

Going Global Partnerships

---

# Going Global Partnerships grant guidelines

08 September 2022

---

# Introduction

[Going Global Partnerships](#) builds stronger, more inclusive, internationally connected higher education and TVET systems which support economic and social growth.

Through this British Council programme, you can connect, collaborate and innovate with universities, colleges, education policy makers and other partners in the UK and around the world.

The overall expected outcomes of the programme include:

- **Enabling research:** supporting research, knowledge, and innovation collaboration to address local and global challenges and promote inclusive growth
- **Internationalising higher education and TVET institutions:** creating an enabling environment while supporting institutions and individuals to benefit from internationalisation
- **Strengthening higher education and TVET systems:** improving the quality and efficiency of institutions and systems
- **Enhancing student outcomes:** improving the qualities of global graduates (e.g., soft skills, employability, community outcomes).

## Opportunity

Going Global Partnerships (GGP) offers you vital international opportunities - the chance to build relationships, to share ideas and good practice, to access grant funding for collaborative partnerships and more.

You can see current and upcoming Going Global Partnerships opportunities on our website: [www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate](http://www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate). We have many opportunities being launched at this time, so please check this page regularly.

This document refers to the opportunity for partnership in **Digital Transformation in Higher Education – develop digital literacy and skills, support change management, and create a digital transformation hub**

---

# UK-Viet Nam Partnerships for Quality and Internationalisation

---

## Guidelines for applicants

Call closes: 31 October 2022 (23:59 GMT)

Latest updated: 14 September 2022

---

# Contents

1. About the UK-Viet Nam Partnerships for Quality and Internationalisation .....	3
2. Funding opportunity .....	3
3. Funding rules .....	3
3.1. Payment of the Grant.....	3
3.2. Eligible cost.....	4
3.3. Ineligible cost .....	5
4. Timeline .....	5
5. Eligibility criteria .....	6
6. Assessment criteria.....	7
7. Implementation .....	8
8. Monitoring and Evaluation .....	8
9. Application process.....	9
10. Equality, Diversity and Inclusion.....	9
11. Gender Equality .....	9
12. Privacy Notice .....	10
13. Safeguarding and protecting adults at risk .....	10
14. Ethics .....	11
15. Impact on the Environment .....	11
16. Applicant screening.....	11
17. Covid-19 guidance .....	12
18. British Council contractual requirements.....	12
19. Templates .....	13
20. Contact details .....	13

---

## 1. About the UK-Viet Nam Partnerships for Quality and Internationalisation

The British Council in Viet Nam works in partnership with Higher Education Department, Ministry of Education and Training (MOET) to support its implementation of the revised Higher Education Law 2018 and ambition to raise quality of higher education (HE) sector toward regional and international standards in teaching, learning, research, innovation and knowledge transfer.

The GGP in Viet Nam aims at supporting development and strengthening quality higher education system in Viet Nam and internationalisation of higher education strategies in both UK and Viet Nam through:

- Exchanging experience, sharing insights and creating connection between UK and Viet Nam HE sectors and supporting policy development
- Enabling and creating sustainable, diverse and inclusive HE partnership and network between UK, Viet Nam and other EA countries in teaching, research, innovation and knowledge transfer
- Strengthening performance of Viet Nam HE sector
- Promoting mobility and exchange for students and academics

In 2022 - 2025, the GGP will support the following priority areas of Viet Nam HE development:

- Digital Transformation in higher education – develop digital literacy and skills, support change management and create a digital transformation hub
- Enhancing quality assurance and accreditation for higher education for international recognition

## 2. Funding opportunity

- The GGP in Viet Nam now opens the funding opportunity for consortium partnership in Digital Transformation in higher education – develop digital literacy and skills, support change management and create a digital transformation hub
- Detailed expectations and deliverables are included in the Appendix 1.
- Partnership funding value is GBP90,000 per consortium between UK and Viet Nam universities, organisations and businesses.
- Partnership proposals are for implementation from January 2023 to March 2025.

## 3. Funding rules

- Applicants will bid for a partnership project of GBP 90,000 from the GGP partnership funding support from January 2023–March 2025. The funding is for the duration of the project.

### 3.1. Payment of the Grant

- Following announcement of the results, the British Council will sign Grant Agreements with the successful applicants on the UK side. The UK institutions are expected to allocate funding to their Vietnamese partners to co-deliver the project.
- Unless otherwise stated, the British Council will administer 90% of the Grant within 60 days of receiving the signed Grant Agreement. All funded applicants must submit a declaration confirming

---

they have received the funds. The 10% balance of the Grant will be paid by March 2025 upon successful completion of project.

- The British Council reserves the right to recover payment in full if the final report and supporting documents are not satisfactory, or the activities have not been delivered as planned.
- In cases where the project expenditure is less than the funding awarded, the underspend cannot be used for further activity unless agreed by the British Council. Requests to utilise the underspend should be sent to [gpp.vietnam@britishcouncil.org.vn](mailto:gpp.vietnam@britishcouncil.org.vn) prior to additional expenditure. Requests should be submitted before 31 Dec 2024.

### 3.2. Eligible cost

Eligible costs are costs incurred for undertaking the following activities during the project timeframe:

- Travel: Travel fares (economy class) to the UK/Viet Nam. Visa fees, and medical insurance and roaming charges for travel essential to the project, to the UK and Viet Nam.
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible)
- Reasonable accommodation and subsistence costs for staff for visits to their partner organisation in the UK or overseas, following the British Council travel rate
- Reasonable hospitality costs (not self-entertaining costs)
- Staff costs of temporary research and research assistant personnel, and other temporary staff recruited to work solely on the project
- Reasonable consultancy fee not exceeding 20% of total project budget (where specific expertise required and to be procured externally)
- Reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials)
- Translation/interpretation costs (where procured externally)
- Costs of meetings, training events, workshops, public engagement events and seminars integral to the project, but not the fee to pay participants to attend the workshops and conferences
- Publication costs directly related to the collaboration - this includes web page development by external providers, if appropriate. We particularly encourage open access publishing.
- Online platform and relevant costs for digital delivery can be included
- Costs relating to resources of a specific nature to the project. This is by negotiation with the British Council and is not likely to include purchase of equipment. Software may be eligible but only when approved in advance by the British Council and will depend on a rational and clear written justification
- All of the above activities must be directly related to the development and delivery of the agreed project. Partners will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes.

### 3.3. Ineligible cost

The following items of expenditure will **not** be covered by the grant award:

- Full economics costs (FECs)
- Participating organisations' staff costs. The funds are not intended to contribute towards the direct costs of staff time associated with the project
- Promotional activities which are solely concerned with the recruitment of overseas students
- Institutional overheads including administration fees and other indirect costs
- Costs relating to activities which have already taken place at the outset of the project
- Costs relating to capital spend (e.g. hardware, software – see note above re possible software expenditure)
- Costs associated with Master's and PhD studentships are not eligible under this call (including stipends).
- Exchange rate costs/loss and other banking related costs
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, fax machines
- Mobile phone costs Including rental or purchase
- IP costs, Patents, copyright, licensing or other IP-related costs
- Costs relating to the construction, procurement or rental of physical infrastructure, (e.g. office buildings, laboratory facilities) - It is expected that rooms and facilities essential for the routine operation of collaboration are provided as an in-kind contribution by the participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as: gifts; alcohol; restaurant bills or hospitality costs for personnel not directly participating in the project; excessive restaurant costs; excessive taxi fares.
- No profit or fees to be charged during the period of this grant funding

## 4. Timeline

Activity	Timeline
Call for proposal	8 September 2022
Clarification questions submitted by applicants and response from British Council, including enquiries to Terms of Grant Agreement (if any)	8 September–30 September 2022
Application deadline	31 October 2022 (23:59 GMT)
Proposal assessment and due diligence	1–11 November 2022
Notification of proposal's outcome	14 November 2022

Grant Agreement signing	30 November 2022
Allocation of funding	December 2022
Inception meeting	January 2023
Project implementation	January 2023–March 2025
Progress reports	Every six months
Submission of final report	1 March 2025

## 5. Eligibility criteria

<b>The GGP opens for proposals from UK and Vietnamese universities, organisations, businesses who work in a consortium to deliver the project.</b>	<b>Y/N</b>
<p>Each proposal must have a consortium that includes:</p> <ul style="list-style-type: none"> <li>• one Lead Applicant from the UK</li> <li>• one Lead Applicant from Viet Nam</li> <li>• up to five more UK and Vietnamese members from universities, organisations and businesses</li> </ul> <p>submitting one joint application by the UK Lead Applicant</p>	
<p>UK lead partner must be:</p> <ul style="list-style-type: none"> <li>• Higher Education provider with <a href="#">degree awarding powers</a>. Check the ‘awarding degrees’ drop down section on the specific provider’s entry on the <a href="#">OFS register</a>. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.</li> </ul>	
<p>Vietnamese lead partner must be:</p> <ul style="list-style-type: none"> <li>• Local Higher Education provider</li> <li>• Not a foreign campus operating in Viet Nam</li> </ul>	
<p>The Lead Applicant’s institution in the partner country (the ‘Lead Institution’) and consortium members must have the capacity to administer the grant (if any) and capacity must be confirmed in the support letter.</p>	
<p>Lead Applicants must include in their proposals consortium members (from both Viet Nam and the UK). These can be:</p> <ul style="list-style-type: none"> <li>• Higher Education providers</li> <li>• Not-for-profit research institutions, establishment, and organisations</li> <li>• For-profit/commercial organisations, including small and medium enterprises (SMEs), Ed-tech companies</li> </ul>	

<ul style="list-style-type: none"> <li>• Branch and satellite campuses of international Higher Education providers in Viet Nam only</li> <li>• Government organisations</li> <li>• Employer organisations and industry bodies</li> <li>• Civil Society Organisations (CSOs) and Social Enterprise organisations</li> </ul>	
For-profit non-education organisations are not eligible to receive any grant funds, except to cover travel-associated costs.	

Please send an enquiry to [gqp.vietnam@britishcouncil.org.vn](mailto:gqp.vietnam@britishcouncil.org.vn) if you are in doubt about the eligibility of your organisation.

Eligibility checks will be applied to all applications after the grant call closes. Those which are not led by an eligible institution will be rejected during these checks. Please see **Appendix 2** for the eligibility criteria check list.

## 6. Assessment criteria

Project proposals will be assessed based on the information provided in the application form by a review panel including representatives from the British Council, the Ministry of Education and Training and sector experts.

Proposals will be assessed as follows:

<b>Selection Criteria (Max score = 100)</b>	<b>Weight of Score</b>
<p><b>Potential to deliver target outcomes and impacts (40 per cent)</b></p> <ul style="list-style-type: none"> <li>• Proposals must clearly explain what the project will achieve and how this will contribute to creating opportunities for individuals and/or increasing collaboration between and benefits to the UK and Vietnam in alignment with the objectives of the call as outlined in section 1 and 2 of this document</li> <li>• The extent to which the project demonstrates a strengthening of internationalisation in higher education</li> <li>• The theory of change that the project will bring to support Vietnam HE development</li> <li>• The involvement of professional bodies, businesses and industries from either country and in the East Asia region is an added value.</li> <li>• A demonstration on innovative approach to digital delivery to ensure impact, reach and inclusion and value for money</li> <li>• Monitoring and evaluation: Proposals must have a clear monitoring and evaluation plan. The plan should explain what the key performance indicators are and how monitoring will be carried out. Tangible milestones should be set, with an explanation as to how they will be measured. A risk management plan should also be included.</li> </ul>	40%

<ul style="list-style-type: none"> <li>The extent to which the proposal is inclusive in relations to gender participation at all stages and activities of the proposal as stated in session 11</li> </ul>	
<p><b>Alignment with strategic objectives (30 per cent)</b></p> <ul style="list-style-type: none"> <li>Proposals must show a clear understanding of and fully address the programme objectives.</li> <li>Proposals must demonstrate the ability to generate outcomes that meet the programme strategic objectives</li> <li>Proposals must explain clearly what kind of opportunities they will create for individuals in the UK and Vietnam, and how this will be achieved.</li> </ul>	30%
<p><b>Capacity to deliver on time and within budget (30 per cent)</b></p> <ul style="list-style-type: none"> <li>Projects must be led by a team with the skills and experience necessary to successfully deliver the proposed work.</li> <li>Sustainability: The potential of sustainability of the partnership beyond the funding period (e.g. commitment of the project team and project target audience after the project time, the possibility of extending the project using the available resources of the participating institutions, etc.)</li> <li>Proposal demonstrates commitment of the project team towards successfully developing the programme</li> <li>Value for money: Proposals must achieve the best possible outcomes with the funding and resources available, while ensuring funding and resources are used effectively, economically and without waste.</li> </ul>	30%
<b>Total</b>	<b>100%</b>

## 7. Implementation

All funded projects must be implemented in accordance with the approved proposals, any additional conditions stipulated by the British Council, and the grant agreement signed with the British Council. Any changes to the proposed activities must be approved by the British Council before going ahead. More detailed terms and conditions will be stipulated in each project grant agreement.

## 8. Monitoring and Evaluation

The British Council monitors and evaluates partnership projects to assure quality performance, help support partnerships to maximise the benefits and impact of the project and help deal with any challenges. The monitoring and evaluation includes:

- a benchmarking study and analysis that will take place in the first three months of the partnership. The initial study will be followed up with a final benchmarking study and analysis at the end of the partnership project. This process will allow the partners and the British Council to monitor and evidence change and impact, as a result of the project

- 
2. progress reports that are required after every six months. The British Council will review the report and communicate with partners if required.
  3. a final report that is required at the end of the partnership project. The report will include the benchmarking analysis and results. The British Council will provide detailed feedback to the partnership upon completion of all of the monitoring assessment activities
  4. a detailed record of activities, including important communications, documents and spending that should be kept in case an external audit is carried out.

## 9. Application process

The proposal should be submitted by the UK leading applicant and should include:

- a completed application form
- a completed budget proposal
- and signed letters of support from the senior leaders from all members of the consortium

Full pack of proposals should be sent to [ggp.vietnam@britishcouncil.org.vn](mailto:ggp.vietnam@britishcouncil.org.vn) by indicated deadline as in section 4 above.

## 10. Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'human resources' section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council's approach. See our Equality Policy here: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

## 11. Gender Equality

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form.

### **Gender Equality Statement**

Applicants are required to consider the impact their project will have on gender and provide a gender statement. It should not be a re-statement of your Institution's policy; you may refer to the policy but should show how the policy will be implemented in terms of the project.

Below are the project aspects that can be taken into consideration for the gender statement but not limited to.

- Outputs
- Outcomes
- Make-up of the project team; participants, stakeholders and beneficiaries of the project
- Processes followed throughout the programme.

---

The statement is part of the equality, diversity and inclusion (EDI) assessment criterion in this call. The following questions should be answered when writing the statement.

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the activities.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

Not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

British Council reserves the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

## 12. Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with the evaluation panel including Ministry of Education and Training and external sector expert(s) in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of this grant.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

Under UK Data Protection law, you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this, please contact your local British Council office or see our website: [www.britishcouncil.org/privacy-cookies/data-protection](http://www.britishcouncil.org/privacy-cookies/data-protection). We will keep your information for a period of seven years after the project.

## 13. Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our [www.britishcouncil.org](http://www.britishcouncil.org)

---

Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team.

For further information please see: [www.britishcouncil.org/about-us/how-we-work/policies/safeguarding](http://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding)

## 14. Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research' ([www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf](http://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf)), the Inter Academy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' ([www.interacademycouncil.net/24026/29429.aspx](http://www.interacademycouncil.net/24026/29429.aspx)) or contact us for further guidance.

## 15. Impact on the Environment

The British Council is committed to minimising its environmental impact. For this call, we have developed a set of questions which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

Please note, responses to these questions will not form part of the grant assessment criteria and will not be subject to peer review. The British Council collects this information for internal purposes only. Please contact us via email [ggp.vietnam@britishcouncil.org.vn](mailto:ggp.vietnam@britishcouncil.org.vn) if you have any queries about the environmental impact section.

## 16. Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third-party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders are listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings
- as being wanted by Interpol or any national law enforcement body in connection with crime

- 
- as being subject to regulatory action by a national or international enforcement body
  - as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
  - as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

## 17. Covid-19 guidance

Should Covid-19 continue to impact global travel into 2022, we would advise that applicants consider, and put in place, contingency plans for remote working and digital collaboration where possible, for example utilising video conferencing in place of face-to-face meetings.

The British Council's Global Information Security Policy has banned Zoom usage for the British Council and for contracted suppliers and grant award holders. The British Council recommends using Microsoft Teams to deliver virtual activities. Should you be successful in securing a grant, and if you require a Microsoft Teams licence, you will need to discuss this with the British Council. Applicants who want to use other online tools or online platforms, must follow British Council safeguarding and security protocols. Online tools or platforms other than Microsoft Teams must be discussed with the British Council and requests to use a different platform or tool would need to be approved for successful grant recipients.

Please consider flexible and technological solutions to progress activity for planned work where feasible.

## 18. British Council contractual requirements

The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: [www.britishcouncil.org/organisation/structure/status](http://www.britishcouncil.org/organisation/structure/status)).

The successful applicants will be expected to undertake activities in the UK and in the partner countries listed in these guidelines.

The British Council is subject to the requirements of the UK Freedom of Information Act, ("FOIA"). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.

(Terms and Conditions of the Grant Agreement) ("Grant Agreement"). **By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation nor amendment.**

In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to [gpp.vietnam@britishcouncil.org.vn](mailto:gpp.vietnam@britishcouncil.org.vn) in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.

[www.britishcouncil.org](http://www.britishcouncil.org)

---

The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

## 19. Templates

Below include templates for the GGP in Vietnam

- Annex 1: UK-VN\_GGP\_Proposal\_application\_form
- Annex 2: UK-VN\_GGP\_Activity-based-budget\_template
- Annex 3: UK-VN\_GGP\_Grant\_agreement\_template

## 20. Contact details

All enquiries should be directed to [ggp.vietnam@britishcouncil.org.vn](mailto:ggp.vietnam@britishcouncil.org.vn)

## Appendix 1: Digital Transformation in higher education – develop digital literacy and skills, support change management and create a digital transformation hub

<b>Context</b>	<ul style="list-style-type: none"> <li>• The impact of Covid-19 has accelerated the needs for digital transformation in higher education globally. Viet Nam is no exception to this process. The Vietnamese government has acted quickly to support higher education institutions in their digitalisation through policies and guidance. Vietnamese universities have also responded promptly to accommodate the needs of the universities, their lecturers and students, though with many challenges.</li> <li>• British Council in 2021 commissioned The Open University UK and Hanoi University of Science and Technology to conduct a scoping study about the readiness of digital transformation in higher education in Viet Nam. The report presented the digital context of the UK and Viet Nam, the gap that Viet Nam needs to address to digitalise successfully, and recommendations for both policy makers and universities. <a href="#">Read the full report here</a></li> <li>• The report highlights the fact that universities in Viet Nam need a lot of support in, amongst other things, capacity building for digital literacy, change management, and the development of a digital transformation hub.</li> <li>• To support the digital transformation of higher education in Viet Nam, the GGP in Viet Nam plans to provide funding opportunities for partnership project(s) that align with the overall expected outcomes of the GGP, reflect the main aims and priorities of the GGP in Viet Nam, and address the gaps identified in the scoping research report. This GGP call, therefore, aims to enable partnerships that tackle these issues.</li> </ul>
<b>Aims</b>	<ul style="list-style-type: none"> <li>• Supporting digital transformation strategy at university level</li> <li>• Providing a platform for Vietnamese universities to improve digital literacy for their management team, lecturers and staff; enhancing their capacity in developing institutional digital transformation strategy, delivering quality and effective services and training programmes for students</li> <li>• Providing a framework that helps Vietnamese universities effectively manage change in the process of digital transformation</li> <li>• Creating an effective digital transformation hub which provides requisite support to university operations, from students’ enrolment to graduation</li> <li>• Producing a case study that can be cascaded to wider universities in Viet Nam for implementation</li> <li>• Producing a policy brief on supporting digital transformation in Viet Nam universities.</li> </ul>
<b>Project duration</b>	January 2023–March 2025
<b>Proposed partners</b>	UK universities and organisations Vietnamese universities who are committed to deliver a high quality project and case study for successful digitalisation in higher education.

<b>Proposed activities</b>	<ul style="list-style-type: none"> <li>• Developing a roadmap for digital transformation at university level</li> <li>• Building a framework to open a digital transformation hub and to manage change in universities, referencing the UK model for digital transformation</li> <li>• Providing a capacity training programme for relevant management staff and staff in the implementation of the framework, with mentoring activities throughout the implementation</li> <li>• Providing a capacity training programme to enhance digital literacy skills for lecturers, enhancing their capacity in digital management, teaching and research</li> <li>• Organising dissemination workshop(s) to present the model to wider universities in Viet Nam</li> <li>• Producing a policy brief on digital transformation in Viet Nam universities.</li> </ul>
<b>Expected outcomes and outputs</b>	<p><b>Outcome 1 - Internationalising higher education institutions:</b> <i>Increased knowledge and skills on HE digital transformation, and improved ability to successfully implement digitalisation through sharing of UK knowledge, experience and expertise.</i></p> <p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1.1. An institutional digital transformation strategy</li> <li>1.2. A roadmap for digital transformation at university level</li> <li>1.3. A framework to build a digital transformation hub and to manage change in universities</li> <li>1.4. A training programme for Vietnamese universities (for leaders, managers and implementers) to deliver the framework</li> <li>1.5. A coaching/mentoring scheme to support the implementation of the framework at universities in Viet Nam</li> <li>1.6. A written case study to be presented at relevant policy dialogue(s).</li> </ol> <p><b>Outcome 2 - Strengthening systems:</b> <i>HE system in Viet Nam strengthened through improved digitalisation in universities and UK is recognised as a partner of choice in quality and inclusive higher education.</i></p> <p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>2.1. A policy brief about the implementation of digitalisation within the university sector in Viet Nam, presented to Ministry of Education and Training and shared widely to universities in Viet Nam</li> <li>2.2. A dissemination workshop to present the case study and to discuss the policy brief.</li> </ol>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• UK, Vietnamese universities and businesses working in a consortium, led by a UK partner, to deliver the project</li> <li>• The participation of Ed-tech companies is strongly recommended</li> </ul>
<b>Budget</b>	British Council: GBP90,000 per consortium
<b>Contact</b>	Phi Phan, Programme Manager <a href="mailto:ggp.vietnam@britishcouncil.org.vn">ggp.vietnam@britishcouncil.org.vn</a> ; <a href="mailto:phi.phan@britishcouncil.org.vn">phi.phan@britishcouncil.org.vn</a>

## Appendix 2: Eligibility criteria checklist

The application has been submitted by the applicant by the published deadline.	
The application is completed in full.	
The application form and supporting documents have been completed in English.	
The lead applicants submitted only one application per this call.	
<p>Principal applicants are based at:</p> <ul style="list-style-type: none"> <li>UK Higher Education provider with <a href="#">degree awarding powers</a>. Check the 'awarding degrees' drop down section on the specific provider's entry on the <a href="#">OFS register</a>. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.</li> <li>Viet Nam local Higher Education provider with approval from the Ministry of Education and Training.</li> </ul>	
The applicants have included supporting letters, one from each of the Lead Institutions and consortium members, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English, and not be signed by Principal Applicants. As stated in these guidelines, email versions of letters are acceptable.	
The proposed activities are relevant to country priorities and objectives of the call	
Lead Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions on the top of the application form.	
The Lead Applicants have submitted a sufficient Gender Equality Statement. They have addressed the five criteria in a meaningful and proportionate way	
Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page.	
Applicants have submitted a CV for both Lead Applicants and consortium members.	
Human resource costs: Temporary staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded.	
UK expertise costs: Limited to 20% of grant to be awarded.	
Travel costs: Limited to 20% of the grant.	