institution according to the approved final budget and after signing of the Grant Agreement. The Contracting Institution is the Lead RENKEI Institution. The Contracting Institution is responsible for all budget management, including grant transfers to overseas partner/s. For an equitable partnership, the Contracting Institution should be able to transfer funding to the partnering institution(s) for activities in a timely way. Implementation will be delayed and the objectives of the collaboration and the overall project impacted if the funds are not shared in time. We encourage partners, especially first-time partners, to discuss in advance their internal mechanisms that will enable the budget transfer between countries.

5. Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this call. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research' (<https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf>), the Inter Academy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (<http://www.interacademycouncil.net/24026/29429.aspx>) or contact us for further guidance.

6. Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, to operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

7. Impact on the Environment

The British Council is committed to minimising its environmental impact. For this call, we have developed a set of questions in the application form which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

Please note, responses to these questions will not form part of the grant assessment criteria and will not be subject to peer review. The British Council collects this information for internal purposes only.

Please contact us via email (renkei@britishcouncil.or.jp), if you have any queries about the environmental impact section.

8. Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with UK partner(s) institution(s) and with Japan partner(s) institution(s) in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of the RENKEI Collaboration Grant 2025.

Your information will not be used/shared beyond the partners mentioned above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. We will keep your information for a period of seven years after the project.

9. Application Process and Documentation

This is a restricted grant call open to eligible researchers of current RENKEI member institutions. Access to the application form is granted on request.

Researchers wishing to apply should submit their details through the Expression of Interest form (online) at the URL below, **no later than 9:00 GMT on Friday 30 January 2026**.

RENKEI Collaboration Grant 2025 - Eol form: <https://forms.office.com/e/scD7yT41FZ>

Researchers facing difficulty with the above form should contact the RENKEI Secretariat by email renkei@britishcouncil.or.jp.

Applications must be completed and submitted with input from the RENKEI Coordinators of each RENKEI member institution.

All applications should be completed and submitted on the Good Grants platform < <https://goingglobalpartnerships.grantplatform.com/> >. It is possible to download a blank version of the application form to enable your partnership to develop your answers together before it is submitted.

The deadline for applications is **23:59 GMT on Sunday 15 February 2026**. We recommend that you submit at least an hour before to avoid any last-minute technical glitches.

Due to the volume of applications, we receive, any application received after specified deadline will be considered **ineligible**.

Ensure you have included all of the documentation listed in the Pre-submission Checklist as incomplete applications may be immediately regarded as ineligible. The British Council receives large numbers of applications to its funding calls, and for this reason we cannot facilitate resubmission process should your application be deemed ineligible.

Please ensure that process of seeking institutional approval required for the application submission should be initiated timely. Each Grant call remains open for 4-6 weeks, which is a sufficient time to get required approvals and documents like CV's, supporting letters etc.

Please send the application form and the other required attachments (budget sheet, CVs, etc.) as separate attachments, please do not merge them into a single file.

If you require any access adjustments or have any additional support or learning needs in order to submit the application, please contact us prior to the deadline on renkei@britishcouncil.or.jp.

10. Application Form

Applications must only be submitted from the online application form at the following link:
<https://goingglobalpartnerships.grantplatform.com>

Word limits must be followed, as text over the word limits will not be read.

The British Council supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. Our granting opportunities are aligned to this mission and reflect it in grant purpose and eligibility criteria. Granting projects which specifically include collaboration with military or security partners will also need to align with this mission. Projects focused on particular fields may preclude any military and security aspects, or aspects which dual-use impacts or outcomes.

All applications are checked to ensure alignment with this policy at the eligibility stage.

Gender and Equality Diversity and Inclusion (EDI) Statements

Please contact us for further information on the British Council's approach. See our Equality Policy here: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

Gender Equality

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form.

Gender Equality Statement

Applicants are required to consider the impact their project will have on gender and provide a gender statement. It should not be a re-statement of your Institution's policy; you may refer to the policy but should show how the policy will be implemented in terms of the project. Below are the project aspects that can be taken into consideration for the gender statement but not limited to.

- Outputs
- Outcomes
- Make-up of the project team; participants, stakeholders and beneficiaries of the project
- Processes followed throughout the project
- Budget
- Risk
- Measures taken to facilitate the participation of people from different genders

Please note that the Gender Equality Statement should clarify and enable a clear demonstration that making a contribution to addressing gender inequalities has been considered in the project

development. It is expected that the approach will be reflected in other sections of the application including the project description, outcomes and outputs.

All applications are checked for an adequate Gender Equality Statement at the eligibility stage.

The following questions should be answered when writing the statement.

- What are the key gender equality issues that are relevant to your project and how it will contribute to addressing these?
Please include data and evidence to support your analysis of the relevant gender equality issues. This should include issues relevant to the theme of your project and to the team that will deliver it.
- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project?
This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the activities.
- Drawing on the analysis of the gender equality issues think about the barriers to participation and engagement in the project and how you will overcome these through your project plan and activities. The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- Describe how the project will impact women, men and people with diverse gender identities. In particular show how the project will reduce the gender inequalities that have been set out in the question above.
- The impact on the relations between people of different genders and people of the same gender.
- Describe how you intend the programme to bring about change in unequal power relations. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?
- At what stage of the gender journey will the project start, and where you aim to be at the end of it.

Not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

Applicants are encouraged to check the [“Guide to addressing gender equality”](#) document.

British Council reserve the right to reject the application if inadequate consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

Approach for Accessibility adjustments

Applicants are encouraged to take a proactive approach to consider accessibility into the design and delivery of their proposed activity, so that we can improve the experience for everyone, including in particular for disabled people. Applicants may request adjustments or additional support for their application, the funded project activities and reporting stages. Please provide details on specific requests for any support, access arrangements, or accommodation, and any costs associated with the adjustments. These will be considered on a case-by-case basis and dependent on the funding available. If you wish to discuss the requests and/or costs in your application, please contact renkei@britishcouncil.or.jp.

11. Budget Sheet

Budgets must only be submitted using the Budget Sheet supplied within the Grant Call Documentation, and your application will be deemed ineligible if your budget is submitted via any other method.

There are two types of grants available through this grant call, Type A: Mobility and Type B: Collaboration. **Please ensure to use the correct Budget Sheet for the type of grant you are applying for.**

You will note that some budget categories are subject to a cap which is set as a percentage of the total amount of funding being applied for. Where a budget cap is specified, it must be adhered to as it is a stipulation of the funding. If caps are not adhered to, your requested budget may be subject to correction by the British Council to make it compliant, and this may result in a reduction of your grant. The caps differ between the two grant types.

A list of eligible and ineligible costs can be found in **Annex 1**.

Section 1 – Human Resource/Staff Costs

- There is a cap set at 0% (Type A: Mobility Grant) / 30% (Type B: Collaboration Grant) of the total grant for staff costs.
- PLEASE NOTE: **permanent staff costs are INELIGIBLE** costs for RENKEI Collaboration grants. The only human resource/staff costs that can be covered by the British Council Grant are the costs of project staff employed on or temporarily assigned to the project.
- List all Contracting and Partnering institution staff working on the project
 - > Project staff are employed on or temporarily assigned to the project, often on fixed term, part time or short contracts, usually with more of their time dedicated to the work related with this project.
- The number of units multiplied by the unit rate will populate Column H. In Column I confirm how much of this total is it intended be covered by the grant. Be clear how any residual costs will be covered if not entirely by the grant.

- If the entire cost is not being covered by the Grant, a residual amount will populate in Column J, and you will explain how this amount is being covered in Column K.
- In Column M you confirm how staff costs are monitored/controlled for Audit purposes.

Section 2 – Expertise Costs

Sometimes Grant applicants wish to budget for non-institutional Staff costs (e.g. Consultants, Industry experts, advisors, Associate partners etc.). These costs included in Section 2.

- There is a cap set at 0% (Type A: Mobility Grant) /10% (Type B: Collaboration Grant) of the total grant being applied for.
- The number of units multiplied by the unit rate will populate Column H. In Column I confirm how much of this total is it intended be covered by the grant. Be clear how any residual costs will be covered if not entirely by the grant.
- If the entire cost is not being covered by the Grant, a residual amount will populate in Column J, and you will explain how this amount is being covered in Column K.
- In Column M you confirm how staff costs are monitored/controlled for Audit purposes.

Section 3 – International Travel and Subsistence

- There is a cap set at 100% (Type A: Mobility Grant) / 80% (Type B: Collaboration Grant) of the total grant being applied for.
- Supply details of approximate costs/allocation for your travel and subsistence costs. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 1 for guidance on permitted costs.
- As per sections 1 and 2 – clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded.

Section 4 – Operational and Activity Costs

- In section 4 you can give the approximate costs/allocation you intend to use for specific activities. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 1 for guidance on permitted costs.
- Domestic travel associated with the activities should be accounted for in this section.
- As per sections 1, 2 and 3– clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded.

Section 5 – Marketing and Communication Costs

- In section 5 you can give the approximate costs/allocation you intend to use for any Marketing and Communications aspects of your proposal. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 1 for guidance on permitted costs.
- As per the previous sections– clarify what portion of these costs is it intended be covered by the grant and how any residual costs are to be funded.

Section 6 – Miscellaneous and Additional Costs

- In section 6 you can give the approximate costs/allocation you intend to use for any elements not covered in sections 1-5. Be clear how any residual costs will be covered if not entirely by the grant.
- Read Annex 1 for guidance on permitted costs.
- Typically applicants use this section to show administrative costs e.g. international bank transfer costs associated with grant disbursements to partners etc.

Budget Summary

After Section 6 a summary of the sections above will self-populate.

Column I shows a section-by-section summary of the costs you have indicated will be covered by your grant if you application is successful.

Column J will flag any issues. If for sections 1-3 the box turns **green** and displays “This is within the funding rules” then no action is required.

If, however, the box turns **red** it will give a message to highlight what the issue is e.g. “This is outside the 30% funding rules” or “This is outside the 20% funding rules” and you must return to the appropriate section and revisit your proposed budget.

Any budget sheet submitted that contains red warnings will be returned and may jeopardise your application.

The last row of the Budget Sheet will show in Column G, the grant amount you are applying for and in Column I the total budget you are intending to submit.

- If your planned budget exceeds the grant you are applying for you will see a warning message stating, “Your budget exceeds the grant you have requested – please review your budget before submitting”
 - > You cannot budget for more than the value of the grant and if your budget sheet is submitted with this warning it will be returned and may jeopardise your application

- If your planned budget is lower than the grant you are applying for you will see a warning message stating, “Your planned budget is less than the grant you have requested – do you need to review your budget to ensure everything has been included”
 - > If this is the case, you could either revisit the grant you are claiming and reduce it to your planned budget; or revisit your budget to ensure you haven’t miscalculated
 - > If you submit your application with this message your application will still be considered – but based on your proposed budget and not the grant figure so please ensure you are happy that you have not missed anything.

12. Selection Process

- All applications received by the deadline will be logged and acknowledged – if you have not received an acknowledgement within seven days, please check your spam folder for messages from renkei@britishcouncil.or.jp. If you have not received any acknowledgement of receipt of application, please contact us with details.
- Applications will be reviewed for completeness – if we do not have everything requested in the Pre-submission Checklist your application may be declared ineligible and not proceed to next stage. We receive large volumes of applications so we may not be able to notify you of this outcome at this stage.
- **Applications will be assessed by a panel of reviewers, on the basis of assessment criteria specified in the next section.**
- Top ranked applications will be selected and will be notified about their selection for contracting and disbursement of grants.
- Unsuccessful applications will be notified at a later stage. **You can ask for feedback to your application by writing to (renkei@britishcouncil.or.jp).**

13. Pre-Submission Checklist

This application has been discussed and agreed between both lead and collaborating partners who are aware of this project.
The application form and supporting documents have been completed in English.
The applicants have included supporting letters from each of the Contracting and Lead Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English and not be signed by Lead Applicant(s). As stated in these guidelines, email versions of letters are acceptable.
Lead Institutions must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants confirm that they comply with British Council requirements by responding to Pre-submission Confirmation in the application form.
Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page.
Applicants have submitted a CV for Lead Applicants.
Human resource costs: Staff costs for personnel working directly on the grant funded project limited to 0% (Type A: Mobility) / 30% (Type B: Collaboration) of the grant to be awarded.
UK expertise costs: Limited to 0% (Type A: Mobility) / 10% (Type B: Collaboration) of grant to be awarded.
Travel costs: Limited to 100% (Type A: Mobility) / 80% (Type B: Collaboration) of the grant.

14. Assessment Criteria

Project quality and relevance:	Score	Range
		0–20
<ul style="list-style-type: none"> • The academic value and timeliness of the proposed collaboration activity/research topic is clearly demonstrated. • Project collaborators have the sufficient level of relevant experience to achieve the stated objectives. • The benefits and relevance of the UK/Japan collaboration are clearly described. • The benefits and relevance of capacity strengthening activities for collaborating researchers, particularly ECRs, are clearly described. • The specific outputs anticipated from the collaboration and objectives likely to be achieved are clearly articulated. 		
Methodology/proposal/project design:	Score	Range
		0–20
<ul style="list-style-type: none"> • The proposal is well planned and defined, and contains clear, feasible and realistic objectives. • The proposal enables/strengthens UK-Japan researcher connections and exchange. • The proposal is appropriate and feasible to achieve intended outcome(s). The description of the activity(s) includes clear, feasible and realistic objectives and outputs. • Proposal includes interdisciplinary connections/exchange. • There is strong evidence of support from both the home and host institutions. 		

Sustainability and capacity building:	Score	Range
		0–20
<ul style="list-style-type: none"> • The proposal clearly describes the potential for the professional development and capacity building for ECRs and other collaborators. • The proposal includes a clear and feasible description of how the Lead RENKEI Institution intends to ensure the outcomes are achieved beyond the funding period. • The proposal includes a clear and feasible description of how the Lead RENKEI Institution intends to sustain the benefits of the collaboration over the longer term. • The proposal articulates a plausible route to further connections and collaboration within a short to medium term timeframe (five years). • There is a planned mechanism for the dissemination of the results of the activities. • The proposal articulates the potential for long-term impact. 		

Scoring scale

20 points: Meets all criteria to an exceptional level

16 to 19 points: Meets the majority of the criteria to a very high level

11 to 15 points: Meets the majority of the criteria to a high level

6 to 10 points: Meets the majority of the criteria to an adequate level

1 to 5 points: Meets some of the criteria to an adequate level

0 points: Fails to meet any of the criteria to an adequate level.

15. Key Milestone Dates

Milestone	Timelines
Deadline for Expression of Interest	9:00 GMT Friday 30 January 2026
Deadline for applications	23:59 GMT Sunday 15 February 2026
Results announcement	26 February 2026
Contracts signed	February – March 2026
Period of grant payments	March 2026

All dates may be subject to change if the call received significantly more applications than expected.

16. Applicant screening

To comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings; and/or
- as being wanted by Interpol or any national law enforcement body in connection with crime.
- as being subject to regulatory action by a national or international enforcement body; and/or
- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

17. Granting Process

When a decision has been made on applications the British Council will send out a notification to all successful applicants with a timeline to accept the Grant. This will be followed by sharing of the British Council standard Grant Agreement for signatures. Funds will be disbursed only upon the British Council receiving an acceptably signed copy of the Grant Agreement. It will be expected that the Grantee is able to return a signed copy of agreement within the stipulated timelines given by the British Council, and the funding may be at risk if the stipulated timelines are not adhered to.

British Council will also ask for a copy of the Contracting Institution's most recent Bank Details.

18. British Council contractual requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time
 - > (see: www.britishcouncil.org/organisation/structure/status).
- The Contracting Institution for the partnership will sign the Grant Agreement with the British Council. Other key partners are names in the Grant Agreement. The Contracting Institution is responsible for flowing down the relevant clauses to the other partners.
- The successful applicants will be expected to undertake activities in the UK and Japan.
- The British Council is subject to the requirements of the UK Freedom of Information Act, ("FOIA"). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
- A copy of the Grant Agreement is available with the call document.
- Terms and Conditions of the Grant Agreement: **By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.**
- If you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to renkei@britishcouncil.or.jp in accordance with the provisions of this call for applications by the application deadline

19. Monitoring and Reporting

The Contracting Institution is responsible for complying with the requirements of monitoring and reporting as detailed in the Grant Agreement. We require both financial and activity reporting.

Annex 1 – Eligible and ineligible costs

Eligible costs

The following costs are eligible for funding:

- Travel: Travel (economy class) and subsistence costs to the UK/Japan, visa fees, vaccinations, quarantine costs (not exceeding GBP800 per person for 14 days), medical insurance, and roaming charges during travel essential to the project.
- Local travel in the UK/Japan (use of public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs for staff when visiting their partner organisation in the UK or overseas
- Reasonable hospitality costs (excluding self-entertaining costs).
- Reasonable production costs (such as for the development of materials but excluding time spent by staff in relation thereto).
- Essential equipment for use in the project including consumables, specialist software licences essential to the collaboration, access fees for facilities or library services. Equipment must be essential to project delivery and beyond the scope of institutional provision.
- Cost of meetings, training events, workshops, public engagement events, and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration, including web page development by external providers, if appropriate. Open access publication is encouraged.
- Online platform and relevant costs for digital delivery can be included.
- Attendance at conferences or other events in the UK, Japan, or virtual events to present the outputs and outcomes of the project.
- Monitoring and evaluation costs.
- All the foregoing activities must be directly related to the development and delivery of the agreed project. Partners will be asked to provide the British Council with information on expenditure, supported by receipts for monitoring and auditing purposes.
- The cost of staff time of temporary personnel and other temporary staff recruited to work solely on the project.
- Exchange rate costs and other banking-related costs.

Ineligible costs

The following costs are ineligible for funding:

- Promotional activities solely concerned with the recruitment of overseas students.
- Institutional overheads including administration fees and other indirect costs.
- Costs associated with Master's and PhD scholarships (including stipends).
- Purchase or rental of standard office equipment (except specialist equipment essential to the research). This includes IT hardware – laptops, personal computers, tablets, smartphones, Mac workstations, computer parts and peripherals, etc. Any standard hardware routinely used by researchers and academics will not be funded.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, and fax machines.
- Mobile phone costs including rental or purchase, and monthly phone bills.
- IP costs, patent, copyright, licensing, or other IP-related costs.
- Costs relating to the construction, procurement, or rental of physical infrastructure (e.g., office buildings, laboratory facilities). Rooms and facilities essential for routine collaboration are provided as an in-kind contribution by participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as gifts, alcohol, restaurant bills, or hospitality costs for personnel not directly participating in the project, excessive restaurant costs, and excessive taxi fares.
- No profit or fees must be charged to the grant.
- British Council Grants cannot be converted to any Gift Cards, non-monetary assets, Crypto currencies.