

Guidance Notes

BBSRC is pleased to invite applications for the FAPESP Pump-Priming Award (FAPPA) scheme. The aim of this award is to provide short term pump-priming to new collaborations between BBSRC funded research groups in the UK and Brazilian Research groups in the São Paulo State. Successful UK applicants will be funded by BBSRC while their São Paulo based counterparts will be funded by FAPESP. Priority will be given to applications in the area of food security and/ or Bioenergy and Industrial Biotechnology. There is no specific deadline for applications to this scheme; however proposals **must** be received by BBSRC no less than 12 weeks before the proposed start date.

Note that all applications must be made through the Research Councils Joint Electronic Submission System (JeS):

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

See the [Application Process](#) section for more details.

Guidelines and Regulations

Eligibility

Applications **must** be made by a Principle Investigator (PI) who is both eligible for BBSRC funding¹ 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 BBSRC institutes (Rothamsted Research, The John Innes Centre, The Institute of Food Research, The Genome Analysis Centre, The Institute for Animal Health, The Babraham Institute, The Roslin Institute and IBERS - Aberystwyth University).
- 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 at the discretion of the International Relations Unit. In addition to the above criteria UK applicants should note that:

- Their 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** be the lead 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.

As these awards are funded jointly with FAPESP a number of conditions also apply to the São Paulo based collaborators:

- The partnering PI in São Paulo Brazil must be currently in receipt of FAPESP research funding in one of the following forms:
 - Thematic Projects
 - Young Investigator Awards

¹ Further information on BBSRC's eligibility criteria can be found in section 3 of the Guide to Research grants at <http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>

- Research, Innovation and Diffusion Centers (CEPID)
- On behalf of both sides of the collaboration, the UK applicants **must** submit a single joint application to BBSRC, which will have a budget request to BBSRC for the UK partners and a budget request to FAPESP for the São Paulo based researchers.

BBSRC will send a copy of the application to FAPESP and a joint decision will be made on funding (see application process for further details).

Objectives

These awards provide resources to leading BBSRC funded research groups to prime-pump interactions with top FAPESP scientists in Brazil. The aim is to strengthen the scientific relationship between the UK - Brazilian research groups to the point where they can make highly competitive applications to BBSRC and FAPESP for full joint research grants under the RCUK - FAPESP lead agency agreement: <http://www.bbsrc.ac.uk/web/FILES/Guidelines/rcuk-fapesp-operational-guidance.pdf>.

The synergy between the strategic priorities of BBSRC (www.bbsrc.ac.uk/publications/strategic-plan-index) and FAPESP have clear mutually beneficial complementarities in the areas of:

- **Food Security:** defined as bioscience for a sustainable supply of sufficient, affordable, nutritious and safe food, adapting to a rapidly changing world. Includes the full range of research from basic studies through to application.
- **Bioenergy and Industrial Biotechnology:** defined as energy and industrial materials from novel biological sources, especially second and third generation biofuels. Includes basic and underpinning studies through to application.

Priority will therefore be given to applications that address one or both of these priority areas; however applications in other areas will still be considered. It should be noted that these awards should **not** be used as a vehicle to support longer term collaborative interactions for existing projects as provision for these type of interactions is made through the Brazil Partnering Award (www.bbsrc.ac.uk/brazil). They are also **not** designed to be used a long term substitute for full research funding.

A full description of how these awards sit alongside other initiatives to promote collaboration with Brazil can be found at: www.bbsrc.ac.uk/brazil.

Scope

BBSRC will contribute up to £35,000 for the UK side of the collaboration, while FAPESP will contribute a similar maximum (100,000 reais) for the São Paulo based partners. We expect the collaborative activities funded under this award to last for around 2 years, although we will consider shorter or longer awards on a case by case basis. We also expect research groups to try and access other sources of funding to complement this award. This could be direct funding from other sources, or funding 'in kind' from host organisations or collaborators.

Funds in this scheme are provided for travel, subsistence and other collaborative activities, such as workshops or exchanges. They are **not** for the support of salary costs, overheads or items of equipment as these will already be covered by current national funding. However they may be used to support a modest level of direct research costs, including consumables and access to specialist equipment to support research to gather preliminary data to support new applications under the RCUK/ FAPESP Agreement. These direct research costs may **not** account for more than 50% of the total value requested from BBSRC.

Assessment Criteria

Applications to this call will be assessed internally by BBSRC and FAPESP. This light-touch internal assessment allows applications to be process swiftly and can be applied as the applications are based on existing BBSRC/ FAPESP grants that have already undergone robust peer review. Proposals will be assessed against the following criteria:

- The value added to current BBSRC and FAPESP science.
- The future joint research likely to accrue from the collaboration and particularly whether this work has the potential to lead to applications under the RCUK - FAPESP joint application procedure (www.bbsrc.ac.uk/fapesp-joint-funding-research).
- The uniqueness of the opportunity and expertise of the partners.
- The opportunities for early career scientist exchanges.
- Whether the collaboration is a new linkage or an ongoing partnership (if collaboration is ongoing, what new aspects are brought to the partnership).
- The level of the contribution made to this award from other sources including the UK and Brazilian host institutions.
- The relevance of the partnership to **Food Security and/ or Bioenergy and Industrial Biotechnology** research

A final decision will be made jointly between BBSRC and FAPESP.

Costs

Applications should be made at **current costs** in accordance with subsistence, travel and research regulations at the applicant's institution. For each main activity, indicative costs should be shown. BBSRC may index approved costs so that the award 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 FAPPA.

Transfers

Should the award holder transfer to another eligible Institution, the transfer of their FAPPA will be subject to BBSRC, FAPESP and host institution approval.

Termination

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

Reporting

As a condition of funding, successful UK applicants are required to submit a final report of the proceedings within one month of the end of the award through JeS. Guidance on submission of final reports through JeS can be found in the [Reporting Process](#) section. FAPESP PIs are also required to submit regular reports on dates stated on the grant contract and should contact FAPESP for further details.

The success of each FAPPA will be measured against the following criteria:

- Completion of the objectives set out in the application.
- The added value to science within BBSRC's and FAPESP's remit.
- Whether the FAPPA has led to further funding opportunities and in particular whether it has led to a successful application under the RCUK - FAPESP lead agency agreement.
- The value to wider UK international Science, Engineering and Technology (SET) objectives and to the scientific and technological development of the State of São Paulo and Brazil.
- The promotion of further UK - Brazil scientific collaboration.

BBSRC and FAPESP may also ask for further details of the project for publicity purposes.

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. FAPESP applicants should present an expenditure report by the dates stated in the grant contract.

Data protection regulations

BBSRC and FAPESP will use information provided in the application for processing the proposal, the award of any subsequent grant, and for the payment, maintenance and review of the grant. FAPESP may require additional information for the processing of the proposal and the award of any subsequent grant. To meet obligations for public accountability and the dissemination of information, details of awards may also be made available on the web sites of BBSRC and FAPESP and on other publicly available databases, and in reports, documents and mailing lists.

Contact

For further information on the FAPPA scheme, UK applicants should contact:

Jenny Wilson
International Relations Manager
BBSRC
Email: jenny.wilson@bbsrc.ac.uk
Tel: +44 (0) 1793 414686

Brazilian applicants should contact:

Dr Glenda Mezarobba
Area Director – Scientific Directorate
São Paulo Research Foundation
Email: acordorcuk@fapesp.br
Tel: +55 11 3838-4354

Application Process

Applications **must** be made through the JeS system. Applications sent directly to BBSRC or FAPESP will **not** be accepted.

Help with 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 FAPESP Pump-Priming Award from the dropdown menu.
4. **Select Call/Type/Mode:** Select FAPESP Pump-Priming Award 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).
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 at least 12 weeks from the date of submission. Select a duration in **months**. Note that this **must** be between 12 and 36 months.

Applicants

1. Select [Principal Applicant](#)
2. Select [Add New Principal Applicant Item](#)
3. **Name:** Select the Principle 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 FAPPA. 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 Principle 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

Use this section to provide details of the São Paulo based partners and any other contributing 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). Enter both the costs requested from FAPESP and those that will be provided from other sources,
 - 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 FAPPA objectives (1000 character limit). Applicants should list the main objectives of the proposed FAPPA. 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 **UK side** of the proposed collaboration. All travel, subsistence and other collaborative activities should be entered as travel and subsistence. Any direct research component should be entered as other directly incurred costs. Full Economic Costing (FEC) is applied to any direct research component of these awards, but is not applied to the travel, subsistence and other collaborative activities. For all costs, applicants should ask for the full value of the activities that they wish to undertake and the BBSRC allocation will be calculated automatically.

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 São Paulo x3 to attend meeting at The university of São Paulo.
 - For subsistence items enter the country and city (if applicable) where subsistence is required and the length of time subsistence is required.
 - For other collaborative costs, such as venue hire for workshops, enter the country, city and institution (if applicable), and give a very brief description of the activity.
4. **Overseas destination?:** Check this box unless this activity occurs 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 for the directly incurred cost e.g. consumables for processing of Brazilian samples.
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

Applicants **must** include a joint UK - Brazil Case for Support. This will be reviewed by BBSRC and FAPESP and **must** contain the following sections:

- The main scientific objectives.
- Summary of previous contacts or links with proposed partners.

- Action Plan of work to be carried out and plans for joint grant applications (applicants may wish to present diagrammatically or as a gantt chart).
- Statement of added value. Indicate the benefit of the collaboration to:
 - The UK applicants BBSRC funding and UK science generally,
 - The São Paulo based collaborators FAPESP funding and Brazilian science generally.

The case for support should be a pdf or word file of **no longer** than four sides of single spaced 11pt Arial text.

Applicants **must** also include a FAPESP submission form available at <http://www.fapesp.br/chamadas/bbsrc/formbbsrc062011.doc>.

CVs and publication lists are **not** required; however applicants may wish to include any particularly pertinent recent publications. 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.

To upload a document:

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.

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 / 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**.

Reporting Process

This text follows the same format as the JeS final report 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 **Reports** section select [Final / Interim Report](#).
3. Find the appropriate PA application from the list of JeS applications submitted under this account and select [Open](#).

As for the application process this will take you into the document menu.

Document Menu

The project details and Applicants (including Principle Applicant and Co Applicant) sections should be pre-populated with information from the original PA application. The first section which requires input is the objectives section. Each of the boxes is limited to 1000 characters. Additional information can be submitted as a pdf or word file in the [Attachments](#) section.

Objectives

1. The 'Original Objectives' section should be prefilled with the objectives set out in the 'Objectives' section of the application form. Use the 'Completion of Objectives' box to describe the extent to which the original objectives were met. How were these objectives achieved and how will any incomplete objectives be addressed?
2. Save your objectives and press the next button to navigate to the Visit Summary section.

FAPESP Pump-Priming Award Summary

1. Use the two boxes on this screen to summarise the activities undertaken during this FAPPA and the positive outcomes that have resulted to date.
2. Save your summaries and press the next button to navigate to the Visit Outputs section.

FAPESP Pump-Priming Award Outputs

1. Use the five boxes on this screen to describe the outputs of this FAPPA.
2. Save your outputs and press the next button to navigate to the Attachments section.

Attachments

Applicants **must** attach a 'Final expenditure report form' in this section. Blank forms can be downloaded from the BBSRC website (www.bbsrc.ac.uk/nmsruntime/saveasdialog.aspx?IID=4810&slD=5178).

This section can also be used to upload additional information not included in the Objectives, Partnering Award Summary or Partnering Award Outputs sections.

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.

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 / 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

If you have any questions about the PA scheme please contact:

Jenny Wilson

International Relations Manager

BBSRC

Email: jenny.wilson@bbsrc.ac.uk

Tel: +44 (0) 1793 414686

Note that BBSRC staff cannot access ongoing 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