**International Partnership Development Funding (IPDF)**

**Type 2: IPDF research seed funding**

**Application for 2024-2025 funding**

All applications should be returned to: [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk).

Please note that we can accept emails as proof of support (section 5). For the privacy notice (section 6) – please fill in your details and, if possible, add an electronic signature.

**Priority will be given to IPDF applications that:**

* exploratory work with one of our pre-identified international partners to initiate/deepen collaborations which have the potential to lead to externally funded research projects.
* have a letter of support from the international partner.
* have evidence of mirror funding from the international partner.
* address how you plan to communicate your project as a case study.

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| Applicants must follow the latest University travel advice |

**Points to note:**

* The funding is **in-year funding**, therefore it must be spent before July 2025.
* Please budget carefully, the amount requested is fixed and the no further transfers will be made.
* Successful applicants must complete an online progress report **within six months of the visit/activity**. If requested, you will also be expected to provide further updates on your progress against your long-term objectives. You will not be able to apply for any additional IPD funding if you have not fully completed and **returned previous progress reports**.
* The IPDF fund supports economy class travel, any upgrade must be funded locally.
* Staff are responsible for **arranging their own travel**.

Web: [IPDF application process](https://www.gla.ac.uk/explore/internationalisation/fundingopportunities/internationalpartnershipdevelopmentfund/)

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| **1. Contact and partner details** | | | |
| **1.1 Name of partner – this must be one of the pre-identified partners** |  | | |
| Weblink: pre-identified partners list | | |
| **1.2 Name of project** |  | | |
| **1.3 Name of main UofG contact** |  | | |
| **1.4 Names of other UofG staff (if applicable)** | If funding for more than one person is requested, please detail their role in the project and justify why they are included. | | |
| **1.5 School(s) or subject areas/ service** |  | | |
| **1.6** **Name, title and department or your co-lead at partner institution(s)** |  | | |
| **2. Outline of the support from the proposed partner** | | | |
| **2.1** **Details of any re-existing collaboration or contact to date with your project co-lead.** |  | | |
| **2.2 Please provide evidence of partner support**  This can be a letter or email where your academic contact / project co-lead state that they are aware you are submitting this application and commit to participate in the proposed project, if successful. | Please email this along with this application to  [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk). | | |
| **2.3 Has the partner indicated any financial support or in-kind support,** e.g. help with accommodation or workspace/lab space. |  | | |
| **3. Project objectives** | | | |
| **3.1 Estimated timeline of activity funded by IPDF** (please note that in-year funding, therefore it must be spent before July 2025). The IPDF will not support retrospective travel and priority will be given to travel planned before 31 July.) |  | | |
| **3.2** **Details of proposed activity**  Briefly describe the proposed research project in the way that a non-specialist can understand (maximum 100 words). If your application is successful, your project may be used as a case study to be published on the UofG [Internationalisation web](https://www.gla.ac.uk/explore/internationalisation/ourpartners/partners/universityofmainzgermany/). |  | | |
| **3.3 Please indicate if you are aware of any potential funders that you may target** |  | | |
| **3.4** **List any long-term project aims (where possible, include dates) and the measures of success for this project**  E.g:   * planned conference presentations * co-publications * joint research projects * grant applications etc. |  | | |
| **4. Breakdown of costs** | | | |
| **4.1 Have you previously received funding from the IPD Fund? If so, when and with what partner?** | |  | |
| **4.2** **Is the proposed project supported from other sources?** | |  | |
| **4.3** **Costings. Please provide a breakdown of how the funding will be used.**  (include a budget breakdown with itemisation of funds requested. E.g. travel costs, accommodation costs, extras etc.). | |  | |
| **4.4** **Total costs** | |  | |
| **4.5 How much is being requested from the IPDF?** Usually 50% of total costs | |  | |
| **4.6 Please indicate where your UofG match funding is coming from (50% contribution of funds)** | | Individual |  |
| School |  |
| College |  |
| Service |  |
| Other, please specify: |  |
| **4.7 Project code**  (if this is not included then the transfer will be delayed) | | **Please confirm your local School/Service Project Budget code for the transfer of funds**  The applicant must arrange for the IPDF, plus any match funding, to be transferred to a local project code. | |
| **5 College/service support** | | | |
| Note that this section must be completed by your school/college/service contacts. For details please refer to the [IPDF web application process](https://www.gla.ac.uk/explore/internationalisation/fundingopportunities/internationalpartnershipdevelopmentfund/#applicationprocess) | | | |
| **5.1** **Evidence of School/** **Service support, e.g.**  **Head of School or the School research lead 1, 2**  **(optional)** | | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **5.2 Comments from**  **School in support of the application**   **(optional)** | |  | |
| **5.3** **Evidence of**  **College/Head of Service support**   **(mandatory)** | | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **5.4 Comments from**  **College/Director of**  **service in support of**  **the application**  **(mandatory)** | |  | |

1 If you are unable to arrange a signature, other evidence of support is accepted (e.g. email).  
2 Please visit the IPDF webpage for details of the [approval process for each college](https://www.gla.ac.uk/explore/internationalisation/fundingopportunities/internationalpartnershipdevelopmentfund/#applicationprocess). Any questions contact the relevant college IPDF contacts on the web.

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| **6 Privacy notice for the International Partnership Development Fund** |

**Your Personal Data**

***The University of Glasgow*** *will be what’s known as the ‘Data Controller’ of your personal data processed in relation to International Partnership Development Fund (IPDF). This privacy notice will explain how The University of Glasgow will process your personal data.*

**Why we need it:** *Why we need it: We are collecting your basic personal data such as name and email address in order to process the application and, if more appropriate, to share your application with other internal UofG funding providers. Information provided in your progress report following the visit will be used on the University of Glasgow’s Internationalisation Sharepoint site (requiring GUID); case studies on the internationalisation webpages and /or in presentations at University of Glasgow events promoting the fund. We will only collect data that we need in order to provide and oversee this service to you.*

**Legal basis for processing your data:***We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent*

**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 United Kingdom.*

**How long do we keep it for:***Your data will be retained by the University for six years after the year of application, after this time, data 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)*.*

*\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.*

**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/*](https://ico.org.uk/)

I consent to the University processing my personal data for the purposes detailed above.

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

I have read and understand how my personal data will be used.

Name: ………………………………………………………………………………………………

Date: ………………………………………………………………………………………………

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| **7 Review (INTERNAL COMMENTS – NOT TO BE COMPLETED BY APPLICANT)** | | | | |
| **Internal comments – space for general observations from IA staff, if needed** |  | | | |
| Note that this section is for internal use only – to be completed by the reviewers AFTER the application has been submitted | | | | |
| Reviewer one | | | | |
| Name and title |  | | | |
| **Do you support the application?** | Yes |  | No |  |
| **Please score the application out of 10** |  | | | |
| **The IPDF is very competitive.**  **If you think that the application should be awarded, then please detail why and comment on the application and how it fits with the regional and/or University strategy.**  **Are there areas where the application could be improved.**  **If you do not wish to support, then please explain why to help with the feedback** |  | | | |
| Reviewer two | | | | |
| Name and title |  | | | |
| **Do you support the application?** | Yes |  | No |  |
| **Please score the application out of 10** |  | | | |
| **The IPDF is very competitive.**  **If you think that the application should be awarded, then please detail why and comment on the application and how it fits with the regional and/or University strategy.**  **Are there areas where the application could be improved.**  **If you do not wish to support, then please explain why to help with the feedback** |  | | | |