

BBSRC FLEXIBLE INTERCHANGE PROGRAMME (FLIP)



General Information

The following notes provide guidance on completing the Flexible Interchange Programme (FLIP) Joint Electronic System (Je-S) application form. Applicants are advised to refer to FLIP Call Text and Frequently Asked Questions (FAQ) for further information. The FLIP Call Text and FLIP FAQ are available to download at www.bbsrc.ac.uk/FLIP.

Completed FLIP JE-S application form and mandatory attachments must be submitted by via the Je-S system by the next application deadline (www.bbsrc.ac.uk/FLIP).

Applicants must ensure that permission and support for the application has been secured from their institution in advance of the closing date.

Personal data from the first page of BBSRC FLIP applications and project summaries will normally be transferred to publicly available databases. The following details will be transferred for all funded projects:

- title and project summary;
- institution;
- name of applicant;
- 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 applicants do not wish personal data or information that could affect Intellectual Property Rights to be transferred to the databases.

CONTACTS

For all queries, please email: FLIP@bbsrc.ac.uk

Definitions

The **lead applicant** on a FLIP proposal will be an academic at an eligible Research Organisation (RO), and be a named investigator on an awarded BBSRC research grant connected to the FLIP application. The *applicant(s)* must satisfy the standard BBSRC eligibility criteria as laid out in section 3 of the BBSRC Grants Guide (<http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>). Applicants based at a Scottish Main Research Provider (MRP) are not eligible to apply for a FLIP award.

FLIP **interchanger(s)** will be the individual(s) who will move between different sectors/disciplines to deliver FLIP objectives. Unlike the *applicant*, the *interchanger* does not need to be connected to the related BBSRC research grant, but the *applicant* can also act as an *interchanger*. There can be one or more *interchangers* for each FLIP application, and *interchangers* should be qualified to PhD level or have an equivalent experience level to undertake the proposed research.

Upon commencement of the FLIP award the *interchanger* must be employed by one of the organisations participating in the FLIP award, which can be an eligible RO, UK industry, policy making or charitable organisation. FLIP does not support students.

FLIP **partner(s)** can be academic and/or non-academic organisations, that will participate and support the interchange with cash or in kind support. Each *partner* will have a lead member of staff responsible for the interchange; the *applicant* will be the academic lead.

Guidance on completing a FLIP application

In addition to the FLIP Je-S application form, the following documents are required and should be provided as detailed below:

- A **Case for Support** document (maximum 8 A4 sides comprising Section A – maximum 3 sides of A4, Section B – maximum 2 sides of A4, Section C – maximum 2 sides of A4 and Section D – maximum 1 side of A4; exactly 1).
- A **Data Sharing Statement** document (maximum 1 A4 side; exactly 1)
- A CV (maximum 2 A4 sides; standard font and margin sizes) should be submitted for the applicant and each interchanger.
- **Justification of Resources** (up to 2 A4 sides; exactly 1)
- A **Pathways to Impact** statement (up to 2 A4 sides; exactly 1)
- **Head of Department Letter of Support** confirming their support for the interchange (maximum 1 A4 side)
- Any relevant **Final or Interim Reports** (any number)
- **Summary of Financial Contribution** (exactly 1)
- **Research Finance Office confirmation** (exactly 1)
- **Facility Technical Assessment Form** (where required)
- **Diagrammatic Workplan** (maximum 1 side of A4: exactly 1)

An optional cover letter (maximum 1 A4 side) may be included.

Applicants should note that under no circumstances should their application exceed the character or page limits described. Any submissions which exceed the stipulated limits will be withdrawn. The application must be submitted as a single pdf document.

Further guidance on attachments is provided below. Detailed guidance on completing the FLIP application form is available in [Annex 1](#).

Writing your FLIP Application

It is important you do not write the FLIP applications as a research grant, but refer closely to guidance notes and the assessment criteria.

ASSESSMENT CRITERIA

Committee E will assess all FLIP applications against the aims of the scheme, alongside value for money and “added value”, and use the following assessment criteria:

Number	Criterion
1.	Connectivity: <ul style="list-style-type: none"> • how the proposed interchange is connected to BBSRC-funded research conducted by the applicant.
2.	Aims of the scheme, including: <ul style="list-style-type: none"> • the extent to which the proposal addresses the aims of the FLIP scheme
3.	Benefits to individuals, including: <ul style="list-style-type: none"> • career development opportunities • acquisition of new skills and knowledge • mechanisms of how benefits will be obtained and how these will be applied to development of future activities • development of leadership potential
4.	Individuals involved, and: <ul style="list-style-type: none"> • their background, experience and skills relevant for the interchange • how these will be enhanced by the interchange
5.	Benefits to partner organisations, including: <ul style="list-style-type: none"> • benefits accrued • mechanisms to ensure such benefits are embedded • catalysis of culture change
6.	The ‘added value’, describing: <ul style="list-style-type: none"> • how the objectives of the interchange could not be achieved through any other mechanism • how, without the interchange, there would be a lost opportunity
7.	Vision, including: <ul style="list-style-type: none"> • ambition and risk management • what success will look like • how success will be measured • if appropriate, SMART objectives (Specific; Measurable; Achievable; Realistic and Time bound)
8.	Commitment and contribution by partner organisations, such as: <ul style="list-style-type: none"> • support for a strong and successful interchange • a significant cash or in-kind contribution
9.	Value for money, including: <ul style="list-style-type: none"> • rationale for the proposed use of resources • benefits to individuals and partner organisations • details of any cash or in-kind contributions • details of any leveraged funding
10.	Strategic fit of the interchange proposed to BBSRC's Strategic Plan

Specific Guidance on Attachments

CASE FOR SUPPORT

IMPORTANT: Do not write as a research grant, refer closely to guidance notes.

The information provided in the Case for Support should relate to the applicant and all interchangers and partners involved in the project, and should include the following information.

Description of FLIP project (Sections A-D)

Section A: Description of the Interchange Project (maximum 3 sides of A4)

This section should include information such as objectives, the connectivity to BBSRC funded research, the strategic relevance, and details of what is proposed in the FLIP project. Applicants should include relevant milestones and outcomes. In addition, you should demonstrate how the skills / background / experience of participants are relevant to the project needs.

Section B: Details of the FLIP environment and training (maximum 2 sides of A4)

This section should cover areas that are relevant to the FLIP, such as the resource(s) and environment provided by the partners, whether it includes access to key facilities, or involves high quality training in scientific methods, or training relevant to business/commercialisation/policy development.

Section C: Benefits arising from the FLIP (maximum 2 sides of A4)

This section should address the demonstrable benefits to individual(s), organisation(s), and the wider economy and society. The applicant should also clarify whether the FLIP will lead to career development / develop leadership potential of those involved, and whether the FLIP will result in the acquisition of new skills / knowledge. If the FLIP will foster links / develop a relationship between partners, what the benefits to the organisations would be, and how such benefits would be embedded.

Section D: Added Value (maximum 1 side of A4)

Applicants should articulate how the FLIP is vital and timely, as well as consider the potential impact that could arise from the FLIP, and why FLIP is the best/only mechanism to achieve the proposed objectives. You should also include details of any commitment / support provided by all partners.

References

References should appear in a list at the end (within the stated page limit; standard font sizes apply) 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. Committee E will base their assessment solely on the information contained within the application, and will not access external links.

DATA SHARING STATEMENT (maximum 1 side A4)

Please include a statement on data sharing with your application. This should be submitted as a stand-alone page. A maximum of one side of A4 is allowed for this statement, and it must not be used for any other purpose. This statement must clearly detail how you will comply with BBSRC's published Data Sharing Policy, including concise plans for data management and sharing as part of the interchange, or provide explicit reasons why data sharing is not possible or appropriate.

The policy, and detailed guidance notes, can be viewed at http://www.bbsrc.ac.uk/web/FILES/Policies/data_sharing_policy.pdf

Comprehensive data sharing plans will be expected, in particular, in the “data sharing areas” highlighted in the policy. More succinct plans may be appropriate for applications outside of these areas.

Data sharing plans may include details of:

- Data areas and data types - the volume, type and content of data that will be generated e.g. experimental measurements, records and images;
- Standards and metadata - the standards and methodologies that will be adopted for data collection and management, and why these have been selected;
- Relationship to other data available in public repositories;
- Secondary use - further intended and/or foreseeable research uses for the completed dataset(s);
- Methods for data sharing - planned mechanisms for making these data available, e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate;
- Proprietary data - any restrictions on data sharing due to the need to protect proprietary or patentable data;
- Timeframes - timescales for public release of data;
- Format of the final dataset.
- Applicants may claim justifiable costs associated with data sharing activities, which should be captured in the application proforma and in Justification of Resources statement.

IMPORTANT - This page should be used only for the statement on data sharing. Any information included other than that relating to data sharing statement requirements, as prescribed above, will result in your application being rejected. Only one statement is required per project.

CVs

CVs are required for the applicant and each interchanger. These must be no more than 2 sides of A4 per person. The CV should include details of:

- employment history (give dates and details of position held including the nature of your current employment)
- qualifications (state subject, class of degree with university dates)
- patents
- publications relevant to the interchange published within past five years. The applicant’s publications must be in refereed journals.

JUSTIFICATION OF RESOURCES

The Research Councils have agreed revised guidance notes for the completion of the Justification of Resources attachment. Details are available [here](#).

This statement should be used to justify the resources required to undertake the interchange and is a mandatory addition. Applicants should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the proposed interchange. Note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions.
- In some cases, such as applicant time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification.
- Try to be explicit about the need for the level of interchange time sought, bearing in mind the complexity of the research/interchange.
- Estates and indirect costs do not need to be justified.

If costs are not sufficiently clear and well justified the Committee may cut costs of the FLIP award.

PATHWAYS TO IMPACT

BBSRC require up to 2 sides of A4 attachment to the proposal for “Pathways to Impact”. Guidance entitled ‘What do I need to write within my Pathways to Impact’ can be downloaded at www.bbsrc.ac.uk/FLIP.

For FLIP applications, the Pathways to Impact document should also reflect the *wider* beneficiaries and users of the research, and include any *additional* activities that will increase the likelihood of potential economic and societal impacts being achieved. The Pathways to Impact document should not replicate details included in the FLIP application.

LETTERS OF SUPPORT

A pdf of each letter of support should be submitted on 1 side of A4. Letters of support must be included to confirm an active collaboration or contribution to an interchange in terms of resources or expertise, and may be included where a statement from a third party is necessary to enable the informed assessment of a proposal.

The following letters of support are mandatory for FLIP applications.

Project Partner Letter of Support (1 or more)

A statement from all partner(s) is required. For each partner, a statement as to their organisations willingness to be involved should be submitted with the proposal as an e-mail attachment. The statement should confirm that, where necessary, the interchanger(s) will be accepted into the partner organisation for the purpose of undertaking the proposed interchange, indicate the level of support (cash or in kind) from the partner for the interchange.

Head of Department Letter of Support (exactly 1)

A statement from the Head of Department (HoD) at the applicant's institution is required. It should support the FLIP proposal, describe the financial and/or in-kind contribution from the institution to the interchange, and outline the expected benefits to the organisation. The statement should also: confirm that, where necessary, an interchanger from a partner organisation will be accepted into the department for the purpose of undertaking the proposed interchange, indicate the level of support for the interchange, and the longer term commitment which will be made to embed the outcomes of the interchange.

FINAL/INTERIM REPORT(S)

The applicant must submit an interim or final report on any related BBSRC research grant (excluding those under six months old and training grants) currently held or completed in the last twelve months on which they have been the Principal Investigator. Any applications received which do not include this report will not be accepted until such a report is available.

An application will not be accepted if a final report on any BBSRC research grant previously held by the principal applicant is overdue.

SUMMARY OF FINANCIAL CONTRIBUTION (exactly 1)

This section should summarise the total cost of the interchange and the support provided by the partners whether cash, in-kind or both. BBSRC will fund at 80% fEC of the balance of the cost of the interchange once contributions from the partners have been subtracted from the total cost. Summary of Financial Contribution form is available for download at www.bbsrc.ac.uk/FLIP.

DIAGRAMMATIC WORKPLAN(maximum 1 side of A4: exactly 1)

A Gantt chart or similar detailing the timeline and effort on the call.

RESEARCH FINANCE OFFICE CONFIRMATION OF REQUESTED RESOURCES (exactly 1)

Applicants must ensure that the resources requested in their application have been checked and approved by their Research Finance Office, or equivalent, prior to submission to BBSRC. This should be provided on letter headed and signed documentation. Failure to attach this confirmation will result in the application being returned to the applicant.

FACILITY TECHNICAL ASSESSMENT FORM (if relevant)

For details see guidance on pages 13 and 14 of Annex 1.

Detailed guidance on completing FLIP application form

Organisations	Research Organisation	Complete details of the eligible lead RO and department of the applicant leading and responsible for the proposal.
Research Organisation Reference		Assign your own reference to this proposal in order that it is easily identifiable to you in the Research Organisation Reference section of the form.
Project Title		Enter a title for the project (maximum 150 characters)
Start Date and Duration		Enter a requested start date and duration. The requested start date should be at least 4 months after the assessment meeting. FLIP awards are typically up to 24 months in duration.
Applicant		Please include all applicant details within this section. The lead applicant (PI) on a FLIP proposal will be an academic at an eligible RO, and be a named investigator on an awarded BBSRC research grant connected to the FLIP application. The applicant(s) must satisfy the standard BBSRC eligibility criteria as laid out in section 3 of the BBSRC Grants Guide (http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx). Applicants based at a Scottish Main Research Provider (MRP) are not eligible to apply for a FLIP award.
Objectives		In this section you will need to provide information on the main objectives of the FLIP.
Impact Summary		<p>The Impact Summary (4000 characters maximum) should address the following two questions:</p> <ul style="list-style-type: none"> • Who will benefit from this research? • How will they benefit from this research? <p>Who will benefit from this research? List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research – both directly or indirectly. It may be useful to think of beneficiaries as ‘users’ of the research outputs, both immediately, and in the longer term.</p> <p>Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research. For example:</p> <ul style="list-style-type: none"> • Are there any beneficiaries within the commercial private sector who will benefit from the research? • Is there anyone, including policy-makers, within international, national, local or devolved government and government agencies or regulators who would benefit from this research? • Are there any beneficiaries within the public sector, third sector or any others who might use the results to their advantage? Examples include museums, galleries and charities. • Are there any beneficiaries within the wider public? <p>How will they benefit from this research?</p>

		<p>Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work. Please consider the following when framing your response:</p> <ul style="list-style-type: none"> • Explain how the research has the potential to contribute to the nation's health, wealth or culture. <p>For example:</p> <ul style="list-style-type: none"> • Fostering global economic performance, and specifically the economic competitiveness of the United Kingdom? • Increasing the effectiveness of public services and policy? • Enhancing quality of life, health and creative output? • What are the potential impacts likely to be, and what is their importance? • What are the realistic timescales for the benefits to be realised, and how will this research contribute? • What research and professional skills will staff working on the project develop which they could apply in all employment sectors? <p>The RCUK Typology of Research Impacts provides an indication of the potential range of impacts that can be generated from research. The checklist for completing Pathways to Impact an indication of the potential wider beneficiaries of research.</p> <p>Note: The Impact Summary may be published to demonstrate potential impact of Research Council funded research. Please ensure confidential information is not included in this Summary.</p>
Summary		<p>In this section you are required to summarise the work you propose to undertake as part of the interchange in terms that can be publicised to a general audience. The summary may cover, for example, the key aims and how you will work with partners to achieve these.</p> <p>In the event that a FLIP is awarded, this summary may be used for dissemination to the general public, or for press releases, and may be published on the BBSRC web site and other publicly available sites. Please ensure confidential information is not included in this Summary.</p>
Partnership Details		<p>Provide contact details for lead staff for each FLIP Partner. You should list details for all partners on whom the interchange is dependent.</p>
Summary of Resources Required for Project		<p>This part of the proposal is NOT populated automatically from entries made in other sections of the proposal. Please ensure these details accurately reflect requests for support in subsequent sections of the form (as follows).</p> <p>The scheme is <u>not</u> aiming to provide applicants with a grant for a full, stand-alone, research project.</p> <p>Indirect Costs: These include non-specific costs charged</p>

		across all interchanges based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the applicant's Research Organisation's administration such as personnel, finance, library and some departmental services.
Other Support		<p>In this section you need to enter details of any support sought or received from any other source for your proposed work and activities.</p> <p>Complete all fields for support either received or pending a decision.</p> <p>The applicant must declare all support sought and/or gained from any other source over the past three years where funding has been requested bearing any relation to the objective(s) of the proposed interchange. This information must be provided within the application to inform the assessment process.</p>
Related grants		It is mandatory to show how the proposed interchange is connected to BBSRC-funded research conducted by the applicant, as detailed in the FLIP Call Text.
Staff		<p>In this section you will need to provide costings for salary in line with the guidance below.</p> <p>Payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.</p> <p>Please note there is no fixed salary starting-point for the interchanger(s), and the salary costed on to the proposal should be agreed between the applicant and the partner.</p> <p>Upon commencement of the FLIP award the <i>interchanger</i> must be employed by one of the partnering organisations, which can be an eligible RO, UK industry, policy making or charitable organisation, and be qualified to PhD level or have relevant experience to undertake the planned work.</p> <p>FLIP will not support students.</p>
Staff (Directly Incurred Posts)		<p>This section is relevant for the following Directly Incurred roles:</p> <ul style="list-style-type: none"> • Interchangers: who will be dedicated to the interchange or whose time working on the interchange can be fully supported by an auditable record for its duration. Interchangers may be named or unnamed, and could be based at the lead academic institution or the partner organisation(s), but should be requested at a salary level commensurate with the skills, responsibilities, expertise and experience necessary to carry out the proposed research activity. This level will need to be fully justified within the case for support. • Technicians: funding only for technicians who will be dedicated to the interchange, or whose time working on the project can be fully supported by an auditable record for its duration. Funding for pool technicians or for technicians whose time will be shared with other projects/activities and will not be supported by an auditable record should be requested under the Other

		<p>Directly Allocated Costs heading.</p> <p>Other Staff: funding only for staff who will be dedicated to the interchange, or whose time working on the project can be fully supported by an auditable record for its duration. Funding for pool staff or for staff whose time will be shared with other projects/activities and will not be supported by an auditable record should be requested under the Other Directly Allocated Costs heading.</p>
Staff (Directly Allocated Costs)		Input costs for staff (interchanger) who will be working directly on the interchange, if their time charged to the grant will be based on estimates rather than actual costs.
Travel and Subsistence		Funds for travel and subsistence for use by interchangers where these are required by the nature of the work. BBSRC will not support travel and subsistence costs for non-academic partners.
Other Directly Incurred Costs		<p>Costs of other items dedicated to the interchange, including consumables, etc. It is anticipated that in most cases costs for equipment would not be supported by FLIP. Where requested, items of equipment costing less than £10k should also be included under this heading, but it is expected that such equipment costs will be an exception, and only eligible for the academic lead.</p> <p>If equipment costs essential for an interchange exceed £10k then the applicant should seek advice from the BBSRC contact in advance of preparing their application.</p> <p>BBSRC reserves the right to request institutional contributions where appropriate.</p>
Other Directly Allocated Costs		<p>Directly Allocated: These are the costs of resources used by an interchange that are shared by other activities. They are charged to interchanges on the basis of estimates rather than actual costs and do not represent actual costs on an interchange-by-interchange basis. These costs may include, for example, the costs of shared Pool staff or access to institutional research facilities such as equipment, IT systems. They include:</p> <ul style="list-style-type: none"> • Applicant: Proposals will need to show the costs of applicant if their time charged to the interchange is based on estimates rather than actual costs. • Estates: These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings. <p>Estates and indirect costs cannot be claimed by non-academic partners. In addition, estates costs cannot be claimed for academic interchangers spending in excess of six months in a non-academic environment during the project as detailed in Section 5.42 of BBSRC Grants Guide http://www.bbsrc.ac.uk/web/FILES/Guidelines/grants_guide.pdf.</p>

		<p>No reduction should be made for shorter term absence.</p> <p>Equipment: It is anticipated that in most cases costs for equipment would not be supported by FLIP, and that such costs may be requested as an exception. Equipment costs below £10k can be detailed in directly incurred costs section but it is expected that only the academic lead is eligible to claim for such costs. If as an exception, equipment costs essential for an interchange exceed £10k then the applicant should seek advice from the BBSRC contact (FLIP@bbsrc.ac.uk) in advance of preparing their application.</p> <p>BBSRC reserves the right to request institutional contributions where appropriate.</p>
Animal Costs		<p>Complete the table to provide a breakdown of animal costs.</p> <p>The animal species and type must be completed</p> <p>The following entries and costs must be completed:</p> <ul style="list-style-type: none"> • Species/ type of animal; • number of animals purchased and costs of animal levied by the suppliers including, where appropriate transport and handling charges. Please state if these costs are actual (Directly Incurred) or estimated (Directly Allocated); • number of animals bred and associated costs. Again, please state if these costs are actual (Directly Incurred) or estimated (Directly Allocated); and • the average length of maintenance duration and the total weekly maintenance cost for all the animals of this species on this proposal. Please state if the weekly maintenance costs are an actual (Directly Incurred) or an estimated (Directly Allocated) cost. Weekly maintenance costs include feed, bedding, cage/pen/equipment maintenance and including a proportionate share of animal house staff. Staff specific to aspects of the research project should be added to the appropriate staff resources section. <p>Add a new animal cost for each species/strain used.</p>

Animal Species		<p>If the research involves the use of non-human primates, dogs, cats and/or equidae, additional information must be given in the ethical information section.</p> <p>For species other than non-human primates, dogs, cats and/or equidae, you must fully justify the choice of species and numbers of all animals required, including power calculations where appropriate.</p> <p>The list does not currently include an ‘Other’ option; if your animal species does not appear in the list, please select ‘Other Rodent’ and detail your actual species in the justification text box.</p> <p>Estimates of the number of animals needed should, where possible, take into account the likely magnitude of the effect, the required statistical significance and power, and the factors that might affect this. Other points that must be addressed include:</p> <ul style="list-style-type: none"> • Why is animal use necessary - are there any other possible approaches? • Why is this species most appropriate? • What humane endpoints have been identified? <p>Please note that this requirement applies whether or not the animals are to be purchased with funds requested within the proposal itself.</p>
Research Facilities/Existing Equipment		<p>Charge out costs for use of major or small research facilities. The need for the requested amount of access to the facility must be justified in the Justification of Resources attachment but you do not need to justify the charge out rates.</p> <p>Please see the BBSRC Research Grants Guide for details.</p>
Research Council Facilities – HECToR and The Genome Analysis Centre		<p>Please input the facility to be used.</p> <p>Ensure that the requirement can be met before the proposal is submitted.</p> <p>In addition the application must be accompanied by a facilities form as an attachment. Please see BBSRC Research Grant Guide for details.</p> <p>Applying for HECToR time Applicants requesting Class 1 access (i.e. as part of a standard peer-reviewed research proposal) to the HECToR facility must complete a HECToR Application Form (sometimes known as a ‘Technical Assessment Form’) and attach this to their application. If your application is submitted to BBSRC without this form attached, BBSRC will contact you to request that you complete this form before your proposal can be taken forward for assessment. The Application Form is available at http://www.hector.ac.uk/admin/apply/form.doc and more</p>

		<p>details about the application process are available at http://www.hector.ac.uk/admin/apply/. BBSRC-specific guidance regarding the application process is detailed on this page and at http://www.bbsrc.ac.uk/funding/facilities/facilities.aspx</p> <p>Class 2 access (limited, pump-priming resource) should be applied for directly to the HECToR facility, and is not dependent upon funding awarded through a peer-reviewed BBSRC research project. See the Application Form for further details about Class 2 access.</p> <p>System options and access charges The HECToR facility will operate in 3 defined phases (I, II and III) reflecting planned hardware upgrades. Each phase will also have two system options; a scalar and vector component. The 3 phases and the scalar and vector systems for each phase incur different access charges; there are therefore 6 categories of access to HECToR, each having a different access charge rate. You will therefore need to define and cost the system phase and scalar/vector option to which you are requesting access. The agreed list of access charges is available at http://www.hector.ac.uk/admin/costs/. The agreed access charges will not change for the life of the HECToR facility.</p> <p>BBSRC is a Partner Research Council for the HECToR facility, and the discounted partner rates therefore apply to researchers attaining HECToR access as part of a research proposal funded by BBSRC. Please calculate all costs at the partner research council rate for access.</p> <p>If you have any queries regarding completion of this section of the form, please contact BBSRC Office.</p>
FLIP Partner(s)		<p>Provide details of partner(s) involved in the FLIP and their contributions to the interchange. These contributions are in addition to resources identified above. Include both, direct and indirect contribution to the FLIP. For each additional FLIP partner, copy the Project Partner table and list details separately.</p>
Ethical		<p>Each section of the ethical classification must be completed.</p> <p>Human participation: state whether the proposed research will involve human participation and answer the questions as appropriate</p> <p>Animal research: The provisions of the Animals (Scientific Procedures) Act 1986 must be observed. Institutions and award-holders are responsible for ensuring that all appropriate personal and project licences required under the Act have been granted by the Home Office. All BBSRC awards are made on the absolute condition that no work which is controlled by the Act will begin until the necessary licences have been obtained. If the proposed research will involve the use of animals covered</p>

		<p>by the Act, indicate the severity of the procedure; if 'moderate' or 'substantial', provide details of the experiments in the space provided.</p> <p>Genetic and biological risk: If the research will involve the use of genetically modified organisms, answer the questions as appropriate.</p> <p>Approvals: If approval is required for the research, this must be sought and given prior to the research commencing. Provide details of the approval(s) sought and/or received in relation to this proposal.</p> <p>Other issues: Applicants should consider the social context of the interchange and its associated research and indicate any issues that might arouse specific public interest or concern about the motivation for the research, its conduct or potential outcomes, which might not be fully covered in the other sections.</p>
Where did you hear about this scheme		Select one or more that are applicable.
Attachment checklist		Indicate number of each attachment type included in support of the FLIP proposal
ADDITIONAL GUIDANCE		
Facilities		Applicants seeking funding for use of facilities (HECToR and The Genome Analysis Centre) must seek advice from the BBSRC contact (FLIP@bbsrc.ac.uk) in advance of preparing their FLIP application. Where costs for facilities are requested, such costs may only be requested for the academic component of the interchange.
Project partner		Applicants must ensure that their industrial liaison officer or equivalent person with responsibility for setting up collaborative arrangements receives a copy of the completed proposal form.