



## INTRODUCTION

The Modular Training Partnerships (MTP) programme aims primarily to **support high-level skills development of graduates working in industry**. Grants are available to help develop Masters-level training in areas of significant need for clearly defined industrial sectors.

Funding obtained through the MTP programme is intended to 'pump-prime' the development of module(s), covering costs incurred in developing, marketing and initial costs for launching and running the training.

Whilst the MTP programme primarily aims to deliver training to industry employees, BBSRC recognises the potential for MTP modules to address skills-deficits more generally across the scientific community, fostering true partnerships between industry, academia and research institutes, and funding providers. Therefore, BBSRC will consider modules being delivered in part to academic audiences.

The training can fall within any area of the BBSRC remit, but preference will be given to applications which address rapidly-developing areas of science and technology for which high-level skills training is not currently available.

The scientific areas covered by MTP awards are broad, spanning BBSRC's entire remit (<http://www.bbsrc.ac.uk/funding/grants/remit.aspx>). Examples of previous successful awards include 'Advanced Sugar Beet Technology'; 'Vaccine bioprocess development and commercialisation'; and 'Introduction to Mathematical Modelling for Life Scientists'. A document detailing all awards made can be viewed at [http://www.bbsrc.ac.uk/web/FILES/PreviousAwards/mti\\_previous\\_awards.pdf](http://www.bbsrc.ac.uk/web/FILES/PreviousAwards/mti_previous_awards.pdf).

There are three MTP funding calls per year, with approximate closing dates of late January, August and October (tbc) aligned to the assessment committee (Committee E) meetings; please refer to the BBSRC website for precise dates of each call. <http://www.bbsrc.ac.uk/business/training/modular-training.aspx>

## MODULE DEVELOPMENT

BBSRC will accept applications for single modules, or clusters of modules (usually 2-3), supported by *Case for Support* forms demonstrating clear support from industry.

Modules may provide, if appropriate, an element of managerial and business skills development to complement the technical training elements. However modules comprising only management material **will not** be supported. All mechanisms of course delivery will be considered (for example distance learning, intensive workshops), and industrial support for the proposed delivery mechanism should be detailed in the *Case for Support*.

Where appropriate, details of accreditation of courses can be included in the *Case for Support* form.

## BUSINESS PLANNING / ADVISORY GROUP

**Training should be developed in close collaboration with industry** and industrial support for the proposed module development must be demonstrated in your application and by completing *Evidence for Industrial Support* forms.

BBSRC acknowledges that the level of support required for different modules may vary depending on how advanced the development of the proposed training, and full justification for the requested level of funding should be given in the *Business Plan* submitted within the *Case for Support* form.

The *Business Plan* will include detailed forecasts for years 1-3, although BBSRC “pump-prime” funding will only be provided in the first year in order to ensure that module(s) are developed when gaps in funding exist. Funding provided by the MTP programme helps host institutions mitigate the potential financial risk in developing new modules. However, host institution support (financial or other, for example access to equipment) is always viewed favourably by the assessment Committee (Committee E) in order to demonstrate commitment to the proposed programme.

Applicants are advised to describe (if applicable) the projected number of attendees from the industry sector(s), or other anticipated attendees, and detail which course fees will be charged and how this fits into the proposed *Business Plan*.

An Advisory Group must be convened to provide guidance on module development, sector requirements, appropriate delivery mechanisms, costings, etc. Members will have relevant expertise and be able to review and steer courses ensuring they remain fit for purpose over the years the module is intended to be delivered. BBSRC recommends that the training provider holds regular meetings with at least 50% industrial representation; the intended Advisory Group and meeting schedule can be detailed in the application.

## ELIGIBILITY

Standard BBSRC eligibility rules will apply and lead applicants **must** be employed by an eligible Research Organisation (RO). Full details of eligibility conditions can be found on the BBSRC website: <http://www.bbsrc.ac.uk/funding/apply/eligibility-overview.aspx> and in BBSRC Research Grants: - The Guide <http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>

Before preparing and submitting a application it is imperative that applicants ensure that the RO is eligible, please see <http://www.rcuk.ac.uk/research/Pages/Eligibilityforrcs.aspx> for further guidance. Co-applicants may be based in industry and their involvement is positively encouraged.

BBSRC now **only accept applications on the Joint-electronic Submission (Je-S) system direct from academia**. Applications must be submitted by the academic proposer from an eligible UK Research Organisation, following the guidance in the [Je-S HelpText](#) section of this Information Pack.

## ASSESSMENT CRITERIA

The primary aim of MTP is to support high quality research training relevant to the needs of industry. Therefore, **a key assessment criterion will be the overall quality of training offered by the academic institution and the relevance of this training in the proposed market.** In addition, the assessment will take account of the following:

### Quality and Suitability of the Proposed Module(s)

- Is the proposed module within BBSRC's remit? Does the area fit to any of BBSRC's strategic priorities?
- How does the application show relevant connectivity with previously-funded BBSRC research?
- How is the proposed project relevant to the industry/non-academic sector involved?
- Is the training at Masters level?
- Is the proposed delivery method appropriate?
- Is the projected scheme of work to develop and deliver the module feasible in the time frame?
- Are the training and techniques available on this course addressing a genuine skills-deficit?
- What are the opportunities for course delegates to implement their training once back at the company?

### Advanced Research and Professional Skills

- How does the proposed training relate to the facilities available?
- What opportunities are there for interactions with more senior researchers/specialists?
- Do the course providers have the specialist capabilities necessary to support the student's advanced research and generic skills training?

### Industry Support and Contribution to Module Design

- Has the applicant consulted with industry on the module design?
- Have a range of suitable companies been consulted?
- Has the applicant worked with industry to complete the application form?
- Have a range of companies stated an interest to attend on the application form? Is this backed up by Letters of Support?
- Does the application demonstrate a robust partnership?
- Is the composition of the Advisory Group appropriate? Will their proposed meeting schedule be sufficient to support and steer the module?

### Quality of Business Plan

- Have pump-priming costs been realistically estimated, appropriately justified, and supporting evidence provided where required?
- Have module marketing and launch costs been included?
- Are course fees reasonable?
- Are proposed delegate numbers realistic and based on market need?
- Are any financial and in-kind contributions made by the host institution appropriate?

## AWARD CONDITIONS

### Terms & Conditions

Modular Training Partnerships (MTPs) are funded and operated by BBSRC. The Award is made as a Training Grant and is subject to the MTP Terms and Conditions which can be found at [www.bbsrc.ac.uk/business/training/modular-training.aspx](http://www.bbsrc.ac.uk/business/training/modular-training.aspx).

### Data Protection Act 1988

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

- Registration of applications
- Operation of BBSRC processing and management information systems
- The acquisition of UK and possibly international referee comments on the application
- The preparation of material for use by peer review panels
- Policy and strategy studies

### Award Information

All costs should be fully justified, and the business plan comprehensive, so as to identify a shortfall where BBSRC's contribution will pump-prime the development activities to ensure the successful launch of modules.

### Payment Profile

MTP awards are Training Grants and as such will be paid quarterly in advance. The final payment will be released upon receipt of the Final Expenditure Statement (FES).

### Progress Report

A Progress Report must be submitted at the **end of the second year** of the Business Plan, the template for which is available on the BBSRC website: [www.bbsrc.ac.uk/business/training/modular-training.aspx](http://www.bbsrc.ac.uk/business/training/modular-training.aspx).

The Progress Report can be submitted to BBSRC via [modular.training@bbsrc.ac.uk](mailto:modular.training@bbsrc.ac.uk). In the unlikely event that the Progress Report is not received, BBSRC will contact the grantholder and retains the right to recover all monies if necessary.

## HOW TO APPLY

**Applications must be made through the Joint electronic Submission (Je-S) system.** Please refer to the detailed [Je-S HelpText](#) (included in this Information Pack) for each section of the application form.

In addition to the Je-S application form, applicants are requested to submit the following documentation:

1. MTP *Case for Support* Proforma (**exactly 1**)
2. A statement of endorsement of the application from the Head of Department or Principal of the (lead) RO (**exactly 1**)
3. Completed *Evidence of Industrial Support* form(s) from supporting companies (**1 or more**)
4. A covering letter may also be submitted (**optional**)

**Applications must be submitted using the document templates available from the downloads section [www.bbsrc.ac.uk/business/training/modular-training.aspx](http://www.bbsrc.ac.uk/business/training/modular-training.aspx). Failure to use the templates will result in the application being withdrawn.**

Applications must be received by **4pm, on the closing date specified. Late applications will not be accepted.**

BBSRC recommends applications are submitted in advance of the application deadline. Furthermore, applicants should ensure applications are submitted to their institution's submitter/approval pool a minimum of 5 working days in advance of the published deadline; this enables institution checks to be carried out prior to final submission.

### **Queries**

If you experience difficulties using Je-S or have questions regarding its use, the helpdesk can be contacted Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays): [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk), +44 (0)1793 444164 (out of hours please leave a voicemail message).

Please provide your name, organisation and User Id; date and time; which part of the form or system you were working on; and the nature of the problem.

If you have queries regarding the MTP scheme, contact [Modular.Training@bbsrc.ac.uk](mailto:Modular.Training@bbsrc.ac.uk).

### **Decision**

There are 3 application deadlines per year in line with Committee E panel meetings. Applications will be assessed at the Committee E panel meeting after which decisions and feedback will be provided.

Please note that applicants may be invited to resubmit unsuccessful applications in response to referees' comments.

## Je-S HelpText

Please note, as you progress through Je-S the headings on your form may state “**Training Grants**” since the generic form you will fill in is used for all programmes. Please follow the instructions carefully and select the MTP form at the point stated to ensure that the application is processed correctly within the MTP programme.

Access Je-S 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). You will then be asked to provide a range of information about yourself.

1. On the Je-S homepage, select ‘**Document**’
2. Select ‘**Create new document**’
3. Select BBSRC as ‘**Council**’
4. Select Document type ‘**Studentship Proposal**’ (the MTP form is selectable in the last section)
5. Select Scheme ‘**Training Grants**’
6. Select call/type/mode ‘**Modular Training Partnerships – 15 October 2014**’ from the drop down menu
7. Finally, select ‘**Create document**’

### Proposal Details

Start Date - the start date should be at least 4 months after the relevant assessment meeting date.

Duration – this should be stated in months.

Reference – your reference so it is identifiable to you.

Title – Title of application (i.e. module or suite of modules).

Call – select ‘Modular Training Partnerships – 15 October 2014’ from the drop down menu if not automatically populated.

Press ‘Save’ to validate (a green tick will appear on left hand panel)

Then press ‘Next’

### Research Organisation

Select organisation, select department.

Save – green tick

### Grant Holder details

The lead applicant of the project at the **academic institution**. Give details of the person to whom all BBSRC correspondence should be sent to regarding the processing and outcome of the application and to whom any related queries should be directed.

Save – green tick

### Proposal Summary

Abstract – Please provide a succinct summary of the proposed project in a manner suitable for a non-specialist reader. This summary may be made publicly available if the application is funded.

Please ensure that your proposed project is within remit prior to submission.

4000 character limit (N.B. this is a limit, not an aim).

Save – green tick

## Attachments

1. MTP *Case for Support* Proforma (**mandatory, exactly 1**) – attach as type ‘**Case for Support**’
2. A statement of endorsement of the application from the Head of Department or Principal of the (lead) RO (**mandatory, exactly 1**) – attach as type ‘**Head of Department Statement**’
3. Completed *Evidence of Industrial Support* form(s) from supporting companies (**mandatory, 1 or more**) – attach as type ‘**Letter of Support**’
4. A covering letter may also be submitted (**optional**) - attach as type ‘**Proposal Cover Letter**’

## GUIDANCE NOTES FOR COMPLETION OF CASE FOR SUPPORT FORM

### SECTION 1: DETAILS OF APPLICATION

#### 1.1 Title of Programme

The title of the programme should be as informative as possible (i.e. the title intended to be advertised to potential course delegates) and give details of the applicants.

#### 1.2 Summary of Resources Required

Give the proposed start date for the module(s) and indicate the total sum of all costs associated with the training during the first year and state the amount of BBSRC funding sought.

#### 1.3 Aims and Objectives [Maximum 4000 characters]

Summarise the aims and objectives of the proposed training.

#### 1.4 Higher-level Skills Development [Maximum 3000 characters]

Describe the benefits of this new knowledge and skills to course delegates. How will the delegates apply this learning to their employment? What is the likely impact on the sector?

#### 1.5 The Module [Maximum 6000 characters]

Outline the content of the proposed module, indicating the structure of the module, delivery mechanisms, support for students and any assessment and/or evaluation procedures. Indicate how frequently the module will be run. Please ensure that enough detail is given to allow the module content and delivery to be peer reviewed.

‘Clusters’ of 2-3 complementary modules will be considered where there is sufficient evidence of industrial need for this approach; please justify here the case for developing multiple modules.

#### 1.6 The Market [Maximum 2500 characters]

Provide evidence of the need and demand from industry for the proposed module. Applicants **must** identify the target industrial sector to be served and state their training needs.

#### 1.7 Track Record of Applicants [Maximum 2500 characters]

Provide information highlighting the suitability of the applicants to deliver the course and previous relevant experience. This may be in delivering similar, previous CPD courses, collaborating with industry, or any relevant teaching experience.

#### 1.8 Industrial Support [Maximum 2500 characters]

Industry is expected to be the main driver for the development of training modules. Indicate the extent of industrial involvement in defining the application and in the delivery of the proposed

module(s) as well as intention to send delegates. Append completed 'Evidence of Industrial Support' form(s) from supporting companies.

List the companies committed to supporting the programme and indicate the nature of their involvement by ticking the appropriate box(es).

**1.9 Additional Industrial Contributions** [Maximum 2500 characters]

Provide details of any industrial contributions secured/to be sought in cash/in-kind.

**1.10 Advisory Group Terms of Reference and Membership** [Maximum 2500 characters]

Comment on the role and membership of the Advisory Group, which should have at least 50% industrial representation. Indicate who will Chair the group, and specify the frequency (explaining reasoning for that frequency) with which it will meet.

**SECTION 2: NOTES FOR COMPLETION OF THE BUSINESS PLAN**

BBSRC funding is intended to pump-prime the development of individual modules or clusters of 2-3 modules for the first year. It is expected that modules supported by BBSRC will continue to be offered for a period of at least two years after the initial funding has expired, and become economically viable during that time. **All business plans should therefore cover a three year period to demonstrate the continued viability of the proposed training.**

**2.1 Delegate Numbers**

Proposed *delegate numbers* should be realistic and based on evidence of market need. Numbers should be given for two years beyond the year of BBSRC funding. The MTP programme supports the development of courses for graduates working in UK industry. Therefore the number of delegates in the business plan and the future viability of the proposed course should be based on delegates from companies which are incorporated in, or have a place of business in, the UK. Provided that this is the case, the institution may enrol on the course additional delegates from academia or non-UK companies, but priority for places must always be given to delegates from UK companies.

**2.2 Pricing**

The full price of the module for delegates should be given in this section.

**2.3 Income**

*Fee income* from industry, broken down by module if more than one module is to be run.

*Host Institution contribution* any financial input from the host RO should be stated.

*Other income* may represent additional cash funds provided by industry, or money from European sources, or charitable foundations. Please include any in-kind contributions here, stating clearly the source.

**2.4 Expenditure**

**Management costs**

*Marketing* to cover all publicity and marketing activities relating to the proposed module(s). This should include the launch, advertising and visits to the interested and prospective companies for delegate recruitment purposes.

*Advisory Group* costs associated with the group convening at times when it would be useful to collectively determine/refresh the content and structure of the module(s) should be included.



*General administration* to cover all other expenditure such as telephones, postage, printing, consumables etc.

### **Tuition-related costs**

*Module development* should include all work relating to the preparation of the module.

*Module delivery/ tuition* costs would include tuition fees, fees for visiting lecturers, room hire, materials, travel and subsistence if necessary. The figure will vary considerably from module to module depending on the chosen delivery method and whether overnight accommodation is to be included.

## **2.5 Justification of Costs and BBSRC Support**

In order that the Assessment Panel can effectively review the application and assess the Value for Money, it is within the interests of applicants to fully justify all costs associated with module development, delivery and ongoing support.

### **GUIDANCE NOTES FOR COMPLETION OF EVIDENCE OF INDUSTRIAL SUPPORT FORM**

The aim of the *Evidence for Industrial Support* form is to provide evidence of the industrial demand for the proposed module(s) from supporting companies. A copy of the form should be sent out **by the applicant** to companies supporting the proposed module(s) for them to complete part 2, showing whether they will be involved in the development or delivery of the module and whether they intend to send delegates on the module.

**\*\*This document does not represent a contractual agreement\*\*** and applicants may wish to make this clear to company contacts.

The form(s) should be submitted along with the *Case for Support* on Je-S.