



Biotechnology and Biological Sciences Research Council

BBSRC RESEARCH FELLOWSHIPS HANDBOOK 2022

Full details of BBSRC Research Fellowship schemes can be found on the web at <https://www.ukri.org/councils/bbsrc/career-and-skills-development/fellowships/>

Revised January 2022

ENQUIRIES

BBSRC Fellowships are administered by UK SBS Ltd. Enquiries relating to pre-award application processing, peer review and post-award administration should be directed as follows:

Pre-award application processing queries: GrantsServiceDesk@funding.ukri.org

In the first instance, for any post-award administration queries please refer to the [Terms & Conditions for funding](#), or consult with your admin/finance office for further guidance.

If you are requesting a change to an existing grant, please refer to the [Je-S weblink](#), and select Grant Maintenance Requests from the list for guidance.

For any other guidance which is not covered in the above, and for general enquiries regarding BBSRC Fellowships, please contact postdoc.fellowships@bbsrc.ac.uk

For enquiries relating to BBSRC's remit, email remit@bbsrc.ukri.org

For enquiries about Fellowship policy issues, and the Fellowship Agreement, email avril.ferris@bbsrc.ukri.org

For enquiries on the monitoring and assessment of fellows' progress, email darren.pirt@bbsrc.ukri.org

CLOSING DATE FOR RECEIPT OF PROPOSALS IN 2022

BBSRC Discovery Fellowships

5 May 2022, 4pm

Details of the UK Research and Innovation Future Leaders Fellowships scheme can be found on the call page at www.ukri.org/funding/funding-opportunities/future-leaders-fellowships/

1. **INTRODUCTION**

- 1.1 This Handbook is issued by the Biotechnology and Biological Sciences Research Council (BBSRC). It provides information about the BBSRC Discovery Fellowship scheme which supports early career researchers taking first steps into independent research and gaining leadership skills.
- 1.2 The information provided in this Handbook applies to Discovery Fellowships awarded in response to proposals submitted in 2022. The regulations relating to fellowships awarded in response to earlier schemes remain as set out in the relevant Handbook.
- 1.3 For Discovery Fellowships available in the 2022 competition, candidates, and their host institutions should be aware that UK Research and Innovation (UKRI) have agreed a common set of terms and conditions covering grants and fellowships. All fellowships awarded in the 2022 competition will be made under these terms, please refer to: <https://www.ukri.org/publications/terms-and-conditions-for-training-funding/>

2. **BBSRC REMIT**

- 2.1 All fellowship projects supported by BBSRC must be within BBSRC's scientific remit. Full information about the science covered by the BBSRC is available on the BBSRC website at bbsrc.ukri.org/research/science-remit/. All remit enquiries should be emailed to bbsrc.remit@bbsrc.ac.uk.
- 2.2 BBSRC is particularly keen to see proposals which demonstrably support the priorities established in its Forward Look for UK Bioscience and Delivery Plan <https://bbsrc.ukri.org/news/planning/>. Potential applicants are strongly encouraged to read these documents before preparing their proposal.
- 2.3 It is essential that applicants for a BBSRC fellowship ensure that their proposal is written in such a way that the aims and fit of the proposed research to BBSRC remit are clear. Failure to clearly demonstrate how the proposal meets BBSRC remit requirements may lead to the proposal being withdrawn from the round.

Availability

- 2.4 There are up to 15 BBSRC Discovery Fellowships available for the 2022 competition.

3. **ELIGIBILITY**

Expectations

- 3.1 BBSRC's commitments to holders of Discovery fellowships, the obligations of fellows, and the Council's expectations of the fellow and their host institution, are set out in the Fellowship Agreement at [Annex 1](#).
- 3.2 In submitting a proposal for a BBSRC Discovery fellowship, both the applicant and the proposed host institution are giving undertakings that they are prepared to respect the provisions of the Fellowship Agreement, in addition to the terms and conditions under which the fellowship grant is awarded.

Host Organisation

- 3.3 BBSRC Discovery Fellowships can be held at any eligible UK Higher Education Institution (HEI), Research Council Institute (RCI) and approved Independent Research Organisation (IRO). Applicants are responsible for agreeing suitable arrangements with the institution concerned before submitting a proposal, and for ensuring that there are adequate, accessible, and appropriate high-quality facilities available for the research proposed.
- 3.4 The Host PI should be in post for the duration of the fellowship and should be at lecturer level at least (or equivalent).

Applicant

- 3.5 The Discovery Fellowship scheme is offered by BBSRC to enable scientists to undertake independent research within a host laboratory and to start moving towards being fully independent research leaders.
- 3.6 To be considered eligible applicants should be able to demonstrate appropriate and relevant research/innovation experience. This could be, for example, through recent completion of a PhD or other higher qualification(s), relevant employment within a research or innovation environment, or a combination of both. Applicants should be able to evidence reasonable scientific and technical skills and competencies, in line with the ambitions of the Discovery Fellowship scheme. Those currently undertaking a PhD are eligible if they are expecting to have undergone a successful PhD viva prior to 30 November 2022.
- 3.7 Applicants should not hold, or have held, an academic position of lecturer level (or the equivalent in institutions other than universities) or an equivalent competitive fellowship that provides the opportunity to establish an independent research group and therefore independent researcher status. Nor should they have had an offer of such an appointment prior to the commencement of a fellowship, if awarded. This applies to both fixed term and permanent positions.
- 3.8 BBSRC would consider fellowships where the applicant is eligible to supervise PhD students or submit research grants as a PI as equivalent to a lectureship, and therefore not eligible for a Discovery Fellowship. Examples include Wellcome Trust Sir Henry Dale Fellowships, MRC Career Development Awards or NERC Independent Research Fellowships (**this is not an exhaustive list and applicants should contact BBSRC Office if they are unsure of the eligibility of specific fellowships**).

Note: holders of postdoctoral training fellowships such as the Marie Skłodowska-Curie Actions can apply. Royal Society Dorothy Hodgkins Fellows who meet the research experience eligibility requirement outlined above may apply.

- 3.9 **Please note that if applicants have previously applied for BBSRC grant funding as a Principal Investigator or Co-Investigator (therefore confirming that they hold a lecturer level or equivalent post) they are not eligible to apply for a fellowship.**
- 3.10 Prospective applicants on university “tenure track” fellowships should contact postdoc.fellowships@bbsrc.ac.uk to discuss their eligibility.

Flexible and family-friendly arrangements

3.11 Proposals are encouraged from:

- Candidates seeking a flexible working arrangement (e.g. part-time). With such awards, the time devoted to the research must be equivalent to at least 50% of a normal full-time working week. The value of an award under flexible working arrangements will be on a pro rata basis.
- Candidates currently employed in industry. Proposals will be handled with maximum flexibility, and arrangements for joint funding by the current employer and the Council are possible.
- Candidates that have undertaken a non-standard or non-typical route to their current academic positions. For example, this includes applicants who might have completed a PhD later in life or had careers within industry or gained experience employed in a research/innovation role.

Overseas Applicants

3.12 Applicants must comply with Home Office/UK Visa and Immigration requirements and hold a valid work permit where appropriate. Applicants who require a visa must ensure this is in place before the start date of the award. Host Organisations should advise and support applicants in securing the necessary visa. Successful applicants who require a visa to work in the UK will be eligible to be considered under the fast-track Global Talent Visa route. This visa route is designed for researchers / innovators and gives the holder flexibility to pursue their research and collaborations. The granting of any visa is always subject to the standard Home Office general grounds for refusal of a visa. UKRI can provide guidance on the evidence required for an application.

- Information for European Economic Area Applicants – please refer to guidance on the UKRI website regarding the effects of EU exit (<https://www.ukri.org/our-work/collaborating-internationally/get-funding-and-visas-to-do-research-in-the-uk/>).
- Candidates from countries outside the European Economic Area should note that they must comply with UK immigration and work permit requirements.
- Information for Non-European Economic Area Applicants – From 20 February 2020 all successful applicants who require a visa to work in the UK will be eligible to be considered under the Global Talent visa route. In line with the highly prestigious nature of these awards, this visa route is designed for international researchers, who bring new ideas and perspectives, enriching the UK's research and innovation workforce and enables the holder to be both adaptable and flexible during their research in the UK.

Please contact globaltalentvisa@ukri.org for further details.

4. APPLICATION PROCESS

4.1 BBSRC uses the Je-S (Joint electronic Submission) fellowship proposal form. Proposals for BBSRC fellowships must be made through the Je-S system and all proposals must be submitted electronically through the host institution. Applicants should note that the Je-S electronic form is the only form that will be accepted for BBSRC fellowship proposals.

4.2 Detailed help text on how to complete fellowship proposals and the necessary attachments

that need to be submitted with proposals can be found on the BBSRC website. Applicants are strongly advised to refer to this help text to ensure that the required information is included in their proposal.

- 4.3 Applicants and their host institution both need to register to submit fellowship proposals through the Je-S system. Those applying through Je-S for the first time need to check that they have a Je-S account that allows them to submit proposals. This should be done well in advance of the fellowship closing date, ensuring that sufficient time is allowed for the host institution's submission process to take place. Queries regarding the Je-S system should be referred to the Je-S HelpDesk on 01793 444164 (Mon-Fri 8.30am - 5pm) or JeSHelp@je-s.ukri.org.
- 4.4 Applicants may only submit one proposal for a BBSRC Discovery fellowship each year.
- 4.5 Applicants for a BBSRC Discovery Fellowship are not permitted to simultaneously apply to the UK Research and Innovation Future Leaders Fellowship call. However, applicants may seek grant support for other projects, from specific Research Councils or other funders' calls, while their BBSRC fellowship is under consideration. Any fellowship or grant submissions under consideration at the time of application should be noted in the 'Other Support' section of the proposal form. Applicants detailing multiple submissions will not be penalised during the assessment process.

Resubmissions

- 4.6 Applicants can apply to subsequent fellowship rounds if they were previously unsuccessful, with the same, modified or a different fellowship proposal providing that they still meet the eligibility criteria. Where an applicant is resubmitting the same project, they should ensure that any feedback previously given by the Committee has been addressed.
- 4.7 Other unsuccessful research grant applications are not eligible to be resubmitted to the Discovery Fellowship scheme unless the work proposed is substantially different in terms of objectives and/or work to be carried out. Full details can be found in the [BBSRC research grants guide](#).

Start date

- 4.8 Applicants should ensure that the proposed start date is realistic, taking in to account the period required for the office to process the proposal. For further details, [please refer to paragraph 6.6 below](#).

Full Economic Costing (fEC)

- 4.9 All fellowships will be applied for and awarded under Full Economic Costing (fEC). Fellowship applicants are required to submit costed research proposals in line with the guidelines in the BBSRC Research Grants Guide. BBSRC will fund 80% of the total costs approved.
- 4.10 Discovery Fellowship applicants can claim up to a maximum of £400k (80% fEC) and can include a personal salary as well as support for travel and subsistence, research consumables and training activities. Costs for equipment cannot be requested. All resources must be fully justified as part of the proposal. Relocation expenses of up to £2000 can also be claimed and must be costed into the proposal if applicable. This must be included within the maximum permitted fellowship costs.
- 4.11 The fellow's starting salary applied for under the Discovery scheme should be agreed by the applicant in consultation with their host institution, and in accordance with their

standard recruitment and employment practices. The level of appointment should be fully justified.

- 4.12 All costs requested must be fully justified in the “Justification of Resources” document. BSRC reserves the right to adjust the level of funding in line with normal research grant procedures or to disallow any items requested. Once approved the fellowship award will be cash limited and not supplemented during the fellowship.
- 4.13 All fellowships will normally be awarded and paid through the employing host institution, regardless of where the fellowship is held.

Choice of host organisation and support

- 4.14 BBSRC places considerable weight in the awarding of fellowships on evidence that the applicant has given full and careful consideration to the choice of institution. In all cases, the choice of institution should relate to the research environment and scientific infrastructure of the selected institution. The reasons for the choice of host and the commitment and support offered to the Fellow by the research organisation should be made clear in the proposal. Please note that, when assessing the research environment, the Panel will consider personal and domestic circumstances which may restrict a fellow’s choice of host. Applicants will not be disadvantaged based on this. Please ensure this is clearly stated in your proposal.
- 4.15 In addition to this, applicants are now required to detail specific support offered by their host organisation. The template, to be completed by the Head of Department, should be attached to their proposal as a Head of Department Statement. Fellows are encouraged to refer to this document throughout their fellowship to ensure they access the support promised to them. Although it is the responsibility of the host department to attach this document to the proposal, it is the fellow’s responsibility to ensure that it is completed on time and that it has been attached prior to submission of the full proposal.
- 4.16 The Career Development Plan should contain evidence and detail of negotiations held or offers that have been considered from hosts that ultimately informed the decision of the chosen location for your fellowship. This should include for example consideration of mentoring schemes, training course and financial support offered.

Training

- 4.17 Discovery fellows are required to consider their training needs and submit a Career Development Plan as part of their proposal. The costs for meeting these training needs should be included in the grant and fellows should ensure that training activities on the plan are carried out.
- 4.18 In addition, Discovery fellows are required to attend some mandatory events, conferences and other meetings arranged by BBSRC to discuss progress under the fellowship. Some of these costs must be budgeted for at the proposal stage (**see [Annex 2](#)**) as, once awarded, BBSRC fellowships will not be supplemented to meet these costs. In addition, fellows may be required to attend other events, such as specific training activities and other networking events. Please note that arrangements can be made to accommodate accessibility or childcare issues when attending BBSRC events. Fellows should contact the office after being invited to discuss this.

Collaborations

- 4.19 Applicants who intend to continue collaborating with existing supervisors or researchers, or whose fellowship programme will be dependent on new collaborations, must provide

supporting letters as an attachment to the Je-S proposal form indicating the agreement of the collaborator(s) to the proposed collaboration. In addition, applicants will also need to provide evidence of support from the Principal Investigator of the proposed host research group and/or from the Head of Department depending on which scheme they are applying to.

5. ASSESSMENT PROCESS

- 5.1 Proposals for the Discovery Fellowship scheme are assessed by BBSRC's Committee E against the set assessment criteria. The criteria used will allow assessment of the potential of the applicant, the excellence and feasibility of the research project, and the suitability of the proposed research environment. In addition to the scientific environment, demonstrations of support for the fellow from the host institution (as described in [paragraphs 4.14 and 4.15](#)) will also be considered as part of the research environment.

Reviewers

- 5.2 Applicants are required to nominate six reviewers who are familiar with their research area, but who are not people with whom they have had, or intend to have, a research collaboration or who work at the applicant's present or proposed institution. Applicants may also indicate in the covering letter if there are any potential reviewers that BBSRC should not approach in conjunction with the assessment of the fellowship proposal.
- 5.3 Fellowship proposals will be reviewed by a combination of applicant nominated and BBSRC Office sourced reviewers prior to further assessment by Committee E. Reviewers will be seeking to identify candidates with great scientific potential who have given careful thought to their future career development.
- 5.4 In all instances, BBSRC reserves the right to make the final selection of applicant nominated and Office sourced reviewers.
- 5.5 Applicants will be given the opportunity to respond to comments from the reviewers. In reaching its final decision, the Committee will review the proposal documentation, reviewer comments and the applicant response, and assess these against the Assessment Criteria described below. BBSRC will not enter into correspondence or discussion concerning reviewer comments prior to the assessment meeting. Any further feedback, if available, will be provided after the meeting.

Assessment Criteria

- 5.6 Proposals will be assessed on the following assessment criteria:
- Project:**
 - o Scientific quality and feasibility of the proposed research project
 - o Timeliness of the research project and how it will advance the field
 - Person:**
 - o Track record
 - o Evidence of independence and leadership
 - o How the fellowship will advance the applicant's career (this should be detailed in the career development plan)
 - Research environment:**
 - o The scientific environment of the host department and institute
 - o Evidence of career and professional development support (for example access to mentoring programmes, training events etc.)

- o Evidence of research support (for example additional financial support, access to core facilities etc.)
- o *Please note that, when assessing the research environment, the panel will consider personal circumstances which may restrict a fellow's choice of host, and applicants will not be disadvantaged based on this. Please ensure this is clearly stated in your proposal.*

Confidentiality

- 5.7 BBSRC takes all reasonable steps to ensure the contents of fellowship proposals are kept confidential. The proposal form and any associated documents papers provided by BBSRC to reviewers and members of Committee E are sent "In Confidence" and are accompanied by guidance explaining the implications of confidentiality. Reviewers and Committee members involved in assessing proposals may need to consult in confidence with colleagues about individual fellowship proposals. Where this happens, the confidentiality criteria must be adhered to by the consultees. As previously described, applicants can indicate in the covering letter any individuals that they do not wish their proposal to be viewed by.

Interviews

- 5.8 Short-listed candidates will be called for interview. BBSRC will meet the costs of travel to and from the interview by the most economical means and other necessary expenses. These costs do not need to be included in your proposal.

Outcome of proposals

- 5.9 Applicants can normally expect to be notified of the outcome of their proposals within seven months of the closing date of the scheme. The Council's decisions are final.

6. FELLOWSHIP AWARD TERMS AND CONDITIONS

- 6.1 The terms and conditions applying to the fellowship grant are those applying to BBSRC research grants unless otherwise stated: [see the BBSRC Grants Guide](#).
- 6.2 Successful applicants and their employing institutions will be informed at the outset of the level of the research support grant which BBSRC will provide.
- 6.3 Discovery fellowships are awarded for a period of three years subject to satisfactory progress.

Employment status

- 6.4 Fellows must be employed by the host research organisation for the duration of the fellowship. The employing institution is required to give an undertaking to this effect as part of the proposal.

Financial arrangements

- 6.5 The funding to support a BBSRC fellowship is normally provided to the institution which employs the fellow.

Starting date

- 6.6 Applicants should ensure that the proposed start date is realistic, taking account of the

period required for the office to process the proposal. **Please note**, awarded Fellows will be required to commence their fellowship on, or near to, the start date stipulated in their proposal, therefore applicants must ensure that they are able to do so. Requests to significantly alter the stated start date will be considered only in exceptional circumstances. All fellowships must commence by July at the latest following notification of an award.

Use of data

- 6.7 Scientific titles and abstracts, and limited personal data from successful fellowship proposal forms are recorded in BBSRC's databases for the purposes of administering the fellowship and the monitoring of equality, diversity and inclusion, and on databases of research activities which are publicly available via the BBSRC website. The information may be used in BBSRC publications and for other reporting purposes. Fellows must notify BBSRC in writing if they do not wish personal data or information that could affect intellectual property rights to be transferred to publicly available databases or to be used in publications. In these circumstances, fellows must provide alternative summaries of their fellowship which can be made publicly available.

Simultaneous awards

- 6.8 BBSRC fellowships may not be used to supplement, or be supplemented by, any other fellowship. If any other award is received or expected during the tenure of a BBSRC fellowship, BBSRC must be advised immediately so that an appropriate adjustment to the BBSRC award can be considered.

Applying for research grants

- 6.9 BBSRC Discovery Fellows are expected to devote the whole of their usual working time to the research programme approved by BBSRC and are not permitted to apply for additional funding from other sources, including BBSRC grant funding.

BBSRC studentships

- 6.10 Discovery fellows are not eligible to act as the primary supervisor on a BBSRC studentship but can co-supervise students

Reporting progress

- 6.11 Fellows should ensure that their information and research outputs are entered into the researchfish® system (www.researchfish.net) in a timely manner. Fellows are also required to submit annual updates of their progress throughout the fellowship which are considered by Committee E. As part of this process, comments are also required from Discovery fellows' host group Principal Investigator. Fellows must continue to update researchfish® with their outcomes for five years after the end date of their fellowship.
- 6.12 Fellows are also required to complete a final progress update and an exit survey on completion of the fellowship; the relevant forms will be sent to them at the appropriate time. Details will be considered by Committee E and written advice provided to each fellow.
- 6.13 The exit survey, final progress update and final financial expenditure statement must be submitted **within three months** of completion of the fellowship. Failure to submit this may result in the recovery by BBSRC of sums paid to the institution under the BBSRC fellowship. BBSRC will not consider any further proposals for funding from the fellow if the final update and/or the final financial expenditure statement remains outstanding.

Extensions

- 6.14 Fellows **must** contact BBSRC Office for advice prior to submitting an official request via the Je-S system if they are considering either suspending or extending the duration of their fellowship. All such requests must be approved by BBSRC Office.

Relocation of fellowship

- 6.15 The choice of institution is an important aspect of the proposal and the selection of BBSRC fellows. Requests to relocate a fellowship to a different institution during the course of the award are examined very carefully. The scientific and career development case for relocation must be clearly set out demonstrating the benefits of the move, including statements from both institutions involved. BBSRC also takes account of any compelling domestic reasons for a move. Fellows wishing to request a move should submit the case to BBSRC several months in advance of the proposed date for relocation to allow time for consideration by Committee E. **Please note: Fellows are required to contact BBSRC for advice prior to submitting a formal request via the Je-S system.**
- 6.16 In the event of a fellowship transferring to a different institution, BBSRC reserves the right to reduce the final claim from the first institution, on a pro-rata basis, should the claim be deemed excessive in relation to the period spent to date on the fellowship.

Termination of awards

- 6.17 If a fellow discontinues the research or takes up other or additional paid employment before expiry of the award, BBSRC must be informed immediately. The fellowship will then be terminated on the day preceding discontinuation of research or the commencement of such employment. BBSRC will recover any monies paid in advance for the period remaining.
- 6.18 BBSRC reserves the right to reduce the final claim, on a pro-rata basis, should the claim be deemed excessive in relation to the period spent to date on the fellowship.
- 6.19 An award may be terminated, or its conditions varied, at the discretion of BBSRC.

Post-fellowship monitoring

- 6.20 To help assess the value of the BBSRC research fellowship schemes and to provide information on the career paths of trained scientists, BBSRC maintains statistics on the careers of its fellows after the end of their fellowship. To assist with this monitoring, fellows are requested to provide information about subsequent employment at the end of their fellowship, and all fellows are required to give an address to which further requests for information can be sent from time to time. Fellows are also encouraged to join the BBSRC Fellow's LinkedIn group (<https://www.linkedin.com/groups/8180033/>)

Mentor

- 6.21 Based on information provided by the newly awarded fellow, a mentor will be assigned which will be either a former BBSRC Fellowship holder, or a member of Committee E. The mentor will provide general professional and personal support outside the fellow's host institution. Under the Discovery Fellowship Agreement, the host institution will be visited annually by the fellow's designated mentor during the fellowship. The mentor should be available for support throughout.

Induction training

- 6.22 Discovery fellows are required to attend an induction event arranged by BBSRC prior to or at the start of the fellowship. BBSRC will meet necessary travel and incidental costs associated with attendance on the course. Further details will be provided at the award stage of a fellowship.

7. OTHER FELLOWSHIP SCHEMES SUPPORT BY BBSRC

Daphne Jackson Fellowships

- 7.1 These are awards, administered by the Daphne Jackson Trust, designed to return science, technology, engineering, or mathematics (STEM) professionals to careers in STEM after a career break of 2 or more years for family, caring, or health reasons. The award supports fellows to update their skills and carry out a research project.
- 7.2 The fellowships allow flexible working arrangements: most current awards are on a part-time basis. Candidates whose proposed area of research falls within BBSRC's remit should refer to the Trust's [webpages](#), or contact Daphne Jackson Trust, Department of Physics, University of Surrey, Guildford, Surrey GU2 7XH (DJMFT@surrey.ac.uk) for further information and guidance on proposals.

Enterprise Fellowships

- 7.3 One of the barriers encountered by academics in taking forward their business ideas is the difficulty in balancing the growing need for commercial awareness and developing the idea, with the demands of their academic duties. To alleviate this problem, BBSRC in collaboration with the Royal Society of Edinburgh has developed an Enterprise Fellowship scheme to encourage the development of a new business, building on previously funded BBSRC research, around a technological idea developed by the Fellow (either individually or with others) and within which the Fellow would be expected to play a leading (though not necessarily the leading) role.
- 7.4 The scheme provides:
- A year's salary to provide time to develop a full business plan and seek investment
 - Business training to help develop the required skills
 - Access to mentors, business experts and professional advisors.
- 7.5 The scheme is run on a competitive basis with two closing dates per annum (Autumn and Spring). Proposals are assessed by an expert Panel which recognises the aims of the scheme.
- 7.6 To check eligibility to apply for a BBSRC-funded enterprise fellowship please email Impact.Awards@bbsrc.ukri.org.
- 7.7 Queries regarding the application process should be directed towards the Royal Society of Edinburgh: EnterpriseFellowships@theRSE.org.uk

ANNEX 1

Fellowship Agreement for BBSRC Discovery Fellows

1. Foreword

- 1.1 This Fellowship Agreement is intended to clarify the relationships between the Biotechnology and Biological Sciences Research Council (BBSRC), its Discovery Fellowship (DF) holders, and their host institutions. It sets out the Council's commitments to Discovery Fellowship holders (section 2 below), the obligations on fellows (section 3) and BBSRC's expectations of the institutions which undertake to host them (section 4).
- 1.2 The Fellowship Agreement supplements this Handbook, and the BBSRC Research Grants guide, and should be read in conjunction with these.
- 1.3 When submitting a proposal for a fellowship, both the applicant and their proposed host institution are required to give undertakings that they are prepared to abide by the regulations, terms and conditions set out in this Handbook, and the additional provisions contained in this agreement. Enquiries about the Fellowship Agreement should be addressed to the relevant contact email identified in section 5 below.

2. Commitments by BBSRC

The Council will:

- 2.1 Provide the fellow with named contacts in the BBSRC Office for enquiries about the fellowship and deal promptly and efficiently with communications from the fellow or his or her host institution.
- 2.2 Notify the fellow individually in writing of any changes to the terms and conditions of their fellowship.
- 2.3 Treat personal information held by BBSRC about the fellow in accordance with the requirements of the Data Protection Act 1998.
- 2.4 Pay promptly to the host institution the funds provided by BBSRC in support of the fellowship, in accordance with the Research Councils' profiled payments procedures for research grants.
- 2.5 Match the fellow to a mentor who is a current or past holder, or a Committee E member who will: provide an additional source of general professional and personal support outside the fellow's host institution and be available to answer questions and provide advice to the fellow regarding their next career step.
- 2.6 Invite the fellow to an induction kick-off event which will provide:
 - (i) Guidance on:
 - a. The Fellowship Agreement
 - b. BBSRC's administrative procedures
 - c. General research management issues
 - d. The range of research being carried out by the fellows
 - (ii) An opportunity to meet other new fellows and BBSRC staff

- 2.7 Provide opportunities for the dissemination of information about the fellow's research to a wider audience through BBSRC's publications and other initiatives to promote the public understanding of science.
- 2.8 Offer general advice on best practice for the management of intellectual property arising from the fellow's research.

3. Responsibilities of the Fellow

The fellow will be required to:

- 3.1 Devote the whole of their usual working time to the research programme approved by BBSRC. The fellow may also devote reasonable time to activities associated with the protection or exploitation of intellectual property arising from their research (see paragraph 3.8 below).
- 3.2 Carry out the fellowship proposal in accordance with the Council's terms and conditions for research grants to support the programme approved by BBSRC.
- 3.3 Seek BBSRC's prior approval of any major changes to the objectives of their programme, or of any proposal to move to a different host institution or department.
- 3.4 Attend the mandatory events and training courses listed in **Annex 2**.
- 3.5 Fellows should ensure that their information and research outputs are entered into researchfish® in a timely manner. Fellows are also required to complete entry and exit surveys and to submit brief annual updates of their progress to BBSRC.
- 3.6 Participate in the annual visit to the host institution by their mentor.
- 3.7 Inform BBSRC promptly if the need arises to put the fellowship in abeyance because of their absence on extended sick leave or maternity/paternity leave or for any other reason.
- 3.8 Seek to identify, protect, and exploit any intellectual property arising from the fellowship programme, in line with BBSRC's policy for knowledge transfer set out in the [BBSRC Grants Guide](#).
- 3.9 Acknowledge the support of BBSRC in any publications, posters, presentations etc. arising from their research.
- 3.10 Inform BBSRC of any media coverage or other publicity arising from the fellowship programme.
- 3.11 Provide information to BBSRC about their research for use in the Council's publications, exhibitions, or other initiatives to promote the public understanding of science, or otherwise required by the Council in carrying out its functions of supporting scientific research and training.
- 3.12 Contribute, when requested, to BBSRC's peer review mechanisms by commenting as a reviewer on grant proposals or reports from other researchers.
- 3.13 Provide BBSRC with a final progress update, and information about their subsequent employment on completion or resignation of the fellowship, together

with a contact address to facilitate the Council's monitoring of career paths.

4. Responsibilities of the Host Institution

The host institution is expected to:

- 4.1 Provide fellows with a statement of their terms and conditions of employment, in accordance with statutory requirements.
- 4.2 Accord the fellow the status and benefits of other academic staff of similar seniority.
- 4.3 Integrate the fellow within the scientific activities of the host department, whilst ensuring that they are able to maintain the independence and focus of their personal research programme.
- 4.4 Ensure that the fellow is aware of their responsibilities and that the research programme is carried out in compliance with all relevant legislation (including any new regulations which become effective during the tenure of the fellowship), and with the principles set out in the [BBSRC Statement on Safeguarding Good Scientific Practice](#).
- 4.5 Ensure the fellow receives guidance, without stifling their development as an independent researcher, from their host group Principal Investigator to whom they can turn as a source of personal support and advice.
- 4.6 Fulfil their obligations as an Employer in accordance with the revised "Concordat to Support the Career Development of Researchers" (2019) (<https://www.vitae.ac.uk/policy/concordat>), ensuring the fellow has a healthy working environment, good employment conditions and is adequately supported to develop their career.
- 4.7 It is expected that the host RO demonstrates significant support for the fellow. All support should be agreed between the prospective fellow and the host organization upon application and should be detailed in the Head of Department host support template, which must be uploaded as part of the proposal.

At a minimum the host is expected to provide:

- a. The basic facilities and equipment needed to carry out his or her research programme approved by BBSRC
- b. The same opportunities as the institution's established staff for access to:
 - Dedicated laboratory and office space
 - Specialised equipment
 - Technical assistance and research support services
 - Funds for travel to attend conferences or for other external scientific interaction
 - Staff training opportunities
 - Formal mentoring programmes
 - Professional advice on the management of intellectual property and knowledge transfer

It is also expected that the host provide support above and beyond the basics, including for example:

- Financial contribution towards consumables
- Equipment, or a contribution towards equipment
- Additional staff or students, or access to pool staff time
- Additional support for training (e.g., funding to travel overseas to develop a new technique) or career development
- Other financial support

4.8 Ensure both sound financial management of the funds provided for the fellowship, and the fellow's grant is used in accordance with the Council's terms and conditions for research grants to support the research programme approved by BBSRC.

4.9 To host an annual visit from the mentor matched to the fellow during the period of the fellowship.

5. **BBSRC Office Contacts**

Enquiries about fellowship proposals – george.adams@bbsrc.ukri.org

Enquires about policy issues, the Fellowship Agreement, annual updates and monitoring and assessment of progress – avril.ferris@bbsrc.ukri.org
darren.pirt@bbsrc.ukri.org

Enquiries about the administration and payment of fellowship awards – gfmt@bbsrc.ac.uk

Please cc' postdoc.fellowships@bbsrc.ac.uk into any correspondence regarding fellowships.

ANNEX 2

Event	Organiser	Details	Attendance	Costing
Fellowship Induction	Organised by BBSRC. Invitations will be circulated prior to event.	2 days at the start of the Fellowship (usually held in February or March)	Mandatory	Travel costs to be included in your proposal. Accommodation will be provided by BBSRC.
Fellow's Conference	Organised by BBSRC. Invitations will be circulated prior to event.	Held over 2 days, once every two years. Next conference planned for June 2022.	Mandatory during your fellowship. You will also be invited to attend after your fellowship has finished – attendance then is of course optional.	Travel costs to be included in your proposal. Accommodation will be provided by BBSRC.
Mock Peer Review Training	Organised by BBSRC	Dates and details to be confirmed	Mandatory	Travel costs to be included in your proposal. Accommodation will be provided by BBSRC.
Responsive Mode Panel Meeting Observation	Organised by BBSRC. Dates and details will be circulated prior to the event.	2 days	Mandatory	Travel costs to be included in your proposal. Accommodation will be provided by BBSRC.
Other networking events	You may be invited to additional events as they are organised by BBSRC. It is expected that fellows attend and present their work, whenever possible.			Expenses to be claimed after the event as appropriate.