

David Phillips Fellowships

Top Submission Tips for Applicants

Purpose

BBSRC Office has identified several common mistakes that applicants make when preparing and submitting a proposal to the David Phillips Fellowship (DPF) call. This document aims to assist applicants to avoid having their proposal returned for amendment or rejected from the round by providing key points to consider when preparing a proposal.

Application deadline

Ensure that your proposal is submitted to your host institution's Je-S submitter pool well in advance of the published deadline - **12 May 2020, 4.00pm** – so that you don't miss the cut-off. Your host institution submitter pool staff typically require a minimum of 5 working days to check and clear proposals before formal submission to BBSRC.

BBSRC does not accept proposals submitted after the 4pm deadline.

Are you confident that you fully meet the applicant eligibility criteria?

Please ensure that you fully meet the eligibility criteria for the fellowship. The full criteria are detailed in the Fellowships Handbook download on the [David Phillips Fellowship \(DPF\) webpage](#) and you should refer to these before preparing your proposal.

BBSRC recommends that you contact the office by email at postdoc.fellowships@bbsrc.ac.uk before submitting a proposal if you are unsure whether you are eligible to apply.

Are you confident that your project is within BBSRC remit?

You must ensure that the proposed programme of work falls within the remit of BBSRC. Proposals that are deemed as out of BBSRC remit will be rejected from the fellowship round. Please refer to the BBSRC [Our portfolio](#) webpage for information regarding the research areas that BBSRC funds.

You are advised to submit a project outline (of no more than 2 sides of A4) to the [BBSRC remit](#) mailbox ahead of preparing your proposal to obtain confirmation that your project is within remit.

Are you confident that you have completed all relevant sections of the Je-S form and attached all required supporting documents? Do the documents include the required information?

BBSRC fellowship proposals require a number of supporting documents to be attached, a list of these

and the information required in each one are provided in the Je-S help text download on the [DPF](#) webpage. Refer to the list of documents to ensure that you have attached all documents relevant to your proposal, particularly.

Cover Letter

Applicants are required to include a Declaration of Interests statement in their cover letter. Refer to the guidance provided in the Je-S help text download.

Career Development Plan

DPF applicants are required to attach this document to their proposal. Please refer to the Je-S help text download as advised. You will be unable to submit your proposal if the Career Development Plan is not attached.

Contribution towards equipment costs

Proposals should include a statement from the host Research Organisation (RO) confirming that the RO is happy to contribute 50% of the costs of all equipment over £10k. This should be included in the Head of Department Statement. You need to ensure that this statement is present as it demonstrates the RO's support for and commitment to the fellowship. The assessment Committee will take note if this is missing.

CV

Please ensure that you complete and attach the 2020 CV template that is available to download on the [DPF webpage](#). Your proposal will be returned to you if this template is not used.

Head of Department Statement

Please note that BBSRC now requires the prospective Head of Department to submit their statement of support using the template provided on the [DPF webpage](#). Applicants must ensure that their hosts are aware of this requirement and submit their statement in the appropriate format. Proposals without the statement or not provided on the template provided will be automatically rejected.

Animal Usage Declaration and Animal Species Checklists

If your proposal involves the use of animals overseas you are required to complete an [Animal Usage Declaration](#). Additionally, the National Centre for the Replacement, Refinement & Reduction of Animals in Research has developed [questions checklists](#) for specific animal species that applicants must attach to their proposal. Also refer to the guidance provided in the Je-S help text download. Your proposal will be returned to you if the relevant attachments are not present.

Use of pigs

If the fellowship involves the use of pigs please be sure to refer to the '[Standardised questions on the use of pigs](#)' download and address any relevant questions within the body of your proposal. Failure to provide sufficient details may hinder the assessment of your proposal.

Please note that your proposal will not be accepted if any mandatory attachments are missing. The Je-S system has a built in validation process. If you have any red crosses showing in your Je-S form then your proposal will not be validated. You will need to complete the relevant section/s or add the required attachment before being able to submit.

Have you included the costs of attendance at training courses and BBSRC events?

Applicants should include in the Resources section of the Je-S application form the costs of attendance of the mandatory events and training courses listed in Annex 2 of the [BBSRC Fellowships Handbook](#). If not included at the time of application, these costs will need to be covered by the fellowship award, BBSRC will not provide additional funds.