2019 BBSRC INTERNATIONAL WORKSHOPS GUIDANCE NOTES

Call Opens: 10th September 2019
Call Closes: 14th November 2019

BBSRC is pleased to invite applications to its annual call for International Workshops. The deadline for receipt of applications is **16:00 Thursday 14th November 2019** for workshops planned between April 2020 and March 2021. Successful awards will be announced in early 2020.

Applications are invited from current BBSRC research grant holders, who are in receipt of BBSRC research funding. Full eligibility criteria is outlined in the table below.

BACKGROUND

BBSRC appreciates that the best research and ideas often come about from collaboration with other individuals, located both in the UK and around the world. The BBSRC International Workshops scheme has been running successfully for over 10 years to facilitate the coming together of experts. Since 2005, BBSRC has supported 111 workshops with a total investment of over £1.2M.

In previous years the International Workshop scheme has provided around 6 awards of up to £10k each. Awards are aimed at developing relations in topics relevant to current BBSRC strategic priorities. Previous BBSRC sponsored workshops have created good international synergy; many have led to successful international research projects that have provided considerable added value to UK science. A list of awards funded through previous calls is available at: [http://www.bbsrc.ac.uk/documents/international-workshops-previous-awards-pdf/](http://www.bbsrc.ac.uk/documents/international-workshops-previous-awards-pdf/)

WORKSHOPS OBJECTIVES AND BENEFITS

BBSRC does not issue a prescriptive list of objectives for International Workshops but a successful workshop would usually include:

- A review of the current status of research in a specific area from each country.
- Identification of topics that could benefit from collaboration between the participants.
- Identification of the means for subsequent development of such collaboration.
- An agreed action plan for implementation.
- Reporting key findings and specific outputs from their Workshop.

These International Workshops give rise to a number of benefits for BBSRC sponsored scientists. Firstly, there is a clear gain in exposure to different approaches and ideas, especially when coupled with access to both new expertise and facilities. Workshops tend to be targeted towards new areas and those in which extensive international networks do not already exist. Secondly, these workshops can provide the contacts and links that are essential to the formation of consortia for accessing other funding sources such as the EU Framework Programme. Thirdly, there is return in the form of synergy in the generation of new ideas between the participating countries.
Applications to this call can be for workshops with any country in any area within BBSRC remit, based on current BBSRC research funding. International Workshops can be held in the UK or overseas and should always present an international dimension to them, for example in its location, participants or partners. Many workshops are used as a platform to look for new, long term partnerships which may be eligible for BBSRC International Partnering Awards on funding from other bodies.

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.

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. Not all UK participants in workshops are required to be in receipt of BBSRC funding and we welcome applications with workshop participants from industry. We do however expect the majority of UK partners to be BBSRC funded.

The table below provides further information on the eligibility criteria:

<table>
<thead>
<tr>
<th>Eligible:</th>
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<tr>
<td>• PI on an active BBSRC responsive mode research grant</td>
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<tr>
<td>• PI on an active BBSRC themed research grant</td>
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<tr>
<td>• Recipient of a fellowship award from BBSRC.</td>
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<tr>
<td>• PI or Co-I on a current BBSRC Strategic Lola or Initiative grant with funding of over £1M</td>
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<td>• PI or Co-I on a current BBSRC Institute strategic programme grant at a National Institute of Bioscience:</td>
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<td>‒ Babraham Institute;</td>
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<td>‒ Institute of Biological Environmental and Rural Sciences;</td>
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<td>‒ John Innes Centre;</td>
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<tr>
<td>‒ Roslin Institute;</td>
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<tr>
<td>‒ Rothamsted Research;</td>
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<tr>
<td>‒ The Earlham Institute;</td>
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<td>‒ The Pirbright Institute;</td>
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<td>‒ Quadrum Institute.</td>
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<th>Not Eligible:</th>
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<tr>
<td>• A BBSRC studentship award, including:</td>
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<tr>
<td>‒ CASE Studentships;</td>
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<td>‒ Doctoral Training Partnerships;</td>
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<td>‒ Industrial CASE Partnerships.</td>
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<tr>
<td>• BBSRC grants which are not research specific, including:</td>
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<tr>
<td>‒ FLIP Awards;</td>
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<td>‒ Follow on funding.</td>
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<tr>
<td>• BBSRC funding within an academic department.</td>
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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: sania.afzal@ukri.bbsrc.org
WORKSHOP FORMAT
Workshops can be held in the UK or abroad. The call is open to proposals involving collaborations with any other country, although BBSRC is particularly interested in promoting further links with Argentina, Australia, Brazil, Canada, China, Europe, India, Japan, New Zealand, Taiwan and the USA.

Experience has shown that there is no set formula for a successful workshop and that there is a need to be flexible according to the needs of the subject area. Best practice from previous workshops suggests the following factors:

- Designated leads for different areas, with an overall leader nominated by each side.
- A common sense of purpose communicated in advance to all participants.
- An informal atmosphere, encouraging a full and frank exchange of ideas.
- Opportunities for additional meetings between small numbers of participants (5-10 on each side).
- Agreed outcomes.
- Designated responsibilities for producing a workshop report and other follow up actions.

The format usually includes a mixture of seminar-style presentations followed by smaller group discussions and feedback sessions to the whole workshop. Workshops are often held within institutes or universities and there may be value in persuading the visiting side to give presentations to larger groups working in the field that are not actually attending the workshop.

Finally, the wrap-up session is an important element of the workshop, which can be overlooked in the enthusiasm of information exchange. The workshop is about the future and it is essential that enough time is left to prepare an action plan for the way forward. Please indicate in your ‘Case for Support’ if you would find it helpful for BBSRC to be represented at the workshop.

APPLICATION PROCESS AND ASSESSMENT CRITERIA

Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Call opens</td>
<td>10th September 2019</td>
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<tr>
<td>Closing date for proposals</td>
<td>14th November 2019</td>
</tr>
<tr>
<td>Assessment of proposals</td>
<td>January-February 2020</td>
</tr>
<tr>
<td>Grant awarded and project start</td>
<td>Awarded early 2020, to start after 1st April 2020</td>
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All 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 pdf file of no longer than three sides (not including appendix) of single spaced 11pt Arial text. It must contain the following sections:

- The main scientific objectives.
- Summary of previous contacts or links with proposed partners and participants.
- Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
- Proposed Participants. As an appendix, applicants should include in their case for support (where possible) a list of all proposed participants, including their country and institution.

**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 or support (maximum 1 side of A4) from, for example, the proposed collaborators may also be included but is not mandatory.

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

**Assessment Criteria**
Applications are assessed internally by BBSRC. This light-touch internal assessment allows International Workshop applications to be processed swiftly and can be applied as they are based on an existing BBSRC grant, which has already undergone robust peer review. Proposals are assessed against the following criteria:

- The value added to BBSRC-funded science from the workshop.
- Alignment of the workshop to current BBSRC strategic priorities.
- The expected output of the workshop.
- The level of contribution made towards the workshop from other sources.

Further details about BBSRC’s science and strategic priorities may be found in BBSRC’s Delivery Plan.

The success of each workshop will be measured against the following criteria:

- Completion of the objectives set out in the application.
- The added value to BBSRC science.
- The value of the developing partnerships and whether the Workshop has led to further external funding opportunities.
- The value to wider UK international Science, Engineering and Technology (SET) objectives.
- The production of further applications to BBSRC or other funders.

**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](https://je-s.rcuk.ac.uk/Handbook/Index.htm)
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 Submission Period.

For International Workshops 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.

CONTACT

If you have any questions about the International Workshop scheme please contact:

Sania Afzal
Assistant International Relations Manager
Email: sania.afzal@bbsrc.ukri.org
Tel: +44 (0)1793 413364
ANNEX 1: Guidance for 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 Je-S 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 Workshops from the dropdown menu.
4. Ignore the Select Call/Type/Mode option and 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.

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).
5. Type: Please ignore this field as it is not required for this scheme.
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 the minimum duration that will be accepted by JeS is one month, therefore input ‘1’ even if the workshop lasts for only a few days.

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 workshop. 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](opens a new search window). 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](opens a new search window)

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.

### Workshop Host Country

Use this free text box to input the host country for the proposed workshop. Use the country names listed in Appendix 1 i.e. United States, not USA or America. Applications with incorrect country names will not be accepted.

### Project Partners

1. Select [Add New Project Partners Item](opens a new search window)

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 International Workshop objectives (1000 character limit). Applicants should list the main objectives (in bullet point form) of the proposed International Workshop. 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

1. This section is used to detail the costs of the proposed collaboration.
2. Select Travel and Subsistence.
3. Click **Add New Travel and Subsistence Item**
4. **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.
5. **Overseas destination?** Check this box unless this travel item is exclusively within the UK.
6. **Total £:** Enter the total cost of this activity in £.
7. Save your selection and repeat for the remaining travel and subsistence items.
8. Select Other Directly Incurred Costs.
9. Select **Add New Other Directly Incurred Costs Item**
10. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.
11. **Amount:** Enter to total cost of this activity in £.
12. 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.
• Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
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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 (not including appendix) of single spaced 11pt Arial text.

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, select Submit Document from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver pool.

If the validation is successful select [Submit Document] to transfer the application into the approver pool. 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 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
Appendix 1

Afghanistan  
Aland Islands  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antarctica  
Antigua and Barbuda  
Argentina  
Armenia  
Aruba  
Australia  
Austria  
Azerbaijan  
Bahamas  
Bahrain  
Bangladesh  
Barbados  
Belarus  
Belgium  
Belize  
Benin  
Bermuda  
Bhutan  
Bolivia  
Bosnia and Herzegovina  
Botswana  
Bouvet Island  
Brazil  
British Indian Ocean Territory  
British Virgin Islands  
Brunei Darussalam  
Bulgaria  
Burkina Faso  
Burma  
Cambodia  
Cameroon  
Canada  
Cape Verde  
Cayman Islands  
Central African Republic  
Chad  
Chile  
China  
Christmas Island  
Cocos (Keeling) Islands  
Colombia  
Comoros  
Congo  
Cook Islands  
Costa Rica  
Cote d'Ivoire  
Croatia  
Cuba  
Cyprus

Czech Republic  
Democratic People’s Republic of Korea  
Denmark  
Djibouti  
Dominica  
Dominican Republic  
East Timor  
Ecuador  
Egypt  
El Salvador  
Equatorial Guinea  
Eritrea  
Estonia  
Ethiopia  
Falkland Islands (Malvinas)  
Faroe Islands  
Fiji  
Finland  
Former USSR  
France  
French Guiana  
French Polynesia  
French Southern Territories  
Gabon  
Gambia  
Georgia  
Germany  
Ghana  
Gibraltar  
Greece  
Greenland  
Grenada  
Guadeloupe  
Guam  
Guatemala  
Guernsey  
Guinea  
Guinea-Bissau  
Guyana  
Haiti  
Heard Island and McDonald Islands  
Holy See (Vatican City)  
Honduras  
Hong Kong  
Hungary  
Iceland  
India  
Indonesia  
Iran (Islamic Republic of)  
Iraq  
Ireland Isle of Man  
Israel  
Italy  
Ivory Coast (Cote D’Ivoire)  
Jamaica  
Japan
Turkey
Turkmenistan
Turks and Caicos Islands
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
United States Minor Outlying Islands
United States Virgin Islands
Uruguay
Uzbekistan
Vanuatu
Venezuela
Vietnam
Wallis and Futuna
Western Sahara
Yemen
Zambia
Zimbabwe