**International Partnership Development Funding (IPDF)**

**IPDF - Research Seed Fund**

**Application questions (draft)**

**Note that the application will be ONLINE only – you can use this to prepare but paper copies will not be accepted**

Applicants should refer to the [IPDF application process](https://www.gla.ac.uk/explore/internationalisation/fundingopportunities/internationalpartnershipdevelopmentfund/)  
Any questions contact [externalrelations-partnershipfunding@glasgow.ac.uk](mailto:externalrelations-partnershipfunding@glasgow.ac.uk)

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| **1. UoG applicant details** | | | |
| **Name of Project** |  | | |
| **Your full name** |  | | |
| **Job title** |  | | |
| **Email** |  | | |
| **Names and school of other UofG staff involved (if applicable)** |  | | |
| **School(s) or subject areas/ service** |  | | |
| **College/Directorate** |  | | |
| **2.** **Partner support** | | | |
| **Name of partner – this must be one of the pre-identified partners** [pre-identified partners list](https://www.gla.ac.uk/explore/internationalisation/funding/internationalpartnershipdevelopmentfund/#ipdfpriorityinternationalpartners) |  | | |
| **Name, title and department of your co-lead at partner institution(s)** |  | | |
| **Details of any pre-existing collaboration or contact to date with your project co-lead.** |  | | |
| **Has the partner indicated any financial support or in-kind support,** e.g. help with accommodation or workspace/lab space. |  | | |
| **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. |  | | |
| **3. Project objectives** | | | |
| **Details of proposed activity (500 words)**  **Please clearly outline measurable objectives and how these will be achieved in the time available.**  Note: If funding for more than one person is requested, please detail their role in the project and justify why they are included too. |  | | |
| **List any long-term project aims (where possible, include dates) and the measures of success for this project**  E.g:   * grant applications * joint research projects * planned conference presentations * co-publications etc. |  | | |
| **Are there any specific calls for proposals you are currently targeting?**  **Please also indicate if you are aware of any other potential funders you may apply to** |  | | |
| **What story would you like to be able to tell about the collaboration after your proposed activity has taken place?**  Briefly describe the proposed project activity 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/). |  | | |
| **Estimated timeline of activity funded by IPDF** (please note that in-year funding, therefore it must be spent before end of July 2026). The IPDF will not support retrospective travel and priority will be given to travel planned before 31 July.) |  | | |
| **4. Breakdown of costs** | | | |
| **Have you previously received funding from the IPD Fund? If so, when and with what partner?**  If you have had previous a IPDF award with the same partner, how does this new project differ from the previously funded work? | |  | |
| **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.). | |  | |
| **Total costs** | |  | |
| **How much is being requested from the IPDF?** The IPDF supports a maximum of 50% of total costs | |  | |
| **Please indicate where any UofG match funding is coming from (must total at least 50% contribution of funds)** | | Individual |  |
| School |  |
| College |  |
| Service |  |
| Other, See question below |  |
| **Please outline what the other sources of funding are?** | |  | |
| **Please provide a local School/Service General Funds Project code for the transfer of the central IPDF funds. These codes usually follow the format, 6 numbers followed by a hyphen and two digits, E.g. 123456-78**  The IPDF team will initiate the transfer of the awarded amount. Once the central transfer has been arranged, it is the applicant’s responsibility to secure the remaining match funding and to coordinate any necessary internal transfers. | |  | |
| **5** **UofG 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) | | | |
| **Email of UoG staff member that will provide of School/Service support, e.g. Head of School**  Note as part of the process they will be asked to provide comments | |  | |
| **Email of UoG staff member that will provide of College support, e.g. College International Lead**  Note as part of the process they will be asked to provide comments | |  | |

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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: ………………………………………………………………………………………………