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## TORCH International Partnership Scheme notes for guidance

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**Aim of the scheme:** This scheme aims to encourage and support collaborations between Oxford researchers in the Humanities and partners in institutions outside of the UK. Projects must be strategically shaped to support the wider research environment within the University

Grants of **up to £3,000** are available, and funding applications over £3,000 will be considered for ambitious, cross-divisional submissions or where matching funding is available.

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**Oxford Applicants:** principal applicants must be postholders holding a permanent research-based position. In the case of co-applicants, they do not need to meet the requirement of being a postholder.

### **Responsibilities of Oxford Applicants:**

- Submit the application for the scheme;
  - Communicate to the proposed international partner(s) the outcome of the application;
  - Maintain regular contact with the international partner(s) and liaise with the TORCH International Officer to provide up-to-date information about the organisation of the collaborative activities proposed for the Partnership (including details of costs incurred, programmes of the planned events, bios of proposed speakers, etc.);
  - Conduct the proposed activities or undertake approved alternatives in collaboration with the international partner(s) indicated in the application;
  - Submit all financial paperwork, including expenses where relevant, by 1 July, 2023;
  - Complete a post-project report, and provide at least one blog item about project activities, including image(s) for the TORCH website.
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**International Partners:** international partners can be researchers or groups of researchers from foreign academic institutions (regardless of their nationality); museums, theatres and other cultural institutions; artists and writers affiliated to international educational or cultural institutions. There need not be an already existing

formal collaboration between the University of Oxford and the proposed international partners.

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Throughout the planning and duration of the project, Oxford applicants and international partners will be supported by the TORCH International Officer.

**Responsibilities of the TORCH International Officer:**

- Liaise with potential Oxford Applicants and international partners to answer queries about the scheme and the application process;
  - Communicate the outcome of the application to the Oxford Applicant(s) for onward transmission to the international partner(s);
  - Liaise with Oxford Applicant(s) and international partner(s) to organise the proposed activities for the partnership (e.g. provide advice about accommodation and travel, administer finances; help with room bookings and catering, filming and photography; contact potential speakers for event; print promotional material, etc.);
  - Upload information about the partnership's activities on the TORCH website and advertise them on the TORCH social media and other appropriate fora
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**How to apply:** Oxford applicants must submit the application via IRAMS.

**Deadline for applications:** Michaelmas Term | Week 2 | Friday, 21 October 2022 | 12:00 noon (BST)

**Assessment criteria:**

- **Context and rationale for the proposed Partnership.** Applications should clearly explain how the International collaboration will contribute to the strategic aims and activities of the Humanities Division and University as a whole.
- **Proposed events and activities.** Activities should have a clear timeline and intended audience. Applications should highlight academic benefits for audiences, participants, and the University.
- **Lasting legacy.** Applicants are advised to describe the proposed output and explained the envisioned future legacy, including new connections and opportunities for further collaboration and development. Applicants should consider how the Partnership complements or challenges existing TORCH projects, networks or programmes, or across Oxford Humanities more generally.
- **Deliverability and budgeting.** Applications should include detailed and realistic timelines for activity. Any substantial risks to activity/timelines should

be considered and mitigations supplied where possible. Budgets should be well considered and achievable within the University's financial guidelines. The International Officer (see below) can review budgets and provide advice in advance of the submission of applications. The payment of professional fees and equipment costs are particularly complex – applicants whose budgets include professional fees/equipment are required to contact the International Officer for advice before submitting an application. Applications should note whether any other related internal/external funding exists and give details of the source and proposed use of that funding.

Please contact Dr Anbara Khalidi (TORCH International Officer)  
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