

## **BBSRC Industrial Impact Fellowships: Guidance on submitting proposals**

The Research Councils have a dedicated Helpdesk to assist applicants in using the Je-S system, and you should feel free to contact them in relation to any question or query:

### **Je-S Help Desk**

- E-mail: [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk)
- Phone: +44 (0) 1793 44 4164
- Staffed Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays)
- Out of hours: leave a Voice Mail message

When reporting problems by e-mail or telephone, please supply the following information:

- Your name, organisation and user-id
- The date and time
- What part of the form or system you were working on
- The nature of the problem

**Deadline: 4pm on 6 September 2011**

**It is vital that you submit your proposal to the organisation where you wish to hold the fellowship in good time before the BBSRC Deadline of 6 September 2011 – which is the deadline for the *organisation* to submit it to us, having undertaken their checks.**

## Introduction

This guidance is intended to help you make a proposal to BBSRC's Industrial Impact Fellowship scheme using the Research Councils' Je-S electronic application system. In particular, you are advised to refer to Annexes 1 and 2 in this document at all stages of completing the proposal.

You are also strongly encouraged to discuss your proposal with BBSRC at an early stage – see the Further Help section below.

## Getting Started

- You can access the Je-S system at: <https://je-s.rcuk.ac.uk/>
- If you have not used Je-S before you will need to 'Create an Account' (see link at bottom of the front page) ensuring that you tick the "Applicant on a Fellowship Proposal" box. You will be asked to provide a range of information about yourself.
- Once you have logged in:
  - Choose 'Add New Document'
  - Then select Council: BBSRC
  - Select Document Type: Fellowship Proposal
  - Select Scheme: **Research Development Fellowship**
  - Then choose 'Create Document'
- We are using the existing Je-S proposal form for the 'Research Development Fellowship'.
- Therefore, although the form talks about *research*, in this context you should use the form to describe the activities you plan to undertake over the period of the fellowship.

## Completing your Proposal

- Once you have created your document, you will see a list of sections to be filled in, and there will be a number of attachments which you will need to upload to the system. You should immediately click on the '[Help](#)' link in the top right-hand corner: this will open up a separate page of detailed *Je-S Help and Guidance* on filling out the fellowship proposal form.
- It may seem like a lot of information to provide, but you should be guided by thinking about how your proposal will be assessed (see **Annex 1** for criteria). You need to think about how to make the strongest case in relation to these assessment criteria – if you are successful in being shortlisted, the interview panel will be able to explore your proposal with you further in person.
- As you work through the sections of the form, you should refer to the *Je-S Help and Guidance*; additional scheme-specific advice is provided in **Annex 2** below.

## Submitting your Proposal

- A proposal cannot be directly submitted to BBSRC via Je-S. It must be submitted *by the host organisation* to us by 4pm on 6 September 2011. Late proposals cannot be accepted.
- When you click on the 'Submit Document' link, your fellowship proposal will go into the 'Approver/Submitter Pools' of the university or institute which you have specified within the project details section of the Je-S proposal form. This gives the organisation an opportunity to check your proposal and build in their indirect and estates costs. The Head of Department is also required to upload a statement of support.

**It is vital that you submit your proposal to the organisation where you wish to hold the fellowship in good time before the BBSRC Deadline of 6 September 2011 (4pm) – which is the deadline for the *organisation* to submit it to us, having undertaken their checks.**

- You should check with the university or institute how long they will need in advance of the BBSRC deadline. Typically this may be five working days, or more, particularly if your proposal needs to go through both an Approver and Submitter stage.
- Applicants should note that organisations have either a one-stage approval mechanism (i.e. Submitter Pool) or a two-stage approval mechanism (i.e. Approver and Submitter Pools). It is therefore imperative that you liaise with your host organisation on these arrangements to ensure that you submit your proposal to them in plenty of time.

## Further Help

For further help in completing the Je-S fellowship proposal form, please contact the dedicated Je-S Helpdesk (contact details on page 1).

**Important:** You should also refer to the BBSRC Fellowship Handbook and the Industrial Impact Fellowship FAQs both available on the BBSRC website in the downloads section prior to completing a proposal.

If you wish to discuss the Fellowship scheme and its aims prior to making a proposal, please feel free to contact:

Innovation and Skills Group - Fellowships

[postdoc.fellowships@bbsrc.ac.uk](mailto:postdoc.fellowships@bbsrc.ac.uk)

tel: 01793 413256

fax: 01793 414674

## Assessment Criteria

The Assessment Criteria for the scheme help candidates to clearly understand what the scheme is seeking to achieve, as well as guiding the Assessment Panel in identifying the individuals who will achieve the intended outcomes for the scheme.

Skills and Achievements of the Candidate	<ul style="list-style-type: none"> <li>• Research, technology and innovation <b>leadership</b> <ul style="list-style-type: none"> <li>▪ This might be demonstrated through individual initiative, drive and creativity in the development of commercial ideas, or work with partners and stakeholders to ensure innovations meet end-user needs.</li> <li>▪ Particular importance is attached to evidence of the ability to understand different research cultures found in academia and industry, and the ability to work effectively within them.</li> </ul> </li> <li>• Research and innovation <b>achievements</b> to date           <ul style="list-style-type: none"> <li>▪ These might be demonstrated, for example, by company activities, substantial internal reports, management of significant research or other projects, membership of major project teams, patents, technical innovations, conference presentations and publications.</li> </ul> </li> </ul>
Choice of Host Institution	<ul style="list-style-type: none"> <li>• Evidence of any financial support from institutional funds e.g. providing matching funding / extending the period of the fellowship etc</li> <li>• Evidence of the host institution making a <b>longer-term commitment</b> to employ the individual beyond the duration of the Fellowship, subject to satisfactory performance (i.e. how the fellow will be embedded post-fellowship).</li> <li>• Evidence that the applicant has given full and careful consideration to the <b>choice of host institution</b>. Reasons should be related to:           <ul style="list-style-type: none"> <li>▪ the research excellence of the proposed host (e.g. demonstrated by BBSRC grant funding), and</li> <li>▪ the opportunities for the candidate's industrial skills and experience to have benefit for the host department and the economic impact of its research excellence.</li> </ul> </li> <li>• Evidence of the commitment from the host institution to building on the candidate's industrial skills and experience to <b>enhance the economic impact culture</b> for their research activity. This might include, for example, employing the individual in teaching or other knowledge transfer activities in the proportion of the Fellow's time not committed to the Fellowship Programme.</li> </ul>
Proposed Fellowship Role and Activities	<ul style="list-style-type: none"> <li>• The fellowship proposal will be assessed for the quality, cost effectiveness and strategic relevance of the proposed plan of work to enhance the economic impact of BBSRC-funded research activity in the host institution.</li> <li>• It should demonstrate a synergy between the candidate's industrial and scientific skills and experience and the resources and activities of the proposed host research organisation.</li> <li>• Proposals should explain clearly the intended outcomes of the Fellowship, and how the Fellow will measure the success of their role and activities.</li> </ul>

## Further Guidance on completing your Proposal

Remember:

- Click on the 'Help' link in the top right-hand corner of your JeS proposal to bring up information on the completion of the different sections.
- We are using the BBSRC 'Research Development Fellowship' form for this scheme, and the additional notes below relate to the sections of the JeS proposal form.
- They are intended to help you put in the right information to support your proposal.

<b>Project Details</b>	<p>In this section you will be asked to specify the organisation at which you wish to be based. You must ensure that you select an eligible host organisation i.e. A BBSRC-funding Centre, institute, or academic department with a major BBSRC-funded research programme (e.g. an initiative or a LoLa – “Longer-Larger Grant”). See <a href="http://www.bbsrc.ac.uk/organisation/institutes-index.aspx">http://www.bbsrc.ac.uk/organisation/institutes-index.aspx</a> for details of BBSRC institutes and centres.</p> <p>You also need to provide an explanation for your choice of institution. Reasons should be related to the research excellence, resources and activities of the proposed host (e.g. demonstrated by BBSRC grant funding), and how you believe your skills and experience will have benefit for the host department and the economic impact of its research excellence.</p> <p>You are also required to provide a project title that captures the essence of your proposed role and activities.</p> <p>You will also be asked to confirm the proposed start date and duration of the award. You should note that BBSRC will be looking for awards to be taken up during the period June 2012 – January 2013. The fellowship covers up-to 2 years of full time equivalent (FTE) employment, although this can be taken up flexibly as a part-time programme e.g. 4 years at 50% FTE. Matching funding from the host organisation thereby extending the period of the fellowship further is particularly encouraged and favoured by BBSRC.</p>
<b>Fellow Details</b>	<p>In this section you will be asked to select your Je-S personal record – which includes information relating to your current post and role.</p> <p>Please note that to be eligible to apply under the scheme you should have a PhD (or equivalent professional experience) together with at least 5 years of industry experience working in research, technology or engineering roles. In addition, you should have current or recent R&amp;D related employment in a commercial organisation, and <b>not</b> have either current or recent employment in a university or research institute.</p>
<b>Objectives</b>	<p>In this section you will need to provide information on how you propose to use the fellowship to transfer your skills and experience from the industrial sector into an academic setting.</p>

	You must identify clear objectives and timescales by which they will be achieved throughout the period of the fellowship.
<b>Summary</b>	<p>In this section you are required to summarise the work you propose to undertake as part of your fellowship role in simple terms in a way that can be publicised to a general audience. The summary may cover, for example, the key aims and how you will work with academic colleagues to achieve these.</p> <p>In the event that a Fellowship 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.</p>
<b>Technical Summary</b>	In this section you should summarise your proposed work, role and activities in a manner suitable for a specialist reader. This summary will be made publicly available if the proposal is funded.
<b>Beneficiaries</b>	Beneficiaries are those who are likely to be interested in or to benefit from your proposed work and activities. Please give details ensuring that you refer to the <i>JeS Help and Guidance</i> .
<b>Exploitation</b>	In this section you should provide a summary of the enhanced potential for commercial exploitation or application resulting from your role – referring to your more detailed statement in the ‘Pathways to Impact Plan’ (see below).
<b>Partnership Details</b>	<p>In this section you should provide details of new or existing collaborations on which the fellowship is dependent. This could be with your current or previous employer - for example, if your fellowship is proposing a continuing a collaboration.</p> <p>For each partner, a statement as to their willingness to be involved should be submitted with the proposal as an attachment type 'letter of support'.</p> <p>If appropriate, evidence of additional financial (or in kind) support from your current or previous employer (for example, in order to facilitate ongoing collaborative work with the proposed host organisation) would also be welcomed.</p>
<b>Resource Summary</b>	<p>This part of the proposal is populated automatically from entries made in other sections of the proposal.</p> <p>At fEC, a guideline cost per fellowship would be in the region of £200 – 400k total over the period of the fellowship.</p>
<b>Other Support</b>	<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>
<b>Staff</b>	<p>In this section you will need to provide costings for your salary in line with the <i>JeS Help and Guidance</i>.</p> <p>Please note there is no fixed salary starting-point for the fellowship, and the</p>

	salary costed on to the proposal should be agreed between the applicant and the host institution.
<b>Resources</b>	<p>In this section you will need to provide details of any other costings e.g. equipment, travel and subsistence, etc, in line with the <i>JeS Help and Guidance</i>.</p> <p>The proposal can include a costed request for a research support grant to help explore commercialisation work with academic colleagues. <b>However, the fellowship is not aiming to provide candidates with a grant for a full, stand-alone, research project or for staff.</b> Any resources which you cost in this section should be justified and explained in a 'Justification of Resources' statement – which is one of the mandatory attachments which you will need to submit (see below).</p>
<b>Estates and Indirect Costs</b>	In this section your host organisation will need to provide details of the associated estates and indirect costings in line with the <i>JeS Help and Guidance</i> .
<b>Classifications</b>	In this section you will be required to classify the science area of your proposed fellowship role in line with the <i>JeS Help and Guidance</i> . If necessary, you should seek advice from the academic department in which you are planning to work.
<b>Ethical Information</b>	In this section you are required to answer questions under five separate categories in line with the <i>JeS Help and Guidance</i> .
<b>Reviewers</b>	<p>In this section you are required to nominate six referees who are experts in your proposed area of work and whom BBSRC may choose to approach for an independent review of the fellowship proposal. Nominees should not be collaborators, neither should they come from your current institution or from the proposed host institution or where any possible conflict of interest may arise. Provide key words for each reviewer to indicate their area of expertise.</p> <p>You may indicate in a covering letter attachment (with reasons) if there are any potential reviewers (UK or international) that BBSRC should not approach in conjunction with the assessment of your proposal. In all instances, BBSRC reserves the right to make the final selection of reviewers.</p>

<p><b>Attachments</b></p>	<p>You will be required to provide a number of mandatory attachments as part of your fellowship proposal. In addition, there are a number of optional attachments that you may wish to use. Please refer to the <i>JeS Help and Guidance</i> for full details of all of the attachments.</p> <p>In addition, please ensure that you cover the following information in the mandatory attachments listed below:</p> <p><b>Case for Support</b></p> <p>You must provide one attachment that does not exceed six sides of A4. The proposed activities under your fellowships should be clearly described and there must be clear evidence that it is aligned to one of BBSRC’s strategic priorities (see <a href="http://www.bbsrc.ac.uk/funding/priorities.aspx">http://www.bbsrc.ac.uk/funding/priorities.aspx</a> ) You must explain clearly the intended outcomes of the fellowship and how you intend to measure your success. The proposal will be assessed for the quality, cost effectiveness and strategic relevance of the proposed plan of work to enhance the economic impact of BBSRC-funded research activity in the host institution.</p> <p>Information on how you propose to use the fellowship to transfer your skills and experience from the industrial sector into an academic setting must be clearly described. This should include evidence of how you intend to use your industrial skills, management, and commercial experience to enhance collaboration and partnership between the academic and industrial sectors.</p> <p>In providing the above details you should note that, whilst the scheme is flexible with regard to the particular proposals made by applicants, it is expected that candidates will be proposing to take on a significant “science programme manager” role within an existing BBSRC research programme. For example, candidates could manage innovation and business development, acting as liaison with industry partners, overseeing the development of the commercial potential of the research being pursued, etc.</p> <p>In addition clearly indicate the average number of hours per week you are proposing to work on the fellowship programme.</p> <p>Please include a statement on data sharing with your Case for Support. This should be submitted as a stand-alone page within the Case for Support. A maximum of one side of A4 is allowed for this statement in addition to the standard page allowance, and 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 research grant proposal, or provide explicit reasons why data sharing is not possible or appropriate. The policy, and detailed guidance notes, can be viewed at <a href="http://www.bbsrc.ac.uk/web/FILES/Policies/data_sharing_policy.pdf">http://www.bbsrc.ac.uk/web/FILES/Policies/data_sharing_policy.pdf</a>. 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.</p>
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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.

### **Pathways to Impact Plan**

The Impact Plan (maximum 2 sides of A4) is your opportunity to describe in more detail about the impact which you expect your fellowship to achieve. In particular, you should provide information on how you propose to use the fellowship to maximise the economic impact of an existing BBSRC programme of research. Include any activities specifically intended to support your role, and if there are any resource implications, please ensure that these are documented in the financial summary section of the proposal, and also in the Justification of Resources attachment (see below).

### **CV**

You must provide a full stand alone CV that includes full details of your qualifications and employment record. You should also include a statement on your leadership skills and personal achievements to date. You are strongly advised to refer to the candidate assessment criteria at Annex 1 above to ensure that you cover all of the necessary points.

*Please note that the Je-S guidance refers to a standard BBSRC CV template for completion of the above details. For this scheme, you are not required to use this template.*

### **List of Publications**

You should provide a list of publications in refereed journals in reverse chronological order (most recent first) and indicate with an asterisk (\*) those relevant to this proposal. Details of papers in press or accepted for publication may be included, but not papers submitted or abstracts. Do not attach or submit published papers.

If you do not have any relevant publications, please feel free to upload a document stating this and explaining the different nature of the outputs from your recent work.

### **Justification of Resources**

BBSRC requires one A4 attachment fully justifying the resources that have been requested as part of the proposal to undertake the fellowship programme. Please refer to the *JeS Help and Guidance* for further information.

Please remember that the fellowship is **not** intended to support a self-standing research project or staff. Instead BBSRC would be willing to fund activities, for example, to help explore commercialisation avenues – but we expect the total cost of the fellowship to be in the region of £200-400k total over the period of the fellowship.

### **Head of Department Statement**

A confidential statement from the Head of Department (HoD) at your proposed host institution is required. The ability to add this will only be available to an “approver” or “submitter” at the host institution and is not viewable by the applicant.

As part of the assessment process, BBSRC will be looking to see a substantial commitment to the role envisaged for the applicant from the host institution, including evidence of the host institution making a longer-term commitment to employ the candidate beyond the duration of the fellowship, subject to satisfactory performance (i.e. evidence that the fellow will be embedded post-fellowship). BBSRC will also be assessing the commitment from the host institution to build on the applicant’s industrial skills and experience to enhance the economic impact culture for their research activity. This might include, for example, employing the individual in teaching or other knowledge transfer activities in the proportion of the applicant’s time not committed to the fellowship programme. Therefore, the statement should:

- confirm that the applicant will be accepted into the department for the purpose of undertaking the proposed fellowship programme;
- indicate the level of support from the host institution for the role, the longer term commitment which will be made to the employment of the applicant (e.g how the fellow will be embedded post-fellowship), and

	<p>any financial support from institutional funds (e.g. matching funds);</p> <ul style="list-style-type: none"> <li>• comment on the suitability of the applicant for the fellowship, including how their industrial skills and experience can be used to enhance the economic impact culture of the department's research activity; and,</li> <li>• how the fellow's role will complement that of any extant technology-transfer office or equivalent.</li> </ul>
<b>Notes and Comments</b>	<p>You may add notes and comments during the completion of the proposal by selecting the 'Edit Notes and Comments' link. Any notes or comments added to a proposal will NOT be transferred to the Research Councils when the proposal is submitted.</p>