Citizen Science Exploration Grant
UKRI Public Engagement

How to apply
Guidance on completing the full proposal submission can be found on the Je-S Website. 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

All attachments must be completed using standard font and margin sizes. 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. Incomplete applications may be withdrawn from consideration.

This call will open to applications on 01 October 2019, 00:00. Submit your proposal through the Research Councils’ Joint Electronic Submission (Je-S) system by 12 November 2019, 16:00. Late applications will not be accepted.

General information about application form
Please note that in addition to typing directly into the free text boxes on the application form, you can copy and paste text from word documents. You should ensure that you take into account any character length restrictions.

The sections of the form not mentioned below should be completed in accordance with standard practice when applying for BBSRC grants, further details can be found via the BBSRC Grants Guide.

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’
   5. Select Scheme – UKRI Public Engagement
   6. Select Call – Citizen Science Exploration Grant (S1)
   7. Click Create Document and follow the on screen instructions to complete the form.

Application guidance
This call is open to anyone who holds an active UKRI grant at the point of submission. If you are a business, please note that you must fully register on Je-S in advance of the closing date – this process can take up to four weeks, so please do so as soon as possible, otherwise you risk being unable to submit your application.

Applicants are required to complete the proposal pro forma in Je-S. Applicants must also provide a number of attachments to support the proposal and demonstrate how it meets the call assessment criteria.
**Pro forma guidance**

The Je-S pro forma consists of a series of sections to be completed online, including the summary and objectives of the proposal, and the finances requested. The following sections are mandatory:

- Project details
- Principal investigator
- Objectives
- Summary
- Technical Summary
- Academic Beneficiaries
- Impact summary
- Other support
- Research council facilities (enter ‘not necessary’)

Guidance for information to be entered into each of these sections is provided on Je-S. If a mandatory section is inappropriate for your application, please enter ‘not applicable’.

**Please note that the project start date MUST be between 16/12/2019 - 14/02/2020. Any projects with a start date after 14/02/2020 will not be eligible for award. The projects must finish by 30/04/2020; extensions will only be made under exceptional circumstances.**

When registering project costs under ‘Resources’, please list all costs under ‘Other Directly Incurred Costs’ tab ONLY. A breakdown of the costs must be provided in the justification of resources.

**All proposals must contain the following attachments:**

- Case for Support (total of up to 6 sides of A4)
  - Description of proposed work (up to 4 sides of A4), with reference to the call assessment criteria, and including:
    - Vision, aims and objectives
    - Detailed programme of work (including Gantt chart or project plan, if appropriate)
    - A description of how the requirements for programme coordination will be planned and implemented
    - Outputs and outcomes
    - Anticipated leveraging of future activities
  - Team background and experience (up to 2 sides of A4):
    - Please state full name, job title and organisation of team members that will be working directly on this project
    - Outline relevant knowledge and experience of the team members
    - Explain how the experience of the team can be applied to deliver the objectives of the call
    - Assessment panels consider the strength of the relationship between the ‘Principal Investigator’ and the team, and therefore the potential for the proposal to achieve UKRI’s intended outcomes

- Justification of Resources (up to 2 sides of A4)
  - Full justification of resources requested, including those for all members of the core team, which should include an itemised budget breakdown
  - More guidance for justification of resources can be found [here](#)

- CV of named applicants (up to 2 sides of A4 each)

- Other Attachments:
  - Active UKRI grant awards (up to 2 sides of A4): [Using the grant template], please provide information on any active UKRI grants that you hold: award
name, year of award, awarding body and basic details about the project including grant holder, the application title and reference ID

The following optional attachments must also be included if appropriate:

- Other attachments
  - Letter of Support from partnering organisation(s): Collaborating organisations are asked to provide letters of support to indicate their understanding, support and contribution to the proposed project. More guidance for letters of support can be found here.
  - De minimis declaration form: Applicants that operate within a competitive market (i.e. businesses), must complete this form to ensure compliance with De Minimis aid. More guidance on the regulations for De Minimis aid can be found in the declaration form here.

Applications should be prepared and submitted by the lead organisation, but should be co-created with input from all project partners, and should represent the proposed work of the entire consortia.

Applications should largely be completed in the normal way, following the guidance in the Je-S Handbook.

Assessment process

Proposals will be assessed via a one stage review process. The written proposal provided through Je-S will be reviewed by an assessment panel. The panel will consist of members of UKRI public engagement, as well as external assessors with expertise for public engagement in academia. All stages of assessment will consider the strength of the application in respect to the assessment criteria set out in the call text.

Confidentiality and disclosure

BBSRC takes all reasonable steps to ensure that the contents of applications for the Citizen Science Exploration 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

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