

UKRI International Travel Award Scheme for Ecology and Evolution of Infectious Diseases Guidance Note

BBSRC, on behalf of UK Research and Innovation councils ESRC, MRC and NERC, is pleased to invite applications to the International Travel Award Scheme (ITAS) to help initiate transdisciplinary research partnership for Ecology and Evolution of Infectious Disease.

All applications must be made through the Research Councils Joint Electronic Submission System (Je-S).

Applications are invited from active UKRI researchers.

Scope

Funding of up to £5K per award is available to help scientists add an international dimension by making and establishing contacts with international counterparts in the area of ecology and evolution of infectious diseases.

This scheme is open to proposals involving collaboration with the USA, China and/or Israel only. Multiple trips may be covered under one award, where required and justified.

Funding is available to support collaborative activities:

- To establish first contact type activities that require short-term travel support; and
- To allow researchers to travel outside the UK to initiate transdisciplinary collaboration and prepare transdisciplinary proposals with an intention to submit for the next Ecology and Evolution of Infectious Diseases programme

Funding is limited to travel and subsistence costs only and cannot be used to fund:

- Salary costs
- Consumables
- Items of equipment
- Other research cost

Please note that under no circumstance will a “no-cost” extension be granted. It is necessary that funds should be used by 30 November 2019.

Eligibility

- Applications must be made by any active UK researchers who are in receipt of UKRI research funding (to include all of the individual Councils within UKRI).
- The application must be made by the PI but it does not have to be the PI undertaking the travel. It is possible for more than one individual to travel overseas under this scheme, and if so, they should be named as Co-Applicants and this should be clearly outlined in the ‘Case for Support’.

PI on an active UKRI research grant	Eligible
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Project leader on UKRI Institute programme grant	Eligible
Recipient of a UKRI fellowship award	Eligible
Co-I on research grants with funding of over £1M	Eligible
Studentship award holders including Doctoral Training Partnerships; CASE Studentships, Industrial CASE Partnerships	Not Eligible
UKRI funding within an academic department	Not Eligible
UKRI grants which are not research specific including: FLIP Awards, Follow on Funding	Not Eligible

Application Process and Assessment Criteria

Application can be submitted any time until 30 September 2019, although this may be curtailed if we have high demand. We will require a minimum of four weeks to process applications. All applications must be made through the Research Councils Joint Electronic Submission System (Je-S). In addition to the Je-S proforma, the application should also include the following attachments:

Case for Support

The case for support should be a maximum of 3 sides of A4 written in single spaced Arial, Helvetica or Verdana typeface font size 11 and margins must not be less than 2cm. It must contain the following sections:

- Dates and duration of the visit (if it is not obvious from the 'Project Details' section). Where exact dates are not yet known, please give indicative dates.
- The main scientific objectives.
- Summary of previous contacts or links with proposed partners.
- Activity proposed. Please state the person/s that will be making the visit and the proposed activities.
- Post- travel grant support. Indicate how you envisage the collaboration will be taken forward following the travel grant support. If you intend to apply for a joint research grant, please give the specific programme line and timing of call at which the proposal will be targeted. It is intended that EEID Travel Grants be used to form partnerships relevant to ecology and evolution of infectious diseases.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current UKRI funding.

Covering Letter

A proposal covering letter (maximum of 1 side A4) must be included with the application. This document should list any private, personal or commercial interests relating to the application. Further information can be found on the application webpages of UKRI.

Additional Documents

CVs and publication lists are not required. However, applicants may wish to include any particularly pertinent recent publications. A letter of support (maximum 1 side of A4) from, for example, the proposed collaborators may also be included but is not mandatory.

Costs

Applications should be made at current costs in accordance with travel and subsistence regulations at the applicant's Institution and the BBSRC Grants Guide. Estates or Indirect Costs cannot be applied for under this scheme; consequently Full Economic Costing (FEC) is not applied to these awards. Applicants should therefore apply for 100% of the cost of the activities which they wish to undertake. BBSRC expects to see a detailed breakdown of costs requested.

Detailed guidance on how to complete the Je-S application process can be found in Annex 1.

Assessment

Applications will be assessed internally by UKRI funding partners against the following criteria:

- The value added to UK research by developing interdisciplinary collaboration with the USA, China or/and Israel
- The reasons for choosing this group(s)
- The reasons for choosing the individuals intending to travel
- The benefits likely to accrue from the collaboration including beyond EEID grant submission
- The strategic relevance and pervasiveness of the collaboration (i.e. the extent to which the collaboration will benefit more than one UK group)
- A clear breakdown of costs provided, demonstrating value for money

Reporting

All grant holders must use [Researchfish](#) to record key findings and specific outputs from their grants. Grant holders can enter information into Researchfish at any time throughout the year and submit during the annual data gathering period.

In addition, all grant holders will be required to submit a short report by 15 January 2020 to highlights links established and how it has contributed to the UK research base.

The success of each EEID Travel Grant visit will be measured against the following criteria:

- Completion of the objectives set out in the application.
- The added value to UKRI science.
- The value of the developing partnerships and whether the visit has led to further external funding opportunities, including further EEID programme activities.
- The value to wider UK international Science, Engineering and Technology (SET) objectives.
- The production of further grant applications and/or awards to UKRI.
- BBSRC may ask for further details of the visit for publicity purposes.

DATA SHARING NOTICE

BBSRC carries out the processing of personal data in accordance with the General Data Protection Regulation (GDPR). The information you provide will only be used by UKRI BBSRC for the purpose of carrying out reviewing and assessment for making a funding decision. By providing your information you are consenting to its use as detailed above. Further relevant information is available in the BBSRC Privacy Notice and the BBSRC Data Protection Policy.

CONTACT

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ANNEX 1: The Je-S application process

This text is designed to provide guidance on the Je-S application process and follows the same format as the Je-S application form. Please fill in each section as described:

1. Navigate to the [Je-S Login Site](#) and login using your existing user name and password.
 - All applicants should have Je-S login details as these are required to apply for a BBSRC research grant.
 - If you do not have a Je-S username and password you will need to [register with Je-S](#)
2. In the **Account** section select **Documents**, then under the **Create** section select **New Document**.

Add New Document

1. **Select Council:** Select BBSRC using the dropdown menu.
2. **Select Document Type:** Select Standard Proposal using the dropdown menu.
3. **Select Scheme:** Select International Travel Award Scheme (ITAS) from the dropdown menu.
4. **Select Call/Type/Mode:** select **EEID Travel Grant** and Select **[Create Document]**, this will take you to the main Document Menu.

Je-S Add New Document

To find the council, document type and scheme combination for a particular call please use the call search.

Call Search (opens in a new window)

Select Council
BBSRC

Select Document Type
Standard Proposal

Select Scheme
International Travel Award Scheme

Select Call/Type/Mode (optional)
Ecology and Evolution of Infectious Diseases Travel Grants

Copy existing document?

Create Document Cancel

Document Menu

Please complete all mandatory sections (marked with a red cross in the left-hand sidebar) as well as the appropriate non-mandatory sections. Once you have completed each screen, select **save** and then **next** to move to the next section. Applications do not have to be completed in one session. You can return and re-edit any section prior to submission.

Project Details

1. **Organisation:** Select an organisation using **Select Organisation** (opens a new search window).
2. **Department:** Select a department using **Select Department** (opens a new search window).
3. **Your reference:** Insert a personal reference to differentiate this application from other proposals you may be submitting through Je-S (20 character limit).
4. **Project Title:** Insert a Project Title (150 character limit). Please begin your project title with "EEID Travel Grant: "
5. **Type:** International Travel Award Scheme
6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be at least five weeks from the date of submission. Select a duration in **months**. Note that the minimum duration that will be accepted by Je-S is one month, therefore input '1' even if the visit duration is less than one month.

Applicants

1. Select Principal Applicant
2. Select **Add New Principal Applicant Item**
3. **Name:** Select the Principal Applicant using **Select** (opens a new search window).
4. **Post will outlast project?:** Check the appropriate box to indicate if the applicants post will outlast the proposed ITAS visit. If the applicants post will not outlast the project, details must be given in the 'Case for Support' of how this project will continue.
5. If this is a joint application between two or more UKRI grant holders select Co-Applicant. Add Co-Applicants in the same manner as described for Principal Applicants. All Co-Applicants **must** be registered with Je-S. To note Researcher Co-Investigators are not allowed to be listed on the ITAS scheme.

Note that if the person undertaking the travel is not the applicant, they should be added as a Co-Applicant and this should be made clear in the Case for Support.

Related Grants

1. Select **Add New Related Grants Item**
2. **Reference Number:** Fill in the reference number of the UKRI grant, Institute Strategic Priority Grant or Fellowship with which this project is associated.
 - Note that some grants, such as RCUK fellowships and certain specialist infrastructure grants may not be accepted by this field.
 - In this case, leave this box blank and clearly state your grant title, start and end dates and reference number at the start of the 'Case for Support'.
3. Save your selection and repeat the process for any further UKRI grants relevant to this project.

Destination Country

Use this free text box to input the country of the proposed visit. This can be more than one country, but this should be clearly outlined in the 'Case for Support'. Only visits to the United States, Israel or China will be accepted.

Please use the country names listed above (i.e. United States, not USA or America). Applications with incorrect country names will **not** be accepted.

Destination Organisation

If the aim of the visit is not to visit a specific organisation, please use this section to detail the major collaborative partners.

1. Select **Add New Destination Organisation**
2. Select an organisation using **Select Organisation** (opens a new search window).
 - If the organisation is not found select [**Add New Organisation**] and fill out required fields.
3. Select a department using **Select Department** (opens a new search window).
4. Select the contact using **Select Contact** (opens a new search window).
 - If the contact is not found select [**Add New Person**] and fill out required fields.
5. Enter the contribution of this partner to the project (each partner **must** have an associated contribution).
 - The contribution can be 'directly' in the form of cash, equipment / materials, the secondment of staff or other. Alternatively it can be 'indirectly' in the form of use of facilities, staff time or other.
 - Each contribution **must** be given an associated value, however this value can be set at 0 if it is difficult to quantify.
 - The information provided in this section will be used to evaluate the contribution from other sources.
6. Save your selection and repeat with the remaining organisations / project partners.

Objectives

Use the text box to provide a succinct overview of the proposed ITAS visit objectives (1000 character limit). Applicants should list the main objectives of the proposed ITAS visit. These objectives will be displayed on the UKRI-BBSRC website and in UKRI-BBSRC publicity and should therefore be concise and free from jargon and abbreviations.

Resources

This section is used to detail the costs of the proposed collaboration.

1. Select Travel and Subsistence.
2. Click **Add New Travel and Subsistence Item**
3. **Destination:**
 - For travel items enter the country, city and institution (if applicable) of

destination, the method of transport and the reason for travel e.g. flights to Washington, US x3 to attend meeting at National Institute for Health.

- For subsistence items enter the country and city (if applicable) where subsistence is required and the length of time subsistence is required.
4. **Overseas destination?:** Check this box unless this travel item is exclusively within the UK.
 5. **Total £:** Enter the total cost of this activity in £.
 6. Save your selection and repeat for the remaining travel and subsistence items.
 7. Select Other Directly Incurred Costs.
 8. Select **Add New Other Directly Incurred Costs Item**
 9. **Description:** Enter a description, location and reason for the directly incurred cost (max. 255 characters including spaces and returns).
 10. **Amount:** Enter the total cost of this activity in £.
 11. Save your selection and repeat for the remaining directly incurred items.

Please note that only 'directly incurred' costs can be claimed for EEID Travel Grants and costs in any other column will be removed.

Resource Summary

This is a reference section which can be used to view the total cost of the project. No editing is required.

Attachments

1. Select **Add New Attachment**
2. **Document type:** Use the dropdown menu to select the document type.
3. **Filename:** Use [**Browse**] to select a file.
4. **Description:** Enter a description of the attachment which allows differentiation between documents of the same type.
5. Select save to upload the document and repeat for any additional attachments.

Note that applicants **must** include a Case for Support, which **must** contain the following sections:

- Dates and duration of the visit (if it is not obvious from the '**Project Details**' section). Where exact dates are not yet known, please give indicative dates.
- The main scientific objectives.
- Summary of previous contacts or links with proposed partners.
- Activity proposed. Please state the person/s that will be making the visit and the proposed activities.
- Post ITAS support. Indicate how you envisage the collaboration will be taken forward, post ITAS support. If you intend to apply for a joint research grant please give the specific programme line and timing of the call at which the proposal will be targeted.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK

science and, in particular, the relevance to your current UKRI funding.

CVs and publication lists are **not** required; however applicants may wish to include any particularly pertinent recent publications. The Case for Support should be a pdf file of **no longer** than three sides of single spaced 11pt Arial text.

6. A Covering Letter declaring any private, personal or commercial interests (maximum 1 side A4).
7. A Letter of Support (maximum one page) from, for example, the proposed collaborators may also be included, but is **not** mandatory.

Notes and Comments

There is no need to provide additional notes and comments with this type of application.

Submit Document

Once you have completed all the above sections, hover your mouse over the 'Document Actions' heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen. Once a proposal has been submitted, the application process is complete and **the proposal can no longer be edited**.

Contact

Note that BBSRC staff cannot access ongoing applications within the Je-S system and will therefore be unable to assist with issues directly relating to Je-S.

If you require help with your Je-S application, please contact:

The Je-S helpdesk

Email: JeSHelp@je-s.ukri.org

Tel: +44 (0) 1793 44 4164