**Additional Guidance for Manchester Researchers Only**

This guidance should be read alongside the FAPESP – University of Manchester 8th Call for Proposals (October 2022) and applies to University of Manchester researchers only.

**IMPORTANT -** If you are a member of staff from the Faculties of BMH or Humanities and you wish to submit a joint bid to the SPRINT scheme, you must secure the University of Manchester match funding first either from your own, or Faculty/School internal funds.

1. Partner FAPESP Researcher: Before developing your proposal, **please ensure that your prospective partner in Sao Paulo has confirmed that they are eligible to apply for FAPESP funding**. It is also worth checking if any of your prospective partner’s FAPESP funded projects are awaiting assessment/results of assessment by a FAPESP Panel as this may delay the application/review process for any SPRINT proposals that are associated with these projects.
2. There is no requirement to produce a fEC costing or Research Approval form and the proposal does not need to be entered onto the Research Management System (RMS).
3. Travel Insurance: Details of University of Manchester Travel Insurance can be found [here](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29190)
4. Case for Support: The Manchester Case for Support is strictly limited to a maximum of two pages and should be completed on the Case for Support pro forma.
5. Researcher Registration Form: There is **no** requirement for Manchester researchers to complete the Researchers Registration Form, this is for FAPESP researchers only.
6. Per Diem: As a guide per diem costs normally cover food/refreshments/local travel (taxis/buses) and accommodation. There are no standard values for per diems; advice is that Sao Paulo is expensive so per diem calculations should use a visit to London as a guide.

There is no set number of days that should be included in the per diem section – it should be reasonable for the visit/objectives planned.

1. Budget form: the budget form submitted to Manchester should only show funds being requested from Manchester, in **UK£**, for Manchester researchers.
2. Evaluation criteria: Manchester proposals will be assessed on the following criteria (with equal weighting)
* Quality of partner institution
* Quality of proposed activities
* Impact of exchange (including academic gain)
* Ability to leverage future funding