



2014 BBSRC EUROPEAN PARTNERING AWARDS CALL GUIDANCE NOTES

Call Opens: 15th September 2014

Call Closes: 13th November 2014

BBSRC is pleased to invite applications to a pilot scheme for European Partnering Awards, aimed at facilitating networking activities which result in the submission of applications to Horizon 2020. 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.

BBSRC funded researchers have enjoyed significant success in obtaining funding through the Framework Programme, ERA-Net and Joint Programming Initiative calls. In order to facilitate continued success in obtaining EU funding in Horizon 2020, and encourage UK partners to coordinate applications, BBSRC is piloting a European Partnering Award scheme specifically aimed at providing UK researchers with resources to support consortia building and development of competitive applications to Horizon 2020 funding calls.

Our existing partnering award schemes (with China, India, US, Japan, Brazil and Taiwan) have been successful at creating good synergy between the UK and overseas research communities. Many have led to successful international research projects and have provided considerable added value to UK science. It is our intention that the European Partnering Award Scheme will achieve the same success in Horizon 2020.

PURPOSE

The overarching aim of the European Partnering Award scheme is to provide resources to leading BBSRC supported research groups for networking to develop consortia with European scientists in areas of research that are of direct relevance to BBSRC's current scientific strategy.

The purpose of the European Partnering Award is to provide pump-priming funds for building links with European scientists which will underpin the development and preparation of competitive research proposals for submission to funding calls under Horizon 2020. Specific objectives that underpin the European Partnering Award scheme are:

- To pump-prime multidisciplinary collaborations between scientists in the UK and eligible EU countries for the purpose of submitting high quality UK-coordinated applications to the Horizon 2020 funding calls.¹
- To increase participation of UK companies in European funding calls.
- To encourage applications to Horizon 2020 funding calls aligned with current BBSRC strategic priorities.

¹ BBSRC acknowledges that Horizon 2020 funding calls are likely to be multi-disciplinary, and that proposals to the commission need to reflect this. We expect proposals to bring together the appropriate expertise, however the Principal Investigator must be a BBSRC grant holder.

SCOPE

Up to £20K is available over a period of 12-18 months to fund the following collaborative activities which support the development of consortia and preparation of proposals for H2020 funding calls:

- Travel for one or more investigators in either direction
- Visits/access to facilities
- Meetings in Brussels
- Workshops and networking
- Other collaborative activities

European Partnering Awards are designed to be short term awards to support the development of consortia with 1 or more EU laboratories. The involvement of UK companies in consortia is strongly encouraged. The company should be registered in the UK or have a UK R&D or manufacturing site. Where a suitable company cannot be found in the UK, an overseas company may be used. However, such collaborations are judged on a case by case basis, and clear justification must be provided.

It should be noted that applicants to the European Partnering Award scheme do not necessarily have to be the lead applicant on any subsequent proposal submitted to Horizon 2020, however preference may be given to applications where the PI is seeking to coordinate applications if response to the pilot scheme exceeds initial expectations.

Partnering awards are not a vehicle for supporting single research projects and these awards cannot be used to fund:

- Salary costs
- Consultancy fees
- 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	15 th September 2014
Closing date for proposals	13 th November 2014
Assessment of proposals	January-February 2015
Grant awarded and project start	Awarded early 2015, to start after 1 st 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.
- Details of which pillar and programme in H2020 the consortia will apply to.
- Statement of added value: Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

Applications must demonstrate how this award would add value to BBSRC science (in particular their associated BBSRC research grant) and facilitate the development of proposals to funding calls under Horizon 2020 that are relevant to BBSRC's strategic priorities.

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 approve 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 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:

- Strengths of the proposed consortium and why their subsequent application would be competitive for EU funding.
- Preference will be given to EU consortia where the UK will play a coordination role in subsequent applications to Horizon 2020.
- The involvement of one or more UK industrial partners (overseas industrial partners are acceptable in cases where there is no suitable UK partner available).
- The alignment of the proposal to current BBSRC strategic priority areas.
- The wider benefits and future joint research likely to accrue from the collaboration.
- Whether the collaboration is a new linkage or an on-going partnership (if the collaboration is on-going, what new aspects are brought to the partnership).

The success of each European Partnering Award will be measured against the following criteria:

- Completion of the objectives set out in the applications.
- The added value to BBSRC science.
- The value of developing the partnerships and whether this has led to the submission of (UK-coordinated) applications to Horizon 2020 funding calls.
- The value to wider UK international Science, Engineering and Technology (SET) objectives.

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 BBSRC responsive mode grant holder.
- As a BBSRC initiative grant holder, 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.
- Applicants cannot hold more than one European Partnering Award at any given time.
- 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 (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 if any consequential grant, and for the payments, 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

All Grant Holders must use Researchfish (<https://www.researchfish.com/>) to record key findings and specific outputs from their grants.

Grant Holders must report outcomes on a regular basis for all current grants and BBSRC will monitor submissions to ensure that acceptable levels of information are being provided into Researchfish.

Detailed information on Researchfish can be found at <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

For queries regarding participation in EU funding calls please contact:

UK Research Office (UKRO)
ukro@bbsrc.ac.uk
00 32 2 230 1535/5275

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.
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
 - Details of which pillar and programme in H2020 the consortia will apply to.
 - 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 **must** start with 'European 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.
- ✓ Details of which pillar and programme in H2020 the consortia will apply to **must** be included in the case for support.
- ✓ 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.