What is it the GCRF Engagement Fund?
The GCRF Engagement Fund provides funding to support activities to develop productive, sustainable relationships with collaborators and research users in the private, third, or public sector, with the primary aim of addressing specific development issues in our six focus countries of Botswana, Colombia, India, Mexico, South Africa and Sri Lanka.

The Engagement Fund will support activity that seeks to pump prime research, build relationships with research users or to generate impact.

These guidelines are for INCOMING VISITING FELLOWSHIPS only.
Funds are available to support the costs for partners from Botswana, Colombia, India, Mexico, South Africa and Sri Lanka to visit the University of Essex for 1-4 weeks.

Aims of the fund
All projects funded by the GCRF Engagement Fund must be ODA compliant. GCRF funded activities must:

- Address a significant problem or development challenge, as described in the GCRF challenge areas [www.ukri.org/gcrf](http://www.ukri.org/gcrf) and UN Sustainable Development Goals [https://sustainabledevelopment.un.org/sdgs](https://sustainabledevelopment.un.org/sdgs)
- Directly contribute to the sustainable and inclusive prosperity of people in developing countries, especially the six focus countries of Botswana, Colombia, India, Mexico, South Africa and Sri Lanka.
- Ensure the primary benefits of all activity accrue to developing countries (benefit accruing to non-developing countries is of secondary consideration).

All aspects of your application must be ODA compliant.

For more information on ODA compliance please see the downloadable guide on the UoE GCRF webpages [https://www.essex.ac.uk/staff/research-funding/gcrf-at-essex](https://www.essex.ac.uk/staff/research-funding/gcrf-at-essex)

**INCOMING VISITING FELLOWSHIPS**: Fellowships supported by the GCRF Engagement Fund will enable partners from institutions in the six focus countries of Botswana, Colombia, India, Mexico, South Africa and Sri Lanka to visit the University of Essex for a period of 1 to 4 weeks. Visits should involve a programme of activities to build substantive working collaborations in support of impact activities or research funding applications.

Selection criteria and eligibility
Applications must come from an academic member of staff of UoE, who will be the named Primary Host for the Visiting Fellow (an academic member of staff at the partner institution) during their visit. ODA compliance is mandatory and applications that do not provide evidence of ODA compliance will not progress to evaluation.

**INCOMING VISITING FELLOWSHIPS** evaluation criteria are:

- Does the visit have clear aims and objectives?
- Is there a clear plan for activities and meetings during the visit?
- How does the project relate to a problem or development challenge?
- Is there a plan for future and ongoing collaboration?
- How appropriate are the follow-up plans?
- Is this a new collaboration or does it add value to an existing collaboration?
**Reporting**

Each award will be subject to evaluation against these criteria and for ODA compliance. Project leads may be required to report on progress against agreed milestones during the award, but must submit a final report within a month of the end of the activity. Additionally, a short online survey collating information on follow on activities and outcomes will be held 6- and 12-months post project closure.

A project case study will be required for reporting and promotional purposes and Research and Enterprise Office (REO) staff will be available to assist in its production.

**Timetable**

Call opening dates and deadlines for applications can be found at GCRF@Essex. Projects should take place and all funding must be spent before the end of July 2020.

**Advice for the application**

1. UoE hosts are responsible for reviewing the suitability of the Visiting Fellow in terms of research achievements, track record, alignment of interests and ensuring that the Fellow is a member of staff at their home institution. Students, including PhD students, are not eligible to be Visiting Fellows.

2. The UoE hosts will be responsible for all practical, logistical and financial arrangements in relation to the visit. The GCRF Programme Team cannot assist with this.

3. Make sure you fully address the ODA compliance requirements. This is a mandatory requirement for all GCRF funding and applies to all activities for which you request funding. To answer the questions in section 6 (about ODA compliance) you may find you have to repeat information provided in other sections of the application.

4. Follow-up activities (section 5) relate to follow-up directly related to the visit, for example a return visit, or other joint activities; the longer-term strategy (section 6) should consider the broader and strategic context of your project for example future research funding applications or impact related activities.

5. Visiting Fellowships should be for at least one week, and not longer than 4 weeks. No funding will be reimbursed for any costs incurred after 4 weeks.

6. The guidelines for the budget are as follows: economy airfare; accommodation at a local hotel (estimated at £90 per night); a £100 a week contribution to subsistence; airport transfers at both ends (estimated at £220 in total); local weekly bus ticket if accommodated off site. If you costs are very different, you should contact gcrf@essex.ac.uk. Do not contact REO Pre-Award.

7. If your project involves funding being passed to another organisation to spend, you should submit, with the application, a completed Due Diligence Light-touch questionnaire.

8. Please see the GCRF relevant university policies section on our website.

9. Completed applications should be passed to your department's Director of Impact or Research (as appropriate) and Head of Department, who are asked to comment on the proposal and approve the application (an electronic signature is fine).

10. All applications should be submitted – in Word – via the online application submission portal on Qualtrics by the deadline.

If you have any queries please email gcrf@essex.ac.uk.