



SHLC

Centre for Sustainable,
Healthy and Learning Cities
and Neighbourhoods

CAPACITY DEVELOPMENT ACCELERATION FUND AND VISITING FELLOW EXCHANGE PROGRAMME – APPLICATION GUIDE

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1. Overview

Background

The GCRF Centre for Sustainable, Healthy and Learning Cities and Neighbourhoods (SHLC) **aims to grow the capacity** of urban researchers, policymakers, NGOs and business to address global urban, health and education challenges in fast-growing African and Asian cities. [Capacity and knowledge will be strengthened through an international, comparative and interdisciplinary study](#). This knowledge is transferred, and capacity strengthened, through a series of training workshops, knowledge exchange events and dissemination and international mentoring programme, as well as through SHLCs research activities.

The [SHLC Capacity Development Acceleration Fund \(CDAF\)](#) will support a visiting fellow exchange programme support and pilot projects, which will complement, enhance and extend the core work of the Centre beyond SHLC researchers, partners and case study countries.

SHLC is funded by the UK Government's [Global Challenges Research Fund](#), via [UK Research and Innovation](#).

Objectives

The overall objectives of SHLC's CDAF and visiting fellow programme are to **(1) strengthen capacity to undertake urban research at the neighbourhood level, (2) strengthen capacity to use research to influence urban planning, policy and practice** in fast growing cities in developing countries and emerging economies and **(3) foster interdisciplinary collaboration** and strengthen a global network of emerging urban scholars.

SHLC's CDAF aims to grow capacity in the following key areas:

- *Research methodology* – improved understanding and application of tools and techniques required to support neighbourhood level analysis of fast growing cities in developing countries and emerging economies;
- *Global challenges* – improved knowledge of urban, health and education issues caused by rapid urbanisation, migration and population growth in Africa and Asian cities including recommendations for addressing these issues;
- *Knowledge exchange* - enhanced south-south partnerships and improved ability to use research findings to engage relevant stakeholders to influence urban policy, practice and planning;
- *Research management* – improved ability to plan, manage and administer international, collaborative and interdisciplinary research projects.

Outcomes

The pilot projects and visiting fellow exchange programmes funded through SHLC's CDAF will help support and drive the following outcomes:

- A strong interdisciplinary and international network of highly skilled researchers, policymakers and project administrators with expert knowledge of sustainable, healthy

and learning developing country cities and improved capacity to influence urban policy, practice and planning;

- A new understanding of urbanisation at the neighbourhood level that will help change how urban planners and policymakers conceptualise urban development.
- New methodologies, theories, and capacity that will be utilised by government officials, policymakers and supra-national bodies to change perceptions, behaviours and the way issues are defined and framed so that cities better address challenges of urbanisation and large scale rural to urban migration at the neighbourhood level.

Impact

As a result of the activities funded through SHLC's CDAF we expect to see the impact of strengthened capacity at three levels¹:

1. *Individual*: upskilled researchers, policymakers, planners and project managers/administrators more effectively undertake and utilise research to change urban planning, policy and practice;
2. *Organisational*: improved capacity of project teams and research departments to better manage and sustain urban research projects;
3. *Institutional*: changed 'rules of the game' which address incentive structures, political context and resource base in which urban research is undertaken and utilised by policymakers.

2. Budget

Available funding per application

Pilot project applications to SHLC's CDAF have a maximum budget of £25,000, but smaller projects (£1,000-£5000) and medium-sized projects (£5,000-£15,000) will also be considered.

Applications for visiting fellow exchange programmes are expected to cost up to a maximum of £6500 (based on three month exchange).

3. Eligibility Criteria

Who can apply

Individuals or organisations focused on 'urban development' within ODA-eligible (Official Development Assistance) developing countries and emerging economies.

Lead applicant/organisation must be based in an ODA-eligible Low and Middle Income Country. The OECD provides more information about [ODA eligible countries, including definition and coverage](#).

¹ These three levels of impact have been highlighted by UKRI as areas where they expect to see change and is based on DFID's [How To Note: Capacity Building in Research](#)

- Organisations, such as:
 - SHLC consortium partners
 - Research institutions, based in the UK or in ODA-eligible countries, but must be focused on developing countries or emerging economies
 - Non-Governmental Organisations (NGOs) and Civil Society Organisations
- Individuals, including:
 - Early career researchers (completed or working towards a PhD)
 - Policymakers
 - Business

Eligible activities and outputs

- All activities must **meet the objectives of CDAF** (see section 1 above).
- Activities must focus on one or more **ODA (Official Development Assistance) eligible countries**. The OECD provides more information about [ODA eligible countries, including definition and coverage](#).
- Activities must focus on **urban challenges within fast-growing developing country cities**.
- Activities must also **focus on SHLC ‘challenge areas’ and research methodologies** (see more guidance below). SHLC challenge areas, which support the United Nations Sustainable Development Goals, are as follows. Please note, **activities must focus on these challenges within an urban and neighbourhood context**. You can [read more information about our research themes](#) on the SHLC website:
 - Sustainable cities and communities
 - Good health and well-being
 - Quality education

There are **two overarching activities** that will be considered:

1. **Visiting fellow exchange programmes** between the UK and ODA eligible countries, or between two ODA eligible countries, to undertake field work and/or produce research outputs which expand theoretical and empirical understanding of urban, health and education challenges of fast growing cities in developing countries and emerging economies; and
2. **Pilot research, knowledge mobilisation or research management projects**.

Exchanges and pilot projects should complement the core work of SHLC by:

- **Extending** SHLC research and methodologies in a new context (e.g. a different city and/or different Sustainable Development Goal);
- **Enhancing** capacity of individuals, teams and organisations beyond the core SHLC group through applying SHLC approaches (e.g. training workshops, knowledge exchange events, field visits); and,
- **Translating** SHLC's key research findings for community settings with non-academic beneficiaries through socially impactful activities (e.g. public/community events, multimedia content (video, audio, photography)).

Costs covered

With these activities in mind, SHLC's CDAF will cover the following costs:

- Travel (economy flights only) and reasonable subsistence to support visiting fellow exchanges and/or attendance at SHLC events (e.g. training workshop, knowledge exchange events, impact symposium and end of project conference).
- Technical support (in exceptional cases hardware e.g. interview recorders, but not laptops) for data collection, processing and storage in order to support research and knowledge mobilisation activities.
- Transcription and translation to support interviews and focus groups.
- Room hire, catering, printing, use of audio visual equipment, independent external trainer/facilitator time (not salary) to support training workshops/events/conferences and/or public/community events.

Costs that will not be covered:

- Salary (academic and administrative)
- PhD studentships
- Scholarships

Please note, if recommended for funding, payments will be made in arrears on receipt of required evidence of expenditure.

Duration

It is expected that visiting fellow exchanges should last between one and three months and are normally expected to begin within six months.

Pilot projects could last up to six months, and are normally expected to begin within two months (or earlier) of approved funding decision.

4. Application Procedures

Application form

Potential applicants will be asked to complete a [short application](#), which will include a summary of the proposed project/exchange, justification of resources and pathway to impact.

All forms will be submitted via email to shlc-info@glasgow.ac.uk.

Potential applicants will be informed whether their application has been successful within one month of submission and activities will be expected to begin within two months of project approval.

Assessment criteria

Applications SHLC's CDAF will first be assessed for eligibility, and then considered according to the following criteria:

For pilot projects:

- Fit with SHLC's challenge areas (urban, health and education issues in fast growing cities in developing countries and emerging economies);
- The clarity and quality of the work plan, with a clear explanation of how resources will be used and managed to extend SHLC's core activities;
- A clear and concise pathway to impact with regards to capacity strengthening at individual, organisation or institutional level;
- Clear evaluation plans and ability to capture and demonstrate impact;
- Value for money and effective mitigation of risk; and,
- Match funding.

For visiting fellowships (same as above, plus the following, which will be assessed via CV and two referee reports):

- Current post
- Academic qualifications
- Published research and relevant research projects, e.g. short list of up to six publications and examples of any relevant research projects undertaken
- Evidence of research impact
- Collaboration with partners

5. Reporting

Successful applicants will be **required to submit a project report** to detail progress and impact. The project report will be submitted within four weeks of the conclusions of the project and will detail expenditure, outcomes and impact as well as any plans to continue the project through further funding.

If the commissioned project covered research costs, then successful applicants will also be required to produce a **research report detailing key findings**. This report may be published as a research report on the SHLC website and, where relevant and appropriate, submitted for academic publication.

6. Contact

Any questions eligibility criteria and application process should be emailed to the SHLC Project Management team at shlc-info@glasgow.ac.uk.