

Going Global Partnerships

Guidance Notes

HE Connects 2024:

**UK – Mexico Partnerships for TNE
and Internationalisation**

Open Date: 05 July 2024

Closing Date: 05 September 2024

Grant call for HE Connects 2024: UK – Mexico Partnerships for TNE and internationalisation

Americas: Mexico

[Going Global Partnerships](#) programme 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.

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 [in our portal](#).

Opportunities are being launched periodically, so please check this portal regularly.

HE Connects 2024: UK – Mexico partnerships for TNE and Internationalisation

Maximum value of grant	£23,000
Number of grants expected to be funded in this call	3
Deadline for applications	05 September 2024 Time: 23:59 UK Time
Contact for further information	Monica.Angulo@britishcouncil.org

About the Grant call

The **HE Connects 2024: UK – Mexico Partnerships for TNE and Internationalisation call**, launched under the **Going Global Partnerships programme**, is strongly targeted to build institutional collaborations and long-term UK-Mexico relationships to accelerate activities for the internationalisation of the higher education sector. HE Connects will enable the formalisation of various forms of agreements for internationalisation and for the development of communities of practice to action and/or feed into the understanding of opportunities for the recognition of HE qualifications, as well as for the mutual awareness of national regulatory frameworks, quality assurance processes, HE governance and policies.

Transnational Education (TNE) is an advanced stage in the journey for the internationalisation of various tertiary institutions. It refers to qualifications delivered in a country other than where the awarding provider is based. TNE programmes are delivered through different models, including distance learning, international campus, work-integrated learning, micro/nano credentials, and other emerging models that contribute to the internationalisation of higher education. TNE also serves to sector priorities for expanding access and inclusion in HE at the wake of a growing demand for tertiary education worldwide.

For the above reasons, TNE is a key feature of the [UK Government's International Education Strategy](#), and lies at the centre of the [British Council's Transnational Education Strategy 2023-25](#) which supports our aim to facilitate and develop scalable and sustainable UK TNE globally. Our strategy also aims to enhance UK's contribution to the Sustainable Development Goals by contributing to education/learning reforms and embedding equality, diversity and inclusion across all our programmes and activities.

HE Connects 2024 aims to strongly build on:

- Going Global Partnerships programme's core areas for the internationalisation of higher education, and for increasing equality, diversity, and inclusion in the sector.
- [British Council's TNE Strategy 2023-25](#), contributing to better data and insights on TNE and creating enabling environments for TNE internationally.
- The implementation of the first edition of [HE Connects in 2023](#) that funded for 7 partnerships with Brazil and Mexico.
- British Council's frameworks for improving the international collaboration between Mexican and UK universities, including our [Guide on TNE partnerships in Mexico](#).
- HE institutions' demands in Mexico and the UK for internationalisation to expand research and learning opportunities.

- Mexico’s priorities to operate its new national system for the evaluation and recognition of higher education qualifications.

Going Global Partnerships supports shared solutions to enable more equitable and inclusive higher education systems. We bring partners together from across the world to address opportunities for widening access, making higher education more inclusive for underrepresented groups. We also focus on addressing the inequalities that women experience in STEM fields, supporting and encouraging women’s leadership in HE and promoting campuses as safe spaces, free from violence against women. We support higher education systems that work for equality, supporting fairer economic and social growth, ensuring that nobody is left behind.

Eligibility criteria for Institutions

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

ELIGIBILITY CRITERIA	Y/N
<p>Each proposal must have both:</p> <ul style="list-style-type: none"> • one Higher Education Institution Lead in the UK; and • one Higher Education Institution Partner in Mexico as a minimum. • The proposal must be prepared jointly by leads from both institutions but submitted by the Lead from the UK Institution, <p>Leads and Partners must be HEIs and not-for-profit organisations.</p>	
<p>UK Lead institution must be one of the following:</p> <ul style="list-style-type: none"> • Higher Education provider with degree awarding powers. <ul style="list-style-type: none"> • England - Check the ‘awarding degrees’ drop down section on the specific provider’s entry on the OFS register. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers. • Northern Ireland – https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland • Scotland – https://www.gov.scot/policies/universities/ • Wales – https://www.gov.uk/check-university-award-degree/recognised-bodies-wales 	
<p>Mexican lead institution must be one of the following:</p> <ul style="list-style-type: none"> • Higher Education provider, as locally defined • Not-for-profit research institutions, establishment and organisations, as locally defined 	
<p>The Lead Applicant in the UK must have the capacity to receive and administer the grant and this capacity must be confirmed in an institutional support letter signed by a delegated authority. *</p> <p>Partner HEIs in Mexico must also provide a support letter to ensure the institution’s support to the project with the UK.</p>	

*The signatories are usually heads of grants or research services, financial controllers, deans, principals, or vice chancellors, depending on the institution.	
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The British Council is offering opportunities for UK HEIs to partner with higher education institutions from Mexico. UK universities can partner with more than one HEI from Mexico, based in project's objectives and expected outcomes.

Please send an enquiry to Monica.Angulo@britishcouncil.org 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.

Funding

The HE Connects 2024 call will support up to 3 projects of between £10k and £23k in value each, for a 12-month period, starting from **January 2025**. Each project should have a higher education institution from Mexico and one from the UK to develop, manage and review partnerships for the internationalisation of HE.

UK-Mexico projects that were awarded under the [HE Connects: UK – Americas Partnerships for TNE and Internationalisation](#) in 2023 can apply to HE Connects 2024 to a maximum of £10,000, presenting a solid justification for funding to build on the work for internationalisation that was conducted during 2023.

Funds will be disbursed directly to the Contracting Lead Institution from the UK according to the approved final budget. 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 an equitable partnership, the Contracting Lead Institution should be able to timely transfer funding to the partnering institution(s) from Mexico for activities which support the objectives of the collaboration and the overall project, allowing activities to be implemented without delay.

Matching funds by UK HE Lead Institution and Mexican HEIs are encouraged but not an eligibility requirement.

HE Connects 2024 call is intended to contribute to the direct costs of establishing and operating your collaboration and implementing the jointly planned capacity strengthening activities (that is, costs directly related to implementing activities contained in the proposal). Please [refer to Annex 2 – Eligible and ineligible costs](#) and [complete the budget spreadsheet in Annex 3](#) as provided on the call website with details of all costs.

The maximum duration of the proposed collaboration is 12 months. Funding, if approved, begins from signature of the Grant Agreement by the British Council. Project start and end dates are provided in the Grant Agreement. The expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the grant. The British Council Grant Agreement will be signed with the Lead Applicant in the UK, who is then wholly responsible for the financial and logistical administration of the project (including the organisation of visits to / from the UK, and the disbursement of any funds required for participating institutions).

Grant Agreements will include a requirement to fulfil a detailed monitoring and evaluation process with the British Council where all non-financial contributions would have to be supported by the relevant documentation. This framework will be the mechanism by which quality control of project implementation is achieved.

To ensure value for money, the budget requested in your proposal (including human resource costs) should cover only costs that are essential, appropriate, and relevant to the implementation of the capacity strengthening activities. The proposal should maximise cost share through direct and indirect institutional contributions, in-kind funding, other funding sources, and private sector support.

All proposals are expected to clearly outline a plan for the communication of project's results with wider HE audiences, including authorities from participant HEIs, sector agencies and bodies, government officials and other relevant HE actors from Mexico and the UK.

Please indicate in the appropriate budget spreadsheet funds applied from other sources to cover the activities and collaboration; please clarify the status of the funding applications (that is, successful; decision pending). Please indicate when you will know the outcome of any pending applications.

4.1 Details

This call builds on British Council's [Guide on TNE partnerships with Mexico](#) and will support:

- a. HE institutions at the pre-establishment stage of one partnership for internationalisation, or
- b. HE institutions at the operation, management and quality assurance stages linked to cooperation agreements for the internationalisation of HE institutions.

HE Connects 2024 call aims to build institutional collaborations and long-term UK-Mexico relationships to accelerate activities for the internationalisation of the higher education sector through:

- The promotion of TNE partnerships and the development of joint curricula for expanding access to HE, growing research capacity, and for building more inclusive Higher Education systems.
- The design or strengthening of internationalisation strategies or objectives.
- Expanded capacity at HE institutions for their internationalisation, reviewing institutional capacity/resources, evaluating national regulatory contexts, conducting market/financial analysis, and assessing the academic factors that could impact in learning outcomes from joint offer/curricula.
- An enabling environment for the operation of various TNE delivery models, including the design of distance learning and joint/dual HE qualifications, to offer career pathways and development programmes for academics, professional staff, students, and graduates.
- The identification of roles and responsibilities for the delivery of any joint teaching/academic offer, including governance structures, business/academic management, and periodic quality assurance.

Activities delivered under HE Connects 2024 projects should respond to the needs of Mexican and UK HE institutions to expand learning/research opportunities, and meet the following criteria:

- Work towards the establishment of long-term, sustainable, and scalable UK-Mexico partnerships in higher education.
- Contribute to Going Global Partnerships programme's objectives and core areas for the internationalisation of higher education, as well as for increasing equality, diversity, and inclusion in the sector.
- Build on British Council's TNE Strategy 2023-25, contributing to better data and insights on TNE and creating enabling environments for TNE internationally.

- Make use of British Council's [Guide on TNE partnerships with Mexico](#) in setting up the objectives of your proposal and for the identification of key outcomes and impacts of proposed activities.

4.2 Expected Outputs

UK Lead Applicants and Partner HEIs in Mexico are expected to clearly outline specific outputs in their proposals, contributing to at least one of the following four core HE Connects 2024 expected outputs:

- Design and publication of new or updated institutional strategies for the internationalisation of higher education, including toolkits, annexes and mentoring for staff of international offices at universities to assist them in kick-starting conversations with suitable international partners.
- Meetings, forums, and deep dialogues to deliver reports that assess institutional capacity/resources for internationalisation, and to identify top undergraduate/postgraduate programmes for the potential delivery of joint curricula with international partners based on market/financial analysis and on key academic factors (faculty, governance, learning resources, IT systems, etc.).
- Thematic panels and events to analyse the pathways for internationalisation taken by HE institutions in Mexico and the UK, contributing to the understanding of science cooperation in the journey for internationalisation, and/or enabling policy dialogues to feed into the awareness and/or reform of national regulatory frameworks for the recognition of HE qualifications.
- Design and/or operate one specific UK-Mexico joint teaching or collaboration programme, building on the various forms of TNE models, and delivering a roadmap for the management and periodic quality assurance for awarding a joint HE qualification.

All proposals are expected to clearly outline a plan for the communication of project's results with wider HE audiences, including authorities from participant HEIs, faculty, researchers, students, sector agencies and bodies, government officials and other relevant HE actors from Mexico and the UK. Applicants are encouraged to use digital platforms for the delivery of one presentation of project's results. A proposal should aim at having registrations from 250-300 interested parties to this presentation.

Implementing team must demonstrate expertise in internationalisation of higher education and track-record of previous links to UK and Mexican HE policies, regulatory frameworks, and quality assurance processes. It is important that the projects present solid mechanisms for monitoring and evaluation, and defined plans for the sustainability of the partnership.

Scope and timeline

HE Connects 2024 is strongly targeted to build institutional collaborations and long-term UK-Mexico relationships to accelerate activities for the internationalisation of the higher education sector. HE Connects will enable the formalisation of various forms of agreements for internationalisation and for the development of communities of practice to action and/or feed into the understanding of opportunities for the recognition of HE qualifications, as well as for the mutual awareness of national regulatory frameworks, quality assurance processes, HE governance and policies.

The timeline for this call is as follows:

Activity	Key dates
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Call for applications opens	05 July 2024
Q&A session for applicants (Option 1)	24 July 2024 Link to registration
Q&A session for applicants (Option 2)	14 August 2024 Link to registration
Application deadline	05 September 2024 (23:59 UK time)
Notification of application outcome	01 October 2024
Contracting	01 - 29 October 2024
Grant disbursements	01 - 29 November 2024
Project launch	January 2025
Delivery of interim report	15 July 2025
Project end and submission of final report	February 2026

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.

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, 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>

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 (goingglobalpartnerships@britishcouncil.org or Monica.Angulo@britishcouncil.org) if you have any queries about the environmental impact section.

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 our funding partner(s) to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of the HE Connects 2024 grant.

Your information will not be used/shared beyond the partners listed 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 for selected projects.

Equality, Diversity, and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'human resources' section of the budget request within your application. These will be considered on a case-by-case basis.

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>

Application Process and Documentation

All applications should be sent to: Monica.Angulo@britishcouncil.org

Formal applications are invited from all UK universities in England, Scotland, Wales, and Northern Ireland. The deadline for the submission of applications is **23:59 UK time, 05 September 2024**. We recommend that you send 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 documentation listed in the Pre-submission Checklist as incomplete applications will be immediately regarded as ineligible. We receive great volume of applications so there is no scope of appeal as well.

Frequently asked questions

Q: The colleague who needs to sign off the approval is not available to provide the letter of support so I could not submit it.

A: Each grant call is open for over a month – during this time you should be able to get somebody with delegated authority to approve your intention to submit the application.

Q: I am unable to get one of the CVs for the leads at an institution

A: Each grant call is open for over a month – during this time you should be able to get your supporting documentation from partners.

Q: Why are you asking for our bank details at the application stage before the grants are confirmed?

A: This is simply to expedite payment should your application be successful. Your institution may have been awarded a grant previously, but your account details have changed. Your bank details will not be added/checked against our finance systems until the application outcomes are known and if you are unsuccessful, they will not be retained.

Application Form

Applications must only be submitted using the application form supplied within the Grant Call Documentation. Word limits must be followed, and text over the word limits will not be read.

Gender and EDI Statements

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'human resources' section of the budget request within your application. These will be considered on a case-by-case basis.

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
- Budget
- Risk
- Measures taken to facilitate the participation of people from different genders.

The statement is part of the equality, diversity, and inclusion (EDI) assessment criterion in this call.

The following questions should be answered when writing the statement.

- 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.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. 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.

Guidance - Gender Assessment classification:

Gender Assessment	Descriptors
Gender blind / unaware	The specific issues affecting women are not identified at project design stage. They may only refer to issues affecting ‘people,’ ‘communities,’ ‘youth,’ ‘audiences’ etc., rather than breaking these groups down by sex. There is <i>no gender analysis</i> of the wider context, and it is not clear how women, girls, men and boys are differently affected by a particular issue.
Gender neutral	The differential needs of women and men are identified in the project documents or by stakeholders but are <i>not addressed</i> in the project activities.
Gender sensitive	A robust gender analysis has been undertaken to understand the different barriers facing women, girls, men, and boys using sex-disaggregated data. Specific solutions to address the needs and concerns of women and girls are included in the project activities and outcomes. Activities focus on women’s practical needs to improve their <i>condition</i> in their everyday lives.
Gender transformative	There is an attempt to challenge the root causes of gender discrimination by, for example, addressing discriminatory gender norms, stereotypes, and unequal power relationships between the sexes. Activities might focus on more strategic needs that improve the <i>position</i> of women and girls in society.

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.

Please refer to the separate guidance on Gender Equality Statements that has been included with the documents for this grant call.

Budget Sheet

Budgets must only be submitted using the Budget Sheet supplied within the Grant Call Documentation

A list of Eligible and Ineligible costs can be found in Annex 2.

Section 1 – Human Resource/Staff Costs

- There is a cap set at 30% of the total grant staff costs.
- List all Contracting and Partnering institution staff working on the project.
 - “Permanent” Staff is defined as staff employed by the hosting institution, with a contract that will outlast the project grant and reporting period.
 - “Project” Staff is defined as staff 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.
- The number of units multiplied by the unit rate will populate Column H. In Column I confirm how much of this total is intended to 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 are included in Section 2.

- There is a cap set at 20% 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 intended to 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 20% 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 2 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 2 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

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- 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 2 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 2 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 jeopardize 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 on the basis of your proposed budget and not the grant figure, so please ensure you are happy that you have not missed anything.

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 Monica.Angulo@britishcouncil.org. 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 will be declared ineligible and not proceed to next stage. We receive large volume of applications so will not be able to notify you at this stage.
- **Applications will be assessed on the basis of assessment criteria Specified below by a panel of subject experts.**
- 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.

Key Milestones

Milestone	Timelines
Deadline for applications	05 September 2024 (23:59 UK Time)
Results announcement	01 October 2024
Contracts signed	01 - 29 October 2024
Period of grant payments	01 - 29 November 2024

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

Application Requirement

The applications must clearly identify how the proposed activities will contribute to achieving/enhancing the overall objectives of the project.

Applications must include:

- A breakdown of the budget requested.
- Information on how the proposed capacity strengthening activities will promote inclusion, gender equality, environmental responsibility, and diversity.
- A detailed activity plan of activities, including timeline, milestones and division of roles and responsibilities.
- A detailed plan for monitoring and evaluation.
- A detailed plan for dissemination of the results and sustainability of the project. This should include a description of the means and resources that will be used to sustain the activities beyond the duration of the grant.

In addition to filling in the **application form**, applicants are required to submit:

- **Letters of support:** one from Lead Applicant's institution in the UK, and one from each Partner Institution in Mexico. All letters on headed paper, signed by the Head of Institution, Head of Department, or other person with appropriate delegated authority, expressing specific commitment to the proposed project, confirming capability of the Lead Applicant is suited to the project content, and confirming the capacity of the UK institution to administer the grant.

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- **CVs** for both UK Lead and Mexico Partner Applicants.
 - Completed **budget spreadsheet** (template available on the British Council call webpage).
 - If the proposal includes Associated Partners, further information is required on Associated Partners of up to 300 words per partner, summarising the organisational and individual skills, knowledge and experience each partner will bring to the project and the role they will take.

If you experience problems with accessing the application form or any key document, please contact Monica.Angulo@britishcouncil.org **before** the submission deadline. If you alert us to technical issues only after the deadline, we may not be able to take them into consideration when assessing the eligibility of your application.

Before the completed applications can be submitted, applicants will be asked to confirm on the form that they have:

- Obtained permission to submit the proposal on behalf of the Lead Institution in the UK and of partner institution in Mexico. This must be confirmed by attaching Letters of Support from the respective institutions signed by the Head of institution or person with appropriate delegated authority.
- Confirmed the UK Lead Institution's willingness to receive the funds and to sign a grant agreement with the British Council.
- Complied with British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process.

Once the application is submitted, you should expect to receive an email acknowledging receipt.

Applicant screening

In order 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;
- 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;
- 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.

Please consider flexible and technological solutions to progress activity for planned work where feasible.

Assessment Criteria

The evaluation panel will assess the applications based on the following criteria and will award points according to the table below.

Criteria	Weight
Quality and relevance of the proposal	35%
Adherence and institutional buy-in	25%
Project sustainability and plans for continued capacity strengthening	25%
Track-record of partnership between HEIs	10%
Match-funding from UK HEI and/or Partners in Mexico	05%

Points	Interpretation
10	Excellent – Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the applicant can meet the requirement.
7	Good – Overall the response demonstrates that the applicant meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the applicant's failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the applicant meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the applicant can meet the requirement due to the applicant's failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the applicant meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the applicant can meet the requirement due to the failure by the applicant to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the present call and/or no response has been provided.

Only proposals that have a clearly articulated relevance to economic development and social welfare of Mexico will be considered for funding. In addition, only proposals with a score of 30 points or more will be considered for funding.

Proposals will be assessed against the overall criteria and should demonstrate the below:

- Demonstrate the potential to be transformative in terms of student outcomes and inclusion in the higher education sector, also being gender sensitive.

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- Work towards the establishment of long-term, sustainable, and scalable UK-Mexico partnerships in higher education.
 - Contribute to Going Global Partnerships programme's objectives and core areas for the internationalisation of higher education, as well as for increasing equality, diversity and inclusion in the sector.
 - Build on British Council's [TNE Strategy 2023-23](#), contributing to better data and insights on TNE and creating enabling environments for TNE internationally.
 - Make use of British Council's [Guide on TNE partnerships with Mexico](#) in setting up the objectives of the proposal and for the identification of key outcomes and impacts of proposed activities.
 - Implementing team must demonstrate expertise in higher education and internationalisation.
 - Have solid mechanisms for monitoring and evaluation and defined plans for the sustainability of HE partnerships.
 - Deliver one virtual presentation of project's results to wider HE audiences from Mexico and the UK, aiming at having registrations from 250-300 interested parties to this presentation.

All decisions of the panel will be final and binding. **No correspondence will be entered into with the unsuccessful applicants.** We reserve the right to contact applicants to request or negotiate an amendment to an aspect of the proposal, including budget items or project timelines to best meet the objectives of the present call.

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 Grant Agreement Holder for the partnership will be the UK Lead Institution.
- The successful applicants will be expected to undertake activities in the UK and in Mexico.
- 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.
- (Terms and Conditions of the Grant Agreement) ("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.**
- In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to Monica.Angulo@britishcouncil.org in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
- The British Council is under no obligation to consider any clarifications or amendments to the Grant Agreement requested following the application deadline.

Annex 1 – Eligibility criteria checklist

<p>The application has been submitted by the applicant by the published deadline.</p>	
<p>The application is completed in full.</p>	
<p>The application form and supporting documents have been completed in English.</p>	
<p>Principal applicants are based at a not-for-profit higher education institution.</p>	
<p>The applicants have included 2 supporting letters as a minimum, one from Lead Applicant's institution in the UK, and one from the Partner Organisation in Mexico. All letters on headed paper, signed by the Head of Institution, Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project, confirming capability of Lead Applicant is suited to the project content, and confirming the capacity of the UK institution to administer the grant. Please note that supporting letters must not be signed by the Lead Applicants.</p>	
<p>The proposed activities are relevant to country priorities and objectives of the call</p>	
<p>Lead Applicants must have the capacity to administer a grant and satisfy British Council's requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions on the top of the application form.</p>	
<p>The application form includes information on how the proposed capacity strengthening activities will promote inclusion, gender equality, environmental responsibility, and diversity.</p>	
<p>Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page.</p>	
<p>Applicants have submitted a CV for both Lead Applicants in the UK and Mexico.</p>	

Where relevant, Partner HEI letters have been submitted	
Human resource costs: Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded.	
UK expertise costs: Limited to 20% of grant to be awarded.	
Travel costs: Limited to 20% of the grant.	

Annex 2 – Eligible and ineligible costs

Eligible costs

The following costs are eligible for funding:

- Travel: Travel (economy class) and subsistence costs to the UK/partner country, visa fees, vaccinations, quarantine costs (not exceeding GBP800 per person for 14 days), medical insurance, and roaming charges during travel essential to the project, to the UK and partner country.
- Local travel in the UK and overseas (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).
- Consultancy fee (for external procurement and up to 30% of the total project costs).
- 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, partner countries, or virtual events to present the outputs and outcomes of the project.
- Monitoring and evaluation costs.

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- 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 for full-time personnel working directly on the project, plus the costs of temporary personnel and other temporary staff recruited to work solely on the project,

Ineligible costs

The following costs are ineligible for funding:

- Full economic costs (FECs) (UK sector terminology).
- 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.
- Exchange rate costs/losses and other banking-related costs.
- 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.