

Transforming the UK food system for healthy people and a healthy environment

Guidance for applicants

Call Summary

Applicants should refer to the Transforming the UK food system for healthy people and a healthy environment [call webpage](#) and [call text document](#) for details of the background, purpose & aims call scope, including scientific focus, requirements and exclusions.

Up to £25M is available to support pre-competitive research proposals subject to the quality of proposals received, with the aim of supporting an appropriately broad and balanced portfolio. Funds can be requested for up to 5 years and must not exceed £6M (representing the 80% contribution to the full economic cost). Please note that all projects must start no later than 4th January 2021.

This call will open to applications on 08th October 2019, 00:00. Submit your proposal through the Research Councils' Joint Electronic Submission (Je-S) system by 26th November 2019, 16:00. Late applications will not be accepted.

Application Process- Summary

8 th October	Launch of Call
21 st October	Call Launch Workshop - Manchester
25 th October	Call Launch Workshop - London
26 th November	Closing date for outlines
February 2020	Full Proposals invited
April 2020	Full Proposal deadline
September 2020	Decision communicated to applicants
4 th January 2021	Grants must start before this date

Eligibility

Unless stated below, standard BBSRC eligibility criteria apply, please see downloads ([BBSRC Grants Guide](#)). Applications that include principal or co-investigators who are not eligible to apply for funding, and/or ineligible organisations will be rejected. Private sector organisations, charities and NGOs which do not have UKRI-approved IRO status may participate as collaborative partners, but such organisations are not eligible to apply for or receive direct funding from this initiative (but see section on subcontracting below).

For this call only: Public Sector Research Establishments (PSREs) with 10 or more researchers with PhDs (or equivalent) are eligible to apply. If PSREs wishing to apply have not previously applied for UKRI funding and are not currently designated IRO status they will be required to complete an eligibility form (see: [UK Research and Innovation: Application for eligibility to apply to UK Research and Innovation for research funding](#)) to ensure they have the required research capacity, systems and controls in place to manage the research and

grant funding. PSRE applicants should contact flora.hetherington@foodsecurity.ac.uk at the earliest opportunity to discuss their interests in applying.

Researchers or others not from the eligible organisations listed above, may be included in proposals as Project Partners or collaborators. Neither Project Partners nor other collaborators can receive direct funding from this programme. Where necessary, for example, because of the lack of the required expertise in eligible institutions, aspects of the proposed research may be sub-contracted to an otherwise ineligible organisation. However, applicants would need to demonstrate that the participation of any subcontractor would provide access to essential capabilities that are not readily available in an eligible UK research organisation. Detailed information about sub-contracting is in the BBSRC Grants Guide.

Further guidance on the inclusion of collaborators and project partners is available in the [BBSRC grants guide](#).

Application and assessment process- outline stage

Applications for research grants must be submitted through the research councils' Joint Electronic Submission (Je-S) system and their assessment will be managed by BBSRC. Potential applicants should note that eligible individuals and institutions must be registered on the Je-S system to be able to apply. Any eligible institution or individual considering submission of a proposal, but not currently registered to use the system, should consider early registration. A single application should be submitted by the research organisation of the PI on behalf of all participating organisations. For registration or other Je-S related queries, please refer to the [Je-S Handbook](#) or contact the Je-S Helpdesk:

Email: JeSHelp@je-s.ukri.org

Phone: +44 (0) 1793 444164

Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays). Out of hours: leave a Voice Mail message

All attachments must be completed using standard font and margin sizes. The sections of the form not mentioned in the guidance below should be completed in accordance with standard practice when applying for BBSRC grants, further details can be found via the BBSRC Grants Guide.

How to apply

Outline proposals must be submitted in an electronic form using the Je-S system.

Applicants should select the following from the Je-S menus:

1. **Log in** to the Joint Electronic System ([Je-S](#))
2. Select **Documents**
3. Select **New Document**
4. Select **Council**: BBSRC
5. Select **Document Type**: Outline Proposal
6. Select **Scheme**: Standard Outline
7. Select **Call/Type/Mode**: Transforming the UK food system for healthy people and a healthy environment
8. Click **Create Document** and follow the on screen instructions to complete the form.

- A CV (maximum 2 pages; standard font and margins; more detail under the Further Guidance section below) should be submitted for the Principal Investigator, each Co-Investigator and the PSRE additional information, if required and a completed Case for Support document (maximum 6 pages; see below) should be uploaded to Je-S. Please also refer to the Je-S guidance for Outline proposals in the help section of the Je-S site (<https://je-s.rcuk.ac.uk>).
- The pro-forma should include a summary of requested resources. Detailed justification of this request is not required at the outline stage. However, costings need to be as accurate as possible and include estimates of further costs that might be incurred from working with collaborative partners. For the full proposals, we will allow up to 10% deviation from the costings originally submitted in the outlines.
- Under the 'Research Committee' tab of the pro-forma, applicants should select Committee B. To note, these proposals will not be sent to a committee and this will be removed at full proposal stage.
- Applicants should note that under no circumstances should their application exceed the page limits described. Any outline submissions which exceed the stipulated page limits will be withdrawn.
- The closing date for outline proposals is **26th November 2019 at 4.00 pm**.
- Successful applicants will be invited to write a full proposal in **February 2020** for submission in **April 2020** (dates are for guidance only and may be subject to change). Further guidance will be made available to those applicants invited to submit a full proposal

Case for Support – Outline Stage

Applicants must supply a case for support document with their applications. The case for support should be submitted as a single document and contain the following sections. Standard font and margin sizes apply. **The whole case for support document should not exceed 6 pages** (inclusive of references, diagrams & tables). Submissions that exceed these pages will be withdrawn.

Strategic relevance (approximately 2 A4 pages)

Please refer to the Scope of the Call section of this document, and the [call webpage](#) and continued on the [call text document](#):

- Describe how your proposed research integrates disciplines across the natural and social sciences and takes a food systems approach, in particular linking healthy and accessible diets with sustainable food production and supply.
- Describe how your proposal will transform the UK food system.
- Describe how the research has been co-designed with stakeholder groups and has the potential for environmental, health, economic and societal benefits for the UK
- Describe how the research addresses UK government policy drivers (see section in the call text)

Summary of proposed research (approximately 4 A4 pages)

- Outline the aims and objectives of the proposed research and how it will address both of the themes in the scope section.
- Describe how the research team comprises the full breadth of skills and expertise needed to achieve the expected outcomes, and the appropriate leadership expertise and experience to deliver the complexity and scale of the work proposed.
- Describe the proposed research and methodologies.

General guidance

- Standard guidelines for research grant applications apply, as described in our grants guide (see related links).
- Joint Research Projects: when the application involves work at more than one eligible institution, funding for a Joint Research Project may be requested by either submitting one joint application from the lead institution or by completing separate Je- S applications from each institution (see paragraphs 4.34 to 4.36, 4.52 and 5.18 of the [Research Grants Guide](#)).
- Standard font (size: 11 point - we recommend the use of Arial, Helvetica or Verdana typeface) and margin sizes (not less than 2 cm) **must** be used for all forms and CVs (excluding text on diagrams and the use of mathematical symbols). A minimum of single line spacing and standard character spacing must be used. Applications that do not adhere to these guidelines may be withdrawn from consideration.
- We recommend that where a document contains any non-standard fonts (scientific notation, diagrams, etc.), the document is converted to PDF prior to attaching it to the proposal
- Students should not be included in the application
- The case for support should be a self-contained description of the proposed work with relevant background, and should not depend on additional information. Applicants must not include URLs to web resources in order to extend their case for support. Peer reviewers are advised to not follow URL links in documents; they base their assessment only on the information contained within the form. BBSRC reserves the right to withdraw proposals that contain links to additional information that extends the case for support

Attachments

Applicants must supply a case for support document with their applications. The case for support should be submitted as a single document. **Standard font and margin sizes apply.** The whole case for support document should not exceed **6 pages**. Submissions that exceed these pages will be withdrawn.

Your application should include:

	Document	Length (maximumA4)	Number
1	Outline Case for Support	6 pages	1
2	CV of Principal Investigator and all Co-Investigators and named researchers	2 pages per CV	Variable
3	Letters of support (optional)	Variable	Variable

Applications should be prepared and submitted by the lead organisation, but should be cocreated with input from all project partners, and should represent the proposed work of the entire consortia.

Assessment Criteria

Only criteria 1-4 will be assessed at the outline stage. All five criteria will be assessed at the full proposal stage. We will also aim to ensure a breadth of coverage across the food system across the portfolio of projects invited back to the full proposal stage.

1. Research excellence

The quality of the research in the proposal as a whole (to note the research does not need to be excellent in every discipline) and its relevance to the aims of the call. The proposal must integrate disciplines across the natural and social sciences and take a food systems approach, in particular linking healthy and accessible diets with sustainable food production and supply.

2. Transformative potential

The extent to which the proposed research will help to transform the UK food system by providing strategies and evidence to drive change. This includes the feasibility of the research balanced against its stated outcomes, as well as value for public money. It is recognised that transformation will require high (informed) risk, high reward approaches.

3. Environmental, health, economic and social impact

The extent to which the research has been co-designed with stakeholder groups and has the potential for environmental, health, economic and social benefits for the UK, through for example policy changes in government and businesses, or wider societal change.

4. Ability to deliver and leadership quality

The work should be undertaken by a world-class research team comprising the full breadth of skills and expertise needed to achieve the expected outcomes, underpinned by an appropriate institutional environment. Projects must also demonstrate that they have the appropriate leadership expertise and experience to deliver the complexity and scale of the work proposed.

5. Management strategy*

The proposal must demonstrate that a robust strategy is in place to manage the award, the team and the research outputs and outcomes, including information about governance and advisory structures, risk management, monitoring strategy, and project management.

*Assessed at the full proposal stage only.

Confidentiality and disclosure

BBSRC takes all reasonable steps to ensure that the contents of applications are treated as confidential. Applicants must ensure that the title and summary of the proposed project are worded in such a way as to protect confidential or sensitive areas, as project summaries and personal data from the first page of successful applications will normally be transferred to publicly available databases. The following details will be transferred for all funded projects:

- title and project summary
- institution
- name(s) of applicant(s)
- name of any project partners
- the value of the award
- start and end dates and duration of the award

BBSRC must be notified in writing at the application stage if you do not wish personal data or information that could affect Intellectual Property Rights to be transferred to the databases.

Applicants must abide by [UKRI's expectations on research integrity](#).

Data Protection

Grants submitted via Je-S are done so under the Je-S [Terms and Conditions](#).

Conditions of Award

Unless superseded by the call conditions, grants will be awarded under standard [UKRI Research Grant Terms and Conditions](#).

Contact

For any questions relating to your application please email the following address food.systems@bbsrc.ukri.org