

TAIWAN-UK INTERNATIONAL PARTNERING AWARDS

Guidance Notes

BBSRC is pleased to invite applications to its first call for Taiwan-UK International Partnering Awards, aimed at fostering links between researchers in the UK and in Taiwan. 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 from UK partners is **16th January 2013, 4pm**. **Please note for UK applicants the Je-S system will only be open for submission of application forms from 18 December 2012 until 16 January 2013, 4pm**. Successful awards will be announced in early 2013, and should aim to run between April 2013 and March 2015. Taiwan-UK International Partnering Awards are being run as a joint call with the Taiwan National Science Council (NSC).

Note that all UK applications must be made through the Research Councils Joint Electronic Submission System (JeS). Je-S is only able to be open to accept UK partner applications between 18 December 2012 and 16 January 2013, 4pm :

<https://je-s.rcuk.ac.uk/JeS2WebLoginSite>

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 funding¹ 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 institutes (Rothamsted Research, The John Innes Centre, The Institute of Food Research, The Genome Analysis Centre, The Institute for Animal Health, The Babraham Institute, The Roslin Institute and IBERS - Aberystwyth University).
- As the recipient of a fellowship award from BBSRC or from RCUK.

Applications may also be accepted from BBSRC Co-Is on large 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** be 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.

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>

Within each proposed collaboration the UK partners **must** submit an application to BBSRC, while the Taiwan partners **must** also submit an application to NSC. Applications which are submitted only to BBSRC or NSC will **not** be accepted. Taiwan applicants should consult NSC for details of their eligibility criteria.

Objectives

The aim of the Taiwan-UK International Partnering Award scheme (TWUKIPA) is to provide resources to leading BBSRC-supported research groups to allow them to forge long-term relationships with Taiwan 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 TWUKIPA is to provide pump-priming, enabling UK research groups to embark on creating links with Taiwan 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 TWUKIPA 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 TWUKIPA.

Scope

Under this scheme, BBSRC supports the UK researchers within a partnership, while NSC supports the Taiwan researchers. Awards will be made to the UK applicants by BBSRC of up to £25 over two years. Awards for Taiwan researchers will be up to NTD 1,200,000 from NSC over two years. Thus the maximum total collaborate research period is 2 years. Awards remain strictly limited to collaborative activities and can **not** be used for research or salary costs.

It is acceptable for the proposed TWUKIPA to outlast the associated BBSRC research grant; however applications may be uncompetitive if there is little overlap between the research grant and TWUKIPA. 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 Taiwan. 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. TWUKIPA funds can be used for students; however applications will **not** be accepted where this is the primary aim of the project. These awards can **not** be used to fund salary costs, consumables, items of equipment or other research costs. Nor are they intended to link ongoing single collaborative projects.

Funds shall be used in the principle of equivalence, for example: UK funds will be used for the travel costs to Taiwan, and the hosting of Taiwan visitors to the UK (including UK conference, hotel and other costs). Taiwan funds will be used for the travel costs of Taiwan researchers to visit UK, and the hosting of UK researchers in Taiwan.

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.

Application Process

UK applicants should apply using the JeS system as described below. Taiwan applicants should consult NSC guidelines for up to date details on their application procedure.

Assessment Criteria

UK applications are assessed internally by BBSRC, and Taiwan applications by NSC. BBSRC and NSC will then select successful partnering awards from these assessments. This light-touch internal assessment allows TWUKIPA 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, and are appropriate for the funds requested. 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.

Taiwan applications made to NSC will be assessed to similar criteria, and BBSRC and NSC will jointly agree on selected projects for award from these assessments.

Costs

UK 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 TWUKIPA. No indirectly incurred costs can be applied for under the TWUKIPA 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 UK award holder transfer to another eligible Institution the transfer of their TWUKIPA will be subject to BBSRC and host institute approval, along with other BBSRC funding (eg the BBSRC research funding, if still active, upon which the TWUKIPA is based).

Amendments to awards

While the award is active, if a consortium requires an extension of the term of the project period, the UK principle investigator may apply to BBSRC International Relations Unit (contact below) to request an extension. The Taiwan PI can apply to NSC. No extra funding can be granted, and no extensions beyond six months can be considered. Such requests must be requested before the end of the award period, ideally six months prior to the end date of the award (to meet NSC requirements for extensions).

Termination

When a TWUKIPA 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

Successful applicants will have reporting conditions confirmed when their award is announced. BBSRC envisages a short mid-term report within three months after the end of the first year of the award (to match requirements at NSC in Taiwan) to include activities to date, planned activities for the remainder of the award and any outputs. As a condition of funding, successful applicants are required to submit a final report of the proceedings within one month of the award finishing through

JeS. Guidance on submission on final reports through JeS can be found in the [Reporting Process](#) section.

The success of each TWUKIPA will be measured at the final report stage 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 TWUKIPA 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 activities 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.

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.

Contact

If you have any questions about the TWUKIPA scheme please contact:

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

If your Taiwan partners have questions for NSC regarding their eligibility or the application process, they may contact:

Cheng-Tung Tao
Programme Director
NSC
cttao@nsc.gov.tw
tel: +886 2 2737 7431

Application Process

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, Thailand, Vietnam, the US or Taiwan).
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 24 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

Arrangements for mid-term reporting will follow. For the final report, 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. Blank forms can be downloaded from the BBSRC website (www.bbsrc.ac.uk/nmsruntime/saveasdialog.aspx?IID=4810&slD=5178).

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 TWUKIPA scheme please contact:

Jenny Wilson

International Relations Manager

BBSRC

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