



## **BBSRC INTERNATIONAL TRAVEL AWARD SCHEME GUIDANCE NOTES**

BBSRC is pleased to invite applications to the International Travel Award Scheme (ITAS). There is no deadline for applications to ITAS; however we require a **minimum of six weeks** to process applications. All applications must be made through the Research Councils [Joint Electronic Submission System \(Je-S\)](#).

**Applications are invited from Principal Investigators (PIs) who are current BBSRC research grant holders who are in receipt of BBSRC research funding.** Full eligibility criteria is outlined in the table below.

### **SCOPE**

Funding of up to £3k per award is available to help scientists add an international dimension to their BBSRC funded research by making and establishing new contacts with international counterparts in topics relevant to current BBSRC strategic priorities. This scheme is open to proposals involving collaborations with any other country that offers added benefit to research. Funding is available to support collaborative activities in areas such as:

- First contact type activities that require short term travel support. The award could allow researchers to travel outside the UK to initiate collaboration or prepare proposals with partners for international programmes.
- Visiting specific facilities not available in the UK, undertaking a particular piece of work, or gaining access to new techniques or materials which would be of benefit to the BBSRC project or the UK research team. Stays of up to one month in another country can be supported.
- Attendance at European Consortia building events, with the intention of having a future role in the consortia.

Collaborative activities are not limited to the Principal Investigator (PI) and we encourage the involvement of early career researchers. Students however, are not eligible for travel because travel funds are provided within their studentships.

Funding is limited to travel and subsistence costs only for UK scientists and **cannot** be used to fund:

- Salary costs
- Consumables
- Items of equipment
- Other research 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 submission and should have at least 6 months remaining from the start of the award.**

The table below provides further information on the eligibility criteria:

<b>Eligible:</b>
<ul style="list-style-type: none"><li>• PI on an active BBSRC responsive mode research grant</li><li>• PI on an active BBSRC themed research grant</li><li>• Recipient of a fellowship award from BBSRC</li><li>• PI or Co-I on a current BBSRC Strategic Lola or Initiative grant with funding of over £1M</li><li>• PI or Co-I on a current BBSRC Institute strategic programme grant at a National Institute of Bioscience:<ul style="list-style-type: none"><li>– Babraham Institute;</li><li>– Institute of Biological Environmental and Rural Sciences;</li><li>– John Innes Centre;</li><li>– Roslin Institute;</li><li>– Rothamsted Research;</li><li>– The Earlham Institute;</li><li>– The Pirbright Institute;</li><li>– Quadrum Institute.</li></ul></li></ul>
<b>Not Eligible:</b>
<ul style="list-style-type: none"><li>• A BBSRC studentship award, including:<ul style="list-style-type: none"><li>– CASE Studentships;</li><li>– Doctoral Training Partnerships;</li><li>– Industrial CASE Partnerships.</li></ul></li><li>• BBSRC grants which are not research specific, including:<ul style="list-style-type: none"><li>– FLIP Awards;</li><li>– Follow on funding.</li></ul></li><li>• BBSRC funding within an academic department.</li></ul>

## APPLICATION PROCESS AND ASSESSMENT CRITERIA

There is no deadline for applications to ITAS; however, we require **a minimum of six 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-ITAS support. Indicate how you envisage the collaboration will be taken forward following ITAS support. If you intend to apply for a joint research grant, or involvement in European Consortia, please give the specific programme line and timing 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 BBSRC 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.

### **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 criteria**

Applications will undergo internal assessment 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. Proposals will be assessed against the following criteria:

- The value added to BBSRC research by developing an international dimension.
- The reasons for choosing this group/European consortia and why at this time (i.e. what are the anticipated unique benefits?).
- The benefits likely to accrue from the collaboration.
- How the collaboration will be taken forward post- ITAS support.
- 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 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 further information and updates please see: <https://www.ukri.org/funding/information-for-award-holders/research-outcomes1/>

The success of each ITAS visit 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 ITAS visit has led to further external funding opportunities.
- The value to wider UK international Science, Engineering and Technology (SET) objectives.
- The production of further grant applications and/or awards to BBSRC.

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 International Travel Award and Select **[Create Document]**, this will take you to the main Document Menu.

### 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).
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 six 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 BBSRC 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 BBSRC grant, Institute Strategic Priority Grant or, BBSRC or RCUK 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 BBSRC grants relevant to this project.

### Destination Country

Use this free text box to input the country of the proposed visit. Please use the country names listed in **Annex 2** 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 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:**
  - 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 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.

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 BBSRC 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@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk)  
Tel: +44 (0) 1793 44 4164

## Annex 2

- 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
- Jersey
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Kuwait
- Kyrgyzstan
- Lao People's Democratic Republic
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libyan Arab Jamahiriya
- Liechtenstein
- Lithuania
- Luxembourg
- Macau
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Malta
- Marshall Islands
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico
- Micronesia, Federated States of
- Moldova
- Monaco
- Mongolia
- Montenegro
- Montserrat
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nauru
- Nepal
- Netherlands
- Netherlands Antilles
- New Caledonia
- New Zealand
- Nicaragua
- Niger
- Nigeria
- Niue
- Norfolk Island
- Northern Mariana Islands
- Norway
- Oman
- Pakistan
- Palau
- Palestinian Territory, Occupied
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines
- Pitcairn
- Poland
- Portugal
- Puerto Rico
- Qatar
- Republic of Korea
- Reunion
- Romania
- Russian Federation
- Rwanda
- Saint Barthelemy
- Saint Helena
- Saint Kitts and Nevis
- Saint Lucia
- Saint Martin
- Saint Pierre and Miquelon
- Saint Vincent and the Grenadines
- Samoa
- San Marino
- Sao Tome and Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Singapore
- Slovakia
- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Georgia and the South Sandwich Islands
- Spain
- Sri Lanka
- Sudan
- Suriname
- Svalbard And Jan Mayen
- Swaziland
- Sweden
- Switzerland
- Syrian Arab Republic
- Taiwan
- Tajikistan
- Tanzania, United Republic of
- Thailand
- The Democratic Republic of the Congo

- The former Yugoslav Republic of Macedonia
- Timor-Leste
- Togo
- Tokelau
- Tonga
- Trinidad and Tobago
- Tunisia
- 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