2014 BBSRC BRAZIL PARTNERING AWARDS
CALL GUIDANCE NOTES

Call Opens: 15th September 2014
Call Closes: 13th November 2014

BBSRC is pleased to invite applications to its annual call for International Partnering Awards, aimed at fostering links with researchers in Brazil. Applications are invited from current BBSRC research grant holders and researchers employed at National Institutes of Bioscience, who are in receipt of BBSRC research funding. The deadline for applications through JeS is **16:00 Thursday 13th November 2014**. Successful awards will be announced in early 2015 and should expect to start after 1st April 2015.

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.

In 2011, BBSRC launched the first annual call for Brazil Partnering Awards. Since then, 13 awards have been made, representing a total BBSRC investment of ~£0.5M. In the past, awards to UK applicants have been in the region of up to £50,000 over a four year period, with funding being awarded to a leading UK laboratory partnered with one or more Brazilian partners.

The 2011 and 2012 calls were run as a joint call with the National Council for Scientific and Technological Development (CNPq) of Brazil and encouraged applications in the area of Food Security and Industrial Biotechnology and Bioenergy. This year's call will not be run with CNPq and welcomes applications in any area of BBSRC science.

Previous Brazil Partnering Awards have created good international synergy, in that 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/funding/internationalfunding/brazil.aspx.

PURPOSE

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

Specific objectives that underpin the Brazil Partnering Award scheme are:

- To establish partnerships between UK and Brazilian research laboratories.
- To promote the exchange of scientists, particularly early career scientists.
- To promote access to facilities.

SCOPE

Up to £50K is available over a period of 4 years 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.

Partnering awards are designed to be long term awards of between two and four years; however in exceptional circumstances we may accept applications of a shorter duration. It is acceptable for the proposed partnering award to outlast the associated research grant however applications may be uncompetitive if there is little overlap between the research grant and partnering award.

For UK applicants, partnering awards are not a vehicle for supporting single research projects and these awards cannot be used to fund:

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

*For convenience and cost efficiency BBSRC do allow award holders to arrange collaborative meetings alongside conferences at which their partners are already present.

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.

APPLICATION PROCESS AND ASSESSMENT CRITERIA

Timetable

Call opens	15th September 2014
Closing date for proposals	13th November 2014
Assessment of proposals	January-February 2015
Grant awarded and project start	Awarded early 2015, to start after 1st April 2015

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 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:

- 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 and Brazil science and in particular, the relevance to your current BBSRC funding.

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

Work plan
A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried. Maximum 1 side of A4.

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 and a short proposal covering letter may also be included but are not mandatory.

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 approved 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 PA and within the guidelines. No indirectly incurred costs can be applied for under the PA 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 Applications
Detailed guidance on how to complete the JeS application process can be found in **Annex 1**. Applicants should refer to proposal checklist in **Annex 2** before submitting their application through JeS. The deadline for submission of applications through the JeS system is **16:00 Thursday 13th November 2014**.

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 science through the partnership by enhancing priority areas.
- The benefits and future joint research likely to accrue from the collaboration.
- The uniqueness of the opportunity and expertise of the Brazilian partners.
- The opportunities for exchange of scientists, particularly early career scientists.
- Whether the collaboration is a new linkage or an on-going partnership (if collaboration is on-going, what new aspects are brought to the partnership).
- Balance of scientific and financial contribution from the UK and Brazil.
- The level of the contribution made by the UK Institution towards the development of the award.
- Alignment of the award to current BBSRC strategic priorities.

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

ELIGIBILITY

Applications must be made by a Principal Investigator (PI) who is both eligible for BBSRC funding and currently in receipt of BBSRC research funding through one of the following mechanisms:

- As a Principal Investigator on an active BBSRC responsive mode grant.
- As a Principal Investigator on an active BBSRC initiative grant, provided that they are currently eligible to apply for responsive mode grants.
- As a Project leader at one of the National Institutes of Bioscience (Rothamsted Research, The John Innes Centre, The Institute of Food Research, The Genome Analysis Centre, The Pirbright Institute, The Babraham Institute, The Roslin Institute and the Institute of Biological, Environmental and Rural Sciences).
- As the recipient of a fellowship award from BBSRC or from RCUK.

Applications may also be accepted from BBSRC Co-Is on large research grants (Strategic Lola or equivalent) at the discretion of the International Relations Unit. In addition to the above criteria applicants should note that:

- The associated BBSRC grant must have started before the application deadline and must not have expired before 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.
- The presence of a BBSRC studentship award or BBSRC funding within an academic department does not confer eligibility for these awards.

Full details of eligibility criteria for BBSRC funding can be found on the BBSRC website http://www.bbsrc.ac.uk/funding/apply/eligibility-overview.aspx and in section 3 of the Guide to BBSRC Research grants: http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx

GRANT MAINTENANCE

All grant maintenance requests from the UK applicant (e.g.: grant extension request, extension to start date, transfer of organisation) should be made via JeS. Further information can be found at https://je-s.rcuk.ac.uk/Handbook/Index.htm

Initiation

In accordance with GC4 of the grant terms and conditions, awards must start within 6 months of the start date stated in the offer acceptance letter. If the award has not started

within 6 months, the offer of funding may lapse. Extensions to the start date of awards must be requested before the 6 month deadline has passed.

Transfer

Should the award holder transfer to another eligible Institution the transfer of their partnering award will be subject to BBSRC and host institute approval, along with other BBSRC funding.

Termination

If a partnering award is terminated early, BBSRC will only be responsible for funds already spent and will not be liable for the remaining instalments of the award.

Final Expenditure

Expenditure should be in accordance with the Institution's regulations and detailed in the appropriate section of the Final Report form and signed off by the Finance Office. The balance of funding due, normally 10% of the cash limit awarded, will be paid on receipt of the Final Expenditure Statement and the reconciliation of actual expenditure. Any funds that remain unspent once the Partnering Award has finished may be reclaimed by BBSRC. Expenditure cannot be charged to the award after the end date has passed, in accordance with GC3 of the grant terms and conditions. Award holders who intend to use funds after the end date of the Partnering Award must request an extension (via the JeS 'Grant Maintenance Facility') **before** the end date has passed, in accordance with GC7 of the grant terms and conditions.

Data protection regulations

BBSRC will use information provided in the application for processing the proposal, the award of any consequential grant, and for payment, maintenance and review of the grant. To meet the Research Councils obligations for public accountability and the dissemination of information, details of awards may also be made available on the Research Councils' websites and other publically available databases, and in reports documents and mailing lists.

REPORTING REQUIREMENTS

BBSRC does not expect Grant Holders to enter outcomes against grants into the Research Outcomes System (ROS) during the data freeze period commencing 30th April 2014. BBSRC will inform Research Organisations and Principal Investigators once the new system is in place, and will subsequently require that grant outcomes are updated to comply with requirements within three months of this date. For further information and updates please see: http://www.rcuk.ac.uk/research/researchoutcomes/.

CONTACTS

Eligibility and administrative queries about this scheme should be addressed to:

Ms Sania Afzal
Assistant International Relations Manager
BBSRC
Email: sania.afzal@bbsrc.ac.uk
Tel: +44 (0)1793 413364

Scientific queries about this scheme should be addressed to:

Dr Kate Hamer
Senior International Programme Manager
BBSRC
Email: kate.hamer@bbsrc.ac.uk
Tel: +44 (0)1793 413340

ANNEX 1: Guidance for JeS application process

ANNEX 2: Partnering Award Application Checklist

ANNEX 1: The JeS application process

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 https://je-s.rcuk.ac.uk/JeS2WebLoginSite 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:

https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=accountsetup

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 (Brazil).

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 a 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. 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.

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 and a short Proposal Covering Letter may also be included, but are **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

- ✓ The project title starts with 'Brazil Partnering Award:'
- ✓ The 'Related Grants' section in JeS form has been completed with the BBSRC grant/s with which this proposal is associated- If grant/s not available in this section complete requested information at the start of the 'case for support'.
- ✓ A 3 page case for support has been uploaded as an attachment in JeS. Letters of Support and Proposal Covering Letter 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.