

Follow-on funding pathfinder

General guidance and notes for completion of the electronic application form

The application process for the Follow-on funding pathfinder programme has changed. Application is now made electronically through the RCUK Je-S Submission portal.

Please read these guidance notes before completing and submitting an application to the Follow-on funding pathfinder programme.

GENERAL INFORMATION ABOUT THE FOLLOW-ON FUNDING PATHFINDER PROGRAMME

ELIGIBILITY

Participation in the BBSRC Follow-on funding pathfinder is open to researchers within UK Universities / BBSRC-sponsored Institutes, to take forward activities generated by research funding from BBSRC. In addition, there must be a substantial link to previous/current BBSRC research funding.

The academic applicant must hold a permanent academic post and be a current BBSRC research grant holder or have previously received a BBSRC research grant with relevance to the application. The programme will not support students.

BBSRC is committed to eliminating unjustified discrimination and promoting equality of opportunity and good relations across and between equality groups. BBSRC welcomes applications from all sections of the community and does not discriminate on the grounds of gender, disability, age, race/ethnicity, religion or philosophical belief or sexual orientation. BBSRC has published Race, Disability and Gender Equality Schemes which are available on the BBSRC website.

DURATION

The duration should not be more than 6 months.

VALUE

Typical award values are expected in the region of £7-10k (fEC) of which BBSRC will pay the standard 80% proportion. In exceptional circumstances up to £20k(fEC) can be sought to undertake a first milestone project

PUBLICATION AND ACKNOWLEDGMENT OF SUPPORT

The Grant Holder should, subject to the procedures laid down by their University, publish the results of the research in accordance with normal academic practice. Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from BBSRC and the Follow-on funding pathfinder, quoting the grant reference number. In addition, the Grant Holder must notify BBSRC's External Relations Unit (press.office@bbsrc.ac.uk) in advance, of any media releases or similar public pronouncements that refer to BBSRC-funded

research, and supply a copy of the releases. This will enable the BBSRC to respond efficiently to media and other enquiries.

CONFIDENTIALITY

The applicants and BBSRC undertake to keep all information in relation to the application confidential. This will not apply if BBSRC is required to disclose details by law (including under the Freedom of Information Act 2000) or by any regulatory body to whose rule the BBSRC is subject, where the information is already in the public domain or enters the public domain through no fault of ours, or where your application is approved and funded (see disclosure below).

Your application will not be sent out to external review by referees. It will only be seen by the Swindon Office staff and the assessment committee members.

DISCLOSURE

The title, summary of project, details of applicants and organisations and value and duration of award may be made publicly available if your application is successful. For us to meet the requirements of the Freedom of Information legislation we may use these and other detail to provide information on BBSRC activities. This may be in response to enquiries from various sources, including the general public.

INTELLECTUAL PROPERTY

Any intellectual property arising from an award made through Follow-on funding will be subject to standard BBSRC conditions (www.bbsrc.ac.uk/funding/awardholders).

Data Protection Act 1998

BBSRC will use information provided on the application form in processing the application, any grant awarded and subsequent payment, including maintenance and review processes.

This includes:

- registration of applications
- operation of BBSRC grants processing and management information systems
- the preparation of material for use by peer review panels
- statistical analysis to inform the evaluation of the quality of the interchange undertaken
- policy and strategy studies

Contact the BBSRC Data Protection Officer for further information.

ANY QUESTIONS

If you have any questions about the BBSRC Follow-on funding pathfinder programme please contact the Business and Innovation Unit (contact details below). Further information can also be found at www.bbsrc.ac.uk/business.

CONTACTS

Knowledge Exchange & Commercialisation Unit
BBSRC
Polaris House
North Star Avenue
Swindon,
SN2 1UH
Email: mary.mcdonagh@bbsrc.ac.uk
Tel: 01793 413275

HOW TO SUBMIT AN APPLICATION

General information about the application form

Project summaries and personal data from the first page of the application form will normally be transferred to publicly available databases.

The following details will be transferred for all funded projects:

- title and project summary
- institution
- name(s) of applicant(s)
- name of any project partners
- the value of the award
- start and end dates and duration of the award

We 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.

Prior to completing the form please ensure you read these guidance notes. If you are not familiar with the Je-S Electronic submission process it is strongly recommended that you consult your Research Administration Office for advice on completing the form and internal submission processes. Please note that submitting a completed application form through Je-S does not submit the form to BBSRC – it submits the form to the Submitter/Approval Pool at your organisation.

All attachments must be completed in typeface Arial, Helvetica or Verdana and a strict minimum font size of 11. A minimum of single line spacing and standard character spacing must be used. Margins must not be less than 2cm.

All relevant parts of the application form must be completed. Failure to do so will result in the form being returned which may delay your application.

COMPLETION OF THE FORM

Log into Je-s and select Documents, New Document, BBSRC (from Select Council), Standard Proposal (from Select Document Type), Pathfinder (from Select Scheme) and

Follow on Pathfinder (from Select Call). Click Create Document and follow the on screen instructions to complete the form.

Please note that in addition to typing directly into the free text boxes on the application form, you can copy and paste text from word documents. Ensure you take into account any character length restrictions given on some of the boxes as if you exceed these your text will be truncated to meet the requirements.

Project Details

The Submitting Organisation must fulfil BBSRC eligibility criteria as set out above.

Project Title - Provide a short title understandable to the non scientific layperson and that can be made publicly available. **Applicants must ensure that the title of the proposed project is worded in such a way as to protect commercially confidential or sensitive areas.**

Type Open Call

Duration

The duration should not be more than 6 months. The duration must be entered in whole months.

Investigators

Provide details of the applicant(s) and Institution

Objectives

Provide a list of the main objectives for the project with dates which will form the basis of your milestones.

Other Support

Details of support from organisations other than BBSRC which are relevant to this application should be given here. Contributions in kind from your Technology Transfer Office or equivalent, may also be included.

Related Grants

Enter the grant reference numbers for BBSRC funding that underpins this application. If you are unable to add the reference number here then please provide full details as document type 'Other' and entitle it ' Related Grants'.

Staff

Use this section to enter the details of staff for whom costs are being claimed and who are not the principal investigator.

Resources

All resources requested must be costed at full Economic Cost (fEC) and fully justified in the Justification of Resource.

Follow-on funding Pathfinder awards will be in line with standard research grants; that is payments will be profiled over the duration of the award and will include indexation if appropriate.

Costs associated with third parties to undertake market assessments; provide business advice etc. should be added under 'Other Directly Incurred Costs' and must include the name of the Supplier and a brief summary of the services they will provide in the 'Description' field.

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.

They may not be claimed for staff not employed by an eligible research organisation.

Indirect Costs

These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.

Estates and indirect costs cannot be claimed for non-academic based applicants.

Ethical Information

It is BBSRC policy to collect ethical information on awards it makes and hence this section is mandatory. You must answer all the questions in each section.

Where did you hear about this scheme?

Information gathered from this section of the form will help us to market the Follow-on funding pathfinder programme in an appropriately targeted and cost-effective manner.

Attachments

Document type: Case for Support

The work to be carried out should be outlined in a case for support which should be no longer than two sides of A4. This should include details of what **commercialisation work** is envisaged and how the funds being applied for will improve understanding and benefit a future full application. Attention should be paid to how the Pathfinder funding is anticipated to guide future work in taking the research activities forward to practical application; including commercialisation.

For proposals where funds are sought for the first milestone work, information should be included about further milestones that will build on this if successful. Anticipated

milestones for future work can be included as a Gantt chart or similar to demonstrate why particular work is needed and how it fits within an overall work plan for commercialising the research outcomes. (Maximum one side of A4).

The document should be attached to the application with the description **Case for Support**

Document type: Justification of Resource

This statement (maximum one side A4) should be used to justify the resources requested in this application and is a mandatory addition.

It is not sufficient to merely list the resources requested.

Estates and indirect costs do not need to be justified.

Document type: Letters of Support

A statement of support must be included from the Technology Transfer Office (TTO or equivalent) detailing why the proposed work is needed. They should include details of any matched funding they will provide to support the activity and any additional support that might add value to the work. The Fund will be looking for a strong statement of commitment from the TTO in taking the project forward.

Document type: Pathways to Impact

Optional

Document type: Data Management Plan

Optional

BBSRC Contact : mary.mcdonagh@bbsrc.ac.uk or call 01793 413275