**UCCL Application Form Instructions**

Before completing the application form, it is important that you read this document, and the [UCCL Webpages](http://www.gbcc.org.uk/educational-grants/universities-china-committee-in-london-uccl).
The application form may be [downloaded](http://www.gbcc.org.uk/educational-grants/universities-china-committee-in-london-uccl) from the website. When completing it please note the following points:

* It is important to give the full information requested, paying particular attention to the requirement to provide details of the provision for the project made by your own school, department or university and also of your own financial position.
* Information on any financial support sought, offered, or obtained, from other sources is required.
* Tabulated budgets, giving comprehensive and clear financial details of the proposed projects for which funding is being sought from the UCCL, are important and would help applicants considerably.
* Any previous support by UCCL to the applicant must be included.
* Evidence of academic support for the visit is essential. References from the host institutions or conference organisers, are required. 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.
* Where relevant, confirmation will be needed that clearance has been sought from the relevant Ethics Committee.

**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. Applicants should make those writing references aware of these points. Two references are preferable, but one might suffice if it manages to cover the following ground:

* References must be provided at the instigation of the applicant.
* The purpose of references is to provide the Executive Council (EC) with confidence that the project will in some way improve the overall level of UK-China academic exchange, and that the investment which the UCCL is being asked to make 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.
* References should be in letter form.

**Submission methods**

Once you have completed the form you may email or post it to the contact details below.
You may, if you wish, complete the form in pen. Please write clearly in black ink. No double-sided pages. The form will be photocopied, so preferably no staples.

NB: During the current lockdown, any postal applications should be sent to ‘UCCL, The Barn House, Lees Hill, South Warnborough, Hook, Hampshire RG29 1RQ’

**Universities' China Committee in London (UCCL)**

**Swire House**

**59 Buckingham Gate tel:** 020 7963 9480

**London SW1E 6AJ email:**universitiesccl@yahoo.co.uk

*The UCCL web pages are hosted on the website of the Great Britain-China Centre. For any technical problems with these pages, please contact**trust@gbcc.org.uk**.*