



**UK-Indonesia – Malaysia – Philippines - Thailand Small Scale
Research Partnerships Call for Proposals 2016
RCUK – DIPI - Ristekdikti – MoHE – DOST - TRF application
Guidance**

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1. Introduction

The Research Councils UK (RCUK), the Indonesia Science Fund (DIPI), the Ministry of Research Technology and Higher Education Republic of Indonesia (Ristekdikti), the Ministry of Higher Education Malaysia (MoHE), the Department of Science and Technology Philippines (DOST), and the Thailand Research Fund (TRF) are pleased to invite applications to the UK – Indonesia – Malaysia – Philippines – Thailand Small Scale Research Partnerships Call 2016.

This initiative will provide flexible short-term support for small-scale research and networking activities, with the objective of establishing sustainable collaborations between UK and Southeast Asian researchers in Indonesia, Malaysia, the Philippines and Thailand. This should lead to excellent research that will contribute to the economic development and welfare of Indonesia, Malaysia, the Philippines and/or Thailand.

Researchers will be responsible for developing their own collaborations and once a research proposal is developed, UK and Southeast Asian applicants must apply jointly for funding. For administrative purposes all projects will have a Principal Investigator (PI) based at a UK Research Organisation (RO) and a Principal Investigator based at a Southeast Asian RO. Southeast Asia and UK partners must work together to complete one joint application to be written in **English** and submitted by the UK lead Research Organisation to RCUK via the EPSRC Joint electronic System (Je-S) <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

Please note: Some Southeast Asian partners require applicants to be submit to their own systems as well as Je-S. Please check the Eligibility Criteria section of the relevant partner for further information.

Important: This RCUK led call is held in collaboration with the 7 different research councils (AHRC, BBSRC, EPSRC, ESRC, NERC, MRC and STFC); please note you may need to complete additional attachments. Where information and guidance issued in this document differs from the general guidance offered in the Je-S documentation and specific council sources; you should adhere to the guidance in this document.

Failure to complete the proposal form as outlined in this document could result in your application being rejected.

2. Overview of application and review process

1. Call opens in the Je-S system **25 May 2016**; please now begin preparing your joint application in the system.
2. Joint application from the UK and Southeast Asian researchers must be received by **16:00 BST (22:00 WIB, 22:00 ICT, 23:00 MYT, 23:00 PHT) 02 August 2016**. All jointly prepared RCUK applications will be submitted to the Engineering & Physical Sciences Research Council (who will host this call) via the Joint Electronic System (Je-S). The UK PI will submit the application on behalf of all collaborators.
3. Joint panel meetings of academic experts selected by RCUK, DIPI, Ristekdikti, MoHE, DOST, and TRF will take place in **early October 2016**.
4. Successful proposals withdrawn from EPSRC Je-S system by research offices and submitted to lead council by remit (not necessary for EPSRC-remit grants) **late October 2016**.
5. Successful proposals begin in the Je-S system for the UK component on **01 December 2016**.

3. Eligibility and Funding Available

RCUK funding will be used to support the UK component of the partnership and Southeast Asian funding will support the Southeast Asian component.

RCUK-funded costs of each project will be provided via a grant issued and managed by the relevant Research Council, according to the remit of the research proposal, in accordance with their normal research funding guidelines and procedures.

DIPI/Ristekdikti/MoHE/DOST/TRF funded costs of each project will be provided via a grant issued and managed by DIPI/Ristekdikti/MoHE/DOST/TRF in accordance with their normal guidelines.

Please refer to the information below for the eligibility criteria and the funding available in from each funding partner, please note there are two funding partners in Indonesia who are offering funding for different topics.

3.1 Eligibility Criteria and Funding Available for the UK applicant

All projects **MUST** have a UK partner and a Southeast Asian partner from one of the participating Countries in that topic.

Background of the Funder	<p>Research Councils UK are the main UK delivery partner for the Newton Fund and are working strategically with partner countries to develop a series of research activities to address challenges defined by the overarching ambitions of the Fund.</p> <p>Research Councils UK (RCUK) are responsible for investing public money in research in the UK to advance knowledge and generate new ideas which lead to a productive economy, healthy society and contribute to a sustainable world. Each year the Research Councils invest around £3bn in research covering the full spectrum of academic disciplines from the medical and biological sciences to astronomy, physics, chemistry and engineering, social sciences, environmental sciences and the arts and the humanities. RCUK supports over 50,000 researchers including 19,000 doctoral students, around 14,000 research staff, and 2,000 research fellows in UK universities and in their own Research Institutes. There are seven Research Councils which make up RCUK. For more information about RCUK, please visit our website at http://www.rcuk.ac.uk/research/areas/</p>
Eligibility - UK eligible applicants	<p>The UK Principal Investigator (PI) and Research Organisation (RO) must be eligible to apply according to the relevant Research Council's guidance. Please identify the Council under whose remit the majority of the application falls and follow their guidance along with the RCUK terms and conditions which can be found at the following links:</p> <p>Research Councils UK (RCUK) Arts and Humanities Research Council (AHRC) Biotechnology and Biological Sciences Research Council (BBSRC) Engineering and Physical Sciences Research Council (EPSRC) Economic and Social Research Council (ESRC) Medical Research Council (MRC) - MRC Units and Institutes are also eligible to apply Natural Environment Research Council (NERC) Science and Technology Facilities Council (STFC)</p>

Participating topics	<p>RCUK are participating in all topics and all collaborations must have a UK applicant.</p> <p>The topics are:</p> <ul style="list-style-type: none"> • Creative Economy and Cultural Heritage • Energy- Food – Water-Environment Nexus • Mental Health • Capacity Building in Big Data and Technology Development through Astronomy • Skills for using Large Facilities
Funding available	<p>RCUK has approximately £50k - £100k available per project for a 1-2 year grant. The size of the grant will vary depending of the needs of each research project and must be fully justified.</p> <p>All research grants applications under RCUK are costed on the basis of full economic costs (fEC). If a grant is awarded, the Research Councils provide funding on the basis of 80% of fEC. The UK organisation must agree to find the balance of fEC for the project from other resources.</p>
What RCUK funding will cover	<p>Costs RCUK will cover:</p> <ul style="list-style-type: none"> • Administrative Support Staff – in exceptional circumstances only • Direct research costs (including consumables) • Travel and subsistence for exchange/mobility activities • Cost of workshops, meetings etc. <p>Costs RCUK will not cover:</p> <ul style="list-style-type: none"> • RCUK, due to Newton funding, cannot cover the cost of equipment/ capital over £10k under this call • Studentships (PhD) will also not be covered under this call • Researcher time, estates and indirect costs will not be covered under this call • Given the budget limit of proposals, coupled with the time restrictions on spend under Calls supported by the Newton Fund, we are unable to accept NERC shiptime or aircraft requests as part of this Call . All other NERC S&F must be fully costed within the limits of the proposal, and agreement that they can be undertaken within the timeframe of the spend must be provided by the facility.

3.1.1 Do I have to hold an RCUK award to be eligible to apply?

No. For this call you do not need to currently hold or have held an RCUK grant, but you must be eligible to apply within the relevant Research Council's guidance, as above.

3.2 Eligibility Criteria and Funding Available for the Indonesia Science Fund (DIPI) applicant

Background of the Funder	<p>In alignment with the mission of creating a scientific culture of excellence in Indonesia and meeting the scientific and technological challenges of today's globalized society, DIPI was established to provide support for researchers who show strong evidence and potential for exemplary scientific merit and development as independent investigators.</p> <p>Under the auspices of the Indonesian Academy of Sciences (AIPI), DIPI acts as an independent funding agency with the principal goal of elevating the overall quality of Indonesian research and scientific output. A</p>
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	<p>competitive funding source based on excellence, originality, and capability will provide the incentive and mechanism to further this goal.</p> <p>DIPI funds basic scientific investigations that show promise for increasing the knowledge value of scientific explorations in Indonesian society, while at the same time participating in the establishment of a vibrant Indonesian scientific research community on par with global and international scientific standards for excellence and merit-review.</p>
Participating topics	<p>DIPI are participating in the following topic, if you are an Indonesian academic, please also refer to the topics that Ristekdikti (3.3) are participating in:</p> <ul style="list-style-type: none"> • Capacity Building in Big Data and Technology Development through Astronomy • Skills for using Large Facilities
Funding available	<ul style="list-style-type: none"> • DIPI will support up to 5 projects in the <i>Capacity Building in Big Data and Technology Development through Astronomy</i> and <i>Skills for using Large Facilities</i> areas, applicants can apply for up to £20k per project on the Indonesian side for a 1-2 year grant.
Eligibility rules	<p>The Principal Investigator (PI) should demonstrate the ground-breaking nature, ambition, and feasibility of his or her scientific proposal. Priority is given to applications submitted by a PI with the ability to lead and be actively engaged in the proposed research investigation as evidenced by past publication(s) in national or international peer reviewed scientific publications. Highly exceptional applicants that do not yet have evidence of scientific publications but submit proposal ideas that meet DIPI scientific merit criteria may be considered.</p> <p>PI's must have affiliation with educational and/ or research based organization(s). Such affiliation may be with single or multiple organizations, government or private, for-profit or non-profit. PI's can only submit one application for this call, multiple applications will not be accepted.</p>
What DIPI will cover	<ul style="list-style-type: none"> • Staff – directly incurred post • Staff – directly allocated posts (PI and Co-I time) • Other research costs (including consumables, for policy on costs of equipment please email dipi-rcuk@dpi.id and aipi@aipi.or.id) • Travel and subsistence for exchange/mobility activities • Cost of workshops, meetings etc. • Estates and indirect costs • Research assistants (NOT for degree studentships/ PhD)
Additional forms that need to be completed	DIPI Cost Proforma

3.3 Eligibility Criteria and Funding Available for the Ministry of Research Technology and Higher Education Republic of Indonesia (Ristekdikti) applicant

Background of the Funder	The Ministry of Research Technology and Higher Education (Ristekdikti) is the main government institution in Indonesia overseeing policy of research and innovation. It holds national research calls schemes on various topics with a focus on applied research. This particular call is paired up with KLN and INSINAS calls.
Participating topics	Ristekdikti are participating in the following topic, if you are an Indonesian academic, please also refer to the topics that DIPI (3.2) are participating in: <ul style="list-style-type: none"> • Energy- Food – Water-Environment Nexus • Mental Health
Funding available	Ristekdikti will support up to 5 projects across the two areas above; applicants can apply for up to £20k per project on the Indonesian side for a 1-2 year grant.
Do I also need to submit an application to Ristekdikti?	No
Eligibility rules	<ul style="list-style-type: none"> • Indonesian applicant should hold at least a doctorate degree
What Ristekdikti will cover	<ul style="list-style-type: none"> • Staff – directly incurred post (max 30%) • Other research costs (including equipment, consumables – 30-40%) • Travel local and to the UK, but not for daily subsistence (15-25%) • Daily subsistence for UK researcher in Indonesia can be covered. • Cost of workshops, meetings etc (max 15%)
Additional forms that need to be completed	Ristekdikti Cost Proforma Letter of agreement with UK collaborator (institutional)

3.4 Eligibility Criteria and Funding Available for the Ministry of Higher Education Malaysia (MoHE) applicant

Background of the Funder	<p>Ministry of Higher Education, Malaysia implements the MoHE Fundamental Research Grant (FRG) and Research University (RU) grant to support the national research excellence agenda. FRG covers eight clusters, ie. Pure and Applied Science, Technology and Engineering, Clinical and Health Sciences, Social Sciences, Arts and Applied Arts, Natural and Cultural Heritage and Information and Communication Technology and supports research activities which range from basic fundamental to niche-based; transdisciplinary, long term high-impact research and prototype development research that is separate from commercialisation. FRG contributes towards the nine National Priority Areas (NPAs), ie. Transportation & Urbanization, Environment & Climate Change, Healthcare & Medicine, Bio-Diversity, Water Security, Food Security, Energy Security, Plantation Crops and Cyber Security. RU grant is a block grant allocated for higher education institution research development.</p> <p>For more information about MoHE research programmes, please visit our website at https://mygrants.gov.my/main.php.</p>
Participating topics	MoHE are participating in the following topics:

	<ul style="list-style-type: none"> • Creative Economy and Cultural Heritage • Energy- Food – Water-Environment Nexus • Mental Health • Capacity Building in Big Data and Technology Development through Astronomy • Skills for Using Large Facilities
Funding available	MoHE will allocate RM2 million, equivalent to £364k, to support 7-10 applications. The funding parameters for Science stream project costs will be from RM250,000 to RM550,000 (or £50k to £100k). Meanwhile, the maximum funding threshold for Arts stream project costs will be RM250,000 (or £50k).
Do I also need to submit an application to MoHE?	<p>Yes</p> <p>Malaysian applicants should submit an identical application for administrative purposed to the MoHE online application system MYGRANTS (https://mygrants.gov.my/main.php).</p>
Eligibility rules	<ul style="list-style-type: none"> • The Malaysian PI must have been awarded a doctorate or have equivalent research experience at the time of application. Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply. • Applicants must be Malaysian citizens and hold a permanent or fixed-term contract in an eligible university or higher learning institute in Malaysia. Applicants with fixed terms contracts finishing before their grant end-date must secure confirmation from their Head of Department, stating that their contract will be extended to cover the duration of the award if their application is successful. • Contact between the Malaysian PI and UK PI prior to the application is essential. This contact should lead to a clearly defined and mutually beneficial research project proposal. Please note that MoHE & RCUK will not be able to assist in locating a Malaysian or UK collaborator. • Applications cannot be accepted from Principal Investigators in commercial organisations. • Applicants must be competent in oral and written English. • The Malaysian Applicant's employing organisation must be willing to agree to administer the grant. <p>Queries regarding participation of UK campuses based in Malaysia should be directed to RCUKNewtonFundEnquiries@rcuk.ac.uk & faizahs@mohe.gov.my / teowookan@mohe.gov.my</p> <p>Malaysian applicants will need to adhere to MoHE progress and outcomes monitoring requirements. Please see Annex 1 or https://mygrants.gov.my/main.php for further details.</p>
What MoHE will cover	<ul style="list-style-type: none"> • Other research costs (including equipment, consumables) <ul style="list-style-type: none"> - Please note equipment should not exceed RM10,000 • Travel and subsistence for exchange/mobility activities • Cost of workshops, meetings etc. • Estates and indirect costs • Studentships (Masters and PhD) <p>In addition, Malaysian applicants are required to follow MoHE funding rules. These rules can be found in the MoHE cost proforma document.</p>
Additional forms that	MoHE Cost Proforma form

need to be completed	
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3.5 Eligibility Criteria and Funding Available for the Department of Science and Technology Philippines (DOST) applicant

Background of the Funder	<p>The Department of Science and Technology (DOST) is the government agency that provides central direction, leadership and coordination of scientific and technological efforts in the country. It ensures that the results of Research and Development (R&D) activities are geared and utilised in areas that will provide maximum economic and social benefits to the people.</p> <p>The DOST has three (3) sectoral planning councils namely: 1) the Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD); 2) Philippine Council for Health Research and Development (PCHRD); and 3) Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD). The PCIEERD and PCHRD are participating in this call for thematic areas on "Energy- Food – Water-Environment Nexus" and "Mental Health", respectively.</p> <p>The PCIEERD and PCHRD are mandated to perform the following functions for their delineated sectors: 1.) Formulate policies, plans, programs, project, and strategies for Science and Technology (S&T) development, 2.) Program and allocate government and external funds for R&D, 3.) Monitor R&D projects, and 4.) Generate external funds. For more information on PCIEERD and PCHRD, please visit www.pcierd.dost.gov.ph and www.pchrd.dost.gov.ph, respectively.</p>
Participating topics	<p>DOST are participating in the following topics:</p> <p>PCIEERD will be participating in the topic-</p> <ul style="list-style-type: none"> • Energy-Food-Water-Environment Nexus <p>Please note for this topic that PCIEERD are unable to fund proposals which focus on the agricultural or health aspects of the theme.</p> <p>Any queries regarding this should be directed to: raulsabularse@gmail.com; or agmarino@pcierd.dost.gov.ph</p> <p>PCHRD will be participating in the topic-</p> <ul style="list-style-type: none"> • Mental Health
Funding available	<p>PCIEERD has allocated approximately £43k per project (approx. Php3 million per project); expected to fund around 5 to 7 research projects through this joint call. The size of the grant will vary depending of the needs of each research project and must be fully justified.</p> <p>PCHRD will support 2 projects with funding assistance of up to £43k (approximately Php 3 million per project) to support activities over a 1-2 year period.</p> <p>Funding and implementation for the Philippine-funded counterpart will start in January 2017.</p>

Eligibility rules	<p>PCIEERD Eligibility Rules</p> <p>Any Filipino, public or private, entity with proven competence may apply for Grants-In-Aid (GIA) support of DOST and its grant-giving units, provided that projects are for the benefit of Filipinos. Preference will be given to public and private universities and colleges, Research and Development Institutes (RDIs), R&D Consortia, non-profit laboratories, other public or private non-profit S&T institutions located in the Philippines. Non-profit S&T organizations are those, which: (1) are operated primarily for scientific, educational, service, or similar purposes in the public interest; (2) are not organized primarily for profit; and (3) use its net proceeds to maintain, improve, and/or expand its operations. Non-profit organizations engaged in lobbying activities are not eligible to apply.</p> <p>PCHRD Eligibility Rules</p> <p>Filipinos with at least a Master's Degree in a relevant field, have proven research competence / track record, and employed in universities/colleges, research agencies/institutes, hospitals, and other health related agencies are eligible to apply for the research grant.</p> <p>Please refer to the DOST GIA Guidelines for eligibility and guidelines.</p>
What DOST will cover	<p>DOST-funded costs of each grant will be issued and managed by PCIEERD or PCHRD in accordance with its DOST Grants-In-Aid (GIA) guidelines.</p> <ul style="list-style-type: none"> • Staff – directly incurred post • Staff – directly allocated posts (PI and Co-I time) • Other research costs (including equipment, consumables) • Travel and subsistence for exchange/mobility activities • Cost of workshops, meetings etc.
Additional forms that need to be completed	<p>Eligible Filipino researchers seeking funding can apply for Grants-in-Aid (GIA) from DOST through the PCIEERD or PCHRD. Filipino researcher applicants should complete the DOST Form 2B-3 (LIB) which is downloadable at the link DOST forms or on the RCUK call page. The DOST-PCIEERD and DOST-PCHRD also require submission of a formal letter of intent from the applicant with a statement that the proposal is for RCUK-Philippines Research Partnership and an endorsement from the authorized head of their organization. All the required information by PCIEERD or PCHRD should be submitted by the Filipino applicant as supplementary documents together with their UK applicants via the Research Council Je-S System.</p> <p>The Grants-In-Aid award for the Philippine researcher shall be governed by the DOST GIA Guidelines. For additional information and downloadable resources, such as the DOST GIA guidelines, please see the PCIEERD and PCHRD websites: http://pcieerd.dost.gov.ph and http://www.pchrd.dost.gov.ph/</p>

3.6 Eligibility Criteria and Funding Available for the Thailand Research Fund (TRF) applicant

Background of the	The Thailand Research Fund (TRF) is a major research funding agency in Thailand, under office of the Prime minister. Our missions are to support
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Funder	<p>funding for research, researchers, research network, and community empowerment with the vision to become one of the best research funding agencies in Asia, in terms of funding management and good governance.</p> <p>TRF support all disciplines, all areas, and all dimensions of research include upstream, midstream and downstream. The strategic plans are to create innovations in research management, strategic research issues, research utilization and social communication, international research network, digital TRF. TRF supports more than 20,000 researchers and 4,200 doctoral students.</p> <p>For more information about TRF, please visit our website at http://www.trf.or.th/</p>
Participating topics	<p>TRF are participating in the following topic:</p> <ul style="list-style-type: none"> • Energy - Food – Water-Environment Nexus
Funding available	<p>TRF will support up to 3 projects in the Energy - Food – Water-Environment Nexus theme. Thai applicants can apply for up to £20k per project on the Thai side for 1-1.5 year grant.</p>
Eligibility rules	<ol style="list-style-type: none"> 1. The Thai Principal Investigator (PI) must be at one of the following: <ol style="list-style-type: none"> 1.1 Higher Education Institution 1.2 Independent Research Organisation 1.3 Government Funded Organisation 2. Applicants must be Thai citizens and hold a permanent or fixed-term contract in an eligible university or research institute in Thailand.
What TRF will cover	<ul style="list-style-type: none"> • Staff – directly incurred post • Staff – directly allocated posts (PI and Co-I time) • Other research costs including consumables (not including the cost of equipment) • Travel and subsistence for exchange/mobility activities • Cost of workshops, meetings etc. • Estates and indirect costs
Additional forms that need to be completed	<p>TRF Cost Proforma</p>

3.7 Bilateral, trilateral/multilateral partnerships

The initiative is aimed at developing UK-Southeast Asia research partnerships. Applicants are invited to submit bilateral or trilateral/multilateral collaborative research proposals comprising eligible researchers from the UK, Indonesia, Malaysia, the Philippines or Thailand. All proposals will be required to have a UK Principal Investigator, in addition to a Principal Investigator from one or more of the partner countries. This call for proposals will require applicants to work together in partnership within transnational teams on research projects where each country's component is funded by participating agencies in their country (please refer to the eligibility criteria and funding available for each partner [3.1-3.6 above] for more information).

Funds cannot be used to cover the costs of participation of other countries. However the involvement of other countries will be considered if a strong strategic need is articulated in the proposal and it is made clear the 'other' partners have funding to support their involvement in the partnership. Please ensure you contact RCUKNewtonFundEnquiries@rcuk.ac.uk if you plan to include another partner.

4. Official Development Assistance (ODA) compliance

The Newton Fund forms part of the UK's Official Development Assistance (ODA) commitment which is monitored by the Organisation for Economic Cooperation and Development (OECD). ODA funded activity focuses on outcomes that promote the long-term sustainable growth of countries on the [OECD Development Assistance Committee](#). Newton Fund countries represent a sub-set of this list.

The Fund requires that the funding be awarded in a manner that fits with Official Development Assistance (ODA) guidelines. All applications under this call must therefore be compliant with these guidelines. <http://www.newtonfund.ac.uk/about/what-is-oda/>

For more information on ODA please refer to the [RCUK Newton Fund Guidance](#).

5. Start and End dates of proposals

Due to the tight timescales and funding restrictions of the Newton Fund, the proposed start date on the Je-S system must be **01 December 2016, and** the grant must **end by December 2018**.

Please note that in order to start the grant the **start confirmation must be submitted by 01 December 2016** (shorter than the standard 42 days for Research Council grants). Please refer to <http://www.rcuk.ac.uk/RCUK-prod/assets/documents/documents/tcfecJan2015.pdf> for information on what the starting procedure entails; please ensure that you inform the relevant support staff in your organisation of this requirement to ensure the project starts on time.

6. Application Process

6.1 Application deadline

The deadline for applications is **16:00 BST (22:00 WIB, 22:00 ICT, 23:00 MYT, 23:00 PHT) 02 August 2016**.

Applications to this RCUK led call will be made through the Engineering & Physical Sciences Research Council (EPSRC) who are hosting this call on behalf of all seven Research Councils, DIPI, Ristekdikti, MoHE, DOST, and TRF. All applications to the EPSRC must be made through the RCUK Joint electronic-Submissions system (Je-S). The URL for the Je-S application system is: <https://je-s.rcuk.ac.uk/>

6.1.1 This is an RCUK led call why do I submit to the EPSRC?

Applications to this RCUK led call will be hosted by the EPSRC so all submissions must go to the EPSRC, regardless of remit. Applicants must identify within their Case for Support the actual Council they would apply to in terms of remit.

6.1.2 Do I submit a separate application to DIPI, Ristekdikti, MoHE, DOST, or TRF?

No. the application process is hosted by the EPSRC on behalf of RCUK, DIPI, Ristekdikti, MoHE, DOST, and TRF. After the application deadline RCUK will share the applications submitted with DIPI, Ristekdikti, MoHE, DOST, and TRF as appropriate.

6.1.3 Can I submit offline instead of using Je-S?

No. All applications must be submitted via the Je-S system. Proposals submitted by email will not be accepted for processing.

6.2 Submitting your application

To submit your proposal the UK Research Organisation must be registered for Je-S and the applicants must hold Je-S accounts. Further information and guidance is available on the [Je-S Help Pages](#).

After all mandatory sections of your proposal have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a [mandatory requirement to be completed for this specific call](#). **Failure to submit all of the mandatory attachments could result in your proposal being rejected.**

The submit button will route your finalised proposal to the authorising facility within your research organisation. **Please note this further layer of administration between your submission of the proposal and the proposal being submitted to the EPSRC (on behalf of RCUK), via Je-S.** The Research Organisation's submission route usually includes both an approver (ie head of department) and submitter pool (ie central finance office). Please allow sufficient time for completion of the research organisation's submission checks and authorisation.

The Research Councils cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted to the EPSRC in good time before the call closes.

Once submitted, there are document maintenance actions that can be undertaken via the Document actions button. For example, the 'Show submission path' will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool or submitted to Council.

6.2.1 How much time will my Research Organisation need to process my application before submitting it to EPSRC?

This will depend on your Research Organisation, please contact your research office to confirm.

6.2.2 If my application does not reach RCUK by the deadline can it still be considered?

No. Applications not submitted by **16:00 BST (22:00 WIB, 22:00 ICT, 23:00 MYT, 23:00 PHT) 02 August 2016** will not be considered for funding.

7. Using the Joint electronic-Submission System (Je-S)

Please log in to your Je-S account via <https://jes.rcuk.ac.uk/JeS2WebLoginSite/Logout.aspx>, using the username and

password you have chosen (if you do not have a Je-S account, or have forgotten your password, please see the guidance provided further below).

- Select '**Documents**' from left hand menu list from your Je-S account home page
- Select '**New Document**' from within the Functions/create section of your documents page

Creating your Je-S application:

This RCUK funding call closes at **16:00 BST (22:00 WIB, 22:00 ICT, 23:00 MYT, 23:00 PHT) 02 August 2016.**

- Select Council: **EPSRC** (EPSRC are hosting this call on behalf of RCUK, DIPI, MoHE, DOST, and TRF– all applications regardless of remit must be submitted through the EPSRC)
- Select Document Type: **Standard Proposal**
- Select Scheme: **Newton Fund**
- Select Call/Type/Mode: **RCUK -SEA Newton Small Scale Partnership Call 2016**
- Select '**Create Document**' option

New Je-S Users: In order to gain access to the Je-S System, please [Create an Account](#).

Je-S users having problems successfully completing login to their Je-S account: [Retrieve User Name / Password](#).

Please telephone Je-S Helpdesk 01793 444164 should you require any assistance with the Je-S System.

It is the applicant's responsibility to ensure that the proposal is created and submitted against the correct call (and consequently correct scheme). We will not accept proposals for processing that are not submitted using the above call route.

7.1.1 Is my application a research or partnership grant?

Although your grant does promote partnership between UK and Southeast Asia it is primarily a research grant and **MUST** be listed as such throughout your project.

8. Application attachments

It is important that applicants **only submit the supporting attachments specified in this document**. It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance; <https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm>

This RCUK led call is held in collaboration with the 7 different research councils (AHRC, BBSRC, EPSRC, ESRC, NERC, MRC and STFC); please note **you may need to complete additional attachments, all of which are outlined below**. Where information and guidance issued in this document differs from the general guidance offered in the Je-S documentation and specific council sources; you should adhere to the guidance in this document.

Failure to complete the attachments as outlined below and within the specified page lengths could lead to your application being rejected.

The following are **mandatory** Je-S attachments for this call:

1. [Joint Case for Support \(please complete the template\)](#)
2. [Justification of Resources \(please complete the template\)](#)
3. [Partner Country costs proforma \(please complete the template\)](#)
4. [CVs and publications \(three A4 pages max for each investigator UK and Partner Country\)](#)
5. [Letters of support \(two A4 pages max\)](#)
6. [Any additional attachments required by Partner Country \(please check Eligibility Criteria section\)](#)

Optional

7. [Proposal Cover Letter \(two A4 pages max\)](#)

Important note: If you are unclear about whether you can include a specific attachment please contact RCUKNewtonFundEnquiries@rcuk.ac.uk for advice, as unrequested attachments can hinder the processing of your application. The Research Councils reserve the right to return or reject applications that include attachments not permitted on this call.

9. Joint Case for Support (please complete the template)

This is the body of your research proposal; applicants must complete the [Case for Support template](#) and attach it as a "Case for Support" document. The page lengths must not be exceeded for each section and must be in a minimum font size of Arial, 11 point, with margins of at least 2cm.

Please note: if your application includes human participation or the use of animals please ensure you fully complete these sections in the case for support. Failure to complete these sections appropriately could lead to your application being rejected.

10. Justification of Resources (please complete the template)

Please complete the template, it must be written in a minimum font size of Arial, 11 point, with margins of at least 2 cm, justifying that the resources requested are appropriate to undertake the research project. Please provide 2 A4 page of justification per Country (i.e. if you are working multilaterally with Thailand and Indonesia please complete 2 A4 page each for the UK, Thai and Indonesian costs)

You must complete one [Justification of Resources \(JOR\)](#) document; justifying both the UK costs and Southeast Asian costs and attach it to your application under "Justification of Resources". The JOR must contain a breakdown and explanation of the costs requested for this funding scheme by each partner taking into account the requirements outlined under the [Funding Available](#) section of this document.

The JOR should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form and the Southeast Asian costs proformas. **Where you do not provide explanation for an item that requires justification, it may be cut from any grant made.**

Please refer to the joint Research Council Je-S helptext <https://je-s.rcuk.ac.uk/Handbook/index.htm#pages/JeSHelpdesk.htm> further guidance.

11. Southeast Asian costs proformas

Please complete the appropriate costs proforma as detailed below, if you are collaborating with more than one of Southeast Asian Country please ensure you complete the appropriate forms of both/all of the agencies you are requesting funding from.

11.1 The Indonesia Science Fund (DIPI) applicant – cost proforma

Indonesian applicants that are eligible for DIPI funding should complete the DIPI cost proforma which is available on the RCUK call webpage. Guidance on how to fill out this form is available within the DIPI funding guidelines document which is also published on the RCUK webpage or available by request from: <http://www.dipi.id/en/grant-manual/>.

11.2 The Ministry of Research Technology and Higher Education Republic of Indonesia (Ristekdikti) applicant – cost proforma

Indonesian applicants that are eligible for Ristekdikti funding should complete the Ristekdikti cost proforma which is available at this link: <http://simlitabmas.dikti.go.id/> or on the RCUK call webpage. Guidance on how to fill out this form is available on the following website: <http://simlitabmas.dikti.go.id/>. Applicants for Ristekdikti should be aware of the two different schemes (KLN or INSINAS) that can be applied for under to this call and ensure they follow the correct scheme guidance.

11.3 The Ministry of Higher Education Malaysia (MoHE) applicant – cost proforma

Malaysian applicants should complete the MoHE cost preform available on the RCUK webpage, and ensure that MoHE financial rules are adhered to as listed in this document.

11.4 The Department of Science and Technology Philippines (DOST) applicant – cost proforma

Filipino applicants should complete the DOST Form 2B-3 (LIB) which is downloadable at the link [DOST forms](#) or on the RCUK webpage. Please note that the Budget request should follow guidelines stated in the DOST AO 005 S 2013 "Guidelines For The Grants-In-Aid Funds Of Department Of Science And Technology And Its Agencies".

11.5 The Thailand Research Fund (TRF) applicant – cost proforma

Thai applicants should complete the TRF cost proforma available on the RCUK webpage.

12. CVs and publications (maximum of three sides of A4 per applicant)

A CV for each Principal Investigator and Co-Investigator must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the Research Councils and other bodies.

This should not exceed three A4 sides. It is expected you would use two pages for the CV and one page for publications.

13. Letter of support (maximum of two sides of A4 per applicant)

Please include letters of support for the following:

- From the Partner Country institutions involved in the project (where applicable in the funding agency Eligibility Criteria)
- Any organisations entered on the Je-S form as 'Project Partners'. A Project Partner is an organisation which contributes in cash or in kind to the project but which is not requesting any money.
- From both PI's when animal research is proposed. Please see section 15.7 in this guidance "use of animals" for further information. This letter needs to be signed by all PIs involved.
- Where the Southeast Asian partner or another third party (ANY organisation other than the UK RO) is responsible for recruitment of people as research participants and/or providing human tissue. This letter needs to be signed by all PIs involved.

14. Cover Letter (maximum of two sides of A4)* Optional

You may include a cover letter.

15. Completing your Je-S Form

Please complete the full Je-S form. [The initial Je-S document instructions](#) page will give you general guidance on the navigation layout, specifically icon descriptions. The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed). The details below are not an exhaustive step-by-step guidance, and it is recommended that you refer to the [Je-S helptext](#) for additional information.

Please note you may return to edit saved documents at any time.

15.1 Project details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use "Your reference" to help distinguish easily between proposals in users' Current Documents lists. The reference is intended to be a unique identifier for the proposal, and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- Enter 'Project Title' (maximum limit of 150 characters)
- For 'Proposal Call', select *RCUK -SEA Newton Small Scale Partnership Call 2016*. Your start date should be before 01 December 2016. Your grant should be a proposed duration of no more than 24 months.

15.2 Investigators

Enter the name of the Principal Investigator (PI) and any Co-Investigators (Co-Is).

Investigators may be from more than one Research Organisation but the UK PI must be from the Organisation that will administer the UK side of the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for Research Council correspondence. All named investigators are

responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

Please note that it is mandatory that you answer positively to the question 'Post will outlast project?' To clarify, there is an expectation that the PI's post will be in place for the duration of the project.

15.2.1 Do both Southeast Asian and UK investigators need to be registered on the Je-S system?

Yes. For any submission through the UK Research Council online submission system, **ALL** named investigators (Principal Investigator and all Co-Investigators) must be registered users. For this initiative, that includes all named UK and Southeast Asian investigators. Easy instructions to register are available here. For help with using Je-S please contact the Je-S helpdesk:

Email: JeSHelp@rcuk.ac.uk

Phone: +44 (0)1793 444164

Je-S website: <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

15.2.2 How do I put the UK Principal Investigator and Co-Investigators on the Je-S form?

Please input the UK PI under the Principal Investigator and the Co-Investigators under Co-Investigator as normal. However, you will need to record the number of hours charged for all investigators as zero. This is because UK researcher time is not an eligible cost for this call and costs for Southeast Asian investigators are entered on a separate form. The cost estimate for all UK and Southeast Asian investigators should therefore be zero.

15.2.3 How do I add the Southeast Asia Principal Investigator and Co-Investigators to the Je-S form?

The Je-S form only allows there to be one Principal Investigator on a grant. However, grants under this call will have at least two PI's: one from the UK and one or more from Southeast Asia. For the purposes of completing the Je-S form, please enter the UK PI on to the system as the PI. Please add the Southeast Asian PI/s on to the Je-S form as a Co-Investigator, as well as any other UK or Southeast Asian Co-Investigators.

Please add all Southeast Asian Co-Investigators on to the form as below:

From the document menu select Co-Investigator option.

Select Add New Co-Investigator Item

The screenshot shows the Je-S form interface. On the left, there is a 'Project Details' menu with various options. The 'Co-Investigator' option is highlighted with a red arrow. On the right, there is a form with fields for 'Scheme: Research Grant', 'Project Title: NERG', and 'Organisation: Zorg Testing Organisation Inc'. Below these fields, there is a prompt 'Please select a Co-Investigator for the Grant' and a button labeled 'Add New Co-Investigator Item' with a red arrow pointing to it. Below the button is a 'Name' input field.

- Choose the Select option (Je-S Person Search pop-up window appears). Search for and select the Co-Investigator from the search results. **Please**

- note:** Uncheck the tick box so you search for people outside of the lead organisation.
- b) Select Yes option
 - c) Indicate the total number of hours the Southeast Asian Co-Investigator will be working on the project. Please note; must be a minimum of 1.
 - d) Cost Type (defaults to Directly Allocated), leave as DA.
 - e) Indicate 1 as the salary rate. **Please note** if the Co-I wishes to indicate their annual salary then this should be **converted to sterling**.
 - f) Contracted Hours per week eg if the Co-I's overseas institution contract is fulltime then they should indicate 100. If they have a part-time contract at their RO, please indicate the appropriate % depending on their actual contract.
 - g) Number of hours charged should be 0 (zero).
 - h) Select the calculate button (**cost estimate will be 0**). All the costs associated with the Southeast Asian PI and Co-Is will be recorded on the Southeast Asian costs proforma
 - i) Select the 'Save' to save the information. Section should then validate (green tick instead of red circle with cross).

15.3 Resources

All resources requested for both Southeast Asia and the UK must be fully justified in the [Justification for Resources](#).

Within the Je-S form, please enter the costs to be incurred by the **UK Research Organisation and NOT those to be incurred by the Southeast Asian Research Organisation**.

RCUK will provide up to £2.7m funding with an overall limit, of approximately £50k - £100k per grant on the UK side. All research grants applications under RCUK are costed on the basis of full economic costs (fEC). If a grant is awarded, the Research Councils provide funding on the basis of 80% of fEC. The UK organisation must agree to find the balance of fEC for the project from other resources.

15.3.1 Do I include my Southeast Asian costs on the Je-S form?

No. These costs must be included within your [the appropriate costs proforma](#) on the template and must be fully justified within your [Justification of Resources](#).

15.3.2 How are grants paid?

UK Research Councils will pay the UK component of the award directly to the lead UK Organisation, which where necessary will be responsible for disbursing the funds to other UK Co-Investigators. DIPI/ Ristekdikti/ MoHE/ DOST/ TRF will pay the approved projects according to their regular procedure.

15.3.3 Can I apply for publication costs?

Publication costs are no longer awarded and should not form part of your application. This is in line with RCUK terms and conditions. These costs are available from your Research Organisation via the block grant they receive for Publication costs.

Staff costs

Researcher time will not be eligible for this call. In exceptional circumstances funding for a small amount of administrative staff time can be included, please see the 'Other directly allocated costs' section below.

Please note: Time allocation for both **UK and Southeast Asian investigators (e.g. the PI and Co-Is)** must be entered under 'Directly Allocated Staff' but the salary rate

should be entered as zero. Please also see [17.2.3 How do I add the Southeast Asian Principal Investigator and Co-Investigators to the Je-S form?](#) for more information.

Travel and Subsistence costs

Add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

15.3.4 How should costs associated with travel or subsistence be allocated?

There are no specific rules regarding travel and subsistence costing for proposals. In international collaborations there is a precedent for the country sending a researcher to pay for the airfare and the country hosting to pay for accommodation, but there is no specific requirement. As with all costs, a clear explanation will be necessary to justify all travel and associated costs.

Capital costs

Under the Newton Fund we cannot accept costs for capital ie equipment costing over £10,000 on the UK side.

Other directly incurred costs

Including specified consumables, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs to be incurred by the UK Research Organisation.

Other directly allocated costs

Including administrative support staff salaries (where fully justified), a share of the costs of departmental support staff and the costs of access to major research facilities.

Estates and indirect costs

Estate and indirect costs will not be eligible for this call.

Exception costs

Exceptional costs are not expected within this call. If applicants feel it is essential they should discuss any exceptional cost by emailing RCUKNewtonFundEnquiries@rcuk.ac.uk in the first instance, explaining the cost and why it is essential to the success of the proposal.

15.4 Project partners

If you have secured a commitment from another organisation or funding body (other than the country partner) to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section.

15.5 Other support

Enter details of any support sought or received from any other source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here - they should be detailed in the project partners section.

15.6 Human Participation

Please note that all proposals that are planning to involve the use of humans or vertebrae animals/ other organisms covered by the Animals (Scientific Procedures) Act need to contact the RCUK Newton Fund team before submission. Contact details can be found at the bottom of this document.

The Research Organisation is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the [Department of Health's Research Governance Framework for Health and Social Care](#). There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Guidance by the [MRC on the conduct of medical research](#), and by [ESRC on the conduct of social science research](#), provided on behalf of all Research Councils, must be observed. In particular, for research involving humans to take place overseas is that for research to be undertaken internationally, both local and UK ethical approval is required.

All research involving human participants must be undertaken in accordance with relevant policies and guidance and recorded on the Je-S form. Researchers should ensure equivalent up-to-date information relevant to ethical and legislative requirements in Southeast Asia is determined and addressed in any application. For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

Significant developments must be assessed as the research proceeds, especially those that affect safety and well-being, which should be reported to the appropriate authorities and to the Research Council. The Research Organisation must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

Where there is recruitment of people as research participants and/or providing human tissue, details should be included in the [Case for Support](#).

15.6.1 My research involving humans will take place in Southeast Asia should I still put it into the Je-S form?

Yes, whether the research involving humans is taking place in the UK or Southeast Asia it needs to be captured in the Je-S form.

15.7 Animal Research

Please note that all proposals that are planning to involve the use of humans or vertebrae animals/ other organisms covered by the Animals (Scientific Procedures) Act need to contact the RCUK Newton Fund team before submission. Contact details can be found at the bottom of this document.

Applicants are expected to have developed their proposals in accordance with the cross funder guidance for the use of animals in research [Responsibility in the Use of Animals in Bioscience Research](#) and [NC3Rs Guidelines: Primate Accommodation, Care and Use](#).

Experiments using animals funded by the Research Councils must comply with the [Animals \(Scientific Procedures\) Act 1986 \(ASPA\), amended 2012](#) and any further embodiments, in:

- using the simplest possible, or least sentient, species of animal appropriate;
- ensuring that distress and pain are avoided wherever possible;
- employing an appropriate design and using the minimum number of animals consistent with ensuring that scientific objectives will be met.

Advice on opportunities and techniques for implementing these principles can be found on the NC3Rs website: www.nc3rs.org.uk

In particular, UK Institutions should be aware of the following aspect of the guidance relating to research or collaboration outside the UK:

“When collaborating with other laboratories, or where animal facilities are provided by third parties, researchers and the local ethics committee in the UK should satisfy themselves that welfare standards consistent with the principles of UK legislation (e.g. the Animals (Scientific Procedures) Act 1986), and set out in this guidance, are applied and maintained. Where there are significant deviations, prior approval from the funding body should be sought and agreed.

Where there are significant deviations, prior approval from the funding body should be sought and agreed. International research should also be compliant with all relevant national and local regulatory systems in the host country where the research is to be conducted.” [Responsibility in the Use of Animals in Bioscience Research](#)

15.7.1 My animal research will take place in Southeast Asia should I still put it into the Je-S form?

Yes, whether the animal research is taking place in the UK or Southeast Asia it needs to be captured in the Je-S form. You must also include information in the [Case for Support](#).

15.7.2 If I am using animals what information do I need to include on the Je-S form?

Please ensure that if you are using animals you select the appropriate species and keep in mind the following. **The animal species section must be completed irrespective of whether funding for the animals is requested as part of the proposal.**

Researchers must provide well justified information in their applications concerning the experimental design and its suitability to answering the research questions posed.

While RCUK recognises that there are ethical imperatives to reduce the number of animals used, it is also unethical to conduct a study that because of its limited size has inadequate statistical power to robustly answer a research question. Applicants should therefore provide adequate justification for their choice of design and numbers of animals and interventions. It is important that adequate information is given concerning methodological issues. Planned procedures to minimise experimental bias (for example, randomisation protocols, blinding) should be outlined or an explanation included as to why such procedures are not appropriate. Each experiment does not need to be described in detail, but sufficient information must be included that reviewers are readily able to understand the experimental plan. The scientific rationale for the experimental design should be explained in the [Case for Support](#).

Researchers must provide a properly constructed justification of how the numbers of animals to be used were determined. In general it would be expected that professional statistical advice will be sought in putting this section together. In many instances this section will include statistical power calculations based on justifiable and explicit assumptions about the anticipated size of the experimental effects. If statistical power calculations are not given, applicants should provide a principled explanation of the choice of numbers. In general, explanations based solely in terms of ‘usual practice’ will not be considered adequate. An overview of

the planned statistical analyses and their relation to the choice of sample size should be included.

15.8 Ethical Implications

Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

15.9 Approvals

The Principal Investigator and Research Organisation are responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body within the UK and Southeast Asia. Approval to undertake the research must be granted before any work requiring approval begins. Please indicate all approvals sought, whether in the UK or Southeast Asia, if it is none of those listed below, please put the information into the other bodies section. Successful proposals may be expected to provide copies of these permissions before funding is released.

15.9.1 The research requiring approvals will take place in Indonesia/Malaysia/the Philippines or Thailand, do I need to seek UK approval?

Yes, you must seek approval within the UK even if your research will take place in another Country, please indicate the approvals you have sought/will seek within your application.

15.9.2 Do you require the approvals to make funding decisions?

We do not require the approvals for making a funding decision but they must be in place before the project can start.

15.10 Proposal classifications

You should populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of the research areas covered in the application.

The Proposal classification area is a harmonised (and expanded) structure agreed with other Research Councils. Therefore, if your area of expertise crosses the remits of more than one Research Council you will now only need to provide the information once.

16. Assessment Process and Criteria

Following submission, assessment will be undertaken by the funding agencies. To be funded, proposals must be internationally competitive and at a standard equivalent to that normally expected to be supported by each funding organisation.

Key assessment criteria for the submissions will be:

- Research merit of the proposal
- Relevance of the proposal to the strategic objectives of the Newton Fund – including potential benefits and impact
- Strength and appropriateness of proposed partnership and collaboration
- Project management structure and resources, including value for money

Applications received will be assessed by the joint UK-Southeast Asia Review Panel in early October. This panel will consist of academic experts from both UK and Southeast Asia, where final decisions will be made.

17. Post Award

After the decision meeting, applicants will be informed of the outcomes. If your application is successful you will be provided additional guidance on how to start your project, dependent on your applications remit.

17.1.1 My application is not within EPSRC remit what do I do if I get awarded?

If your application is awarded and not within EPSRC remit following the meeting you will be informed and given guidance on how your application will need to be moved to the relevant Research Council's Je-S system by your research office. Please note there will be some administrative work for research offices to move their grants over appropriately, please see below the expected timeline for this:

Panel Meeting	Early October 2016
Applicants are informed of outcome	End October 2016
Applicants must resubmit an identical application	Early November 2016
Grant processing	November 2016
Award letters issued	November 2016
Applicants must accept the award and return the start confirmation to activate their award	01 December 2016

17.1.2 My application is within EPSRC remit what do I do if I get awarded?

Your award will remain on the EPSRC system and go through the award system as normal.

18. Contact information

This is a guidance document created to assist applicants applying to this Newton fund call with the completion of their proposal. It is specific to this call and should be used in conjunction with the following information:

- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries)
jeshelp@rcuk.ac.uk or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 09.00-17.00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

For further information regarding the call please contact:

- Kim Fuggle, International Policy Manager- Newton Fund, RCUK
Email: RCUKNewtonFundEnquiries@rcuk.ac.uk
Telephone: 01793 444352

Annex 1: Malaysian Ministry of Higher Education Progress and Output/Outcome Requirements

The following information is for Malaysian applicants receiving funding from MoHE only.

Progress and Output/Outcomes Monitoring

All approved projects shall be monitored on two aspects as below:

- i. Physical performance; and
- ii. Financial performance

Every Malaysian project PI shall submit a Physical Performance Report and Financial Performance Report to MoHE. The forms referenced below are available on the MoHE website here: <https://mygrants.gov.my/main.php> or by contacting MoHE coordinators for this call.

Such reports will consist of:-

(i) **Form RCUK-MoHE (M1) / Borang RCUK-MoHE (M1)**

- Project physical performance report;
- To be completed by the individual project PI together with the project CI/s;
- Submitted to HEIEP, MoHE every 15 January and 15 July; and
- To be endorsed by the Malaysian RO before submission to HEIEP, MoHE.

(ii) **Form RCUK-MoHE (F1) / Borang RCUK-MoHE (F1)**

- Project financial performance report;
- To be completed by individual Malaysian RO; and
- Submitted to HEIEP, MoHE every 15 January and 15 July together with Form RCUK-MoHE (M1) / *Borang RCUK-MoHE (M1)*.

(iii) Project Final Report, **Form RCUK-MoHE (M2) / Borang RCUK-MoHE (M2)** (both in hardcopy and softcopy / to be submitted within 3 months upon project completion by using MoHE's format that includes:

- a) Research and project finding summary;
- b) Financial report;
- c) Asset inventory report; and
- d) Output (evidence provided)
 - a. Project linked students (Name & Student Matrics No.)
 - b. Publications
 - c. Intellectual Property (if any)
 - d. Commercialisation (if any).

Annual monitoring may be conducted through presentation to the MoHE Evaluation Committee. Requirement for site visits and project verification is subject to the MoHE Evaluation Committee decision.

Asset inventory and management falls under the jurisdiction of the relevant institutions. The ownership for such assets shall fall under the Government of Malaysia and the relevant institutions, and any disposure shall be conducted in a regulated manner.