

## **Bioinformatics and Biological Resources (BBR) Fund Full Proposal Guidelines**

### **Je-S Opening**

Full proposals for the 2012 BBR Fund can be submitted electronically through the Je-S system until 3<sup>rd</sup> October 2012, 4 pm.

### **New Investigator Scheme and Industrial Partnership Awards**

The assistance provided to proposals associated with the New Investigator and Industrial Partnership Award schemes does not apply to the BBR fund. New Investigators should note that being PI on any grant which gives them supervision of a PDRA or equivalent will exclude them from being a New Investigator subsequently.

### **Case for Support and Attachments**

One of the PDF files attached to the proposal form must be classified as type Case for Support. A proposal without a Case for Support will not be accepted. The Case for Support should be a self-contained description of the proposed resource.

Additional document files may also be attached (as separate attachments and classified appropriately). If you wish to send a **covering letter**, include the letter as an attachment of type **Cover Letter**.

You can upload attachment files that are related to a document, such as the **Case for Support** or **cover letter**, in the following formats:

- PDF versions 1.3, 1.4, 1.5 and 1.6 (\*.pdf)
- Postscript level 2 (\*.ps)
- Microsoft Word ('97 and later)

All attachments will be stored in Je-S as PDF.

Individual attachments are restricted to 10MB for Case for Support and 5MB for other types of attachment.

Councils operate a 'page' restriction policy on attachment length. To ensure no one is disadvantaged by this restriction, the margin size of submitted document attachments should not be reduced from a standard margin (i.e. top/bottom and left/right - 2cm). Also, please note that on submission to council ALL non-PDF documents are converted to PDF; the use of non-standard fonts may result in errors or font conversion, which could affect the overall length of the document. Please note that Research Councils cannot guarantee that documents will be reproduced in colour.

### **BBSRC - Specific Requirements**

BBSRC recommend that you use typefaces Arial, Helvetica or Verdana. A minimum font size of 11 **must** be used for the entire Case for Support, Justification of Resources 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. Margins must not be less than 2cm. Applications will be 'faulty checked' by BBSRC Administrative staff soon after the closing date to ensure that relevant aspects of the application are legible and comply with the font and formatting rules. Any components of an application, which do not meet these rules, will be returned for amendment before being validated for peer review. A late response in amending returned elements of the application will result in the application being withdrawn from the round.

The information required in Parts 1A and 2 of the BBR Case for Support differs from that required for Responsive Mode proposals. Details of these differences are described below.

### **Case for Support Part 1A**

A previous research track record should be submitted (**maximum of two sides of A4**). This should provide a summary of the results and conclusions of your recent work in the technological/scientific area which is covered by the proposed resource. **Preliminary data and descriptions of the work proposed in the application should be included in the Case for Support Part 2 and not be included in Part 1A.**

### **Case for Support Part 2**

A description of the proposed Bioinformatics and/or Biological Resource and its content should be submitted. **A maximum six sides of A4 are permitted for each Full Time Equivalent (FTE) Post-Doctoral Research Assistant (PDRA, or equivalent).** Equivalent full time positions include lab or resource managers and computer officers or developers. **A further two sides of A4 are allowed for each additional FTE (100% for the duration of the post) PDRA or equivalent.**

Furthermore, a diagrammatic representation of the work plan (**maximum one side of A4**), details of the management structure of the resource (**maximum one side of A4**) and a summary of the letters of support received (**maximum one side of A4**), showing the name, position and institution of those providing letters, should also be submitted. Lists of references and illustrations should be included in the page limit and should not be submitted as additional documents or as an annex.

The Case for Support should include the following sections:

- Background:
  - Introduce the Bioinformatics and/or Biological Resource and explain its academic and wider context;
  - Demonstrate a knowledge and understanding of past and current Bioinformatics and/or Biological Resource(s) in the subject area in both the UK and abroad including community resources available.
- The Bioinformatics and/or Biological Resource to be provided:
  - Identify objectives for the proposal and individual measurable targets against which you would wish the outcome of the work to be assessed. This should refer to the objectives set out in the proposal form;
  - Explain why the proposed resource is of sufficient timeliness and novelty to warrant consideration for funding;
  - Describe the use of/ demand for the resource and the benefits to the users (i.e. evidence of usage and/or support from potential users; high quality scientific projects that the resource will enable);
  - Describe the uniqueness of the resource within the UK and internationally;
  - Detail the research efforts, if applicable, and any technology oriented research focused on development of the resource features and components;
  - Describe the proposed role of the researchers to be funded by the grant.

- Management of the Bioinformatics and/or Biological Resource:
  - Describe the management structure; advisory structure; approach to acquisitions; user access arrangements; training policy (if appropriate); long term 'optional analysis' for the resource and methods of raising community awareness of the resource.
- References should appear in a list at the end of the case for support and be linked to relevant text by, for example, sequential numbering and superscript reference numbers embedded in the body of the document. Only one publication should be listed for each number. Within the list of references, URL links to relevant publications or online resources are permissible. 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. The inclusion of such URLs will result in your application being withdrawn for correction. Peer reviewers are advised to base their assessment solely on the information contained within the application, and instructed not to access external links.