

## Cambridge-Africa ALBORADA Research Fund Application Terms & Conditions 2018

### 1. Application

Joint completion of the online form is required by both the Cambridge and African applicant. The form can be saved and revisited before final submission, and has been designed to allow both applicants (Cambridge- and Africa-based) to log in and update online. Applicants are also required to upload:

- A document detailing the research project, event or travel plans
- An itemised budget (template provided)
- A letter of support from the department/faculty of the Cambridge PI
- A letter of support from the department/institution of the African PI

The details of two suggested external referees are also required.

The deadline to submit the application is **31<sup>st</sup> December 2018**, but please be aware that the University of Cambridge is closed from 24<sup>th</sup> December to 1<sup>st</sup> January (inclusive) and we will not be able to answer queries during this period. It is therefore *recommended* that you submit on or before **21<sup>st</sup> December 2018**.

### 2. Awards available

Applications should generally fall into one of these four research-related categories:

- 1) Workshop/research training course, in Africa
- 2) Travel between Cambridge and Africa
- 3) Research Project
- 4) Equipment

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

Awards will range from £1,000 - £20,000, and limits apply for categories as follows:

Maximum of £20,000 for applications in the sciences (including equipment)

Maximum of £6,000 for applications in the social sciences and humanities

Maximum of £5,000 for a workshop/course in Africa

Maximum of £3,000 for a travel award

### 3. Eligible applications

- Collaborative research projects, with joint input from Cambridge and an African institution/university
- Projects with potential for development of joint collaborative Cambridge/Africa research with prospects of further funding and publications
- Projects that promote academic excellence in Africa
- Please note that the fund **cannot** cover overheads or administration costs.

The purpose of the fund is to build Cambridge-Africa joint research collaborations, by acting 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.

The fund is available to support costs towards genuine research. It is important that the funds are not simply providing services that will be carried out at one institution on behalf of the other, and that true collaboration is demonstrated in the application. Therefore, the research input by both applicants needs to be as clear as possible.

#### 4. Eligible applicants

Applications should be submitted jointly by an applicant based in Cambridge and an applicant based in a university or research institution in sub-Saharan Africa. 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 Senior Researcher/Head of Group/Principle Investigator, if they are not in this position themselves. Both applicants should have a formal link to a research group/department/faculty in their home institution.

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; MRC Human Nutrition Research; National Institute of Agricultural Botany (NIAB).

The African applicant must be from a sub-Saharan African<sup>1</sup> research Institution or university.

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.

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. Administration of the funding

In making the application, both applicants agree for the funds awarded to be administered by the Cambridge department/faculty of the Cambridge PI. A member of staff within the department responsible for administering the fund must be named in the application form, and applicants must confirm that a prior discussion has taken place with this staff member.

Applicants must clearly itemise on the budget how much of the award is to be spent in Africa. Once the award has been paid to the Cambridge PI, it is expected that the Cambridge University Department will **advance** the proportion of funds required for use in Africa to the African institution/ researcher and collect receipts retrospectively.

On allocation of an award, the Cambridge PI must sign an award letter and the African PI must sign a side-award letter for the transfer of funds to Africa (see templates here <https://www.cambridge-africa.cam.ac.uk/initiatives/the-alborada-research-fund/alborada-award-letters>).

On receipt of the signed award letters, the project will be set up within the Cambridge PI's department with project and task numbers. It will only be possible to move money between budget headings and transfer funds for any items on the budget to Africa, following a written request from both Cambridge and African PIs made to the ALBORADA fund coordinator.

The African institution must sign to show receipt of any items of equipment bought by the fund.

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<sup>1</sup> Including Sudan

## 6. Following of laws and guidelines regarding ethics, sensitive data and the transfer of equipment and scientific materials

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.

Please refer to the following links:

- Ethics and sensitive data: <http://www.research-integrity.admin.cam.ac.uk/>
- Material transfer: <http://www.research-operations.admin.cam.ac.uk/research-contracts/types-contracts/material-transfer-agreement-mta>
- Transport of scientific materials: <http://www.safety.admin.cam.ac.uk/files/hsd057b.pdf>
- Other safety considerations and codes of practice: <http://www.safety.admin.cam.ac.uk/publications>

## 7. Reporting

An End of Grant report is required to be submitted to the panel within 45 days of the award end date, as stated in the award letter. 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
- 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**.

## 8. Timetable

22 <sup>nd</sup> October 2018	Applications open
31 <sup>st</sup> December 2018	Applications close
Jan-Feb 2019	Referees contacted Further information may be requested from applicants by the panel Panel meet to discuss applications
March 2019	Application outcomes confirmed

## 9. Other sources of funding which you may wish to consider

See <http://www.cambridge-africa.cam.ac.uk/opportunities/funding-opportunities/>