



Citizen science collaboration grant

UKRI Public Engagement Application guidance

Please consult this guidance carefully when completing your application, as there are some non-standard instructions specific to this call. Failure to follow this guidance may impact the competitiveness of your proposal.

This call will open to applications on 8 June 2020 and closes on 9 September 2020 at 4pm. You must Submit your proposal through the [Research Councils' Joint Electronic Submission](#) (Je-S) system. Late applications will not be accepted.

This call is being delivered by UKRI Public Engagement, with delivery and administrative assistance from UKRI-BBSRC.

IMPORTANT NOTICES

Impact of Coronavirus outbreak on proposals

We understand that this is a challenging time for the academic community and that there is still a significant amount of uncertainty with regards to undertaking research, especially that which seeks to involve and interact with the public.

Given the circumstances we ask that you take account of the latest available information with regards to the outbreak and the associated social restrictions when planning your proposal. We endeavour to be as flexible as possible in our approach to supporting your work at these uncertain times. We encourage you to be flexible in your own approach, particularly in the early stages of your project. We have allowed a three-month application period and hope that this will be enough to allow you to submit a high-quality proposal.

Support package for successful applicants

Part of UKRI's Vision for Public Engagement is to support researchers to engage a wide range of people in their work and we hope that this fund will do just that. In addition to the funding available, we will also be offering applicants a support programme to allow them to get the most out of the funding opportunity, and to enhance the outcomes of their projects.

As part of this, successful applicants will be expected to engage with a set of activities, which is likely to include cohort events to bring projects and their collaborators together, training events to provide opportunities for each team to enhance their practice, and support to develop communications outputs such as blogs, case studies and videos.

We will be tendering for a delivery partner for this support programme and more information will be shared with successful applicants when funding decisions are announced.

Completing your submission

Applicants should select the following from the Je-S menus:

1. Log in the Joint Electronic System (Je-S)
2. Select 'New document' from the functions menu
3. Select Council: 'BBSRC'
4. Select Document Type: 'Standard Proposal'
5. Select Scheme – UKRI Public Engagement
6. Select Call – Citizen Science 2020
7. Click Create Document and follow the on-screen instructions to complete the form.

In addition to typing directly into the free text boxes on the application form, you can copy and paste text from word documents. Please consider any character length restrictions. All attachments must be completed using standard font and margin sizes. Incomplete applications may be withdrawn from consideration.

The sections of the form not mentioned in the guidance below should be completed in accordance with standard practice when applying for BBSRC grants. Further details can be found via the [BBSRC Grants Guide](#).

For any Je-S related queries, please refer to the [Je-S Handbook](#), or contact the Je-S helpdesk:

Email: JeSHelp@je-s.ukri.org
Phone: +44 (0) 1793 444164

Application guidance

Eligible applicants should demonstrate how their proposal fits the call's criteria by completing the proposal *pro forma* in Je-S, along with any attachments requested. Proposals should be prepared and submitted by the lead organisation but should be co-created with input from all collaborators and project partners and should represent the proposed work of the entire consortia.

This call is using a streamlined application process as part of UKRI's efforts to reduce the workload on academics when applying for funding.

PLEASE NOTE:

- **Project start date MUST be before 31 March 2021.**
- **When submitting your application in Je-S, you will be required to record costs at 100% fEC, but funding will be awarded by UKRI at 80% fEC.**
- **As part of UKRI's commitment to the principles of [DORA](#), publication references within the application must be provided as Digital Object Identifiers (DOIs) ONLY. Guidance on use of DOIs [can be found here](#).**

Pro forma guidance

The Je-S *pro forma* consists of a series of sections.

The following sections are mandatory:

- Project details
- Principal investigator
- Objectives
- Summary
- Technical Summary
- Academic Beneficiaries
- Other support
- Research council facilities

If a mandatory section does not apply to your application, please enter 'not applicable'.

The following guidance should be used to complete specific sections of the Je-S form.

Project details

All projects must start no later than 31 March 2021, as a condition of funding. Projects can range from one to three years in length. All projects must be completed by 31 March 2024. The minimum project cost is £156,250 (fEC). The maximum project cost is £375,000 (fEC).

Principal Investigator and Co-investigators

Principal Investigators and Co-Investigators must be of at least lecturer level (or equivalent) must meet the standard BBSRC-UKRI eligibility criteria, as set out in in the [BBSRC Grants Guide](#). At least one of the Principal or Co-Investigators must have experience of using citizen science or participatory research methods. Collaborations involving researchers with no previous experience in these methods is strongly encouraged.

Objectives (4000 characters)

Please use this section to describe the aims and objectives of your project and how they relate to the call's criteria. This information should then be referred to and built upon in the Case for Support.

Summary (4000 characters)

Use this section to summarise your project's approach, the societally relevant issue you plan to address, and the main work packages that make up the project.

Technical Summary (2000 characters)

Use this section to describe in more detail how the societal issue you plan to tackle has been identified and defined, how you will identify, attract and involve citizens in your project, and the benefits you anticipate from citizen involvement.

Academic Beneficiaries (4000 characters)

Use this section to explain how your collaboration will facilitate the spread of citizen science methods into new academic disciplines and communities.

Project partners

Partnerships with organisations from outside academia that have the potential to enhance the outcomes of your project are encouraged. Use this section to briefly detail any project partners and their contributions. Further information on why these partners are appropriate, and the nature of your partnership(s), can be provided within the Case for Support.

Letters of Support from project partners are *not* required for this call. However, Letters of Support may be requested by the assessment panel as a Post-Award condition of funding, to provide assurance of the partnerships. Guidance on how to incorporate the partners' costs into your application can be found in the [Justification of Resources Guidance](#).

Compulsory attachments guidance

A cover letter is *not* requested for this call. If you have relevant conflicts that need to be declared, please contact the UKRI [public engagement team](#). Guidance on the declaration of interests [can be found here](#). There is a strict minimum font size of 11pt for all documents.

All proposals must contain the following attachments:

- Case for Support (up to 6 sides of A4)
 - Describe the proposed programme of work, including a Gantt chart or project plan, if appropriate
 - Detail the delivery team and how they will work together with project partners to achieve the proposed plan
 - Explain how the proposed work addresses the call aims
- Justification of Resources (up to 2 sides of A4)
 - Provide a full justification of resources requested, including those for all members of the core team, which should include an itemised budget breakdown
 - [More guidance can be found here](#)
- Narrative CV for Principal and Co-Investigators (using the [template provided](#))
 - Outline the track record of Principal and Co-Investigators, and their suitability for this call
 - More guidance [can be found here](#)
- Data Management and Ethics Plan (up to 2 sides of A4)
 - Provide a statement on ethical considerations within the research design and planned approach to data management
 - More guidance [can be found here](#)

Confidentiality and disclosure

UKRI takes all reasonable steps to ensure that the contents of applications for the Citizen Science Collaboration Grant are treated as confidential. Applicants must ensure that the title and summary of the proposed project are worded in such a way as to protect confidential or sensitive areas, as project summaries and personal data from the first page of successful applications will normally be transferred to publicly available databases. The following details will be transferred for all funded projects:

- title and project summary
- institution
- name(s) of applicant(s)
- name of any project partners
- the value of the award
- start and end dates and duration of the award

BBSRC must be notified in writing at the application stage if you do not wish personal data or information that could affect Intellectual Property Rights to be transferred to the databases.

Applicants must abide by UKRI's [expectations on research integrity](#).

Data Protection

Grants submitted via Je-S are done so under the Je-S Terms and Conditions.

Conditions of Award

Following the receipt of an offer letter, start confirmation must be submitted by the host organisation of successful applicants via Je-S by 31 March 2021 as a condition of funding. This is a managed mode call and is therefore exempt from the [5 May announcement regarding delayed start dates for responsive mode grants](#).

Unless superseded by the call conditions, grants will be awarded under standard [Research Council Research Grant RCUK Terms and Conditions](#).