International Flexible Interchange Programme (I-FLIP)
Guidance for Applicants

Call status
Open

Call launch date
Tuesday 9 July 2019

Application deadline
Wednesday 11 September 2019, 16:00 GMT

Eligibility

UK applicants

This call is open to current or past BBSRC research grant-holders meeting the standard BBSRC eligibility criteria set out in section 3 of the BBSRC Grants Guide which must be met by all **Lead and Co-applicants**.

I-FLIP Call grants may be held at the following organisations, providing they are eligible to receive BBSRC research funding: approved UK Higher Education Institutions (HEIs), approved Research Institutes (RIs) and approved Independent Research Organisations (IROs) (Further information is available in the UKRI Research Council list of eligible organisations.

Joint applications are not accepted through this Call, however, investigators from eligible UK institutions other than that of the lead applicant may be included as co-applicants. Investigators may only participate in one application to this initiative as a Principal Investigator, but may be involved in more applications as a Co-Investigator.

Interchangers

Interchangers funded through the I-FLIP programme will participate in short-term interchanges (of up to 12 months in duration providing projects are completed by the 31st March 2021) between an eligible UK institution and a user organisation within a DAC list country.

UK Interchangers must be employed by the same eligible UK institution as the UK applicant(s) and be on a permanent or fixed term contract which extends beyond the duration of the project, and have a PhD or equivalent level of professional experience. Interchangers may be from an academic, technical or professional services background.

Overseas Interchangers will be from a named user organisation from a country on the DAC list. Overseas Interchangers will have significant professional experience from outside of

academia in order to provide insight and expertise which compliments that of the UK academic partner.

Project Partners and Users

This Call will support interchanges between the UK academic base and user organisations in DAC list countries. Accordingly, all proposals to this Call **must** include at least one user organisation from a country on the DAC list as a project partner.

Applicants must provide the names of these user organisations (and their representatives) in the 'Project Partner' section of the Je-S form.

Private, public or third-sector organisations or institutions with an interest that falls within BBSRC's remit are eligible to be considered as users in the context of this Call. These include: private industry, public bodies (such as government departments, local government, regulatory authorities, etc.), non-government organisations or charities and other third-sector organisations. Research Council Institutes, HEIs and IROs are **not** eligible as users. Any number of user organisations can be included in a single project, and each participating organisation can send and/or receive any number of interchangers.

Where a project partner is actively involved in the proposed work (for example through contributing staff, time, money, facilities etc.) and has a clear input to the process in order to maximise the quality of the project activity, details of the contribution should be provided in the 'Project Partners' section. The stability of the organisation and if appropriate, the commitment of funds (or in-kind contribution) should also be guaranteed for the duration of the proposed activity in a Letter of Support from the project partner.

User organisations would not expect to be a university or other recognised higher education institution or other research institution.

Overseas Co-Investigators

In addition to a user organisation(s), projects may include relevant individuals based in a university, other recognised higher education institution or other research institution based in a DAC list country.

All applicants named on the Je-S form must be registered as users of the Joint Electronic Submission (Je-S) system well in advance of submitting the application.

Researcher Co-Investigators

Post-doctoral researchers and other research staff not meeting the standard eligibility criteria, who have had a significant contribution to the conception and design of the project, may be included as Research Co-investigators through this call. Please refer to Sections 3.8 – 3.10 of the [BBSRC Grants Guide](#) for more information.

Eligible costs

This call intends to support interchanges between the UK academic base and users leading to the exchange of knowledge / skills / capabilities for the purpose of directly addressing challenges in developing countries. BBSRC will fund the UK component(s) of any successful collaboration. BBSRC will also fund eligible costs associated with overseas user organisations (see guidance below).

Applications to this call **must** include at least one user organisation from a country on the DAC list, to be detailed in the 'Project Partner' section of the Je-S form.

A single Je-S application (pro forma) should be submitted by the research organisation of the UK PI on behalf of all participating organisations.

Eligible UK costs

Costs associated with the UK component should be costed on the basis of full economic costs (fEC). If the grant is awarded, BBSRC will provide funding on the basis of 80% fEC.

Applicants may request the following costs:

- Travel and subsistence costs

- Consumable costs (eligible costs include visa charges, police registration fees, postage and printing, books, reagents, computer software, stationery for overseas visitors whilst in the UK, fieldwork expenses, and animal and plant licence fees).

- A contribution to the salary of the applicants and UK interchangers

Eligible overseas costs

Costs associated with interchangers employed by an eligible user organisation based in a DAC list country should be included in the Je-S submission as Exceptions. To enable UKRI to meet transparency and external audit requirements, all overseas costs must be entered into the 'Other Directly Incurred' costs section, should be marked as 'Exceptions' and should use the following format:

In the description box enter – 'Organisation: Country: Cost Category: Cost Description.

The cost categories for this call are as follows:
- Staff
- Travel and Subsistence
- Other Indirectly Incurred Costs
- Indirect costs

E.g. University of Nairobi: Kenya: Staff: 1xPDRA
University of Nairobi: Kenya: Travel and Subsistence: 4x flights
University of Nairobi: Kenya: Other Directly Incurred Costs: 5x workshops including catering and accommodation

The following costs may be requested for overseas user organisations:

- Travel and subsistence costs for overseas interchanger. These costs must be entered as Exceptions under the Travel and Subsistence costs on Je-S at 100% fEC.

- Other incidental costs (such as consumables, material costs, etc.). These costs must be entered as Exceptions under the Other Directly Incurred costs on Je-S at 100% fEC.

Costs associated with overseas Co-Investigators employed by a university, other recognised higher education institution or other research institution based in a DAC list country should

be included in the Je-S submission as Exceptions. The following costs may be requested for overseas Co-Investigators:

- Costs for overseas Co-Investigators and any locally employed staff, i.e. percentage contribution of actual salary representing the proportion of each person's time to be spent working on the grant. These costs must be entered as Exceptions under the Other Directly Incurred costs on Je-S at 100% fEC

- Travel and subsistence for overseas Co-Investigators. These costs must be entered as Exceptions under the Travel and Subsistence costs on Je-S at 100% fEC

- Costs charged by the overseas organisation and associated with the research, for example consumables, field work, etc. These costs must be entered as Exceptions under the Other Directly Incurred costs on Je-S at 100% fEC

- A contribution towards Indirect and Estates costs at the overseas organisation. This should be calculated as 20% of the overseas research organisation's Directly Incurred costs. This total should be entered as an Exception under the Other Directly Incurred costs on Je-S

BBSRC acknowledges that in some instances, resources will be required for the purpose of fieldwork / demonstrations. Where appropriate, reasonable resources that are justified in the context of the project may be requested. Any resources that are not justified or deemed to be outside of the project's scope may be cut as a condition of funding.

The following will **not** be funded under this call in either the UK or a DAC list country:

- any types of studentships;

- items of equipment or other capital expenditure.

- **Ineligible consumable costs** include but are not limited to publication costs, equipment, computer hardware, bench fees, departmental costs/overheads, access charges, expenses relating to accompanying dependents, costs incurred by project participants not associated with the applicant organisations.

How to apply

Apply using the Je-S system by Tuesday 16th October 2018. To ensure a proposal is submitted on time we suggest that it should be sent to your institution's Je-S submitter pool approximately a week before this deadline. Please note that we are unable to accept late submissions.

In order to see the BBRSC Fund call in Je-S, select the 'Documents' section on the right hand side and then under the 'Functions' section select 'New Document' and follow the options from the drop-down menus:

Log in the Joint Electronic System (Je-S)

• Select Council: BBSRC

• Select Document Type: Standard Proposal

• Select Scheme: Standard

• Select Call: International Flexible Interchange Programme

• Select 'Create Document'

Applications must be submitted by UK Research Organisations that are eligible to receive funding from BBSRC. Information about eligible organisations is available on the UKRI website.

Completing your Je-S submission and attachments

Once your application document is created, the Je-S form should for the most part be completed in the standard way using the guidance and help text available in the Je-S system.

Please remember that all aspects of the proposal submitted to BBSRC via Je-S should be jointly developed by, and submitted on behalf of, the whole of the project team.

Overseas user organisations based in a DAC list country must be listed under the 'Project Partners' section of the Je-S form.

Overseas Co-Is must be named on the Je-S pro forma as applicants. However, their effort, salary, and cost estimate must be entered as '0'. Costs for overseas Co-Is should be entered as described in the Eligible Overseas Costs section above.

Applications to this call will also be required to prepare and submit a number of additional documents as "attachments". Guidance on the specific attachments you are required to submit with the Je-S application is provided below.

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.

> **Project title:** 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.

Joint proposals: Joint proposals **are not** permitted for this call.

Other Support: Please complete this section in the normal way, also ensuring that you include details of the BBSRC-funded research activity which this application builds on, and any relevant BBSRC awards.

Attachment	Maximum page length	Attachment type on Je-S submission	Notes
Case for Support	4 sides of A4	Case for Support	
Workplan	1 side of A4	Workplan	
CVs	2 sides of A4 each	CV	

Justification of Resources	2 sides of A4	Justification of Resources	
Data Management Plan	1 side of A4	Data Management Plan	
ODA Compliance Questionnaire	1 side of A4	Non-UK component	Downloadable template in Downloads section.
Gender Equality Questionnaire	1 side of A4	Non-UK component	Downloadable template in Downloads section.
Project Partner letter of support	2 sides of A4 per partner	Letter of Support	
Technology Transfer Office (TTO) letter of support	None	Letter of Support	
Letters of support	None	Letter of Support	Only directly relevant Letters of Support should be submitted.
Signed Statement for Animal Use Overseas	1 side of A4	Letter of Support	Only required for proposals seeking to use animals overseas

1. Case for Support (up to 4 sides of A4 total)

IMPORTANT: Do not write as a research grant, refer closely to the guidance.

The information provided in the Case for Support should relate to the applicant and all interchangers and partners involved in the project, and should include the following information.

Description of I-FLIP project (Sections A-B)

Applicants should refer closely to the guidance under the heading 'Official Development Assistance' to ensure sufficient detail is provided throughout the application on how the individual project meets the criteria for ODA.

Section A: Description of the Interchange Project (approximately 2 sides of A4)

This section should include information such as objectives, the connectivity to BBSRC funded research, details of what is proposed in the I-FLIP project and the specific development challenge to be addressed. Applicants should include relevant milestones and anticipated outcomes. In addition, you should demonstrate how the skills / background / experience of participants are relevant to the project needs.

Section B: Benefits arising from the I-FLIP (approximately 2 sides of A4)

This section should address the demonstrable benefits to individual(s), organisation(s), and the wider economy and society of the DAC listed country(ies). The applicant should also provide detail on whether the I-FLIP project will lead to career development / develop leadership potential of those involved, and whether the I-FLIP will result in the acquisition of new skills / knowledge. If the I-FLIP will foster links / develop a relationship between partners, this section should demonstrate what the benefits to the organisations would be, and how such benefits would be embedded.

2. Diagrammatic Work Plan (1 side of A4)

Diagrammatic work plan of the activities to be undertaken as part of the IFLIP project.

3. CV (up to 2 sides A4 per CV)

Please provide a CV for each applicant and named staff involved in the project. A CV should be provided for each interchanger with the name of the employing organisation and host organisation printed in bold at the top of the CV.

4. Justification of Resources (Up to 2 sides of A4)

A full justification of the resources requested within the proposal, including any resources requested for the overseas partners. The Justification of Resources should explain how the resources requested (staff time, travel and subsistence costs, and accommodation) are appropriate for the proposal and represent value for money, in reference to the project objectives. It should not be simply a list of the resources required. Please note that salary costs in themselves do not need to be justified, rather the amount of time to be devoted to the project by the applicant(s), and whether this is essential, sufficient and fully justified for the work proposed.

5. Data Management Plan (up to 1 side of A4)

Please include a description of the proposed data management and data sharing strategies across the whole consortium, including the management of intellectual property. Please see the guidance provided at http://www.bbsrc.ac.uk/about/policies-standards/data-sharing-policy/

6. ODA Compliance Questionnaire (up to 1 side of A4)

To be submitted as attachment type "Non-UK component". ODA funding is reported, scrutinised and published by the OECD via DFID. As a requirement of funding, proposals aiming to work with a country on the DAC list of ODA recipients are required to demonstrate that their project is 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.

This will be assessed as a stand-alone document and you should refer to the guidance provided under the heading *Official Development Assistance*, when preparing this statement.

7. Gender Equality Questionnaire (up to 1 side of A4)

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

> **Gender Equality Questionnaire:** 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.

This statement 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.

This should be no longer than one page, and should be attached as a 'non-UK component' through Je-S*

For guidance on writing your Gender Equality Statement, please see: UKRI Gender Equality Statement Guidance

For further information, please contact genderequality@ukri.org

8. **Project Partner Letter of Support** (up to 2 sides of A4 per partner)

Please provide a letter of support from each project partner. These should be uploaded as attachment type 'Project Partner Letter of Support' within the Project Partner section in Je-S. Letters of support should, where possible, be on headed paper, and provide contact details of, and be signed by, the project partner representative.

User organisation(s) participating in I-FLIP projects should be included as project partners. Letters of support should be provided by each user organisation and should provide the names of interchangers and the support which will be provided to them.

Letters of Support establish the strength of the relationship between the applicant(s) and the project partner and will be taken into account in the assessment process. You should encourage your partners to include the following in their letters of support:

- The partner organisation's support of the proposed project.

- How the proposed activity will benefit the partner and their organisation (eg: organisational drivers for involvement in the proposal, project partner objectives that the proposed activity will help achieve, likely outcomes/ impacts of the activity, etc.).

- The nature of the collaboration, how the project partner will be involved in the work and provide added value to the project.

- Contributions (both cash and in-kind support) which the project partner will make and an assurance that the project partner is committed to the project for its duration and that those contributions will be made.

- A statement of the likely impacts of the proposed project within and beyond the partner organisation, including a plan of how the outputs will be followed up, and the potential for follow-on activities.

9. TTO Letter of Support

Where projects engage with business or industry, a letter form the UK partner's TTO should be provided. The TTO support letter should detail any relationships with industrial or other partners relevant to the project, and how the intellectual assets will be managed. Please refer to section 2.13 of the [BBSRC Grants Guide](#) for more information.

10. Signed Statement for Animal Use Overseas

All applications involving animal research conducted overseas are required to submit a signed statement. This is to confirm that this research would be conducted in accordance with regulatory systems in the UK (and applicable regulation in the host country) and that all applicants understand the requirements. This statement must be signed by all Primary Investigators, UK based and overseas.

Applicants should refer to [Animal use in research](#) for more information.

Assessment process

Proposals will be assessed at a Panel meeting according to the assessment criteria. The Panel will involve both academic and user experts. Please note that there is no external reviewing or PI response stage for this Call.

The Panel will make funding recommendations to BBSRC via a ranked list of the proposals.

Applicants will be given feedback from the Panel summarising the reasons why the proposal was successful/unsuccessful. No further feedback will be available.

Awards will be made under [UKRI Grant Terms and Conditions.](#) All projects must be completed by **31 March 2021.** Grant extensions will only be considered under exceptional circumstances (in line with the Equality Act 2010) and will require BBSRC agreement on a case-by-case basis.

Assessment Criteria

Call specific

- Fit to the scope of the Call;
- Strength of engagement from the user organisation(s);
- Timeliness;
- Potential for impact;
- Management and governance of the project;
- Value for money;
- Benefits to individuals involved.

GCRF Relevance Score

Projects supported by GCRF must meet the criteria for classification of expenditure as ODA. In deciding the GCRF relevance score, the Panel will consider the extent to which the proposal meets the criteria for ODA eligibility. **We do not expect to fund any proposals through this scheme which score less than 'High' for GCRF relevance.**

Score	Definition
High	• The proposal identifies a credible development need primarily relevant to the chosen OECD DAC-listed country(ies) • The proposal demonstrates that the planned research activity is appropriate to addressing the identified development challenge(s) • The proposal shows clearly how the expected outputs and outcomes of the planned research activity will promote the economic development and welfare of the chosen country(ies) • The proposal clearly identifies key beneficiaries and impacts in the chosen country(ies) • The proposal demonstrates appropriate measures of success and how these will be monitored and reported
Medium	• The proposal identifies a development need and partially demonstrates that it is primarily relevant to the chosen OECD DAC-list country(ies) • The proposal incompletely demonstrates that the planned research activity is appropriate to addressing the identified development challenge(s) • The proposal partly shows how the expected outputs and outcomes of the work will promote the economic development and welfare of the chosen country(ies) • The proposal incompletely identifies key beneficiaries and impacts in the chosen country(ies) • The proposal demonstrates somewhat appropriate measures of success and partially demonstrates how these will be monitored and reported
Low	• The proposal does not identify a credible development need and/or does not demonstrate that it is primarily relevant to the chosen OECD DAC-list country(ies) • The proposal inadequately demonstrates that the planned research activity is appropriate to addressing the identified development challenge(s) • The proposal fails to show how the expected outputs and outcomes of the planned research activity will promote the economic development and welfare of the chosen country(ies) • The proposal does not identify key beneficiaries and/or impacts in the chosen country(ies) • The proposal fails to demonstrate appropriate measures of success and/or fails to demonstrate how these will be monitored and reported

Reporting Requirements

In addition to standard grant reporting procedures, recipients of I-FLIP Call funding may be required to submit an end-of-grant report.

BBSRC reserves the right to approach project partners and named users on funded grants to understand their benefits from the grant, and grant-holders will be expected to assist BBSRC and the Department for Business, Energy and Industrial Strategy (BEIS) with any other reporting requirements as required, including any additional requirements for those in receipt of ODA funding.

Intellectual Property (IP) and Collaborative Work Arrangements

Collaborative agreements must be put in place to enable all parties to better understand their roles on the grant and to clarify the IP rights (IPR) position. BBSRC does not need to see these but applicants are advised to carefully consider these arrangements and discuss and

agree them where necessary with project partners in developing the grant proposal, in order to protect their best interests. University and business collaboration support tools including the Lambert toolkit can be accessed via the Intellectual Property Office.

Applicants are also strongly advised to contact their Technology Transfer Office for advice and support.

BBSRC will make awards on the understanding that the project partner will commit the resources to the project as described in their Letter of Support. Where such commitment cannot be fulfilled BBSRC expects that equivalent support and resources will be found in the duration of the project.

Regulation and ethics

Research to be funded under this call must comply with all applicable regulatory requirements in the countries where it would be conducted. Approvals must be obtained as necessary in the UK and other participating countries, but all of the proposed research should be carried out in a way that is consistent with the UK's usual ethical standards, whether it would be carried out in the UK or elsewhere.

Ethical considerations

All proposals must demonstrate a commitment to the principles of good research conduct, as described in the BBSRC statement on Safeguarding Good Scientific Practice and the RCUK Policy and Guidelines on the Governance of Good Research Conduct (see 'Related links').

Proposals should take account of the following principles for ethical research:

- research should aim to maximise benefit for individuals and society and minimise risk and harm

- the rights and dignity of individuals and groups should be respected

- wherever possible, participation should be voluntary and appropriately informed

- research should be conducted with integrity and transparency

- lines of responsibility and accountability should be clearly defined

- independence of research should be maintained and where conflicts of interest cannot be avoided they should be made explicit.

Researchers, research organisations and research ethics committees should consider ethics issues throughout the lifecycle of a research project and promote a culture of ethical reflection, debate and mutual learning. The lifecycle of research includes the planning and research design stage, the period of funding for the project, and all activities that relate to the project up to - and including - the time when funding has ended. This includes knowledge exchange and impact activities, the dissemination process - including reporting and publication - and the archiving, future use, sharing and linking of data.

We also expect non-academic stakeholders, including potential research users and intermediary organisations with a mandate to communicate research who are listed in the proposal, to be included and involved in both the early design and on-going conduct of research projects. This is especially the case where research is taking place within government systems, without compromising the independence or integrity of the research. There is recognition that the exploitation of new knowledge does not just occur at the end of a research project, but rather is embedded throughout the research process itself. The assessment panel will consider plans for involvement of non-academic stakeholders in the research process.

Use of animals

Experiments using animals funded by BBSRC must comply with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments. Institutions and grant holders are responsible for ensuring that all appropriate personal and project licences required under the Act have been granted by the Home Office, and that appropriate Animal Welfare and Ethical Review Body approval has been given. All BBSRC awards are made on the absolute condition that no work that is controlled by the Act will begin until the necessary licences have been obtained.

Applicants must ensure that all of the proposed research, both in the UK and any partner country, will comply with the principles of BBSRC's guidance on "Responsibility in the use of animals in bioscience research" (see 'Related links') and with the Animal Use requirements in Section 4 of the BBSRC Grants Guide. In particular, UK Institutions should be aware of the following aspect of the guidance relating to research or collaboration outside the UK:

"When collaborating with other laboratories, or where animal facilities are provided by third parties, researchers and the local ethics committee in the UK should satisfy themselves that welfare standards consistent with the principles of UK legislation (e.g. the Animals (Scientific Procedures) Act 1986), and set out in this guidance, are applied and maintained. Where there are significant deviations, prior approval from the funding body should be sought and agreed."

All applications proposing to use animals in the UK and overseas should refer to the UKRI guidance and ensure they include a signed statement (Letter of Support) from both UK (and overseas partners), indicating that they have fully and appropriately considered this animal usage. Applications involved the use of rodents overseas must also complete "Additional questions on the use of rodents overseas" form (see related links).

Transfer of biological materials

Collection and exchange of material may occur between collaborating institutions, as necessary, in strict compliance with the legislation in effect in both countries.

Timetable

Call opened in Je-S: Tuesday 9 July 2019

Call closes: 4pm (UK local time) Wednesday 11 September 2019

Assessment panel: December 2019

Announcement of Awards: January 2020

Earliest project start date: 1 April 2020

Contact

For any queries relating to this funding Call, please contact:

Email: flip@bbsrc.ukri.org