

SA-UK UNIVERSITY STAFF DOCTORAL PROGRAMME

(USDP PHASE 2)

COLLABORATION GRANTS CALL

Date Call Opens: 7 December 2018

Date Call closes: 25 January 2019

1. Background

Thank you for your interest in the second phase of the University Staff Doctoral Programme (USDP). The USDP was launched in July 2018 by the Department of Higher Education and Training (DHET). Phase 1 of the USDP is being implemented in partnership with the the United States-South Africa Higher Education Network. The USDP is one of the initiatives under DHET's broader University Capacity Development Programme which focuses on student development, staff development and programme or curriculum development.

One of the aims of the USDP is to promote collaborations that seek to **increase the number of academics with PhDs** in South African universities (including enhancing the infrastructure and resources for PhD and Master's Supervision). Similarly, the USDP's Phase 2 goal is to increase the number of permanent academic and professional staff at South African institutions with doctoral degrees while also building supervisory capacity in postgraduate programs.

In the USDP Phase 1, consortia of a minimum of 3 universities were formed to support doctoral training. Each consortium at a minimum had to consist of a SA Historically Disadvantaged Institution (HDI) or University of Technology (UoT), another SA university which did not fall into one of these two categories and a university from the US that was part of the US-SA Network. The response from the South African sector to the call for proposals resulted in 12 funded applications supporting approximately 144 PhD candidates over a period of 4 years, 2018-2022.

To make further contributions to the target set in the National Development Plan which states that by 2030, 75% of university academic staff should hold PhDs (National Planning Commission, 2013, p.267), further phases of the USDP are required to complement the other doctoral pipeline initiatives underway in the system.

In preparation for the USDP Phase 2, the British Council has partnered with the Department of Higher Education and Training to support collaboration and institutional links between South African and UK Higher Education Institutions (HEI). This phase will focus on partnerships between UK and SA universities in support of doctoral training for university academic staff exploring various models for Doctoral Training.

2. Overview of Opportunity: Collaboration Grant in Preparation for the USDP Phase 2 Proposal Submission

There will be a 2-phase process ahead of the USDP Phase 2 call. The 1st phase is the collaboration development grants call which is described herein. The second phase will be the submission deadline of USDP Phase 2 project proposals, which will be coordinated by DHET.

This collaboration development grant is intended for scoping and development of proposals for the USDP Phase 2 proposal submissions. The grant will provide funding for a maximum of 15 grants to the value of **GBP 5,000-10,000 (ZAR 180,000)** to UK and SA universities. This funding will be designed to enable more focussed engagement and exploration of potential partnerships between UK and SA universities in preparation for the submission deadline for proposals under USDP Phase 2 on the 5th of July 2019 (see timeline on section 2.1). More specifically, the scoping grants will facilitate the development of joint proposals for doctoral training enabling UK-SA universities to scope out and explore doctoral training partnerships. In a nutshell, this opportunity is a funded preparatory phase in advance of the submission deadline for USDP Phase 2 project proposals.

HEI consortia must have a minimum of 3 universities that include 1 SA university, 1 SA HDI and/or UoT and 1 UK university partnering in the development and implementation of a USDP project. These consortia which develop draft collaboration proposals in the scoping and development phase will be invited to apply for the USDP Phase 2 grants through a South African lead university which will submit the proposal to the DHET.

The scoping visits and the development of draft partnership proposals from UK-SA universities must be completed by end of May 2019.

2.1. Timeline

Activity	Deadline
Call to UK-SA HEI consortia for collaboration grants to develop USDP Phase 2 proposals opens	7 December 2018
Call closes/deadline for submission of proposals	25 January 2019
Evaluation of collaboration grant applications	28 January-1 February 2019
Announcement of successful applications	4 February 2019
Contracting successful applicants	5- 28 February 2019
Grant disbursements to successful applicants	March 2019
Scoping visits and USDP Phase 2 proposal development	1 st April 2019- end June 2019
Proposals for USDP Phase 2 submitted	5 July 2019
Review of USDP Phase 2 proposals	08-26 July
Feedback to applicants	31 July 2019
Contracting concluded and USDP Phase 2 grant disbursements to successful consortia	August 2019

Launch of USDP Phase 2	September/ October 2019
Implementation USDP Phase 2 Programmes	January 2020-December 2024
Bi-annual reporting	2020- 2024
Monitoring and evaluation	Ongoing
USDP Phase 2 closure report	End March 2025

2.2. Eligibility criteria:

This call is open to all UK and SA Universities. The lead institution for this collaboration development grant application can be a UK or SA university. For the USDP Phase 2 submissions, however, lead institutions have to be from South Africa.

- Institutions must have demonstrated capability in doctoral training for academic and professional staff
- Universities that have previously participated in UK-SA workshops/ Universities UK International (UUKi) and USAf/NRF workshops held between UK and SA universities are strongly encouraged to apply
- Institutions which participated in the USDP Phase 1 call are eligible to apply for this funding, however, this should be a new proposal. If successful, a 2nd cohort of PhD students will be recruited as part of the partnership with a UK institution.
- The consortia to be formed ahead of the joint submission for USDP Phase 2 must consist of two South African universities, one of which must be a Historically Disadvantaged Institution or University of Technology as well as a UK university.

2.3. Selection criteria:

Grants will be awarded based on the potential of applicants to do the following:

- Engage in a robust process of scoping and exploring doctoral training partnerships with the view to develop joint grant proposals for USDP Phase 2

- Explore various modalities for doctoral training partnerships e.g. professional doctorates, support for the establishment of Doctoral Training Centres etc.
- Form consortia of SA-UK universities with clear responsibilities and models for PhD support and completion and with evidence of institutional support.

2.4. Activity guidelines

The collaboration grant will enable institutions to undertake the following activities:

- Internal staff surveys to determine which departments/ disciplines at each institution require additional PhD capacity
- Identification of areas of strategic growth (priority areas) regarding future capacity needs
- Strengthening of existing links with UK institutions and establishment of new institutional links
- Strategic planning and research to inform the development of a UK-SA doctoral training partnership
- Provide an opportunity for 1-2 representatives from each institution to undertake a site visit with potential partners in the UK or SA (visits can be either inbound or outbound from the UK). Travel should follow British Council guidelines for flights, accommodation.
- Provide a platform in which to feedback and collaboratively process the learning and forge partnerships with like-minded organisations in the UK-SA
- No extensions will be granted on the funding duration, and any grantees who do not submit a USDP funding application will be deemed to have not used the funding for its intended purpose. Where no funding proposal is submitted, the grantee will be expected to return the grant to the British Council. Any extenuating circumstances which may arise and which may prevent the submission of a joint funding proposal should be explained in writing and approved by the British Council.

2.5. Eligible costs

2.5.1 Travel and subsistence

- Travel (economy class)

- Local travel in the UK and South Africa (public transport to and from the airport and for meetings/visits is encouraged where possible)
- Local travel in SA
- Subsistence costs in line with British Council policies
- Visa fees, vaccinations, medical insurance for travel essential to the collaboration, to South Africa or the UK
- Accommodation in SA or UK

2.5.2 Event Operations

- Costs of meetings, training events, seminars and conferences integral to the collaboration (e.g. short-term room hire, projector, flip charts)
- Basic catering costs associated with events or meetings directly relating to the collaboration

2.6. **Other cost related to collaboration development**

Grant recipients will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes.

2.7. **Items of expenditure not covered by the grant award**

- Participating organisations' staff costs. The funds are not intended to contribute towards the direct costs of staff time associated with the project.
- Participation in trade fairs, exhibitions or conferences
- Participating organisations' administration or overhead costs
- Costs relating to activities which have already taken place at the outset of the project
- Exchange rate costs/loss and other banking related costs
- Consultancy fees

Funding, if approved, begins from signature of the Grant Agreement between the British Council and the Grantee. Expenses incurred by the institutions prior to the effective start date cannot be charged to the grant.

2.8. How to submit your application:

The application form will be completed online via [this link](#). Submissions by email will not be accepted. The online form allows applicants to enter information, submit and return later to amend until final submission. In addition to filling in the online form, applicants are required to upload a detailed budget on a specified template.

If you experience problems with the online submission system, please contact us 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.

2.9. Selection process

- Selection begins with an eligibility check by the British Council and DHET against the criteria given in these guidelines
- Eligible proposals then undergo assessment and scoring by a panel comprising of British Council and DHET representatives
- Proposals will be quality assessed against the criteria at Annex 2, resulting in a total score between 0 and 80. Those receiving a final score from the Panel meeting of less than 40 will be considered not fundable. However, achieving an average score equal to or above the threshold does not imply that the proposal will be funded.

2.10. Contact details

All queries or comments about this call can be sent to:

FOR BRITISH COUNCIL

Name: Meekness Lunga



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Designation: Project Manager: Higher Education

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Annex 1 – Eligibility criteria checklist

The application has been submitted by the applicants by the published deadline.	
The application has been submitted using the correct online application form.	
Applicants have submitted a detailed budget request.	
Each section of the application form has been completed in full and complies with instructions given.	
The application form and supporting documents have been completed in English.	
Proposals are submitted by a UK /SA Higher Education Institution	

Annex 2 – Assessment criteria and scoring system

Assessment of the quality and development relevance of the proposals will be performed by expert reviewers, and the final funding decisions will be made in discussion with British Council and DHET. Only proposals with an average score of 40 points and above are considered fundable.

	Score	Range
Section 1 – Quality and background		0-20
<ul style="list-style-type: none"> Applicants have demonstrated their ability to undertake the proposed collaboration grant activities and achieve the stated objectives. There is strong evidence of support from the applicants' institutions 	<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</p>	

Section 2 –Proposed collaboration development plan		0-20
<ul style="list-style-type: none"> • The extent to which the proposed collaboration development plan for scoping and exploration of UK-SA partnerships will enable the development of joint proposal submissions for USDP Phase 2 • Applicants clearly articulate specific outputs anticipated from the scoping and development phase • The proposal includes a clear and feasible description of the arrangements for project, managing the collaboration, risks and communication between universities. 	<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</p>	

Section 3 – Sustainability/Benefits & Impact		0-20
<ul style="list-style-type: none"> • The proposal includes a clear and realistic description of how the participating institutions intend to sustain their collaboration over the longer term through demonstration of the benefits of the collaboration for their institutions and countries • The potential benefits and relevance of the collaboration to SA and the UK are clearly described. 	<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</p>	
Section 4 –Budget calculation		0-20
<ul style="list-style-type: none"> • Overall budgeting approach • Line items in accordance with specified requirements or guidelines 	<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</p>	
TOTAL SCORE FOR QUALITY ASSESSMENT (Section 1 + Section 2 + Section 3 + Section 4)		0-80

Annex 3 – Budget calculation

To calculate the budget contribution that can be requested in each category, applicants should use the unit costs given in table A. Please note that the unit costs given below constitute the maximum amounts 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. However, budget virements between and within budget line items can be allowed.

Grant recipients will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes. Expenses are movable across each category.

Table A: The Budget

Unit costs	Maximum travel costs (International and domestic travel)	Accommodation (per day)	Maximum subsistence (per day)	Maximum visa costs	Event costs (i.e. meetings, workshops, etc.) per person per day
Activities in South Africa	£2000	£95 (Bed & Breakfast)	£17 + £5 Overnight Incidental for individuals based in South Africa travelling within South Africa OR £10 for UK based individuals visiting South Africa	£86	£25
Activities in the UK	£2000	London: £150 Elsewhere: £60 - £80	£ 53	£86	£25

EXAMPLE 1:

The budget for a workshop and meeting lasting 5 days and taking place in South Africa, would be calculated as follows:

- 1 x £2,000 (international and domestic travel)
 - + 1 x £95 (accommodation) x 6 days (duration of the workshop and meeting)
 - + 1 x £86 (visa)
 - + 1 x £27 x 6 (Subsistence)
 - + 10 x {£25 (event rate) x 5 days (duration of the workshop) }
 - + £1,200: Printing workshop material
 - + £500 Communications cost i.e. telephone and internet bill
 - + £380 Other admin cost/ any other expenses necessary for the delivery of the workshop and the meeting
- = £6,148 total **maximum** contribution that can be requested

EXAMPLE 2:

The budget for a three-day meeting in London, the UK would be calculated as follows:

- 2 x £2,000 (international and domestic travel)
 - + 2 x £150 (accommodation) x 4 days (duration of the meeting)
 - + 2 x £86 (visa)
 - + 2 x £53 x 4 days (Subsistence)
 - + £600 Other admin cost/ any other expenses necessary for the delivery the meeting
- = £6,396 total **maximum** contribution that can be requested