**UCCL Application Form Instructions**

Before completing the application form, it is important that you read this document,

and the UCCL Webpages. The application form may be downloaded from the website.

When completing it please note the following points:

* It is important to fill out each section. If a section is not relevant to you, please indicate this with N/A (ie not applicable).
* All other sources of funding for the project (from your department/ university/ other grant-giving bodies etc) need to be included.
* All other potential sources of funding (from your department/ university/ other grant-giving bodies etc) need to be included whether these have been confirmed or not.
* When giving details of your financial situation, be clear and concise. Understanding your funding needs is of critical importance.
* Give a detailed and clear description of the budget for your proposed project in full, including screenshot or other evidence of your expected travel expenses. We do understand that this is subject to change.
* Any previously received funding from UCCL must be declared.
* Confirmation will be needed that clearance has been received from your University Ethics Committee (where relevant) and you should undertake to do this as soon as possible. Please note that no funding will be released until we have been sent the certificate of Ethics Clearance by the relevant authority and that this can take time.
* Your references are of great importance, either from your supervisors or from host institutions/ conference organisers. Sufficient information must be given for the committee to judge the academic merits of the proposed visits.
* If visits in China are involved, the identity of those to be visited, their relevance to the project and appointment should be detailed where possible.
* On visits abroad, it is the applicant’s responsibility to make sure that they have travel and health insurance.
* Grants awarded will be sent to the university’s bank account and dispensed as funding is required. Any unused money will be reimbursed to UCCL.

**Deadlines**

The Executive Council usually meets three times per year. Applications should be submitted by the first day of February, June, and November.

**Signatures**

No signatures are required on the UCCL application form. However, letters from referees must be signed.

**References**

In making its decisions the Executive Council relies heavily on the references which support the applications. Two references are required, one of which must be from an academic supervisor with long-standing record and experience of conducting research in China and the Chinese language and must cover all points below.

It is the applicant’s responsibility to ensure that their referees are aware of the following points:

* References should be in letter form, on letterheaded paper and signed.
* The Executive Council (EC) will favour projects which:
	+ will in some way improve the overall level of UK-China academic exchange;
	+ will provide gain for the wider academic community.

The content of the reference will therefore depend on the nature of the application.

* The EC will be interested in:
	+ the qualifications and potential of the applicant;
	+ their formal status if a postgraduate (and, when applicable, when the applicant was upgraded);
	+ the aims of the project, its academic content, the relationships involved and the likely content and distribution of the product.
* At least one of the references should refer specifically to the proposed project and to its relevance to the applicant’s overall research. It would help the Executive Council if it referred also to any personal circumstances of the applicant relevant to the project.
* References must be written in English, must be signed (scanned or mailed) and must state clearly the relationship between their authors and the applicants or projects.

**Submission methods**

Once you have completed the form you may email info@universitiesccl.org.uk.

**Further contact information**

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