

Cambridge-Africa ALBORADA Research Fund

Terms & Conditions 2023

1. Eligibility

The purpose of the Cambridge-Africa ALBORADA Research Fund is to encourage **research, training and engagement** activities between Cambridge and sub-Saharan Africa. Applicants from Cambridge apply jointly with applicants from universities/ institutes in sub-Saharan Africa and co-create the projects. It is important that the funding is not simply used to provide services that will be carried out at one institution on behalf of the other, and that **true collaboration** is demonstrated in the application.

An important function of the Cambridge-Africa ALBORADA Research Fund is to act as a **seed fund**/catalyst to enable the development of new research activity and further joint funding applications. Priority will be given to applications that build new partnerships (or expand existing ones) with the potential for long-term collaboration. Projects should also ideally strengthen the research capacity of the African researcher and/or the African research institution/university.

Both applicants must be at **post-doctoral level or above**, and by completing an application, it is understood that they are both doing so with support from their Head of Department or equivalent. Both applicants should have a formal link to a research group/department/faculty in their home institution. It is also expected that both applicants remain employed beyond the end date of their ALBORADA awards. The awards are not intended to support post-graduate students, however, limited support for students (e.g. as part of a research project or training visit) will be considered when there is a clear demonstration that this will enhance the relationship between the Cambridge and African Principal Investigators (PIs).

The Cambridge applicant must be either working at the University of Cambridge, or at a Research Institute affiliated with the University. Previous successful Cambridge applicants have included those from Wellcome-Trust Sanger Institute, National Institute of Agricultural Botany (NIAB) and British Antarctic Survey. The Cambridge applicants will act as the lead applicants, for administrative purposes, as the awards have to be paid to their Cambridge Departments/Faculties/Institutes.

The African applicant must be based in a sub-Saharan Research Institution or University.

2. Awards available

Applications should generally fall into one of these five research-related categories and within the standard limits of funding indicated. Exceptional requests above the standard limits will only be considered where strong justification is given. You may wish to discuss exceptional requests before submission by contacting alboradafund@cambridge-africa.cam.ac.uk. It is not possible to submit applications for the same project in multiple categories, e.g. a science research project should include necessary travel and equipment with the £20,000 limit.

Please note that the fund **cannot** cover overheads or administration costs. As the awards are small, we do not cover salaries of either PI. Furthermore, the fund will not support conference registration and attendance. For queries on eligible costs, please contact alboradafund@cambridge-africa.cam.ac.uk

Please consider whether in country or within the continent services, for e.g. sequencing are available.

| Category | Standard limit | Exceptions |
|--|----------------|---------------|
| Travel Award (Cambridge/Africa or Africa/Cambridge) | £3,000 | |
| Support for a workshop or research training course in Africa | £5,000 | Up to £10,000 |
| Equipment * | £20,000 | |
| Research project (Social Sciences) ** | £6,000 | |
| Research project (Science) | £20,000 | |

* All equipment purchased using the Cambridge-Africa ALBORADA Research Fund must be for use in Africa, and must remain with the collaborating African partner institution/university upon completion of the project

** A lower limit is set for projects in social sciences that generally incur lower costs. However, this limit could be exceeded where well justified for the project.

3. Application

- Both applicants must register and complete a saveable online application form, available on the [Cambridge-Africa website](#). Final submissions should include the following documents:
- Case for support and a lay summary
- An itemised budget (template provided)
- A letter of support from the department/faculty of the Cambridge PI. For the Department of Engineering, a letter of support from the Head of Division is needed
- A letter of support from the department/institution of the African PI
- CVs (maximum 2 pages) for both the Cambridge and Africa PI

The details of two suggested referees are also required; these should be individuals who have no conflicts of interest with the project or investigators (e.g. they should not be from the same Department).

The deadline for submission is **4th September 2023** and applications can be submitted at any time before this. Any queries should be sent to alboradafund@cambridge-africa.cam.ac.uk

4. Returning recipients

Requests for additional support from **returning Cambridge or African recipients** will only be considered in the following instances:

- For supporting **courses and workshops in Africa** that have been previously funded, or are new. Applicants must provide justification that includes evidence that other sources of funding have been sought, and what plans there are for future funding sustainability. Also, a report(s) should have been submitted for the previous funding received.
- Request for funding for research (reagents, equipment or travel) with the old or a new collaborator, but for a **new project**. Report(s) should have been submitted for the previous funding received.

5. Pre and post award administration

Awards will be administered by the Department/Faculty of the Cambridge PI. A member of staff with responsibility for the administration of the grant within this department/faculty must be named in the application form and applicants must confirm that prior discussion has taken place with this staff member.

Successful applicants will receive an award letter to be signed and returned by the Cambridge PI and, where appropriate, a research collaboration agreement which must be executed by the delegated legal authority at the partner Institution, prior to the transfer of any funds. Templates are available [here](#).

Please note that the collaboration agreements/side award letters are not negotiable.

Awards will only be activated and assigned a project number by the Research Operations Office at Cambridge University on receipt of signed Award and Collaboration Agreement Letters where Collaboration Agreement Letters are issued. It is expected that the Cambridge University Department will **advance** the proportion of funds required for use by the collaborating institution on execution of the collaboration agreement and will subsequently reconcile expenditure against the advance.

The collaborating institution must acknowledge receipt of any items of equipment bought by the Fund with the administering Cambridge department and in the final report.

6. Research conduct and standards

All research and equipment transfer must be in accordance with national laws and institutional policies and guidelines. This includes the policies of both the University of Cambridge and the African Institution and the import and export

laws of both the UK and the African country.

For health related research projects which involve humans, their tissue and/or data further guidance is available [here](#)

All projects should consider:

- [Ethics and sensitive data](#)
- [Material transfer](#)
- [Transport of scientific materials](#)
- [Other safety considerations and codes of practice](#)

7. Extensions & reporting

An End of Grant report is required to be submitted to alboradafund@cambridge-africa.cam.ac.uk within 45 days of the award end date, as stated in the Award letter. A report template is available [here](#).

Please consider the necessary timescale for your project when applying; most grants will be in the range of 6-18 months. **Normally and if there are valid reasons, we will consider no-cost extensions of up to 6 months.** Please contact the Cambridge-Africa ALBORDA Research Fund coordinator before the original end date of your grant if an extension is required.

We also recommend that you choose a start date for your project not earlier than December 2023 to allow enough time for your grant to be activated.

The End of Grant report should detail achievements so far, including:

- Details of the collaboration between the Cambridge and African institutes/universities
- Outputs of the project/collaboration, including publications, presentations, awards and further grant applications
Please acknowledge Cambridge Africa ALBORADA Research Fund in publications or presentations related to your project
- Examples of publicity generated by the project (where applicable)
- Photographs of activities are encouraged. We would wish to use them for publicity purposes, or include them in our reports to the ALBORADA Trust
- Financial statement indicating how the Cambridge-Africa ALBORADA Research Fund was used

Some projects may be required to submit an interim report. This requirement will be stated in the award letter, where applicable.

Informal updates and sharing of news, photographs and publicity outside of the specified reporting times are also encouraged, **as are any longer-term or subsequent outcomes.** Please send all to alboradafund@cambridge-africa.cam.ac.uk. For those who tweet, please tag @CambridgeAfrica

8. Timelines for the 2023 Call

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|--------------------------------|---|
| 5 th June 2023 | Applications open |
| 4 th September 2023 | Applications close |
| September-October 2023 | Referees contacted Further information may be requested from applicants by the Panel |
| End of October 2023 | Application outcomes confirmed |