

Guidance Notes

BBSRC is pleased to invite applications to its annual call for International workshops. Applications are invited from current BBSRC research grant holders and researchers employed at BBSRC institutes (Rothamsted Research, the John Innes Centre, the Institute for Animal Health, the Roslin Institute, the Babraham Institute, the Institute of Food Research, the Genome Analysis Centre and the Institute of Biological, Environmental and Rural Sciences) who are in receipt of BBSRC research funding. The deadline for receipt of applications is **17:00 Wednesday 14 November 2012** for workshops planned during **2013/2014**. Successful awards to be announced in early 2013.

Note that applications must now 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 the Principle Investigator (PI) of a current BBSRC research grant or the Project Leader on a Programme Grant at a BBSRC institute.
 - Applications from Co-Is may be accepted if there are multiple investigators on, for example, a very large grant spread across several institutions.
- The associated BBSRC grant **must** have started before the application deadline and must **not** have expired before date of the workshop.
- We encourage joint applications by consortia of UK partners; however one applicant **must** take the lead in the application and submit the proposal using JeS.
 - Within the consortia, not all UK Partners are required to be in receipt of BBSRC funding and we welcome applications with industrial partners. We do however expect the majority of UK partners to be BBSRC funded.

Scope

In the past the International Workshop scheme has provided around 8 awards each year, typically up to £10k each, for International Workshops aimed at developing relations in topics relevant to current BBSRC strategic priorities. Previous BBSRC sponsored workshops have created good international synergy; many have led to successful international research projects that have provided considerable added value to UK science. A list of awards funded through previous calls is available at: <http://www.bbsrc.ac.uk/web/FILES/PreviousAwards/international-workshops-awards.pdf>

Workshops can be held in the UK or abroad. The call is open to proposals involving collaborations with any other country, although BBSRC is particularly interested in promoting further links with the **USA, Canada, Brazil, EU Member States, Japan, China, Taiwan, India, Australia and New Zealand**.

Workshop Objectives and Benefits

BBSRC does not issue a prescriptive list of objectives for International Workshops but a successful workshop would usually include:

- A review of the current status of research in a specific area from each country.
- Identification of topics that could benefit from collaboration between the participants.
- Identification of the means for subsequent development of such collaboration.
- An agreed action plan for implementation.
- Feedback to BBSRC in the form of a report.

These International Workshops give rise to a number of benefits for BBSRC sponsored scientists. Firstly, there is a clear gain in exposure to different approaches and ideas, especially when coupled with access to both new expertise and facilities. Workshops tend to be targeted towards new areas and those in which extensive international networks do not already exist. Secondly, these workshops

can provide the contacts and links that are essential to the formation of consortia for accessing other funding sources such as the EU Framework Programme. Thirdly, there is return in the form of synergy in the generation of new ideas between the participating countries.

Workshop Format

Experience has shown that there is no set formula for a successful workshop and that there is a need to be flexible according to the needs of the subject area. Best practice from previous workshops suggests the following factors:

- Designated leads for different areas, with an overall leader nominated by each side.
- A common sense of purpose communicated in advance to all participants.
- An informal atmosphere, encouraging a full and frank exchange of ideas.
- Opportunities for additional meetings between small numbers of participants (5-10 on each side).
- Agreed outcomes.
- Designated responsibilities for producing a workshop report and other follow up actions.

The format usually includes a mixture of seminar-style presentations followed by smaller group discussions and feedback sessions to the whole workshop. Workshops are often held within institutes or universities and there may be value in persuading the visiting side to give presentations to larger groups working in the field that are not actually attending the workshop.

Finally, the wrap-up session is an important element of the workshop, which can be overlooked in the enthusiasm of information exchange. The workshop is about the future and it is essential that enough time is left to prepare an action plan for the way forward. Please indicate in your 'case for support' if you would find it helpful for BBSRC to be represented at the workshop.

Assessment criteria

Applications are assessed internally by BBSRC. This light-touch internal assessment allows International Workshop applications to be processed swiftly and can be applied as they are based on an existing BBSRC grant, which has already undergone robust peer review. Proposals are assessed against the following criteria:

- The value added to BBSRC science from the workshop.
- Alignment of the workshop to current BBSRC strategic priorities.
- The expected output of the workshop.
- The level of contribution made towards the workshop from other sources.

Initiation

Please endeavour to put a realistic start date on your International Workshop application. In accordance with GC4 of the grant terms and conditions, awards must start within 6 months of the start date stated in the offer acceptance letter. If the award is not started within 6 months, the offer of funding may lapse. Extensions to the start date of awards must be requested (via the JeS 'Grant Maintenance Facility') before the 6 month deadline has passed.

Reporting

As a condition of funding, successful applicants are required to submit a final report of the proceedings within one month of the workshop. Applicants who applied through JeS i.e. those that applied for the 2010 and later calls **must** submit final reports through JeS. Guidance on submission of final reports through JeS can be found in the [Reporting Process](#) section.

Applicants who applied using email or hardcopy up to and including the 2009 call should fill in a [final report form](#) from the international section of the BBSRC website and email it to the International Relations Unit: iru@bbsrc.ac.uk.

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

- Completion of the objectives set out in the application.

- The added value to BBSRC science.
- The value of the developing partnerships and whether the PA has led to further external funding opportunities.
- The value to wider UK international Science, Engineering and Technology (SET) objectives.
- The production of further grant applications and/or awards to BBSRC.

With the report should also be included: a list of those that attended and a list of the topics covered / presentations given during the meeting. The report does not need to include extensive details of the scientific discussions (this can remain confidential to the participants to encourage full and frank exchange of information); however, BBSRC may ask for further details of the workshop for publicity purposes.

Final expenditure

Expenditure should be in accordance with the Institutions 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 Report and the reconciliation of actual expenditure. Any funds that remain unspent once the Workshop has finished may be reclaimed by BBSRC. Expenditure cannot be charged to the award after the end date has passed, in accordance with GC3 of the grant terms and conditions. Award holders who intend to use funds after the end date of the Partnering Award must request an extension (via the JeS 'Grant Maintenance Facility') **before** the end date has passed, in accordance with GC7 of the grant terms and conditions.

Data protection regulations

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

Application Process

From 2010, applications **must** be made through the JeS system. Applications made directly to BBSRC 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 **International Workshops** from the dropdown menu.
4. Ignore the **Select Call/Type/Mode** option and 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.

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:** Please ignore this field as it is not required for this scheme.
6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be within the next financial year. Select a duration in **months**. Note that the minimum duration that will be accepted by JeS is one month, therefore input '1' even if the workshop lasts for only a few days.

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 workshop. 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.

Workshop Host Country

Use this free text box to input the host country for the proposed workshop. Please use the country names listed in **Appendix 1** i.e. United States, not USA or America. Applications with incorrect country names will **not** be accepted.

Project Partners

1. Select **Add New Project Partners Item**

2. Select an organisation using **Select Organisation** (opens a new search window).

- If the organisation is not found select [**Add New Organisation**] and fill out required fields.

3. Select a department using **Select Department** (opens a new search window).

4. Select the contact using **Select Contact** (opens a new search window).

- If the contact is not found select [**Add New Person**] and fill out required fields.

5. Enter the contribution of this partner to the project (each partner **must** have an associated contribution).

- The contribution can be 'directly' in the form of cash, equipment / materials, the secondment of staff or other. Alternatively it can be 'indirectly' in the form of use of facilities, staff time or other.
- Each contribution **must** be given an associated value, however this value can be set at 0 if it is difficult to quantify.
- The information provided in this section will be used to evaluate the contribution from other sources.

6. Save your selection and repeat with the remaining project partners.

Objectives

Use the text box to provide a succinct overview of the proposed International Workshop objectives (1000 character limit). Applicants should list the main objectives (in bullet point form) of the proposed International Workshop. These objectives will be displayed on the BBSRC website and in BBSRC publicity and should therefore be concise and free from jargon and abbreviations.

Resources

This section is used to detail the costs of the proposed collaboration.

1. Select Travel and Subsistence.

2. Click **Add New Travel and Subsistence Item**

3. Destination and Purpose:

- For travel items enter the country, city and institution (if applicable) of destination, the method of transport and the reason for travel e.g. flights to Washington, US x3 to attend meeting at National Institute for Health.
- For subsistence items enter the country and city (if applicable) where subsistence is required and the length of time subsistence is required.

4. **Overseas destination?:** Check this box unless this travel item is exclusively within the UK.

5. **Total £:** Enter the total cost of this activity in £.

6. Save your selection and repeat for the remaining travel and subsistence items.

7. Select Other Directly Incurred Costs.

8. Select **Add New Other Directly Incurred Costs Item**

9. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.

10. **Amount:** Enter to total cost of this activity in £.

11. Save your selection and repeat for the remaining directly incurred items.

Resource Summary

This is a reference section which can be used to view the total cost of the project. No editing is required.

Attachments

1. Select **Add New Attachment**

2. **Document type:** Use the dropdown menu to select the document type.

3. **Filename:** Use [**Browse**] to select a file.

4. **Description:** Enter a description of the attachment which allows differentiation between documents of the same type.

5. Select save to upload the document and repeat for any additional attachments.

6. Note that applicants **must** include a Case for Support, which **must** contain the following sections:

- The main scientific objectives.
- Summary of previous contacts or links with proposed partners.
- Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
- Proposed Participants. As an appendix, applicants should include in their case for support (where possible) a list of all proposed participants, including their country and institution.

CVs and publication lists are **not** required; however applicants may wish to include any particularly pertinent recent publications. The case for support should be a pdf or word file of **no longer** than three sides (not including appendix) of single spaced 11pt Arial text.

7. A Letter of Support (maximum one page) from, for example, the proposed collaborators and a short Proposal Covering Letter may also be included, but are **not** mandatory.

Notes and Comments

There is no need to provide additional notes and comments with this type of application.

Submit Document

Once you have completed all the above sections, select [**Submit Document**] from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver pool.

If the validation is successful select [**Submit Document**] to transfer the application into the approver pool. 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 International Workshop 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 International Workshop 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.

Workshop Summary

1. Use the two boxes on this screen to summarise the activities undertaken during this Workshop and the benefits of this visit to your BBSRC supported research and to UK science generally.
2. Save your summaries and press the next button to navigate to the Visit Outputs section.

Visit Outputs

1. Use the five boxes on this screen to describe the outputs of this Workshop.
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, which can be downloaded from the international section of the BBSRC website. This section can also be used to upload additional information not included in the Objectives, Workshop Summary or Workshop 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, select [**Submit Document**] from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the submitter pool.

If the validation is successful select [**Submit Document**] to transfer the application into the submitter pool. 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 International Workshop 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

Appendix 1

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia
- Bosnia and Herzegovina
- Botswana
- Bouvet Island
- Brazil
- British Indian Ocean Territory
- British Virgin Islands
- Brunei Darussalam
- Bulgaria
- Burkina Faso
- Burma
- Cambodia
- Cameroon
- Canada
- Cape Verde
- Cayman Islands
- Central African Republic
- Chad
- Chile
- China
- Christmas Island
- Cocos (Keeling) Islands
- Colombia
- Comoros
- Congo
- Cook Islands
- Costa Rica
- Cote d'Ivoire
- Croatia
- Cuba
- Cyprus
- Czech Republic
- Democratic People's Republic of Korea
- Denmark
- Djibouti
- Dominica
- Dominican Republic
- East Timor
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia
- Falkland Islands (Malvinas)
- Faroe Islands
- Fiji
- Finland
- Former USSR
- France
- French Guiana
- French Polynesia
- French Southern Territories
- Gabon
- Gambia
- Georgia
- Germany
- Ghana
- Gibraltar
- Greece
- Greenland
- Grenada
- Guadeloupe
- Guam
- Guatemala
- Guernsey
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- Heard Island and McDonald Islands
- Holy See (Vatican City)
- Honduras
- Hong Kong
- Hungary
- Iceland
- India
- Indonesia
- Iran (Islamic Republic of)
- Iraq
- Ireland
- Isle of Man
- Israel
- Italy
- Ivory Coast (Cote D'Ivoire)
- Jamaica
- Japan
- Jersey
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Kuwait
- Kyrgyzstan
- Lao People's Democratic Republic
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libyan Arab Jamahiriya
- Liechtenstein
- Lithuania
- Luxembourg
- Macau
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Malta
- Marshall Islands
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico
- Micronesia, Federated States of
- Moldova
- Monaco
- Mongolia
- Montenegro
- Montserrat
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nauru
- Nepal
- Netherlands
- Netherlands Antilles
- New Caledonia
- New Zealand
- Nicaragua
- Niger
- Nigeria
- Niue
- Norfolk Island
- Northern Mariana Islands
- Norway
- Oman
- Pakistan

- Palau
- Palestinian Territory, Occupied
- Panama
- Papua New Guinea
- Paraguay
- Peru
- Philippines
- Pitcairn
- Poland
- Portugal
- Puerto Rico
- Qatar
- Republic of Korea
- Reunion
- Romania
- Russian Federation
- Rwanda
- Saint Barthelemy
- Saint Helena
- Saint Kitts and Nevis
- Saint Lucia
- Saint Martin
- Saint Pierre and Miquelon
- Saint Vincent and the Grenadines
- Samoa
- San Marino
- Sao Tome and Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Singapore
- Slovakia
- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Georgia and the South Sandwich Islands
- Spain
- Sri Lanka
- Sudan
- Suriname
- Svalbard And Jan Mayen
- Swaziland
- Sweden
- Switzerland
- Syrian Arab Republic
- Taiwan, Province of China
- Tajikistan
- Tanzania, United Republic of
- Thailand
- The Democratic Republic of the Congo
- The former Yugoslav Republic of Macedonia
- Timor-Leste
- Togo
- Tokelau
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkey
- Turkmenistan
- Turks and Caicos Islands
- Tuvalu
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- United States
- United States Minor Outlying Islands
- United States Virgin Islands
- Uruguay
- Uzbekistan
- Vanuatu
- Venezuela
- Vietnam
- Wallis and Futuna
- Western Sahara
- Yemen
- Zambia
- Zimbabwe