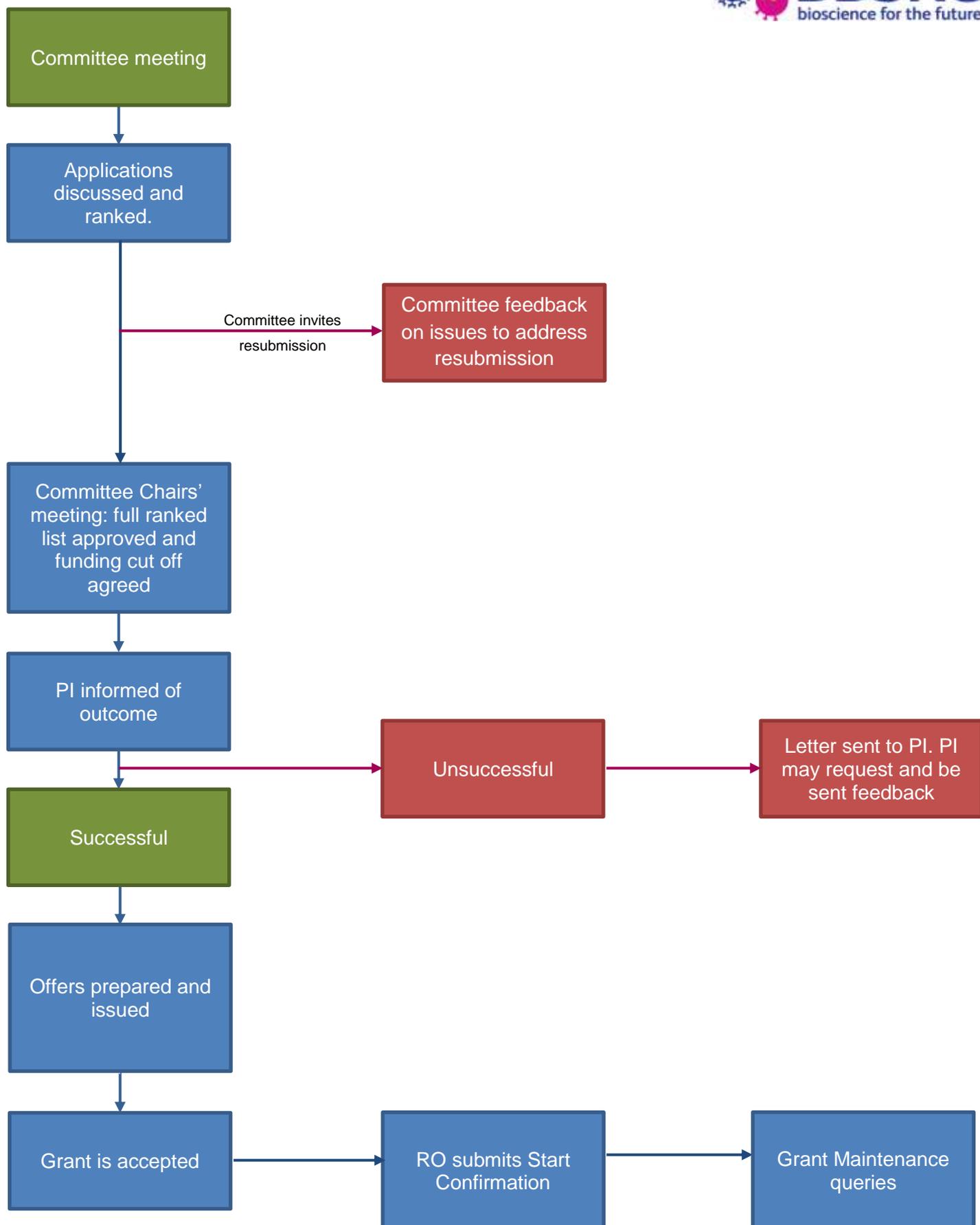


# Committee meeting onwards flowchart



## Committee meeting

Each Committee has a Chair and Deputy-Chair who attend all three annual Research Committee meetings.

In addition the Committee is supported by:

- A core membership of between 20 and 30 members of which approximately half attend each meeting
- Pool members who attend meetings on an invitation basis

Core and pool membership will differ between each Committee meeting reflecting the expertise required to assess the portfolio of grants into each specific round. The number of pool members assigned to a Committee depends on the number of applications and the diversity of expertise required.

New Committee members are appointed following open advertisement by the Appointments Board, which considers inter alia applicants' expertise and standing within the community.

## Assessment process

Research Committees assess applications against the following criteria:

- Scientific excellence
- Strategic relevance, industrial and stakeholder relevance
- Economic and social impact
- Timeliness and promise
- Value for money
- Staff training potential

In conjunction with assessment of the science, the committees are also required to:

- Judge the ability of the applicant to carry out the proposed programme, take into account the track record of established applicants
- Comment on the relevance of the work in relation to the strategic priority areas
- Examine the level of resources requested
- Review Data Management Plans
- Address ethical and social concerns, including animal usage
- Assess Pathways to Impact

At the meeting, Introducing Members (IMs – assigned Committee Members) give an overview of the application, highlighting its merits and any potential problems. Discussion is then open to other members who wish to comment. After the discussion the Chair will agree the overall score with the committee.

The committee is asked to comment on the level of resources requested only for applications likely to be within the funding range.

In some cases the committee may recommend conditions to a grant or invite a resubmission.

## Ranking

At the end of the meeting office staff will produce an initial rank-ordered list. The committee will finalise the ranking, especially those falling close to the likely margin for funding. The final rank order represents the consensus view of the committee taking into account all of the assessment criteria not just the preliminary assessment of the IMs.

## Committee feedback on issues to be addressed in invited resubmission

The committee can invite a resubmission where it is convinced that the new application will be competitive with other applications in a future round, provided its advice is followed. An invitation to resubmit will include clear and specific guidance regarding the information required in the new proposal. The applicant will be informed that, if resubmitted, the revised application will go through the full peer review procedure in competition with applications submitted to the new round and that there is no commitment by us to support the project.

If an application is unsuccessful and the applicant is invited to resubmit, a detailed feedback letter will be sent as part of our standard practice.

## Committee Chairs' meeting: full ranked list approved and funding cut off agreed

Committee Chairs and the Executive Director of Science receive the Responsive Mode committees' rank order of research applications and decide the final funding cut-off based on advice from the BBSRC Executive. Applications from New Investigator, Industrial Partnership Award and Government Partnership Award schemes are viewed favourably when determining funding cut-offs.

Please note that:

- Awards are approved based on a common % success rate, by number, across all of the committees
- Neither the office nor Committee Chairs can overturn the prioritisation order agreed by the committees
- Decisions can usually be given to applicants within 1 week of consideration by the Committee Chairs. The turnaround from application deadline to decisions being made available is approximately 26 working weeks. Formal decision letters are usually sent out later
- Details of meeting outcomes will be published on the BBSRC website as soon as possible

See: [New Investigator Scheme](#) and [Industrial Partnership Awards](#).

## Research Organisation informed of outcome

### *Awarded grants*

Prior to the issuing of the offer letter, the applicant may be asked to provide further information of an element of the grant the Committee felt needs further explanation.

Successful Research Organisations receive an offer letter detailing the level of award and the terms and conditions: It is the responsibility of the lead Research Organisation to distribute copies as necessary

- An offer acceptance, which must be returned within 10 working days of the offer being issued. Return of the "Offer Acceptance" will be taken as acceptance of the grant on the terms stated"
- Upon receipt of the "Offer Acceptance" a "Start Confirmation" request will be issued
- The Start Confirmation must be submitted within 42 (calendar) days of the research/training starting. The start of the grant may be delayed by up to 3 months from the start date shown in the offer letter.
- Details of awarded grants will normally be transferred to our awarded grants database, and other publicly available databases. A list of successful grants will be published on our website.

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See: [RCUK Terms & Conditions](#)

## ***Grant Maintenance Queries***

Queries made once the award is active should be referred through Je-S.

See: [Joint electronic Submission \(Je-S\)](#) and [Search awarded grants](#)

## ***Conditional awards***

Applicants given a conditional award will receive a letter outlining the conditions which need to be satisfied. Awards are approved if the Committee Chair and the office are satisfied that all conditions have been met.

## ***Unfunded applications***

Applicants below the funding cut-off receive a letter informing them that their application was unsuccessful. This letter will include instructions on how to request feedback, and details of BBSRC's resubmission policy. Applicants will be advised that the committee did not encourage a resubmission. The office cannot invite a resubmission except on the advice of the committee. The office will not disclose the identity of the IMs or reviewers who assessed the application and it is inappropriate for the applicant to contact committee members directly.

Applications that fall well below the funding range are unlikely to have been discussed in detail, if at all, by the Committee. In these circumstances it is unlikely that there will be any further information available to the applicant other than that already given in the reviewers' comments.

## ***Resubmission Policy***

Unsuccessful BBSRC research grant applications must not be resubmitted, unless invited by the committee. Applications are checked in the peer review administration process to identify any uninvited resubmissions which will be rejected.

Resubmissions will be considered where they have been invited by the committee, or if the application is substantially different in terms of objectives and/or work to be carried out. In which case permission from the committee programme staff must be obtained, and the application must include a covering letter declaring it as a resubmission, detailing the modifications which merit its re-consideration.

## ***Feedback***

For responsive mode applications, feedback on applications can be obtained by e-mailing the relevant committee under which your application was reviewed. All written requests for feedback will be acknowledged within 1 week. Feedback is provided within 3 months of the date of request.

In line with our retention plan, assessment information is not kept beyond these timeframes and therefore detailed feedback cannot be provided.