**Privacy Notice**

**Your Personal Data**

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data collected and processed in relation to **your application to the University of Glasgow GCID Co-Development Fund**. This Privacy Notice will explain how the University will process your personal data.

**Why we need it**

We are collecting your basic personal data in order to evaluate your application for funding, ensure successful applications can be efficiently loaded onto our grant management systems, to enable outcome tracking and to identify and support emerging initiatives of international development activity across the university. We will only collect data that we need in order to fulfil and oversee this.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is ‘*Legitimate Interest’.*

**What we do with it and who we share it with**

All the personal data you submit is processed by staff at the University of Glasgow in the UK. We will use contact e-mail addresses contained in your application to provide information to those applicants not currently on the Glasgow Centre for International Development mailing list on how to join that list. The International Development Research Manager may also share general information on the Principal Investigator (name, contact e-mail and *general* area of research interest) with other members of staff of the University of Glasgow who have been identified as potentially useful contacts based on the information provided in your application. Successful Principal Investigators will have their project descriptions, names and e-mail addresses posted on the University of Glasgow website and shared with the Scottish Funding Council as part of funder reporting requirements. Gender and ECR data is shared in aggregate form only and is used to identify and address any potential bias in the application and selection processes. With the exception of the project and PI information noted above, your individual data will not be shared with any individuals or organizations outside the University of Glasgow without your express permission.

**How long do we keep it for**

Your data will be retained by the University indefinitely unless it has been determined the information is no longer needed. If the data is determined to be no longer required it will be securely deleted.

**What are your rights?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk). If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>.

**Contact details**

If you have any questions relating to this notice or the way we are planning to use your information please contact: **Mary Ryan,** [Mary.Ryan@glasgow.ac.uk](mailto:Mary.Ryan@glasgow.ac.uk)**.**

To ensure the University of Glasgow is supporting equitable partnerships in international development research, the GCID Co-Development Fund provides support for co-production and co-development of research ideas to address low- and middle-income country (LMIC) challenges that target specific identified funding calls..

Please note that awards made through any internal funding calls are not eligible for inclusion in applications for promotion. We encourage all potential applicants to contact the International Development Research Manager [Mary Ryan](mailto:%20Mary.Ryan@glasgow.ac.uk) to confirm eligibility and for advice on strengthening their proposals.

The 2024-25 call welcomes applications that will enable the co-development and co-production of research ideas amongst teams that:

1. Are developing ideas to tackle research challenges directly relevant to LMICs; that is, countries that are included on the Development Assistance Committee (DAC) list: <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2024-25-flows.pdf>;
2. Include team members based in an LMIC;
3. Have identified a specific funding call that is relevant for their particular area of interest;
4. Would significantly strengthen their research concept and planned approach through in-person co-development and co-production with team members or relevant stakeholders based in LMICs;
5. Do not have alternative access to funding that would enable in-person co-development or co-production.

**How to apply**

* There is no specified deadline for this call, however there is a limited amount of funds available and applications will be assessed on a first come-first assessed basis. The call will close when all available funds have been allocated.
* All funds must be spent (and all funded activities completed by) March 31st, 2025.
* All use of funds must be ODA Compliant, that is, the primary objective must be the socio-economic development of Low- and Middle- Income Countries
* Costs shall not be used to deliver activities within, in partnership with or that otherwise benefit China.
* The application form can be downloaded from the [GCID Small Grants section of the Research and Innovation Services](https://www.gla.ac.uk/myglasgow/ris/knowledgeexchange/gcid_smallgrants/) website.
* Application forms (in **Microsoft Word** format) must be submitted electronically to [researchinitiatives@glasgow.ac.uk](mailto:researchinitiatives@glasgow.ac.uk).

**Research Integrity and Governance**

* It is the responsibility of the applicant(s) to ensure that all proposed activities are in accordance with the University’s [ethical guidance](https://www.gla.ac.uk/research/strategy/ourpolicies/) and [Code of Good Practice for Research](https://www.gla.ac.uk/media/media_490311_en.pdf). All projects must ensure appropriate [project risk assessments](https://www.gla.ac.uk/myglasgow/seps/forms/#d.en.37632) have been completed before beginning any funded activity (including where activity is not being completed by UofG staff or students).
* Applicants should confirm whether their activities will require an [export control license](https://www.gla.ac.uk/research/strategy/ourpolicies/exportcontrol/) and factor in any such requirements in their timelines and risk management plans.
* Any applicants wishing to apply for more than the stipulated amounts should provide strong justification for their request.
* Decisions are final and not subject to appeal.

**Eligibility**

* This call is open to staff members in any job family at the University of Glasgow who have salary support in place until March 31st, 2025.
* Principal Investigators must be the main budget holder for project funds at the University of Glasgow and are fully responsible for all project reporting and leading the delivery of project activities. Applications where a Co-Investigator is expected to take on any of these responsibilities will not be eligible for funding.
* Early Career Researchers would usually be those who are currently on fixed-term contracts or who are within 5 years (excluding any career breaks) of their first lectureship appointment. Well-justified exceptions would be considered – please contact [Mary Ryan](mailto:%20Mary.Ryan@glasgow.ac.uk) to discuss.

**Eligible Costs**

* Applications may be made for up to 10% of the value of the planned application, to a maximum of £15,000.
* This fund will only support travel, accommodation, subsistence and consumables costs that enable face-to-face co-development of research ideas. No other costs are eligible and the following costs are explicitly prohibited:
  + Salary costs
  + Short falls from other FEC funded research
  + PhD fees
  + Publisher costs associated with Open Access
  + Costs associated with academic conference attendance
  + Hotel quarantine costs for researchers choosing to undertake international travel
  + Per diems or sitting allowances (unless documentation of partner processes is provided as per UofG procedures)
* Applications that require collaboration agreements to be signed are not eligible for funding.
* No additional funds will be made available to projects that exceed their budget, including those associated with unforeseen VAT charges. Applicants are responsible for ensuring their requested budgets are sufficient for all project-related costs.
* All applications selected for funding are additionally subject to all other research assurance processes at the University of Glasgow, including due diligence checks, purchasing and procurement guidelines, ethical approval, completion of a project risk assessments, etc.

**Reporting**

* Award recipients will be required to submit a report detailing expenditure, use and outcomes by April 30th, 2025.
* All reporting requirements will be confirmed on award of funding

**Funding Acknowledgement**

* All awards must acknowledge their funding support in all publications, press releases and other communications materials as follows:
  + This activity was funded by the University of Glasgow’s GCID Co-Development Fund.
  + On social media you should refer to the funding source as @UofGlasgow’s @UofGGCID Co-Development Fund

**Assessment Criteria for Different Application Types**

|  |  |
| --- | --- |
| **Pump Priming** | **Meeting and Exchanges** |
| * Nature of the international development challenge the proposal will address * Likelihood of securing follow-on funding * Interdisciplinarity * Feasibility of methods to address objectives within the timescale * Evidence of demand and appropriateness of the planned activity to the local context * Value for money * Potential for strengthening the capacity of the University of Glasgow and partner organisations to tackle global research challenges * A pragmatic approach to risk mitigation * Project-specific elements to ensure Equality, Diversity and Inclusion * Consideration of environmental considerations and pragmatic efforts to reduce environmental impacts | * Nature of the international development challenge the proposal will address * Potential for development of a new and sustainable research collaboration * Likelihood of securing follow-on funding * Interdisciplinarity * Evidence of demand and appropriateness of the planned activity to the local context * Value for money * Potential for strengthening the capacity of the University of Glasgow and partner organisations to tackle global research challenges * A pragmatic approach to risk mitigation * Project-specific elements to ensure Equality, Diversity and Inclusion * Consideration of environmental considerations and pragmatic efforts to reduce environmental impacts |