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WORKSHOP GUIDELINES 2015: China – Version 2

1. Background

Tackling global challenges – such as extreme weather conditions, urbanisation, access to affordable health care, food and energy security and meeting the social and economic needs of a growing population – requires an integrated research and innovation approach, bringing together communities from different disciplines, sectors and countries in high-quality collaborations. The Newton Fund aims to build UK-Partner country research and innovation collaborations centred on these shared research and innovation challenges which have **direct** relevance to our partner countries' social welfare and economic development.

The aim of Newton Researcher Links Workshops is to enhance and strengthen links for future collaboration, build research capacity in developing economies and enhance the researchers' career opportunities. The call is open to all institutions meeting the requirements in the guidelines.,

2. Overview of the funding opportunity

The British Council and National Science Foundation of China (NSFC) have agreed to collaborate on Researcher Links Workshops between the UK and China.

The Workshop grants are designed to provide financial support to bring together a UK-China bilateral cohort of early career researchers to take part in workshops to meet the overarching objectives. The programme is supported by UK government and China funding and forms part of the Newton Fund (<http://www.britishcouncil.org/education/science/researcher-links>).

Each workshop will be coordinated by two Leading Researchers¹, one from each country, and will focus either on a specific research area or on an interdisciplinary theme (for example 'Sustainable Cities'). Workshop coordinators can identify up to four additional Leading or Established Researchers¹ (two from each country) to be involved in the workshop and act as mentors, but the remaining participants must be researchers at an earlier stage in their career.

For-profit organisations and not-for-profit organisations (other than not-for-profit higher education institutions or publicly-funded research organisations) are usually **not** eligible to apply for Workshop grants. **For-profit organisations are not eligible to receive any grant funds.** Please see list of eligible UK research institutions [here](#). Please contact us at UK-Researcherlinks@britishcouncil.org if you are in doubt about the eligibility of your institution.

¹ For an indication of profiles for the different categories of participants, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers' (http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf). We suggest that coordinators and mentors should be at 'R4 – Leading Researcher' level or 'R3 – Established Researcher' level, and early career participants at 'R2 – Recognized Researcher' level or at the beginning of R3 level.

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All Researcher Links-funded workshops will have the following three overarching objectives:

- **Support international development-relevant research** –Workshops are intended to support research areas relevant to the economic development and welfare of partner countries.
- **Contribute to capacity building of early career researchers** – The proposal must include a description of how the workshop will contribute to the personal and professional development of the participants. Workshop coordinators should indicate how they envisage this occurring, including any plans for long-term mentoring of early career researchers (either within each country, or cross-nationally).
- **Establish new research links or significantly develop existing links, with the potential for longer term sustainability** – Coordinators must outline the specific outputs anticipated from the workshop. The aim of the workshop is to stimulate longer term links between the UK and partner countries, as well as to contribute to the personal and professional development of the participants. The workshop proposal should include an explanation of the mutual benefits to the UK and partner country researchers and institutions. They should also explore any potential longer term benefit that might arise, thinking about who might benefit and how they might benefit and describing the actions that will be taken to ensure that potential impact is realised.

The Researcher Links programme is now open for proposals from higher education institutes and research institutes in UK and China.

3. Relevance to economic development and social welfare

Researcher Links Workshops are intended to support research areas relevant to the development of partner countries.

We define research with development relevance as research (applied or fundamental) that has the potential to contribute to the economic development and social welfare of low- and middle- income countries², benefitting poor and vulnerable populations in these countries. **In order to be considered for funding under this programme, all proposals must clearly articulate a plausible pathway showing how the research may lead to positive impact on these populations within a reasonable timeframe (within 3-15 years). Applications which do not meet this criterion cannot receive UK Newton funding.**

The supported fields will reflect the common interest and demands of both countries and may be further expanded according to the programme's scope, which may include but not limited to:

- o Health/life sciences
- o Environmental technologies

² As defined by the OECD DAC list of official development assistance (ODA) recipients (<http://www.oecd.org/dac/stats/daclistofodarecipients.htm>).

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- o Food and water security
- o Energy
- o Urbanisation

4. Who can propose a workshop?

Leading Researchers (see footnote 1 on previous page) may apply to be workshop coordinators and must propose a theme for the workshop using the online application form [here](#). The proposal must be a joint application, with one coordinator based at a UK institution and one based in the partner country. Applications must have the support of the home institutions, which is confirmed by checking a tick box in the online application. In this round, only one application may be submitted per Leading Researcher, but there is no limit to the number of applications submitted per institution. As requested by NSFC, the Chinese coordinator of each proposal should also submit the application (in Chinese) to the [NSFC online system](#)

5. Location of the workshops

Workshops can take place either in the UK or China. Careful considerations including feasibility should have been given when deciding the location of the workshop.

6. Duration of the workshops

The workshops normally last for 3 days and up to 4 nights' accommodation could be covered.

7. Timing of the workshops

Workshops must take place between 1st April 2016 and 1st January 2017.

8. Who will take part in the workshops?

Between 15 and 20 researchers from each country can take part in each workshop. In addition, the coordinators can propose up to two additional Leading/Established Researchers (see footnote on page 1 for a definition) from each country to act as mentors. The remaining – and majority of – workshop places must be allocated to early career researchers through an open call once the British Council and NSFC have notified the applicants that their proposal has been successful. Criteria for the selection of early career researchers will be made available to workshop coordinators. However, we would expect early career researchers to have been awarded their PhD not more than 10 years prior to the workshop (or to have equivalent experience), with allowances made for career breaks. If a researcher does not hold a PhD but has research experience equivalent to a PhD holder and works in a field where a PhD is not a pre-requisite for established research activity, they can still be considered eligible.

Role of the workshop coordinators: Coordinators submit the online application form along with a budget request, determine the workshop theme and shape the content/agenda of the workshop. Workshop coordinators – overseen by the relevant British Council China and NSFC, if appropriate

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– will also be responsible for selecting mentors and early career researchers to participate in the workshop if the proposal is successful.

Under this call for proposals, workshop coordinators will be responsible for all organisational aspects of the workshop logistics (including travel arrangements for participants and booking of the workshop venue). The Researcher Links grant includes a contribution to the costs of the workshop organisation. In most cases, the grant agreement on the UK side will be signed by the UK workshop coordinator's home institution which will be responsible for the management of the grant (including financial reporting).

Role of the Mentors: Established Researchers can give keynote lectures but must also act as mentors to the early career researchers during the workshop, sharing their experience and knowledge. Ideally, they would also remain in contact with the early career researchers after the workshop has finished, in order to share networks and contacts.

9. Language

Workshops will be held in English. It is expected that all participants will have a sufficient standard of English to engage fully in discussion. However, consideration should be given to non-native speakers.

10. Thematic focus of the workshops

Workshops may be specific to a particular field of research or interdisciplinary in the priority areas listed above.

11. Content of the workshop

Workshop coordinators are expected to lead on developing the research content of the workshops. However, as workshops are intended to be a career development opportunity with a focus on promoting international collaboration, there are set guidelines to facilitate this. The following is a brief overview of the workshops guidelines, and more detailed guidance will be provided to successful applicants:

Sessions should be designed to be as interactive as possible, and participants encouraged to share knowledge, experience and ideas. Workshop coordinators and mentors should share their expertise. A professional facilitator may be used during the workshop if it is felt that this would support optimal interaction.

Suggested sessions:

- Formal keynote lectures by the workshop coordinators and mentors. These must take up no more than a half-day in total (ideally spread over the workshop).
- Research sessions where the early career researchers are able to share their current research. This could be in poster format or oral presentations.
- Networking sessions where researchers are able to interact and explore opportunities for collaboration (e.g. speed-networking sessions)

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- Overview of the research base and funding opportunities: a brief introduction to the research base in the UK and partner country – how research is funded, size, strengths, international collaborative activity and links with industry. The British Council and national partners (if applicable).
- Career development opportunities in the UK and partner country. This could be an informal discussion amongst the researchers or a more structured look at career development.
- How to form international collaborations (intercultural skills, challenges, opportunities, best practice etc.).
- Optional content within workshops (where appropriate these sessions would be welcomed but applications will not be disadvantaged if they do not include them):
 - Depending on the research field or theme of the workshop, coordinators may wish to include a session which invites industry or other non-academic partners to talk about cross-sectoral collaboration.
 - Public engagement activity/Cultural activity/ Visit to a relevant research facility.

12. Recruitment of participants

Following the selection process, workshop coordinators will be responsible for recruiting participants to the workshops. Participants must be based in the UK or in the partner country; if coordinators wish to bring in participants from a third country this must be discussed first with the British Council and NSFC however, the travel costs of the third country researcher may not be covered under the budget.

Early career researchers recruited to participate in the workshop must have a PhD or equivalent research experience. There must be an open call for participants on the UK side which must be disseminated through various defined channels³ (British Council will support the dissemination) and coordinators are encouraged to identify and employ additional avenues of communication so that workshops are advertised as widely as possible. **No more than a third** of early career researchers from each country may be recruited from within the institutions of the coordinators and mentors.

The selection of early career researchers to participate in the workshop must be fair and transparent. The British Council will provide a template application form for participants which coordinators can adapt as appropriate, and British Council China team will be available to offer

³Examples of dissemination channels:

- Euraxess: www.euraxess.org.uk
- UK Research Staff Association: <http://www.vitae.ac.uk/researchers/205761/UK-Research-StaffAssociation.html>
- British Institute at Ankara website: <http://www.biaa.ac.uk/home/>
- British Academy Africa Desk: <http://www.africadesk.ac.uk/pages/home/>

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advice and oversight where necessary. Once recruitment is completed, workshop coordinators must submit the list of participants to the British Council for approval.

Equal opportunities and diversity are at the heart of the British Council's cultural relations ambitions. While recognising that some research fields are dominated by one particular gender, coordinators are encouraged to work towards as equal a gender balance as possible, promote diversity, and must ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation or disability.

The maximum number of participants per workshop is 40 (including coordinators, mentors and early career researchers). A minimum of 15 researchers from the UK and 15 researchers from the partner country should attend the workshop. This should be reflected in the budget request, see next section.

NB: NSFC normally requires full list of participants to process the Chinese applications. Where possible, the UK co-ordinators are encouraged to provide a preliminary list to assist the Chinese partner with their application.

13. Funding

The Newton Fund and NSFC will provide a joint fund to support the Researcher Links workshops.

For Workshops held in China	
NSFC fund will cover: <ul style="list-style-type: none"> • Domestic travel • Subsistence • Event costs • Additional costs NB: Chinese applicants please refer to NSFC funding standard ⁴	Newton Fund will cover: <ul style="list-style-type: none"> • International travel
For workshops held in the UK	
NSFC fund will cover: <ul style="list-style-type: none"> • International travel 	Newton Fund will cover: <ul style="list-style-type: none"> • Domestic travel • Subsistence • Event costs • Additional costs

⁴<http://www.nsf.gov.cn/publish/portal0/tab229/info48335.htm>

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- | | |
|--|------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Administrative costs |
|--|------------------------------------------------------------------------|

The grant contribution given to support the organisation of the Researcher Links workshops is calculated using a combination of flat unit rates per person and accountable costs. **UK applicants please see Annex 1 for maximum amounts that can be requested in each budget category according to the funding forms above.** Applicants are required to provide a budget request upon submission of their proposal.

The grant is calculated using 6 budget categories: International travel, Domestic travel, Subsistence, Event costs per day, Additional costs and Admin costs. Please note that the unit costs given in Annex 1 constitute the maximum amounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. The maximum contribution cannot be exceeded.

International travel

This budget category is a contribution towards travel costs for international workshop participants travelling to the country where the workshop takes place. It is calculated using a unit cost for each workshop participant and it is based on the travel rate stated for the country where the workshop takes place. This also covers the costs for local transport to the venue for international participants. Visa costs and travel insurance⁵ for international participants is also covered. International (economy return) airfares should be booked by the workshop coordinators as far in advance as possible to minimise costs.

Workshop coordinators and workshop participants should take out adequate insurance as the British Council and NSFC cannot take responsibility for any issues which may occur when the participants are in-country.

Domestic travel

This budget category covers costs of domestic travel to the venue for workshop participants based in the country where the workshop takes place. The domestic travel contribution is calculated using a unit cost for each workshop participant and is specific to the country where the workshop takes place.

Subsistence

This budget category covers the costs of accommodation, medical insurance and daily expenses such as phone and local transport. Subsistence is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

⁵ Please note that all local travel during the workshop – for international and domestic participants – should be covered using the subsistence budget.

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Event costs

This budget category covers the costs of venue hire and meals. The event rate grant contribution is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

Contribution to additional event costs

Workshop coordinators can request a sum of up to £200 to cover additional costs not already covered, e.g. projector, flip charts and other materials needed for the organisation of the workshops (including networking and social activities).

Administrative costs

Workshop coordinators can request a sum of up to £2,000 to cover administrative costs such as telephone bills, printing costs and stationery.

Staff costs and honoraria cannot be covered by the Researcher Links grants. Only a contribution of up to £2,000 can be requested to cover administrative costs (please see Annex 1).

14. Payment of the grant

Payment of the Newton Fund grant contribution to Researcher Links workshops will be processed in 2 instalments: a 90% pre-financing payment, and 10% post-workshop payment or recovery of the balance.

The British Council will sign a Grant Agreement with and pay the Researcher Links grant from the Newton Fund to the workshop coordinators' home institution in the UK. NSFC will pay the NSFC grant to the Chinese coordinators' home institutions following NSFC funding procedure. The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The final terms will be communicated to successful applicants.

Funding offered under the Researcher Links programme is intended as a **contribution** towards the costs of the workshops. Workshop coordinators are expected to add a contribution in-kind towards the overall cost of the workshop by dedicating their time to the planning and delivery of the workshops.

Pre-financing

A pre-financing payment of the Newton-funded grant equivalent to 90% of the approved budget request will be transferred within 30 days of the grant agreement having been signed by the British Council.

Post-workshop payment or recovery of the balance

The amount of the final payment to be made to the workshop coordinator will be established on the basis of a final report to be submitted within 30 days of the end of the workshop. If the workshop has not been delivered as planned, or if fewer participants attended than originally envisaged,

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resulting in a reduction in costs, the final payment may be withheld and if necessary a proportion of the grant recovered.

15. Reporting

Workshop coordinators must submit a final report within 30 days after the workshop. The final report template will be sent to successful applicants as part of the grant agreement and will include a financial and a narrative part along with a section requesting information on the workshop participants. As the Researcher Links grant for workshops is calculated using unitrates, workshop coordinators will not need to submit detailed receipts for each item of expenditure but only proof that the activities took place (e.g. boarding cards, invoice for the venue hire indicating the number of days for which the venue has been hired and proof of domestic travel for the local participants, scanned sign-in sheet to evidence the number of participants – details on the exact requirements will be provided to successful applicants).

If there is insufficient evidence in the final report, additional information may be requested prior to the final balance payment, or any underspend of the grant may be returned to the British Council. Desk checks, financial audit and monitoring and evaluation visits will be carried and will involve a percentage of institutions that received the Newton Researcher Links grant.

Individual workshop participants will be asked to complete an online baseline survey, a baseline follow up survey 6 months after the workshop and a post workshop feedback questionnaire. Workshop coordinators will be asked to send the link to the baseline survey to their participants and also to administer the post-workshop questionnaire.

16. Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported under this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. Specifically, applications that involve research on animals, human participants, human tissue or patient/participant data must be accompanied by necessary permission certificates from the relevant local ethical review committees/authorities in the UK and China, or an undertaking to obtain this permission in advance of the activity commencing. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being rescinded.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research Conduct' (<http://www.rcuk.ac.uk/Publications/researchers/grc/>) or contact us at UK-ResearcherLinks@britishcouncil.org for further guidance.

17. Application process

Applicants must submit a **completed online application form**. Email submissions will not be accepted. The online form and a Word version can be found on the British Council Researcher Links webpage.

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The online form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded. Any problems with the online submission system should be reported to the following email address: UK-ResearcherLinks@britishcouncil.org. / newtonfundchina@britishcouncil.org.cn

Applicants must confirm on the online form that:

- applicants have obtained **permission to submit the application on behalf of the UK and partner country institutions**
- the UK or partner country coordinators' institution **is willing to receive the funds and to sign a grant agreement with the British Council.**
- For institutions in Vietnam and Indonesia, the financial and/or in-kind contribution that will be provided.

Once the online application is submitted, applicants will receive a confirmation email containing the application ID number. This acts as acknowledgement of receipt by the British Council system. This reference number must be used in all communications with the British Council. Applicants who have not received an automated email confirmation should contact the British Council at UK-ResearcherLinks@britishcouncil.org.

18. Application assessment and notification of results

Applications will be assessed against the eligibility and quality criteria (Annex 2 and 3). Applicants whose application is rejected at the eligibility stage will have 10 days to appeal against the decision. Successful applicants will be notified approximately 3 months after the call deadline.

19. Selection Process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Annex 1 and the Eligibility Checklist at Annex 2.

Eligible proposals then undergo independent external quality review on the basis of quality, fit to development needs and country priorities and the overarching Researcher Links workshops objectives.

Eligible workshop proposals will be assessed in the UK by one of five Review Panels:

- **Arts and Humanities**
- **Biological and Medical Sciences**
- **Engineering, Physical and Space Sciences**
- **Environment, Agriculture and Food Sciences**
- **Social Sciences**

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Workshop coordinators must indicate in their online application form which Review Panel their proposal should be assessed by, and the subject(s) their research covers. Up to 3 subject areas can be selected in priority order, but the applicant must **indicate only one Selection Panel**.

In the UK Workshop proposals will be assessed by two reviewers against the quality criteria in Annex 3. Each review results in a total score between 0 and 60. The final score will be decided by the full Review Panel. Applications scoring less than 30 points will be considered not fundable. However, please note that achieving an average score of 30 or above does not imply that the proposal will be funded.

The final selection decision will be made in-country in collaboration with British Council China office and NSFC. National and partner research priorities will be considered in the final decision in addition to the general assessment criteria under this programme. Please see Annex 1 for priority areas in China.

As detailed in section 9 of this guideline, only those proposals will be considered for funding that have clearly articulated relevance to the economic development and social welfare of low- and middle-income countries, benefitting poor and vulnerable populations in these countries.

20. Call deadline

The submission deadline is **16.00 GMT on 2nd December 2015**. Proposals submitted after the deadline **will not be considered for funding**.

21. Data protection

As part of the online application form, the British Council will ask applicants' permission to:

- Use the information provided in the application for processing the application, making any consequential award, for the award payment, monitoring, maintenance and review of the award. In some cases information will be shared with national programme partners for the purpose of selection and monitoring of the award.
- Make information on the successful applications available to the public on their website and other publicity, and in reports and documents.
- Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection laws applicants have the right to ask for a copy of the information we hold on them, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. More information on this is available on the British Council data protection webpage (<http://www.britishcouncil.org/home-data-protection.htm>). Alternatively, it can be requested from the British Council China office or the Data Protection Team at dataprotection@britishcouncil.org.

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Annex 1 – Country-specific guidance and grant rates

Please note that the unit costs given below constitute the maximum mounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. While the maximum contribution cannot be exceeded, applicants can request less in which case the amount requested cannot be increased at a later stage.

China
Co-founder: National Science Foundation of China
Additional eligibility criteria: Outstanding proposals from Central and West China will be prioritized.
Research challenge areas: Health/life sciences, Environmental technologies, Food and water security, Energy, Urbanisation
Grant rates For workshops in China: <ul style="list-style-type: none"> • International travel per person:£1,200 For workshops in the UK: <ul style="list-style-type: none"> • Domestic travel per person:£150 • Subsistence per person per day:£100 • Event costs per person per day: £30 • Administration costs: £200

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- Additional costs: £2,000

Calculating your budget request

To calculate the budget contribution that can be requested in each category, applicants should use the unit costs for each country where the workshop takes place, as indicated in Annex 1.

International travel unit rates and visa costs should be multiplied by the number of international participants.

Domestic travel unit rates should be multiplied by the number of domestic participants.

Subsistence should be multiplied by the combined number of International and domestic participants and by the number of days the workshop lasts.

Additional costs must be a maximum of £2000

Administrative costs must be a maximum of £200

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Annex 2 – Eligibility criteria checklist

The application has been submitted by the applicant by the published deadline	
The application has been submitted using the correct online application form	
The applicants have provided confirmation that the application is submitted on behalf of their institutions	
The application form is completed in full and complies with instructions given	
The application form has been completed in English	
Only one application per coordinator has been submitted in this round (please note that there is no limit on the number of applications submitted per institution)	
The workshop will take place between 1 st February 2016 and 1 st January 2017	

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The institutions where the workshop coordinators are based are recognised publicly funded research establishments or Higher Education Institutions (can include private universities)	
Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions in the online application form.	
For proposals involving the Vietnam and Indonesia, the applicants have provided confirmation that the lead partner country institution is able to provide matched financial and/or in-kind funding for the workshop	

Annex 3 - Scoring system

Assessment of the quality and development relevance of the proposals will be performed by panel members in the UK, and the final funding decisions will be made in discussion with British Council country office and in-country partners, if applicable. Proposals with an average score of less than 30 points are considered not fundable. Equally, only proposals that have clearly articulated relevance to economic development and social welfare of the partner country will be considered for funding.

Section 1– Relevance to economic development and social welfare		Yes/No
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<p>The proposal clearly articulates a plausible pathway along which the research may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of people on a low income within a reasonable timeframe (10 to 15 years)</p> <p>Please see guidance for applicants for further details</p>		
	Score	Range
Section2–Researchqualityand relevance		0-20
<p>The academic importance and timeliness of the research topic is clearly demonstrated.</p> <p>The workshop coordinators have sufficient relevant experience to lead the proposed workshops and achieve the stated objectives.</p> <p>The collaborating institutions are of appropriate academic standing</p>	<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>	

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Section 3– Workshop Proposal		0-20
<p>The description of the workshop includes clear, feasible and realistic objectives and outputs.</p> <p>There is clear evidence that the proposed workshop supports new links or significantly extends and develops existing links.</p> <p>The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described.</p> <p>There is strong evidence of support from both the home and host institutions.</p> <p>The workshop is justified as a stand-alone activity, or as part of a larger programme.</p> <p>The agenda of the workshop is will structured with interactive sessions.</p>	<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>	
Section 4–Sustainabilityand CapacityBuilding		0-20

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<p>The potential in terms of professional development and capacity building for early career researchers taking part in the workshop, and for other potential beneficiaries, is clearly described.</p> <p>The proposal includes a clear and feasible description of how the workshop coordinators' institutions intend to sustain their collaboration over the longer term.</p>	<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>
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