

Je-S help text for: BBSRC Global Challenges Research Fund Strategic Training Awards for Research Skills (GCRF-STARS)

Completing your Je-S submission

Once your application document is created, the Je-S form should for the most part be completed in the standard way using the [Je-S Handbook Guidance](#) and help text available in the Je-S system.

Unless otherwise stated, all documents should be prepared in English, should be jointly prepared, and should relate to the project as a whole and cover all project components. Documents should meet standard Research Council rules, as described in the Je-S Help text. Please remember that all aspects of the proposal submitted via Je-S should be jointly developed by, and submitted on behalf of, the whole of the project team.

Please note, as you progress through Je-S the headings on your form may state “**Training Grants**” since the generic form you will fill in is used for all programmes. Please follow the instructions carefully and select the GCRF-STARS form at the point stated to ensure that the application is processed correctly within the GCRF-STARS programme.

Access Je-S at <https://je-s.rcuk.ac.uk>; if you have not used Je-S before you will need to ‘Create an Account’ (see link at bottom of the front page). You will then be asked to provide a range of information about yourself.

1. On the Je-S homepage, select ‘**Document**’
2. Select ‘**Create new document**’
3. Select ‘**BBSRC**’ as Research Council
4. Select Document type ‘**Studentship Proposal**’ (the GCRF-STARS form is selectable in the last section)
5. Select Scheme ‘**Training Grants**’
6. Select call/type/mode ‘**GCRF Strategic Training Awards for Research Skills - October 2019**’ from the drop down menu
7. Finally, select ‘**Create document**’

Attachments

1. GCRF-STARS *Case for Support* Proforma (**mandatory, exactly 1**)
2. Completed *Letter of Support* form(s) from developing country organisations (**mandatory, 1 or more**)
3. Completed ODA compliance questionnaire (**mandatory, exactly 1**)
4. Gender equality statement (**mandatory, exactly 1**)
5. Completed *Evidence of Additional Support* form(s) from collaborating organisations (**optional, 1 or more**)
6. A covering letter may also be submitted (**optional, exactly 1**)

SECTION 1: DETAILS OF APPLICATION

1.1 Title of Programme

It is mandatory that the title and abstract of all GCRF proposals reflect the ODA challenge that the research aims to address. This requirement is in line with increasing transparency around GCRF funded research. Titles and abstracts of funded proposals will be made public via the [International Aid Transparency Initiative](#) databases as well as via [Gateway to Research](#). Therefore it is essential that the ODA aspects, as well as the science, are adequately captured.

1.2 Applicants

Details of the lead applicant and all co-applicants should be provided. Please refer to separate guidance on eligibility of applicants.

1.3 Summary of Activities and Resources Required

Indicate the training mechanism for which support is requested by selecting one (or more) of Research Experience Placements, Skills School or Other Training Resource.

Select the level of experience of the anticipated participants, i.e. DAC citizens (for Research Experience Placements), PhD students, Postdoctoral Researchers or Independent Researchers. Where applicable (e.g. for skills schools), multiple groups should be selected.

Indicate the anticipated number of participants; for training resources such as online / e-learning modules, estimate the anticipated annual number of users.

Give the proposed start date for the activities. **Please note grants must start by 1st April 2019 and finish before 31st March 2020.**

Indicate the total sum of all costs associated with the training programme and state the amount of BBSRC funding sought.

1.4 Aims and Objectives [Maximum 2500 characters]

Summarise the aims and objectives of the proposed training activities.

1.5 Strategic need [Maximum 4000 characters]

Describe, providing evidence where possible, the strategic importance of the research area for which training support is requested. Explain the importance of supporting this capability in the developing countries. What are the impacts (economic, social or academic) of this research skill in developing countries? Describe the benefits of this new knowledge and skills to participants.

1.6 Activities and Participants [Maximum 4000 characters]

Describe the training activities for which support is requested, including development activities, delivery mechanisms, support for participants and any assessment and/or evaluation procedures. Describe the global challenges priority areas that will be included within the training activities. Describe the unique aspect of the proposed activities and differentiation from existing training mechanisms in the same or similar skills areas.

Indicate how frequently the activity will run (e.g. three annual cohorts of REPs, two skills schools run over 18 months, etc) and the rationale behind the anticipated number and experience level of participants. Why is this type of training activity appropriate for this group of researchers?

Indicate how the participants will be chosen to support the development of national level capability of DAC listed countries.

Multiple cohorts of activities (such as REPs for three years or multiple skills schools) will be considered where there is sufficient evidence of a need for this approach; please justify here the case for developing multiple training activities.

1.7 Track Record of Applicants [Maximum 2500 characters]

Provide information highlighting the suitability of the applicant(s) to deliver the training activities, including any previous relevant experience, access to facilities, links with user communities, etc.

1.8 Management and Partnerships [Maximum 2500 characters]

Describe any financial and/or other contributions made by non-academic organisations to the development and/or delivery of training activities. Such organisations might include industry, charities, professional bodies, existing research or training networks, or other funders.

Describe how the activities will be managed, including the role of BBSRC funded postdoctoral researchers in the development and/or delivery of the proposed training activities where appropriate.

Describe the details (membership, chair, terms of reference) of any advisory group.

Details of the contributions made by non-applicant organisations should be provided using the **Evidence of Additional Support proforma**; complete one proforma for each organisation.

Describe the skills gap/training opportunity and how the collaboration with the developing country partner will be beneficial to researchers in that country.

SECTION 2: NOTES FOR COMPLETION OF THE BUSINESS PLAN

The purpose of the business plan is to describe BBSRC's contribution to existing or new training activities over the requested timeframe.

As the GCRF-STARS programme supports training, BBSRC will provide 100% of full Economic Costs (fEC) for GCRF-STARS awards.

2.1 Delegate Numbers

Proposed delegate numbers should be realistic and based on evidence of market need (as described in **section 1.5**).

In the case of Research Experience Placements, places should be offered to **DAC citizens only** to train in the UK. For other activities, the institution(s) may include BBSRC funded and non-BBSRC funded delegates on any training activities, such as non-BBSRC funded PhD students and postdoctoral researchers, or participants from outside the academic sector.

2.2 Income

Income for the training activities should be listed, with separate rows for different income sources.

Income sources might include one or more of the following: BBSRC, host institution and non-academic partner contributions; delegate fees (e.g. contributions from industrial participants); or other income sources (which should be listed).

2.3 Expenditure

Expenditure type will vary depending on the type of activities planned. Expenditure should be broken down by type, shown on different rows. Activities might include:

- Development of training activities / materials
- Equipment, stationery, printing, website and promotion / marketing costs
- Recruitment, advisory group and management costs
- Travel and accommodation of participants
- Fees for visiting lecturers
- Room hire, catering and networking costs
- Research consumables
- Other activities (please describe)

2.4 Justification of Costs and BBSRC Support

In order that the Assessment Panel can effectively review the application and assess the Value for Money, it is within the interests of applicants to fully justify all costs associated with activity development, delivery and on-going support.

The total BBSRC contribution to Research Experience Placements should not normally exceed £2,500 per placement; full and clear justification should be provided for any additional resources requested.

Guidance notes for completion of evidence of additional support form

The aim of the *Evidence of Additional Support* form is to provide information about the role of organisations in the development and/or delivery of the proposed training activities, where the organisations are not listed as co-applicants.

A copy of the form should be sent out ***by the applicant*** to any organisations supporting the proposed activities for them to complete part 2, showing how they will be involved in the development or delivery of the training activities.

****This document does not represent a contractual agreement**** and applicants may wish to make this clear to organisational contacts.

The form(s) should be submitted along with the *Case for Support* on Je-S.

ODA Compliance Statement

ODA funding is reported, scrutinised and published by the OECD via DFID. As a requirement of funding, proposals are required to demonstrate that their project is Official Development Assistance (ODA)-compliant, and has the primary purpose to promote the economic development and welfare of developing countries on the DAC list, by providing an ODA compliance statement as part of their proposal.

Initial ODA compliance checks will be carried out by the funders; proposals that do not meet the eligibility as defined in this document **may be rejected without reference to peer review**. Peer reviewers will also be provided with this guidance and asked to comment on ODA compliance and likelihood of significant impact. Applications will be assessed by a competitive panel review process with ODA eligibility being a criterion for approval i.e. **projects must be fully ODA compliant to be considered for funding**.

ODA compliance will be assessed by submission of a stand-alone 1 page ODA compliance questionnaire, to be submitted as attachment type "Non-UK component". Applicants must complete the 1 page ODA compliance questionnaire which can be found in the Downloads section of the [call webpage](#).

Applicants should refer to the [UKRI GCRF ODA Guidance Document](#) and [OECD ODA Guidance](#) when completing the ODA compliance questionnaire.

Gender equality compliance statement

To be submitted as attachment type "Non-UK component".

Gender Equality Compliance Statement: Official Development Assistance provided by UKRI must comply with the requirements of the International Development (Gender Equality) Act 2014 which states, development assistance should be provided in a way which is likely to contribute to reducing inequality between persons of different gender. Applicants are therefore required to submit a gender equality statement, with details about how the project will take proportionate and meaningful steps to reduce inequalities between people of different genders.

This call will focus on the embedment of impacts within developing countries through supporting collaborations between researchers and in-country users. Accordingly, applicants are encouraged to describe relevant positive outcomes of their project throughout their application, including how projects will reduce poverty in a way which is likely to contribute to reducing inequalities between persons of different gender.

Responses to this questionnaire must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities, as required under the [International Development \(Gender Equality\) Act](#). It is expected that some projects will have less impact on gender and gender relations and professional judgement of the applicants should be exercised to ensure appropriate consideration of the context and intended aims of the project. You reference other parts of your application within this statement, if relevant.

For guidance on writing your Gender Equality Statement, please see external links: [UKRI Gender Equality Statement Guidance](#)

Applicants are advised to refer to [recommendations](#) for measures which can be taken towards reducing inequalities between women and men, and to address the Global Goals.

For further information, please contact genderequality@ukri.org

