

2018 BBSRC INTERNATIONAL PARTNERING AWARDS CALL GUIDANCE NOTES

Call Opens: 10th September 2018

Call Closes: 15th November 2018

BBSRC is pleased to invite applications to its annual call for the International Partnering Awards, aimed at fostering links between BBSRC-funded research in the UK and across the globe. The deadline for applications through JeS is **16:00 Thursday 15th November 2018**. Successful awards will be announced in early 2019 and should expect to start after 1st of April 2019.

Applications are invited from current BBSRC research grant holders and researchers employed at The National Institutes of Bioscience, who are in receipt of BBSRC research funding.

***NOTE:** This is a general guidance document. Please check the annexes for funding amount, important country-specific information and additional items included on the application checklist.*

BACKGROUND

BBSRC's International Relations Unit (IRU) seeks to enhance BBSRC's influence and involvement at the forefront of international science, to exploit international funding opportunities in the interests of BBSRC's scientific community and to capitalise on international links, both at policy and scientific levels. It achieves this through a number of mechanisms.

Partnerships with overseas scientists are producing benefits to the UK and the BBSRC community. It is therefore important that BBSRC continues to try to ensure that strong linkages are developed and sustained in the biosciences.

In 2000, BBSRC launched its first Partnering Awards call with Japan. Since then, BBSRC has expanded the scheme to include Partnering Awards for Brazil, China, Europe, India, Other Countries, the United States and Taiwan, which resulted in more than 300 grants being awarded and a total investment of over £11M.

PURPOSE

The overarching aim of the International Partnering Award scheme is to provide resources to leading BBSRC supported research groups which allow them to forge long-term relationships with international scientists in areas of research that are of direct relevance to BBSRC's current scientific strategy and provide benefit to BBSRC-funded research. It is hoped that the long-term partnerships established through Partnering Awards will lead to the development of new collaborative research programmes.

The purpose of the Partnering Awards is to provide pump-priming funds for building new links with overseas scientists which will add value to existing BBSRC funded research grants. Specific objectives that underpin the Partnering Awards scheme are:

- To establish partnerships between UK and overseas research laboratories.
- To promote the exchange of scientists, particularly early career scientists.
- To promote access to facilities.
- To enhance food security; bioenergy and industrial biotechnology, basic bioscience underpinning health research and frontier bioscience in the UK and across the globe.

The European Partnering Awards are slightly different in scope to all other Partnering Awards, as they provide funding for networking and other activities that facilitate UK coordination and participation in consortia for the preparation of proposals to European programmes. The specific objectives for the European Partnering Awards are:

- To pump-prime multidisciplinary collaborations between scientists in the UK and eligible EU countries, for the purpose of submitting high quality UK-coordinated applications to European programme funding calls.
- To increase the participation of UK companies in European funding calls.
- To encourage UK-coordinated applications to European programme funding calls aligned with current BBSRC strategic priorities.

SCOPE

Awards can be used to fund the following collaborative activities in emerging areas of science relevant to BBSRC's strategic priorities:

- Travel for one or more investigators in either direction
- Visits/access to facilities
- Scoping studies
- Workshops and networking
- Researcher exchanges
- Other collaborative activities

Collaborative activities are not limited to the PI and we encourage the involvement of early career researchers. Partnering Award funds can also be used to support student exchanges. However, applications will not be accepted where this is the primary aim of the project.

It is acceptable for the proposed Partnering Award to outlast the associated research grant however **the associated BBSRC grant must have started before the application deadline and must have at least 6 months remaining from the start of the award.**

As Partnering Awards are based on currently-funded BBSRC research, they are not a vehicle for supporting single research projects and Partnering Awards cannot be used to fund:

- Salary costs
- Consumables
- Items of equipment
- Other research costs
- Conference attendance*

*For convenience and cost efficiency BBSRC does allow award holders to arrange collaborative meetings alongside conferences at which their partners are already present. However the award funds cannot be used to pay for the additional conference accommodation and costs such as registration.

Please note that the funding should be seen as a pump-priming award and that research groups will be expected to access other sources of funding. This could include a monetary contribution from the applicant's institution or department or an in-kind contribution such as venue hire or accommodation costs.

ELIGIBILITY

Applications must be made by a Principal Investigator (PI) who is currently in receipt of BBSRC research funding. **In addition, the associated BBSRC grant must have started before the application deadline and must have at least 6 months remaining from the start of the award.**

PI on an active BBSRC responsive mode research grant	Eligible
PI on an active BBSRC themed research grant	Eligible
Project leader on a BBSRC Institute strategic programme grant at a National Institute of Bioscience: Rothamsted Research; John Innes Centre; Quadrum Institute; Earlham Institute; The Pirbright Institute; Babraham Institute; Roslin Institute; Institute of Biological Environmental and Rural Sciences	Eligible
Recipient of a fellowship award from BBSRC	Eligible
Co-I on a current BBSRC Strategic Lola or BBSRC Initiative grant with funding of over £1M	Eligible
BBSRC studentship award holders, including: Doctoral Training Partnerships CASE Studentships Industrial CASE Partnerships	Not Eligible
BBSRC funding within an academic department	Not Eligible
BBSRC grants which are not research specific, including: FLIP Awards Follow on funding	Not Eligible

Full details of eligibility criteria for BBSRC funding can be found in the [Guide to BBSRC Research grants](#).

Applicants should contact BBSRC for advice if they have any eligibility concerns:
mafalda.diaspinto@bbsrc.ukri.org

We encourage joint applications by consortia of UK partners, which could include industrial and non-BBSRC funded partners; however a BBSRC funded applicant must lead the consortia and submit the proposal using JeS.

APPLICATION AND ASSESSMENT CRITERIA

Timetable

Call Opens:	10 th September 2018
Closing date for proposals:	15 th November 2018
Assessment of proposals:	January-February 2019
Grant awarded and project start:	Awarded early 2019. Start after 1 st of April 2019

For all UK applicants, applications must be made through the Research Councils Joint Electronic Submission System (JeS). In addition to the JeS 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. The Case for Support **must** contain the following sections:

- The main scientific objectives.
- Summary of previous contact or links with proposed partners.
- Details of the work to be carried out.
- Statement of added value: Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

Applications must demonstrate how this award will add value to BBSRC science (and in particular their associated BBSRC-funded research grant) and facilitate longer-term collaborations between the UK and the partnering country.

Work plan

A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried out **must** be included in the application (Maximum 1 side of A4).

Cover Letter

A short proposal letter **must** be included in the application.

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.

For a full list of information required for collaborative grants with Industry and other users, please refer to the BBSRC grants guide (section 2.8-2.17).

Costs

Applications should be made at **current costs** in accordance with subsistence and travel regulations at the applicant's Institution. For each main activity, indicative costs should be shown. BBSRC may index approve costs so awards made will include an allowance for inflation. Any award made will be cash limited, and whilst funds should be used for the activities requested, the use of funds to allow activities that were not originally envisaged will be allowed as long as they are in pursuance of the overall objectives of the Partnering Award and within the guidelines. No indirectly incurred costs can be applied for under the Partnering Awards 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.

Submission of UK Applications

Detailed guidance on how to complete the JeS application process can be found in **Annex 1**. The deadline for submission of applications through the JeS system is **16:00 Thursday 15th November 2018**.

Assessment Criteria

UK applications are assessed internally by BBSRC. Internal assessment of these proposals allows Partnering Award applications to be processed swiftly and in proportion to the size of the awards. An internal review process can be applied as the applications are based on awarded BBSRC grants which have undergone robust peer review. All proposals **except European Partnering Award proposals** will be assessed against the following criteria:

1. Benefits to BBSRC research

- The relevance of the award and benefit that this will bring to BBSRC-funded project(s).
- The benefits brought back to the UK; e.g. through access to new facilities or unique partnerships that would have been otherwise unavailable.
- The uniqueness of the opportunity to work with international partners in ways that would otherwise be unavailable.
- The level of contribution (either financial or in-kind) from the UK institution or the overseas partner in addition to amount sought from BBSRC.

2. Partnership working

- Opportunities for the exchange of scientists, with a balance of activities that are appropriate to the topic area.
- An explanation of why this particular collaboration has been chosen and how it adds value to BBSRC research.
- Opportunities for early career researchers that will benefit their future career.
- A detailed breakdown of the project workflow (i.e. a gantt chart).

Please note that separate assessment criteria are used for the European Partnering Awards which are included in the Europe Annex.

Applicants should refer to BBSRC's Strategic Plan and International Strategy for further information on BBSRC's strategic priorities.

NOTE: There has been no change to the European Partnering Awards since the UK's referendum on EU membership. BBSRC continues to welcome applications to this award scheme. Please see the UK Research Office updated FAQs on https://www.ukro.ac.uk/Documents/factsheet_brexit.pdf

GRANT MAINTENANCE

All grant maintenance requests (e.g. grant extension request, extension to start date, transfer of organisation) should be made via the Grant Maintenance facility in JeS.

All requests for extensions must be made once the required duration is known and before the grant ends.

Further information can be found at <https://je-s.rcuk.ac.uk/Handbook/Index.htm>

REPORTING REQUIREMENTS

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 Submission Period.

For International Partnering Awards BBSRC expects the following sections in researchfish® to be completed as a minimum requirement:

- Key findings
- Collaborations and partnerships
- Secondments and placements
- Further funding
- Publications
- Narrative Impact
- Animal Use

For further information and updates please see: <https://www.ukri.org/funding/information-for-award-holders/research-outcomes1/>

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](#).

Please note that a separate data sharing notice is used for the BBSRC UK-Taiwan Partnering Awards which is included in the Taiwan Annex.

CONTACT

Eligibility queries about this scheme should be addressed to:

Mafalda Pinto
Assistant International Relations Manager
Email: mafalda.diaspinto@bbsrc.ukri.org
Tel: +44 (0) 1793 41 3364

ANNEX 1: Guidance for JeS application process

ANNEX 2: Application Checklist

ANNEX 1: The JeS application process

Important: applicants should ensure proposals are submitted to their Je-S submitter/approval pool well in advance (a minimum of 5 working days) of the published deadline. This enables institution checks to be carried out before final submission to BBSRC.

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

1. Navigate to [the JeS Login Site](#) and login using your existing user name and password.
 - All applicants should have JeS login details as these are required to apply for a BBSRC research grant.
 - If you do not have a JeS username and password you will need to [register with JeS](#).
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 Partnering Awards from the dropdown menu.
4. **Select Call/Type/Mode:** Select the current year's call from the dropdown menu.
5. **Select [Create Document],** this will take you to the main Document Menu.

Document Menu

Please note that the order of this scheme on JeS is different to the order used on standard BBSRC applications. It was changed to reflect the information required for this scheme. 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 JeS (20 character limit).
4. **Project Title:** Insert a Project Title (150 character limit). You **must** start the title with the country that you are proposing your partnership with.
5. **Type:** This field should have been auto-filled by the name of the call selected above.
6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be within the next financial year. Select duration in **months**. Note that this **must** be between 12 and 48 months.

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 PA. 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 BBSRC grant holders select Co-Applicant.
6. Add Co-Applicants in the same manner as described for Principal Applicants. All Co-Applicants **must** be registered with JeS.

Related Grants

1. Select **Add New Related Grants Item**
2. **Reference Number:** Fill in the reference number of the BBSRC Responsive Mode Grant, Institute Strategic Priority Grant, David Philips Fellowship or other BBSRC grant 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 BBSRC grants relevant to this project.

Project Partners

1. Select **Add New Project Partners Item**
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 project partners.

Objectives

Use the text box to provide a succinct overview of the proposed PA objectives (1000 character limit). Applicants should list the main objectives of the proposed PA. These objectives will be displayed on the BBSRC website and in 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 and Purpose:**
 - 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 e.g. venue hire for workshop in Beijing.
10. **Amount:** Enter to total cost of this activity in £.
11. Save your selection and repeat for the remaining directly incurred items.

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.
6. Note that applicants **must** include a Case for Support, which **must** contain the following sections:
 - The main scientific objectives.
 - Summary of previous contacts or links with proposed partners.
 - Details of the work to be carried out
 - Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

A short proposal letter **must** be included in the application.

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.

7. In addition to the Case for Support, applicants must attach a Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried. Maximum 1 side of A4.
8. 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 on-going applications within the JeS system and will therefore be unable to assist with issues directly relating to JeS.

If you require help with your JeS application, please contact:

The JeS helpdesk

Email: JeSHelp@rcuk.ac.uk

Tel: +44 (0) 1793 44 4164

ANNEX 2: Application Checklist

Please refer to the Country Annexes for essential additional items which have been included in the application checklist.

- ✓ The 'Related Grants' section in JeS form has been completed with the BBSRC grant with which this proposal is associated. If the grant is not available in this section, complete requested information at the start of the 'Case for Support'.
- ✓ A 3 page Case for Support and Proposal Covering Letter has been uploaded as an attachment in JeS. Letters of Support are optional.
- ✓ A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried (maximum 1 side of A4) has been uploaded as an attachment in JeS.
- ✓ For a full list of information required for collaborative grants with Industry and other users, please refer to the BBSRC grants guide (section 2.8-2.17).