Guidance Notes

BBSRC is pleased to invite applications to its annual call for International Partnering Awards, aimed at fostering links with researchers in Brazil, China, India, Japan and the United States. Applications are invited from current BBSRC research grant holders and researchers employed at BBSRC institutes who are in receipt of BBSRC research funding. The deadline for receipt of applications is **17:00 Wednesday 14 November 2012**. Successful awards to be announced in early 2013, and to start after 1 April 2013.

Note that, for the 2012 call, the Japan Partnering Awards will not be run as a joint call with the Japan Science and Technology Agency (JST) and will be open across all areas of BBSRC's remit.

Note that the Brazil Partnering Awards are run as a joint call with the National Council for Scientific and Technological Development (CNPq) of Brazil.

See the **Brazil Partnering Awards Joint Implementation** section for more details.

Note that all applications must be made through the Research Councils Joint Electronic Submission System (JeS): https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx

See the **Application Process** section for more details.

Guidelines and Regulations

Eligibility

Applications **must** be made by a Principle Investigator (PI) who is both eligible for BBSRC funding[1] and currently in receipt of BBSRC research funding through one of the following mechanisms:

- As a BBSRC responsive mode grant holder.
- As a BBSRC initiative grant holder, provided that they are currently eligible to apply for responsive mode grants.
- As a Project leader at one of the BBSRC Intsitutes (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).
- As the recipient of a fellowship award from BBSRC or from RCUK.

Applications may also be accepted from co-investigators on large BBSRC research grants at the discretion of the International Relations Unit. In addition to the above criteria applicants should note that:

- The associated BBSRC grant **must** have started before the application deadline and must **not** have expired before the start of the award.
- We encourage joint applications by consortia of UK partners, which could include industrial and non-BBSRC funded partners; however a BBSRC funded applicant **must** the lead consortia and submit the proposal using JeS.
- The presence of a BBSRC studentship award or BBSRC funding within an academic department does **not** confer eligibility for these awards.

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[1] Further information on BBSRC's eligibility criteria can be found in section 3 of the Guide to Research grants at: http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx

Objectives
The aim of the Partnering Award (PA) scheme is to provide resources to leading BBSRC-supported research groups to allow them to forge long-term relationships with overseas scientists in areas of research that are of direct relevance to BBSRC's current scientific strategy. Applicants should refer to BBSRC's Strategic Priorities, 10-Year Vision and International Strategy for further information.

The primary objective of a PA is to provide pump-priming, enabling UK research groups to embark on creating links with overseas scientists. Ultimately, the aim is that long-term partnerships will lead to new collaborative research programmes. Funds **can only** be used for travel, subsistence and other networking or collaborative activities, such as workshops or exchanges. A PA is **not** a vehicle by which to support single research projects. Applications for the UK costs of a joint collaborative research project can be submitted as a standard BBSRC grant through our normal committee procedures. Such applications are expected as one of the outcomes of a PA.

Scope
In the past typical awards have been in the region of £25-50k (depending on the country), to enable leading UK laboratories to partner with one or more overseas equivalents. Previous Partnering Awards have created good international synergy, in that 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:

Brazil Partnering Awards: http://www.bbsrc.ac.uk/funding/internationalfunding/brazil.aspx
China Partnering Awards: http://www.bbsrc.ac.uk/funding/internationalfunding/china.aspx
India Partnering Awards: http://www.bbsrc.ac.uk/funding/internationalfunding/india.aspx
Japan Partnering Awards: http://www.bbsrc.ac.uk/funding/internationalfunding/japan.aspx
United States Partnering Awards: http://www.bbsrc.ac.uk/funding/internationalfunding/usa.aspx

The PAs are designed to be long term awards of between two and four years; however in exceptional circumstances we may accept applications of a shorter duration. It is acceptable for the proposed PA to outlast the associated research grant; however applications may be uncompetitive if there is little overlap between the research grant and PA. Applications **must** show how this pump-priming support will add value to BBSRC science (in particular their associated BBSRC research grant) and facilitate longer-term collaborations between UK and Brazil, China, India, Japan or the US. It is intended that the awards will fund scoping studies, workshops in emerging areas of science relevant to BBSRC's Strategic priorities, travel for one or more investigators in **either direction** and/or visits to access facilities not available in the UK. Collaborative activities are not limited to the PI and we encourage the involvement of early career researchers. PA funds can be used for students; however applications will **not** be accepted where this is the primary aim of the project. These awards **cannot** be used to fund salary costs, consumables, items of equipment or other research costs. Nor are they intended to link ongoing single collaborative projects. Additionally PA funds **cannot** be used to support conference attendance, although for convenience and cost efficiency, BBSRC do allow award holders to arrange collaborative meetings alongside conferences at which their partners are already present.

Please note that the funding should be seen as a pump-priming award and that research groups will be expected to access other sources of funding. This could include a monetary contribution from applicant's institution or department or an in kind contribution such as venue hire or accommodation costs.

Assessment Criteria
Applications are assessed internally by BBSRC. This light-touch internal assessment allows PA applications to be process 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 potential added value to BBSRC science (particularly the associated research grants) of the international partnership.

- The wider benefits and future joint research likely to accrue from the collaboration.
- The uniqueness of the opportunity and expertise of the overseas partners i.e. why these partners above any others around the world or within the UK.
- The opportunities for early career scientist exchanges.
- Whether the collaboration is a new linkage or an ongoing partnership. Ongoing partnerships must demonstrate the added benefit that would be provided by the PA over and above the interactions that currently occur.
- The level of the contribution made by other sources e.g. the UK Institution towards the development of the award.
- Alignment of the award to current BBSRC strategic priorities.

Costs
Applications should be made at **current costs** in accordance with subsistence and travel regulations at the applicant's Institution. For each main activity, indicative costs should be shown. BBSRC may index approved costs so the award will include an allowance for inflation. Any award made will be cash limited, and whilst funds should be used for the activities requested, the use of funds to allow activities that were not originally envisaged will be allowed as long as they are in pursuance of the overall objectives of the PA. No indirectly incurred costs can be applied for under the PA scheme; consequently Full Economic Costing (FEC) is **not** applied to these awards. Applicants should therefore apply for 100% of the cost of the activities which they wish to undertake.

Transfers
Should the award holder transfer to another eligible Institution the transfer of their PA will be subject to BBSRC and host institute approval, along with other BBSRC funding.

Initiation
Please endeavour to put a realistic start date on your Partnering Award 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.

Termination
When a PA is terminated early, BBSRC will only be responsible for funds already spent and will not be liable for the remaining instalments of the award.

Reporting
As a condition of funding, successful applicants are required to submit a final report of the proceedings within three months of the visit. 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 on 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 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.

BBSRC may ask for further details of the visit for publicity purposes.

Final expenditure

Expenditure should be in accordance with the Institution's 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 Expenditure Statement and the reconciliation of actual expenditure. Any funds that remain unspent once the Partnering Award 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 condtions.

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.

Brazil Partnering Awards Joint Implementation

In 2011 BBSRC and CNPq signed the CNPq/BBSRC Cooperation Partnership agreement cooperative programme, which contained provision for a joint funding mechanism to encourage collaboration between scientists funded by BBSRC and by CNPq. As this is a joint award there a number changes from the other Partnering Awards, described below.

Eligibility

The UK and the Brazilian Partners are required to submit separate applications. Within each proposed collaboration the UK partners **must** submit an application to BBSRC, while the Brazilian partners **must** also submit an application to CNPq. Applications which are submitted only to BBSRC or CNPq will **not** be accepted. For UK applicants, all the standard eligibility criteria above still apply to the BPA. Brazilian applicants should consult CNPq for details of their eligibility criteria.

Objectives

As for Partnering Awards involving China, India and the US there is no restrictions on the scientific area for applications to the BPA. However priority will be given to the areas of greatest synergy between BBSRC and CNPq, namely:

- **Food Security:** defined as bioscience for a sustainable supply of sufficient, affordable, nutritious and safe food, adapting to a rapidly changing world. Includes the full range of research from basic studies through to application.
- **Bioenergy and Industrial Biotechnology:** defined as energy and industrial materials from novel biological sources, especially second the third generation biofuels. Includes basic and underpinning studies through to application.

Assessment Criteria

In addition to the assessment criteria listed above, applications for BPAs will also be assessed for their:

- Relevance of the partnership to Food Security and / or Bioenergy and Industrial Biotechnology research
- Technical and scientific quality
- Quality of the project management, methodology and mobilisation of resources
- Global impact
- Balance of scientific and financial contribution from the UK and Brazil

Scope

Under this scheme, BBSRC supports the UK researchers within a partnership, while CNPq supports the Brazilian researchers. The indicative average funding per country will be:

- **From BBSRC to UK partners:** per award, BBSRC will provide up to £50,000 for applications by single researchers and up to £100,000 for projects with multiple partners or consortia. Funds will be provided for travel, subsistence and other collaborative items such as workshop costs only. No funding will be provided for staffing or research costs.

- **From CNPq to Brazilian partners:** per award, CNPq will provide up to R$ 270,000. Funds will be provided for travel, subsistence and other collaborative items such as workshop costs. No funding will be provided for staffing costs, but applicants may request for research costs, sandwich doctorate scholarships and postdoctoral fellowships. Consumables shall be supported up to 30% of the total budget of the project.

Application Process

UK applicants should apply using the JeS system as described below. Brazilian applicants should consult CNPq for up to date details on their application procedure. A joint public call will be announced on the websites of BBSRC and CNPq.

Reporting
UK applicants **must** submit to BBSRC a common mid-term scientific progress report on the overall Partnering Award complemented by a report from each team. This should be emailed to iru@bbsrc.ac.uk no more than 3 months after the midpoint of the project. UK applicants **must** also submit a final report to BBSRC though the JeS system. Brazilian applicants should consult CNPq for details of their reporting requirements.

Contact
For further information on the BPA scheme, UK applicants should contact:

Jenny Wilson
International Relations Manager
BBSRC
Email: jenny.wilson@bbsrc.ac.uk
Tel: +44 (0) 1793 414686

Brazilian applicants should contact:

Lucia Affonso
Coordination for Bilateral Cooperation
National Council for Scientific and Technological Development
Email: cocbi@cnpq.br

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 Partnering Awards** from the dropdown menu.

4. **Select Call/Type/Mode:** Select the current year's call from the dropdown menu.

5. 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. Applications do not have to be completed in one session. You can return and re-edit any section prior to submission.

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). You **must** start the title with the country that you are proposing your partnership with (Brazil, China, India, Japan or the US).

5. **Type:** This field should have been auto-filled by the name of the call selected above.

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 this **must** be between 12 and 48 months.

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 PA. 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.

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 PA objectives (1000 character limit). Applicants should list the main objectives of the proposed PA. 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.
   - Action Plan of work to be carried out; applicants may wish to present diagrammatically or as a gantt chart.
   - Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

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 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 hover your mouse over the ‘Document Actions’ heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver / or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen. 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 PA 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 PA 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.

Partnering Award Summary

1. Use the two boxes on this screen to summarise the activities undertaken during this PA 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.

Partnering Award Outputs

1. Use the five boxes on this screen to describe the outputs of this PA.

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, Partnering Award Summary or Partnering Award 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 hover your mouse over the 'Document Actions' heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver / or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen. 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 PA 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