

# British Academy International Writing Workshops 2025

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**Please read the scheme notes carefully. Incorrectly submitted applications will not be considered.**

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## 1 Introduction

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The British Academy is inviting proposals seeking to deliver one or more writing workshops.

This call is supported from the UK's [International Science Partnerships Fund](#) managed by the Department for Science, Innovation & Technology. This funding is focused on enabling researchers to work with early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed Countries](#).<sup>1</sup> In the context of this call, funding from the International Science Partnerships Fund is funded by Official Development Assistance (ODA), therefore applications for this funding must be ODA-eligible.

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## 2 Application guidance

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Applications can only be submitted online using the British Academy's online Flexi-Grant® Grant Management System (GMS) system via (<https://britishacademy.flexigrant.com/>). If you have not previously used Flexi-Grant® GMS, please follow the registration process from the Flexi-Grant® homepage.

The application will always be treated as confidential.

Registered approving organisations will be available in the search bar. If your organisation is not listed, then please contact us at [international@thebritishacademy.ac.uk](mailto:international@thebritishacademy.ac.uk) to request the addition of the organisation.

In your email, please include responses to the following questions:

Is the organisation located in one of the eligible countries for this programme (please see section 6)?

- Is the Lead applicant formally employed by the organisation for the duration of the project?
- Does the organisation have more than one or two in-house researchers working in areas of relevance to the British Academy (i.e. the social sciences and humanities)?
- Does the organisation have in-house capacity to carry out research (i.e. does the organisation employ researchers who publish peer reviewed publications in areas of interest to the British Academy)?
- Does the organisation have its own 'corporate identity', or would it be more accurately described as a department/faculty/institute/research centre of a larger organisation that would be more appropriately registered at that larger level identity?

- Does the organisation have its own finance office that can provide a suitable 'organisation approver' who is not themselves ever going to be an applicant for an award; and that can provide reassurance that a grant awarded will be administered appropriately with reference to our terms and conditions? The organisation approver is a person within your host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy. Please provide the contact details for your finance office who will operate as your 'organisation approver' (name, job title, email address) and copy them into your email to the British Academy. The organisation approver must also create a user account on Flexi-Grant.

Does the organisation have its own organisational bank account?

Please provide any relevant documents or links in support of your responses.

The final date to request an account for your organisation is **3 September 2025, 17:00 (GMT)**.

It is required that research organisations be approved as eligible by the British Academy no later than two weeks before the deadline of this call. This means that they will need to be in touch with the Academy well before this date for the approval process to have been undertaken.

When completing your application on Flexi-Grant®, it is recommended that you take particular note of the following points:

**Personal details** – When registered in the British Academy Flexi-Grant® system, a user has the option to add or update personal information. This is not essential to the progress of this application but represents a personal record of your account in the system. It is useful if this information is kept up to date.

**Automatic log-out** – You are strongly advised to save your work regularly to prevent accidental loss of information. If the system does not detect any activity for two hours, it will log out and save the application at that time. Please note that moving between pages within an application form will save the page that you are exiting but completing a field on a page is not considered an activity.

It is recommended that you write the text for longer fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.

**Multiple sessions** – You should not have multiple browser windows/tabs of your application open at the same time. Only one user should edit an application at a time.

**Word limits** – When completing text boxes that have a word limit, you should note that if you exceed the specified amount, you will not be able to save when you press the save button. As an alternative, you should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system.

**Plain text** – If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You can generate and view a PDF of your application to check that the application appears as you want it to by clicking on ‘print form’.

**Email addresses** – It is essential that you enter an accurate email address where requested as it may cause delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.

**Submission** – You will not be able to submit your application until you have completed each section in full. It is your responsibility to ensure that your application is submitted in sufficient time for it to be approved by your employing institution.

You should submit your application for approval by a designated approver at your host organisation at least five working days before the closing date to allow for your host organisation’s administrative procedures.

Please note that the institutional approver is required to be a person within the host organisation, usually within the central research support office, who has authority for approving all applications submitted to the British Academy. The institutional approver should not be directly involved in the proposal.

**Application deletion** – You can delete your application at any time although it is often easier to re-edit your existing application. We will be able to recover a deleted application for a period of seven days after deletion. After this it will be permanently removed from the system.

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## 3 Completing the application form

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The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

- Page 1: Eligibility Declaration
- Page 2: Workshop Proposal
- Page 3: Financial Details
- Page 4: Due Diligence
- Page 5: Primary Applicant Details
- Page 6: Co-Applicant Details
- Page 7: Equal Opportunities

A full list of question fields to be completed as part of the application can be found below.

Each section represents a page of the application form. A red asterisk (\*) indicates which questions are mandatory. Please read the information below carefully before completing the form.

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## 4 Summary

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### Summary table \*

When your application form is complete, all sections on this summary table will be marked as 'Complete'. The 'Complete' status will only appear when all the mandatory fields in that section have been completed. All mandatory fields are marked with an asterisk '\*'. Only then will a 'Submit' button appear for you to be able to submit your application.

If you are unable to see the submit button but your application appears complete on the Summary page, you will need to check the Contributors tab to ensure that your invited contributors have completed their pages and marked them as complete. Once this has been done, and all the other pages have been completed, the 'submit' button should appear.

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## 5 Page 1. Eligibility Declaration

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Please answer the questions before proceeding with the rest of your application. If the answer to any of the questions below is 'No', you will not be considered eligible for the scheme. If you feel that any of the exemption criteria outlined in the scheme notes apply to you, please contact [international@thebritishacademy.ac.uk](mailto:international@thebritishacademy.ac.uk)

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## 6 Page 2. Proposal

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### Title of Proposal\*

Please state the title of your proposal

### Abstract\*

Please use the text box to provide a short abstract summarising your proposal in terms suitable for an informed general audience, not one specialised in your field. (150 words)

### **Start and End Date Confirmation\***

Please confirm that you will start your project by 21 March 2026 and that your research will last no longer than 24 months.

### **Workshop Details\***

Please use the table provided to enter the details of your workshop(s). (500 words).

### **Other Participants\***

Please give the names, appointments and institutional affiliation of any “Other participants” in the proposed project. If detail is not known yet, please indicate numbers and status of people who might be involved. Please describe the rationale for the involvement of members of the research team and the added value that will bring to the project, citing any particular specialisms and expertise. (500 words)

### **Quality and Significance of Proposal/Benefit to Early Career Researchers\***

Please explain how the quality and significance of the proposal, in particular in relation to making a significant advance in the career development of early career researchers in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or [Least Developed Countries](#).

Please set out explicitly in this field the ways in which the proposed workshop(s) link to the core aims and objectives of the overall programme. You should also use this section to set out how the workshop(s) will benefit early career researchers (500 words).

### **Proposed Programme & Plan of Action/Feasibility & Sustainability\***

Applicants should describe the proposed activity, including participation of journal editors and academic workshop organisers as well as a session on drafting grant applications, target attendees for the workshop, plans for promotion of the call for applications, responsibilities for workshop organisation, and objectives of the workshop.

Please use this field to explain the feasibility and sustainability of the proposed activities both during and beyond the award. Enter detail on the feasibility of the proposal in terms of the structure and planning of the workshop and support from local partners and journals, and appropriate timing and plan of action, including the past track record of the applicant. This should include explanation of the pre-workshop preparation, the workshop(s) themselves and follow-on and follow-up after the workshops(s) have taken place.

This field should also be used to indicate a clear timetable for your application including an outline of how the workshop(s) will be organised and structured; how the call for applications will be promoted and how the participants will be selected (including in which countries/regions).

Please say which journals will be targeted and whether you have any pre-existing links with them. (500 words)

### **Equitable Partnerships\***

Please detail how this project will ensure equitable partnerships, including how it will take note that partnerships should: be transparent and based on mutual respect; should aim to have clearly articulated equitable distribution of resources, responsibilities, efforts and benefits; should recognise different inputs, different interests and different desired outcomes; and should ensure the ethical sharing and use of data which is responsive to the identified needs of society. (300 words)

### **Target Country/Countries\***

Please use the drop-down lists to select which target country/countries as specified in this call will directly benefit from this proposal.

You may choose from: Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam, Angola, Benin, Burkina Faso, Burundi, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Togo, Uganda, United Republic of Tanzania, Zambia, Afghanistan, Bangladesh, Bhutan, Cambodia, Lao People's Democratic Republic, Myanmar, Nepal, Timor-Leste, Yemen, Haiti, Kiribati, Solomon Islands, Tuvalu.

### **ODA Justification Statement\***

Please use the text box to provide an ODA justification statement.

In this statement you should indicate whether the country/countries you have selected above will continue to be ODA eligible for the duration of the research. You must also set out how your proposal is directly and primarily relevant to the development challenges of these countries and must explain how you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries as specified in this call.

Please also explain what the pathways to impact are and what success for this project would look like. (500 words)

### **Gender Equality Statement\***



The British Academy is committed to supporting gender equality in the funding it provides in accordance with the Department for Science, Innovation and Technology Strategy's publication on [Gender Equality in Research and Innovation](#) published in November 2022. All applicants are strongly recommended to thoroughly review this publication before designing and drafting their application.

Please detail how the application complies with the requirements of the International Development (Gender Equality) Act 2014, evidencing the consideration of gender in the context of your research proposal, indicating clearly defined intended impacts and identified possible mitigations where appropriate, and demonstrating that you have met the required standards for compliance, as described in the Gender Equality Framework.

You'll be asked if the activity is Gender-specific. Please use the Yes/No question to let us know if the proposed activity relates to a specific issue of gender.

Please also answer each of the questions in this section. Each question requires a response, but you may enter 'nil return' if, depending on the nature of the project proposed, one or more questions are not applicable. Please note, however, that the questions are both an eligibility and an assessment criterion. The first five questions will be taken together to constitute a Gender Equality Statement as set out on page 37 of the [Gender Equality in Research and Innovation](#) document (additional criteria to consider in your statement can be found on pages 37-39).

### **Trusted Research\***

Please use this field to detail any research security risks that the application may encounter and how these will be mitigated.

Risks could include the potential dual application of the research, the management data and other knowledge sharing, and activities that could utilise the research to target people in other countries such as through internal surveillance and repression.

A set of questions suggested by the NPSA to consider in relation to this issue is as follows:

- Are there any potential ethical or moral concerns for the application of the research? If so, what are they?
- Could the research be used to support activities in other countries with ethical standards different from the UK, such as internal surveillance and repression? If so, how might this be possible and how is it proposed this risk is mitigated?

- Could the research be of benefit to a hostile state military or be supplied to other state actors? If so, how might it be of such benefit and how is it proposed this risk is mitigated?
- Are there any dual-use (both military and non-military) applications to the research? If so, what are they?
- Do you need to protect sensitive data or personally identifiable information? This may include genetic or medical information, population datasets, details of individuals or commercial test data. If so, how will you do so?
- Is your research likely to have a future commercial or patentable outcome which you or your organisation would want to benefit from? If so, what is this outcome?
- Is any of the research likely to be subject to UK or other countries' export licence controls? If so, what aspects of the research will be subject to such controls?

As highlighted in [UUK guidance](#) it is important to be aware that failure to comply with export control legislation is a criminal offence and the terms 'technology' and 'information' have much broader definitions in legislation than might commonly be understood. To maximise compliance with export control legislation, individuals should:

- consider potential end-use possibilities of technology – it is the duty of researchers and their institutions to monitor potential end-uses of research, throughout the research life cycle. In some cases, research will have end-use applications that are unidentifiable in the early stages of development and continued monitoring is required
- inform researchers about the implications of intangible technology transfer – researchers must be aware that controlled sensitive information transmitted electronically (e.g. via social media, fax and email, videoconferencing, sharing screens remotely) and verbally (e.g. in telephone and face-to-face discussions) may still be subject to export controls.

There is also the [Research Collaboration Advice Team](#) that can provide advice to institutions on national security risks to international research.

Applicants should be aware that government guidance and UK legislation may change, and they will need to take account of any such changes that may affect their proposed research. (750 words)

## **Ethical Issues\***

It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the questions in this field with the answers no and no.

If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes.

If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation.

### **Risk Management\***

Please use this section to address any issues related to risk management.  
(400 words)

### **Other Relevant Information**

Please use the text box to enter the details of any other relevant information.

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## **7 Page 3. Financial Details**

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### **Financial Details/ Justification\***

Please use the table to indicate the figures for such costs (in GBP) between the various headings.

Organiser Costs: Please include costs to support the time of local, in-country, non-UK based Co-Applicants

Travel Costs: please include all costs associated with travel, whether by the PI, Co-Is or other participants, as well as the cost of travel for participants of the workshop(s). Please also include all costs associated with accommodation for any participants in the project.

Other Costs: please include in this section any other eligible costs, including consumables, workshop cost (such as venue hire and AV) and any other meeting or networking related costs.

Clerical Assistance: please include all costs of research or clerical assistance (if any).

The following items are **not eligible** for funding (applicants registered with additional needs may consult the Academy about possible exceptions):

- The time of UK-based and non-local organisers
- Purchasing of assets
- Secondments
- PhD studentships
- Computer hardware including laptops, electronic notebooks, digital cameras, etc.
- Books and other permanent resources
- The preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task
- Subventions for direct production costs (printing, binding, distribution, marketing etc.)
- Costs of publication in electronic media
- Travel and maintenance expenses for purposes such as lecture tours or to write up the results of research
- Overhead, estate and indirect costs

In the justification box, please make a clear statement about the expected division of costs between the headings – indicating, for example, the expected costs of travel, networking, related expenses and so on.

Please do not use '£' signs in the amount boxes

### **Value Sought\***

Please enter the total amount of funding sought for your workshop(s). Please ensure that this matches the grand total of your budget table. The total amount requested must not exceed £30,000.

### **Applications to other funding bodies\***

The British Academy does not require applicants to demonstrate that the research has also attracted funding from other bodies, but please use this space to indicate if it has done so. (750 words)

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## **8 Page 4. Due Diligence**

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## Due Diligence Documentation

The British Academy overseas payment policy requires several supporting documents to be submitted for review. Individuals and organisations not based in the UK will be required to provide this information.

Please ensure that these documents are uploaded via the file upload feature below. The documents required are listed as follows:

- Evidence of legal status
- Organogram
- Anti-fraud, corruption & bribery policy
- Travel & subsistence policy
- Conflict of interest policy
- Safeguarding policy
- Health and Safety policy
- Risk Management policy
- Ethics policy
- Recruitment and Selection policy
- Financial Procedures
- Research Misconduct policy
- Previous three years audited financial statements
- Delivery Chain Map regarding the management of incoming funds\*
- Letter from organisation bank account confirming the account details and individuals responsible.

Each of these documents should be provided from the host institution.

\*For the Delivery Chain Map, this will need to visually set out the full process flow. The 'delivery chain' refers to the full set of financial processes, from receiving funds, approving expenditure, recording expenditure and the institutions involved. Processes and individuals involved in the delivery chain will need to be clearly mapped out for our record. Once completed, the delivery chain mapping document will be signed and dated by the award-holder. This document will be reviewed annually and updated if there are any relevant personnel or process changes.

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## 9 Page 5. Primary Applicant Details

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### Primary Applicant Contact Details\*

You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.

## **Employing Organisation\***

Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisation that is already registered. If it needs to be added, please email us at [international@thebritishacademy.ac.uk](mailto:international@thebritishacademy.ac.uk).

All applications must be approved by the host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at their host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. It is recommended that you allow at least five working days for this process. Once the host institution has checked your application, they will contact you if any changes are required; please note that if changes need to be made, these will have to be done before the **17 September 2025 17:00 (GMT)** deadline as they cannot be done afterwards.

**Please be aware that it is your responsibility to ensure that you complete your application in time for your UK host institution to process it and provide their approval by the closing date.**

## **Nationality\***

Please use the drop-down list to select your nationality. Additional nationalities can be added after the initial selection if required by selecting 'Add Row'.

## **Employment Status\***

The Primary Applicant must either be in a permanent position at the institution or have a fixed-term position for the duration of the award. If you wish to explain your answer further, please use the Personal Statement section to do so.

## **Present Appointment, Employing Institution and Department\***

Please give details of your current appointment. The Primary Applicant must be based at an eligible university or research institute and must be of postdoctoral (or above) or have equivalent research status.

## **Position Start and End Date\***

Please enter the start date of your current position and if you are on a temporary contract. Please also enter your contract end date (this contract should normally not end during the course of the grant).

## **PhD Confirmation\*/Awarded Date**

Applicants working towards a **PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply**. Please therefore confirm that you have a PhD by selecting yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.

Please enter the date of your viva voce examination in the 'PhD Awarded Date' field.

## **Personal Statement**

The Academy is aware that individuals will have had different opportunities to balance their research with other commitments during their career or may come from diverse or non-traditional career backgrounds. For example, having taken extended leave including parental or medical leave, or having returned to research following time in other roles or having had periods of significant teaching or administrative workload that may have impacted on the applicants' research. Please use this question to provide further information, so that the Academy can take this into account when assessing applicants' track record. (400 words)

## **Key Career Appointments and Posts\***

Please provide your key career appointments and posts as a list. (250 words)

## **Key Career Experience and other Career Highlights\***

Please use this field to provide a list of key relevant publications, grants, and highlights that you think most appropriate for an award under this scheme (250 words)

## **Where did you hear of this scheme? \***

It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate, please state: BA website; BA literature; PhD supervisor; Institution Research Office; Twitter, colleague, etc.

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## **10 Page 6. Co-Applicant Details**

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## Co-Applicants\*

Please note that it is mandatory to include at least one named Co-Applicant who is based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries if the Primary Applicant is based in the UK or at least one named Co-Applicant who is based in the UK if the Primary Applicant is based in Brazil, Egypt, Indonesia, Jordan, Kenya, Malaysia, Philippines, South Africa, Turkey, Thailand, Vietnam and/or Least Developed Countries.

Please detail the title, name, employing institution, nationality, discipline, PhD confirmation and early career researcher status of any Co-Applicant(s) on the project. An early career researcher is defined as 0-7 years post-PhD. However, the Academy is aware that individuals will have had different opportunities to balance their research with other commitments during their career or may come from diverse or non-traditional career backgrounds. For example, having taken extended leave including parental or medical leave, or having returned to research following time in other roles or having had periods of significant teaching or administrative workload. You may include up to six co-applicants at any career stage.

Please give details of your Co-Applicant's current appointment, indicating if it is a permanent position and also entering the start date. If you are on a fixed-term contract, please also include your end date.

Please list your Co-Applicants' career appointments (250 words) and provide a list of your Co-Applicants' key relevant publications, grants, and highlights that you think most appropriate for an award under this scheme (250 words).

Co-Applicants must be in established academic posts that will continue at least beyond the end of the funded period of the grant. If your Co-Applicant(s)' post is not permanent, please explain further in the personal statement how they meet the terms of eligibility for these grants. Please include the start date of their present position, and if on a fixed term contract, please enter the expected end date of their current position.

Co-Applicants must be of postdoctoral or above status (or have equivalent research experience). If the Co-Applicant has a PhD, please include the date it was awarded. If the Co-Applicant does not have a PhD, it is strongly recommended that you get in touch with British Academy staff at [international@thebritishacademy.ac.uk](mailto:international@thebritishacademy.ac.uk) to check their eligibility before submitting the application form.



## Personal Statement

If you selected 'No' for 'Co-Applicant PhD Confirmation' and/or 'Co-Applicant Permanent Position', please explain further how your Co-Applicant(s) meet the terms of eligibility for these grants.

If your Co-Applicant is an established scholar with relevant equivalent experience, but no doctorate, indicate why they should be eligible for consideration.

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## 11 Page 7. Equal Opportunities

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### Primary Applicant Contact Details\*

This page is not mandatory; however, the Academy is committed to supporting diversity in our funding and would appreciate applicants completing the following details to enable us to monitor and analyse how inclusive our processes are.

The information provided will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by those involved in the selection process and no information will be published or used in any way which allows any individual to be identified.