BBSRC DISCOVERY FELLOWSHIPS

Je-S Guidance and Summary of Information to be submitted

This document provides information on the completion of the Je-S form and other documentation which is required.

Je-S Form
- Council: BBSRC
- Document Type: Fellowship Proposal
- Scheme: Fellowships
- Selected Call: 2022 Discovery Fellowships

The Je-S form used with the Discovery Fellowship competition will be available on 7th February 2022, together with the associated guidance documents.

Applicants are also advised to refer to the following documents:

- Fellowship Handbook
- Narrative CV template

Creating the Je-S application Form

The steps below describe how to create the Je-S application form for the 2022 Discovery Fellowship call:

- Log into Je-S
- Select 'Add New Document'
- Using the drop-down options:
    - Select Council: BBSRC
    - Select Document Type: Fellowship Proposal
    - Select Scheme: Fellowship
    - Select Call/Type/Mode: 2022 Discovery Fellowships
    - Click Create Document

Alternatively, you can select the 'Call Search' option and enter the call name into the search bar. Select the 2022 Discovery Fellowship hyperlink in the 'Call Name' box. The relevant fields will automatically be populated with the required details.

Example:

PROJECT DETAILS

Organisation
This is the research organisation where the fellowship will be held. Only those organisations that have registered to submit proposals through Je-S are available for selection. If the requested organisation does not appear in the list, please consult that organisations research grant administration department regarding plans for Je-S registration. The organisation list is maintained by the Je-S Helpdesk.

If the organisation appears in the list, **it does not necessarily mean that it is eligible** to apply for research grants or fellowships from the Council. The BBSRC Discovery Fellowship must be hosted by an eligible UK-based research organisation, research-council sponsored institute, or independent research organisation.

Department
The **department** list for the organisation is centrally maintained. If the required department is not listed, or is named incorrectly, **consult the organisation's research grant administration department,** who should then contact the Je-S Helpdesk.

Your Reference
Use **your reference** to help distinguish easily between proposals in users 'Current Documents' lists. The reference is intended to be a unique identifier for your proposal and is **unrelated** to the reference number would be generated by BBSRC when the proposal is submitted. If an organisation does not have a system for referencing grant proposals, users should create their own.

Choice of Host Institution
Applicants must justify their choice of host institution in a clear statement not exceeding 4000 characters. This should include why the institution is the best location for the Fellow's research and personal development, and detail the commitment and support offered to the Fellow by the research organisation (for example in terms of access to facilities and equipment, training, research costs, mentoring etc.).

This field must be completed using:
- No more than 4000 characters including spaces, tabs, and character returns (2 characters)
- Only the standard Je-S character set
- No specialist characters and symbols (e.g., mathematical symbols) as these may not transfer successfully to other computer systems

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Please note - typing into a text box is not detectable by the system and is regarded as system inactivity. Please ensure you save text regularly.

Project Title
This is the title of your Fellowship proposal. The title should be as informative as possible, capturing the essence of the research proposed.

The Project Title should:
- Not exceed 150 characters
- Use only the standard Je-S character set
- Not include specialist characters and symbols (e.g. mathematical symbols) as these may not transfer successfully to other computer systems

Mode
Mode defines the type of Fellowship proposal. If this field has not automatically been populated, select '2022 Discovery Fellowship' from the drop-down menu.

Start Date and Duration
The **proposed start date** and **duration** must be entered.

Ensure that the proposed start date is realistic, taking account of the period required by the Council to process the proposal (timeline published on the Discovery Fellowships call for proposals webpage).

The duration for all applications should be entered as **36 months** (arrangements for part-time working will be dealt with post-award should the application be successful).

Costs for a fellow's time in writing up of the final progress update may be included in the proposal, but the **duration of the fellowship will not be extended to include writing up time**.

FELLOW DETAILS
The **fellow** is the individual who is applying for the fellowship post. Give the applicant's details at the time of applying for the fellowship.

All applicants to the Discovery Fellowship must meet the eligibility requirements for the fellowship. Please check the BBSRC Research Fellowship Handbook for further details and contacts regarding eligibility.

Proposals are welcome form applicants of all nationalities, subject to the fellowship being hosted in the UK at an eligible university, research council sponsored institute, or independent research organisation.

Additional requirements are that:

- Only Je-S users may be selected from the searchable list
- The applicant must also be the Owner of the document
- Applicants must not have an overdue final report on any research grant awarded by UKRI research councils. If an overdue report exists, BBSRC will not consider further proposals from the applicant.
- Applicants must have completed and confirmed their details in Je-S in the last 12 months (see My Details for guidance)

OBJECTIVES
The objectives of the proposed project should be listed in order of priority and should be those that the applicant would wish BBSRC to use as the basis for evaluation of the work upon completion of any fellowship awarded. In addition, you should give a statement of your career plans, the training you plan to undertake and how you will use the Discovery Fellowship to develop your career and help you become a future leader.

You should identify clear targets and timescales by which the objectives will be achieved throughout the period of the fellowship.

This field should be completed using:

- No more than 4000 characters including spaces, tabs, and character returns (2 characters)
- Only the standard Je-S character set
- No specialist characters and symbols (e.g., mathematical symbols) as these may not transfer successfully to other computer systems

Please note - typing into a text box is not detectable by the system and is regarded as system inactivity. Please ensure you save text regularly.

SUMMARY

This lay summary will be published on publicly available sites should the fellowship be awarded and may also be used in press releases promoting UKRI. It should be written in a style that is accessible to a variety or readers, describing the proposed research in simple terms in a way that could be publicised to a general audience. **Please ensure that confidential information is not included in this summary.**

The Summary will also be used to help publicise BBSRC's programme to:
- Opinion-formers and policy makers
- The general public
- The wider research community
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- The Summary may cover, for example:
- The principal subject of the research
- The key aims
- Where and how the research will be undertaken
- Who else will be involved

This field should be completed using:

- No more than 4000 characters including spaces, tabs, and character returns (2 characters)
- Only the standard Je-S character set
- No specialist characters and symbols (e.g. mathematical symbols) as these may not transfer successfully to other computer systems

Please note - typing into a text box is not detectable by the system and is regarded as system inactivity. Please ensure you save text regularly.

Select 'Save' from the top of the screen

If there are any validation errors address these before retrying the Save option

TECHNICAL SUMMARY

You should provide a brief technical summary of the work proposed, including the main objectives of the work and the main methods to be adopted. You should summarise the proposed research in a manner suitable for a specialist reader. This Summary will be published on publicly available sites should the project be funded, **so please ensure that confidential information is not included in this summary.**

This field should be completed using:

- No more than 2000 characters including spaces, tabs, and character returns (2 characters)
- Only the standard Je-S character set
- No specialist characters and symbols (e.g., mathematical symbols) as these may not transfer successfully to other computer systems

Please note - typing into a text box is not detectable by the system and is regarded as system inactivity. Please ensure you save text regularly.

You should ensure that both the **Summary and Technical Summary** sections are written in such a way that the **aims and fit of the proposed research to the BBSRC remit are clear**. Failure to clearly demonstrate how the proposed research meets the BBSRC remit requirements may lead to the proposal being withdrawn or reject from the competition.

You should regularly check the BBSRC remit webpage to ensure your proposed research is within BBSRC remit and contact the Fellowship Team by email prior to submission if you have any queries.

ACADEMIC BENEFICIARIES

Beneficiaries are those who are likely to be interest in, or benefit from, your proposed research.

You should list any beneficiaries from the research and give details of how they will benefit and how the results of the proposed research would be disseminated. Please state whether the research is likely to lead to patentable or otherwise commercially exploitable results. Wherever possible, the beneficiaries **should consist of a wider group** than that of the Fellows immediate professional circle carrying out similar research.

Please look broadly beyond narrow research field. UKRI recognises that in generating new knowledge, a cross-disciplinary or single-disciplinary approach may be the most appropriate. Applicants are asked to clearly state their chosen approach and provide justification for that choice.

Examples of beneficiaries might be:

- Researchers in other disciplines
- Researchers in other academic organisations (in the UK and/or international)
- Companies, public sector bodies and others who may use the results to their advantage
- Policy makers

You should describe the relevance of the research to the beneficiaries:

- Identify the potential academic impact of the proposed research
- Show how the research will benefit other researchers (this may include methodological or theoretical advances)
- Identify whether the research will produce data or materials of benefit to other researchers, and explain how these will be stored, maintained, and made available
- Explain any collaboration with other researchers and their role in the project

Note: The Academic Beneficiaries section may be published to demonstrate the impact of Research Council funded research**. Please ensure confidential information is not included in this section**.

This field should be completed using:

- No more than 4000 characters including spaces, tabs, and character returns (2 characters)
- Only the standard Je-S character set
- No specialist characters and symbols (e.g. mathematical symbols) as these may not transfer successfully to other computer systems

> **Please note - typing into a text box is not detectable by the system and is regarded as system inactivity. Please ensure you save text regularly.**

EXPLOITATION
Summarise any potential for commercial exploitation or application. If this is not applicable, please leave blank or indicate a nil response.

Maximum 4000 characters

PARTNERSHIP DETAILS
Applicants should provide details of new or existing collaborations on which their Fellowship proposal is dependant. For each Project Partner, a letter stating their willingness to be involved should be submitted with the application as an attachment type 'Letter of Support'. For further details on Project Partners and other collaborations can be found in the 'Project Partners' section of the BBSRC Grants Guide.

RESOURCE SUMMARY
A Discovery Fellowship's full economic cost (100% fEC) can be up to £500,000. If awarded, BBSRC will fund 80% of this (up to £400,000). The host research organisation must ensure that any part of the fEC of the project not funded by BBSRC is committed to the project before it starts.

The Resource Summary section is automatically populated, based on data input under one or more of the funding headings. The total will be the full economic cost, excluding any

contributions from partners if applicable. The percentage of fEC to be paid by BBSRC will be shown in the '% Contribution' heading, and the cost will be automatically calculated.

Costs will be rounded to the nearest pound and staff effort to the nearest quarter decimal (i.e. .00, .25, .50, .75).

Details of what costs can be included under each funding heading are described in the **COSTINGS section** below.

OTHER SUPPORT

BBSRC allows applicants to the Discovery Fellowship scheme to apply to other funders (except for the UKRI FLF scheme – see NOTE below). You should enter details of other support you have sought or received from any other source for his or other research in the same field. If the other support is not relevant to the current proposal, please tick the box to indicate this.

If a similar research programme has been submitted, or is about to be submitted, to any other research grant or Fellowship funding organisation by you, or another researcher, full details should be provided in a covering letter and submitted with your Discovery Fellowship application.

You should complete all fields for support either received or pending a decision.

NOTE - Applicants to the Discovery Fellowship are not permitted to simultaneously apply to the UK Research and Innovation Future Leaders Fellowship (FLF) call. However, should an applicant have an FLF application in progress that was submitted in the year preceding the Discovery Fellowship deadline, they will be eligible to apply. Applicants must inform BBSRC immediately should they be awarded an FLF, and the Discovery Fellowship application be withdrawn.

COSTINGS

General Guidance

All costs that contribute to the full economic cost (fEC) of the proposal should be included.

The Cost headings are:

- **Directly Incurred**: these are costs that are explicitly identifiable as arising from the conduct of the project, are charged as the cash value spent and are supported by an audit record. They include:
  - **Staff**: payroll costs requested for the Fellow. **NOTE:** Research Staff are not supported by the fellowship and should not be requested.

  - **Travel & Subsistence**: funds for travel and subsistence for the Fellow where these are required for the nature of the work.

  - **Equipment**: Costs to purchase **Equipment are not covered by the Discovery Fellowship**. Examples of equipment include PC's, laptops, other computing equipment cameras, and hiring of equipment. All such items will

be expected to be provided by the Fellow's host organisation. **Please leave fields relating to equipment blank**.

- o **Social Surveys**: this is not available, please leave blank

- o **Other Costs**: costs of other items dedicated to the project including consumables, books, survey fees, purchase/hire of vehicles. Costs relating to training activities detailed in the proposals Career Development Plan should also be included in this section. **Costs associated with the Earlham Institute, or the UK 850MHz Solid State NMR Facility at the University of Warwick must be included Other Directly Incurred Costs**.

Note: UKRI-BBSRC does not fund any request associated with publication costs.

- **Directly Allocated**: these are the costs of resources used by that project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs, and do not represent actual costs on a project-by-project basis. They include:

- o **Applicants**: only the Fellow will be supported (as a Directly Incurred costs). **Please leave blank.**

- o **Staff: Directly Allocated Technician only i**f required Research Staff are not supported by the fellowship and should not be requested.

- o **Estates**: these costs may include building and premises costs, basic services and utilities and any clerical staff, equipment maintenance or operation costs not already included under other costs headings. See **Estates Costs** below for further details.

- o **Other Directly Allocated**: these may include, for example, the cost of shared institutional research facilities such as equipment or IT systems. Any other resources that will be used by the project but will be shared by other projects/activities and will be charged to the project based on estimates rather than actual costs can be included here. This could include for example:
  - A share of the costs of departmental support staff whose work supports a range of projects and activities, including infrastructure technicians
  - The costs of access to major or small research facilities based on charge-out rates. In accordance with TRAC, the total fEC of a grant containing such charges must not include any net depreciation costs if the facility was purchased with Research Council funding.

- **Indirect Costs**: these include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the research organisation's administration, such as personnel, finance, library, and some departmental services.

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the fEC of the proposal by the research organisation must therefore be excluded. BBSRC may

include an allowance for inflation if the fellowship is awarded.

Estates Costs

Universities that have implemented the TRAC costing methodology and have passed the Quality Assurance (AQ) process should apply their own Estate and Indirect costs. Non-HEIs that are not required to implement TRAC must have a robust costing methodology in place that has been validated, to apply their own Estates and Indirect costs rates. The standard default rate should be used where research organisations have not yet developed their own rates.

Estates costs will be shown as a single figure (£ total for the project).

All resources must be justified (see Justification of Resources for further details), except for the following:

- Estates costs
- Indirect costs
- Costs of the Fellows salary
- Some Directly Allocated costs where no alternative resource is available (for example, general technical services, shared laboratory equipment)

Queries relating to the details of costing a project should be directed to the host research organisation since these will be specific to each organisation. Otherwise, please contact the Je-S Helpdesk for general queries relating to the completion of the Je-S form, or the BBSRC Fellowship team for general queries relating to allowable costs.

Completion of the Je-S Form

Staff Directly Incurred	Role	
	Fellow	Input name and salary costs for the Fellow
	Researcher	Researcher costs are not permitted. Please leave blank
	Technician	Only Directly Allocated Technicians may be requested. Please leave blank
	Other Staff	Only the Fellow is permitted. Please leave blank
Staff Directly Allocated	Applicants	Please leave blank
	Technician	Technician support may be requested if required and only under the Directly Allocated Staff heading
	Other Staff	Only the Fellow is permitted. Please leave blank

DIRECTLY INCURRED - Equipment
Please leave blank. The Discovery Fellowship **does not support the purchase of equipment**.

DIRECTLY INCURRED: Travel & Subsistence
The proposal may include funds for travel and subsistence for use where these are required by the nature of the work.

Identify separately those journeys that will be taken within the UK and those that will be taken outside the UK.

- All journeys should be costed by the most suitable and economical means and should be at current prices with no allowance for inflation
- Identify the purpose and destination for each journey for which funds are sought
- Where there are multiple journeys to the same destination for the same purpose please annotate as e.g., **London – Paris x 2**
- Subsistence rates, both UK and overseas, should be those applicable within the host organisation for travel and subsistence
- Costs for attendance at conferences and training courses may be included where such attendance will be of direct benefit to the recatch or personal development of the Fellow. Training courses and conferences should, as far as possible be identified individually within the proposal
- Costs for attending BBSRC Fellows events should also be included (see the Handbook for full details)
- All journeys should be fully justified in the Justification of Resources.

COMPLETING THE TRAVEL & SUBSISTENCE SECTION IN Je-S
Select **Add New Travel and Subsistence Item** **Add New Travel and Subsistence Item**
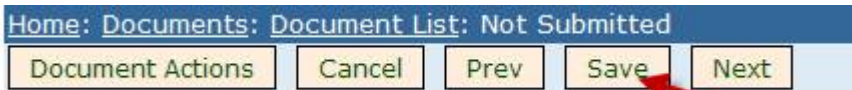
A new screen will open.
Destination and Purpose: Provide a brief description (max 200 characters)

Overseas Destination: Select the Tick Box to identify separately the journeys that will be taken outside the UK.

Total Cost: Enter a numeric value

Select "Save" from the top of the screen

If there are any validation errors address these before retrying the Save option.

You will now be returned to the Travel and Subsistence summary screen. Additional Items of Travel and Subsistence should be added via

Add New Travel and Subsistence Item

You can Edit or Delete items from this screen.

DIRECTLY INCURRED: Other Directly Incurred Costs
List any other directly incurred costs in this section, with a brief description of each item, or group of items.

Items should be specified as far as possible in the attachments 'Case for Support' and 'Justification of resources' and justified in terms of requirement for the research proposed.

Examples of items that may be included under this heading are:
- Consumables - please specify
- Specialist publications (not expected in institutional libraries)
- Research Council Facilities - Costs associated with the Earlham Institute, or the UK 850MHz Solid State NMR Facility at the University of Warwick
- Consultancy fees
- Field work fees/subjects/informants
- Computing - include recurrent costs of computing dedicated to each project only, e.g. software licences. Do not include any costs associated with the use of the host organisation's central computing facilities or for computing equipment
- Glass house consumables
- Purchase/hire/running costs of vehicles if necessary, for the project
- Sub-contracting
- Publication costs for outputs such as monographs, critical editions, volumes, and catalogues. These will need to be fully justified within the application. **You should note that publication costs for peer review journal articles and peer reviewed conference papers are not eligible.**
- Childcare costs beyond that required to meet the normal contracted requirements of the job, and that are directly related to the project, may be requested as a directly incurred cost if the institutional policy is to reimburse them. However, childcare costs associated with normal working patterns may not be sought.
- Insurance costs are expected to be included as part of indirect costs but may be requested as directly incurred costs where it can be shown that the cost arises specifically because of the project funded by the grant, is not covered by existing institutional policies, and is separately identifiable and audited.

Costs that are not admissible under directly incurred

There are some costs that should not be requested under directly incurred on the grounds that BBSRC expect them to be covered by the indirect costs of the institution. These include employment-related costs of investigators (excluding fellows), such as maternity, paternity and sick pay; redundancy costs; the costs of minor items of office consumables and any costs falling outside the period of the grant (such as proposal preparation costs and dissemination costs – although recruitment costs may be requested). Otherwise, costs may be requested under directly incurred if they meet the general requirement that they are project- specific, auditable costs.

BBSRC recognise that some research organisations may have costing arrangements that enable them to put costs under directly incurred that in other institutions would be within indirect costs.

COMPLETETING THE OTHER DIRECTLY INCURRED SECTION IN Je-S

Select Add New Other Directly Incurred Costs Item

A new screen will open.

Description: (max of 255 characters including spaces and returns). The description should identify the item (s). The Description will appear in lists within the proposal so should aid identification of the Directly Incurred item.

Amount: Provide the cost of the item(s) (numeric).

Items should be **specified** as far as possible in the attachments '**Case for Support' and 'Justification of Resources'** and justified in terms of requirement for the research proposed.

Having completed all the fields Select "Save" from the top of the screen

Home: Documents: Document List: Not Submitted
Document Actions | Cancel | Prev | Save | Next

If any section is not completed, the relevant validation warning will be displayed:

Please enter the correct information and Save. When the section has been completed then the ✅ icon against the Other Directly Incurred Costs heading on the Document Menu indicates that the section has been successfully completed and passes validation

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DIRECTLY ALLOCATED: Other Directly Allocated Costs
This may include, for example:

- A share of the costs of departmental support staff whose work supports a range of projects and activities, including infrastructure technicians
- The costs of access to major or small research facilities based on charge-out rates. In accordance with TRAC, the total fEC of a grant containing such charges must not include any net depreciation costs if the facility was purchased with Research Council funding.

Please note that input is restricted to one item per category below except for Research Facilities/Existing Equipment. Select from the list of items given:

- **Pool Staff Costs**: Only the Fellow will be supported. Please leave blank
- **Research facilities / existing equipment**: Charge out costs for use of major or small research facilities. The need for the requested amount of access to the facility/must be justified in the Case for Support/ Justification of Resources, but you do not need to justify the charge out rates. **Multiple entries are allowed for this category.**
- **Infrastructure technicians**: Infrastructure technicians do not require justification in the Case for Support
- **Other**: Any other resources that will be used by the project but will be shared by other projects/activities and will be charged to the project based on estimates rather

than actual costs. A description should be provided and the need for these resources (but not the basis of costing) must be justified in the attachments Case for Support/Justification of resources

- **Animal costs**: If work is proposed using animals the animal costs section of the form must be completed. This section will then be populated automatically. The need for animal costs must be justified in the Case for Support/Justification of Resources.

Applicants proposing to use animals in their research MUST refer to the [Animal use in research pages](#) for details of additional documentation that is required

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COMPLETING THE OTHER DIRECTLY ALLOCATED COSTS SECTION IN Je-S

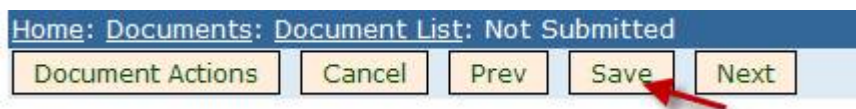Select **Add New Other Directly Allocated Costs Item**

A new screen will open.
Select from the drop-down list on the right-hand side of the Description Box.

Amount: Enter the total cost (numeric)

The need for these resources (but not the basis of costing) must be justified in the attachment "Justification of Resources"

Having completed all the fields Select "Save" from the top of the screen

If any section is not completed the relevant validation warning will be displayed:
Please enter the correct information and Save. When the section has been completed then the ✅ icon against the Other Directly Allocated Costs heading on the Document Menu indicates that the section has been successfully completed and passes validation.

COMPLETING THE RESEARCH FACILITIES/EXISTING EQUIPMENT SECTION IN Je-S

Select **Add New Research Facilities/Existing Equipment Item**

A new screen will open.

Description: (maximum of 100 characters including spaces and returns) The Description should identify the Facility/item of equipment. This Description will appear in lists within the proposal so should aid identification of the items.

Amount: This is the amount of funding requested from the Research Council for this item. Numeric value which can include pence e.g. £10.50

Having completed the screen:

Select "Save" from the top of the screen

Home: Documents: Document List: Not Submitted
Document Actions | Cancel | Prev | Save | Next

If there are any validation errors address these before retrying the Save option.

You will now be returned to the Research Facilities/Existing Equipment summary screen. Additional Items should be added via **Add New Research Facilities/Existing Equipment Item**

You can **Edit** or Delete items from this screen.

COMPLETING THE ANIMAL COSTS SECTION IN Je-S

Select **Add New Animal Costs Item-**

A new screen will open.

To the right of the **Species** box select the drop-down menu

Select the required Species by clicking on to it to highlight it. The options available are:

Fish
Rabbit
Amphibian
Cow
Reptile
Pig
Bird
Sheep
Rat
Poultry
Mouse
Guinea Pig
Other Rodent
Other Animal

Type & Microbiological Quality: Please provide details

Is Genetically Altered? If the animal species has been genetically altered click in the box to indicate a Tick

Costs:

Number Purchased: Enter the Amount in the box. The value should be numeric.

Average Cost per Animal Purchased: The costs of the animal levied by the suppliers including where appropriate transport and handling charges.

Enter the averaged amount in the box. The value should be numeric and may include pence in the format e.g. £100.50

Purchased Cost Type: Click in either the Directly Incurred (the actual costs) or Directly Allocated Cost box (estimated costs).

Sub Total: £ This will be entered by the System once the screen has been completed.

Number Bred: Enter the Amount in the box. The value should be numeric.

Average Cost per Animal bred (£): The cost of the animal and associated costs

Bred-Cost Type: Click in either the Directly Incurred (the actual costs) or Directly Allocated Cost box (estimated costs)

Sub Total: £ This will be entered by the System once the screen has been completed.

Maintenance Duration: This should be the average length of time the animals are being used and is added as a numeric Value (Number of weeks).

Weekly Maintenance Costs (£): This is the **total** weekly maintenance cost of **all** the animals of this **species** on this proposal. It should be added as a numeric Value.

Weekly maintenance costs should include feed, bedding, cage/pen/equipment maintenance and including a proportionate share of animal house staff (Staff specific to aspects of the research project should be added to the appropriate staff resources section).

Maintenance - Cost Type: Click in either the Directly Incurred (the actual costs supportable by an auditable record) or Directly Allocated Cost box (estimated Costs).

Sub Total: £ This will be entered by the system once the screen has been completed.

Calculate: When all the fields have been completed select the Calculate option.

Total Cost: The System will populate the Sub-total and Total Cost sections.

Having completed the screen:

Select "Save" from the top of the screen

If there are any validation errors address these before retrying the Save option.

You will now be returned to the Animal Costs summary screen. Additional Items should be added via **Add New Animal Costs Item**

You can Edit or Delete items from this screen.

When the section has been completed the ✅ icon against Animal Costs on the Document Menu indicates that the section has been successfully completed and passes validation.

ANIMAL SPECIES

IMPORTANT: applicants proposing the use of any animal in their research **MUST** refer to the BBSRC Grants Guide and the Animal Use in research webpage for details of the information they are required to provide. Failure to provide the information will hinder the assessment of an application.

For work using any animal you must provide sound scientific reasons for the use of animals and an explanation as to why there are no realistic alternatives, with an explanation of how the choice of species complies with ASPA.

In all cases, applicants whose proposals include the use of animals must ensure that their proposal clearly sets out and fully justifies the following:

- Research objectives and how the knowledge generated will advance the field
- The need to use animals and lack of realistic alternative
- Choice of species and type of animal(s), for example strain, pathogen free, genetically modified
- Planned experimental design and its justification
- The numbers of animals and frequency of measurements/ interventions to be used
- Primary outcomes to be assessed

The experimental design should be outlined, covering all (but not limited to) the points detailed above.

You should provide a properly constructed justification of how the proposed animal numbers to be used were determined. In general, it would be expected that this will include statistical power calculations based on justifiable and explicit assumptions about the anticipated size of the experimental effects.

If statistical power calculations are not given, it is expected that applicants provide a principled explanation to the choice of numbers. In general, explanations based solely in terms of 'usual practice' will not be considered adequate.

The scientific rationale for the experimental design should be explained in the 'case for support'

If your work involves the use of non-human primates, dogs, cats pigs, and/or equidae, additional information must be provided in the **supporting information** section.

In addition, animal work to be carried out overseas will require additional supporting information as detailed on the Animal Use in research webpage.

RESEARCH COUNCIL FACILITIES

All schemes which include the Research Council Facilities section require the applicant to either tick the box to confirm that facilities are not relevant to the proposal or else complete the section.

If your research is using a research council facility, each relevant facility should be selected from the drop-down list along with costs/units and proposed usage as appropriate.

For the STFC large-scale facilities i.e., CLF, Diamond, ESRF, ILL and ISIS, which are free at the point of access, enter "0" for cost, units, and proposed usage. For all other RC facilities, if requesting 'grant access running costs', **please ensure that these funds are added to the 'Other Directly Incurred' section** within the Je-S proforma.

When requesting beam time on the SRS at Daresbury Laboratory or at Diamond, please indicate in your case for support:
   a) Which facility
   b) Which beam line
   c) Which station is required

This will facilitate the technical assessment of your proposal by STFC staff.

Some facilities require a mandatory attachment type of "Technical Assessment" to be uploaded when selected from the list as follows:

- ARCHER (University of Edinburgh)
- National Wind Tunnel Facility
- Research Data Facility (RDF)
- Earlham Institute* (formerly The Genome Analysis Centre – TGAC)
- UK 850MHz Solid State NMR Facility at the University of Warwick

In addition, any costs associated with these specific facilities MUST be entered into the 'Other Directly Incurred' Costs field in the Je-S application form. Failure to enter costs in the Other Directly Incurred heading will result in these costs NOT being included in the fEC total of your application and CANNOT BE RECTIFIED POST-SUBMISSION.

Ensure that the requirements can be met before the fellowship proposal is submitted.

* If using the Earlham Institute facility, please selected 'The Genome Analysis Centre – TGAC' from the facility drop-down list.

If the research council facility does not currently exist in the drop-down list, please select the option "Other". Where "Other" is selected it is then mandatory for the full name of the facility to be provided in the proposed usage field.

Applying for High performance computing (HPC) facilities

Applicants intending to apply for time on the HECTor/ARCHER high performance supercomputing facilities should contact BBSRC (**postdoc.fellowships@bbsrc.ac.uk**) in the first instance for information on how to apply and how access should be incorporated into your proposal.

For further information visit **www.archer.ac.uk**

ESTATES & INDIRECT COSTS
Estates and Indirect Costs are a single value and do not require justification in the case for support.

The principle behind FEC funding is that the Research Organisations should indicate in their grant proposals the full economic cost of a project. Research Councils then pay a percentage (80% for most fund headings) of this sum, which includes an attribution of the cost of academic staff time and the institutions facilities, estates & indirect costs.

Estates
Estates costs cover those costs related to buildings and premises, including capital (depreciation), maintenance, utilities costs, cleaning, security, and safety.

Applicants should obtain these costs from their Research Organisation (RO). They will be calculated by institutions using their own cost rates and these will vary across institutions.

Where an individual will be working away from the Research Organisation on long-term secondment for a period in excess of six months during the project, estates costs should not be charged for the period of secondment.

Estates costs may be included for overseas visitors, regardless of whether the support being requested includes a salary contribution or is only travel and subsistence. Estates costs may not be included where the visiting researcher is from another UK Research Organisation.

Estates Costs FAQ can be found at https://www.ukri.org/files/legacy/documents/fecfaq-pdf/

To complete the Section in Je-S:

Enter the Amount in the box. The value should be numeric and may include pence in the format e.g. £100.50. The amount should be 100% FEC value, the 80% value will be displayed automatically in the Resource Summary table.

Select "Save" from the top of the screen

If any section is not completed a validation warning will be displayed.

Please enter the correct information and **Save. When the section has been completed then the** ✅ icon against the Estates Costs on the **Document Menu** indicates that the section has been successfully completed and passes validation.

Non-university organisations are not expected to use the Transparent Approach to Costing (TRAC) methodology, but Research Councils require a validation process to ensure that non-university costing methodologies are robust. For Research Council Institutes, validation will be by the host Research Council. Default rates are available for use if non-university research organisations are unable to demonstrate that their costing methodologies are robust.

The standard default rates should be used where Research Organisations have not developed their own rates; these are publicised at https://www.ukri.org/about-us/policies-and-standards/funding-assurance-programme/

Indirect Costs
Indirect costs cover the costs of the Research Organisation's management and administrative services, including the personnel and finance departments, library, central computing and some departmental services; plus elements of academic research support time.

Applicants should obtain these costs from their Research Organisation (RO). They will be calculated by institutions using their own cost rates and these will vary across institutions.

Indirect costs may be included for overseas visitors, regardless of whether the support being requested includes a salary contribution or is only travel and subsistence. Indirect costs may not be included where the visiting researcher is from another UK Research Organisation.

Indirect Costs FAQ can be found at https://www.ukri.org/files/legacy/documents/fecfaq-pdf/

To complete the Section in Je-S:

Enter the Amount in the box. The value should be numeric and may include pence in the format e.g. £100.50. The amount should be 100% FEC value, the 80% value will be displayed automatically in the Resource Summary table.

Select "Save" from the top of the screen

If any section is not completed a validation warning will be displayed:

Please enter the correct information and **Save. When the section has been completed then the** ✅ icon against the Indirect Costs on the **Document Menu** indicates that the section has been successfully completed and passes validation.

CLASSIFICATIONS

Research Committee

Discovery Fellowships are assessed by Committee E, however currently **Committee is not available for selection. Please select the Committee most relevant for your research area.**

BBSRC research committee remits can be found here

Strategic Priorities

Click here for BBSRC's Strategic and Delivery plans.

Keywords
Enter between 5 and 8 keywords that summarise the fellowship proposal as follows:

Overview
The keywords that are selected will be used to assist BBSRC Scientific Peer Review staff in matching your proposal with suitable referees who have provided their keywords using the same classification system. The form comprises several different screens, as described below. You must select between one and eight keywords.

Classifications
This screen presents a table listing the Keyword/Research Topic/Science Area combinations that will be held in your application when you submit your form. The first time you open this screen, the table will be empty.

The list may be edited as follows:

1. to *add* an entry to the list, select on the appropriate command labelled 'Add new keyword(s)', and this will take you to the 'Add new keywords' screen (see below).

2. to *remove* an entry from the list, select the tick box to the left, and then select the command labelled 'Remove selected keywords'. Multiple selections from the list are possible.

The maximum number of entries allowed in the table is eight. If your list contains more than eight entries a warning message will appear alerting you to this, and you will need to remove some entries before you will be able to submit your form.

Warning: You have 10 keyword research topic combinations. You are limited to a maximum of 8 to cover the science contained within your research proposal.

It is essential that the keyword data held in your record are as accurate as possible; these data will play an important role in our referee selection process.

Add new keywords screen:

This is the screen in which you may search for and select any of our standard Keyword/Research Topic/Science Area combinations and add them to your application's list.

1. You may search our standard list either by **Keyword**, by **Research Topic** or by '**Science Area**'. If you choose the third option, two boxes with drop down arrows will appear. Firstly, you should choose the **Science Area** within which you would like to search. All the **Research Topics** for the selected **Science Area** will be displayed. By selecting one of these **Research Topics** the associated **Keywords** will then be made available for selection.

2. If searching by **Keyword** or **Research Topic**, select the text entry box above the 'Search' button, and type in at least two consecutive characters from the word that you wish to search for (these need not be the first two letters).

When you have finished entering your search term, select the 'Search' button.

3. The results of the search will appear in Keyword / Research Topic / Science Area table. If there is an entry that you wish to add to your list you should select the adjacent tick box and then the 'Add selected' button located under the search results table: multiple selections from the search results are possible, select the tick boxes for each of the keywords you require. You may need to scroll down to reach the 'Add selected' button, depending on your screen resolution and browser settings. Selecting it will return you to the previous screen, which will have been updated to include your choice(s).

Note: If adding the number of search results that you select would make your personal list exceed the limit of eight entries then a warning message will appear.

ETHICAL INFORMATION
Each section of the ethical classification must be completed.

Human participation: state whether the proposed research will involve human participation and answer the questions as appropriate.

Animal research: The provisions of the Animals (Scientific Procedures) Act 1986 must be observed. Institutions and award-holders are responsible for ensuring that all appropriate personal and project licences required under the Act have been granted by the Home Office. All BBSRC awards are made on the absolute condition that no work which is controlled by the Act will begin until the necessary licences have been obtained. If the proposed research will involve the use of animals covered by the Act, indicate the severity of the procedure; if 'moderate' or 'substantial', provide details of the experiments in the space provided.

IMPORTANT: applicants proposing the use of any animal in their research **MUST** refer to the BBSRC Grants Guide and the Animal Use in research webpage for details of the information they are required to provide. Failure to provide the information will hinder the assessment of an application.

Genetic and biological risk: If the research will involve the use of genetically modified organisms, answer the questions as appropriate.

Approvals: If approval is required for the research, this must be sought and given prior to the research commencing. Provide details of the approval(s) sought and/or received in relation to this proposal.

Other issues: Applicants should consider the social context of the proposed research and indicate any issues that might arouse specific public interest or concern about the motivation for the research, its conduct, or potential outcomes, which might not be fully covered in the other sections.

IMPLICATIONS

Provide a summary of any social and/or ethical implications of the work proposed. The summary must follow the heading structure detailed below. All areas must be included, even if the response is 'not applicable'. If the response is 'not applicable; please provide an explanation for this:

1. **Use of animals or humans**
   If your research involves the use of animals or human participants, please detail the potential for public concern relating to the research and what you will do during the course of the project to address these concerns.

2. **Societal impact**
   Do you think the value/usefulness, or your research might be questioned by any sectors of society? Please explain your answer.

   The impact your research outcomes may have on individuals in society, both in the UK and globally. Consider for example:

   - Are the risks and benefits likely to be shared evenly across society, or might these disproportionately affect certain communities?
   - Could existing disadvantages or discriminations for socially marginalised or excluded groups be increased or decreased?
   - Is there the opportunity for specific groups, including industry, Government or charity sponsors, to have a large influence on the work?
   - Could your work lead to impacts on human dignity or consumer choice?

3. **Environmental impact**
   Could your research give rise to reasonable concerns about likely impacts on the environment? For example:

   - Could your research lead to significant changes in land use, habitats or biodiversity, or impact upon pollution or water conservation?
   - Might there be indirect as well as direct effects on the environment and might these impacts occur abroad as well as in the UK?

4. **Unintended outcomes**
   Could your research lead to unintended outcomes that were not originally the primary objective? Consider whether any of these outcomes might reasonably be seen to represent a misuse or abuse of science in the service of society.

5. **Other social or ethical questions**
   Please detail any other ethical or social questions that are relevant and have not been addressed in the sections above and what you will do during the course of the project to monitor the social/ethical issues above and identify new issues as they arise.

This field must be completed using:
- No more than 4000 characters including spaces, tabs, and character returns (2 characters)
- Only the standard Je-S character set
- No specialist characters and symbols (e.g. mathematical symbols) as these may not transfer successfully to other computer systems

> **Please note - typing into a text box is not detectable by the system and is regarded as system inactivity. Please ensure you save text regularly.**

REVIEWERS

Provide details of reviewers whom the Council may approach for review of the research proposal.

- Nominate six reviewers (including a minimum of one overseas reviewer) who are experts in the research field whom BBSRC may choose to approach for an independent review of the fellowship proposal
- Nominees should not be collaborators, neither should they come from your current institution or from the proposed host institution or where any possible conflict of interest may arise
- Applicants should avoid nominating more than one reviewer from the same organisation
- Provide key words for each reviewer to indicate their area of expertise. Please note if this information is not provided in full for each reviewer, the application will be rejected
- Full contact details must be given for each reviewer, including an up-to-date e-mail address (the Councils prefer to correspond by e-mail whenever possible)

You may indicate in the covering letter attachment (with reasons) if there are any potential reviewers (UK or international) that BBSRC should not approach in conjunction with the assessment of your application. In all instances, BBSRC reserves the right to make the final selection of reviewers.

Note: If the person you require is not in the searchable list, use the Add New Person button - found at the bottom of the search window

PROPOSAL CLASSIFICATIONS

The Research Councils have adopted a harmonised classifications structure. This has resulted in changes in the data that the Councils collect via Je-S.

There are three parts to this classification:

1.   Research Areas

These should be used to indicate the subject area(s) or disciplines relevant to your proposal.

Research Areas are structured on three levels. For some subject areas all three levels have been defined, for others only two levels. The top-level – Research Area – should be used to navigate to the relevant subject areas.
You should select your subject area(s) at the second level and/or third level where this is available. Please try to select terms at the lowest appropriate level to describe the subject area.

To find the appropriate subject areas either search the list of Research Areas, browse through it by expanding higher levels to identify those areas of most relevance or enter a search term and Select Filter.
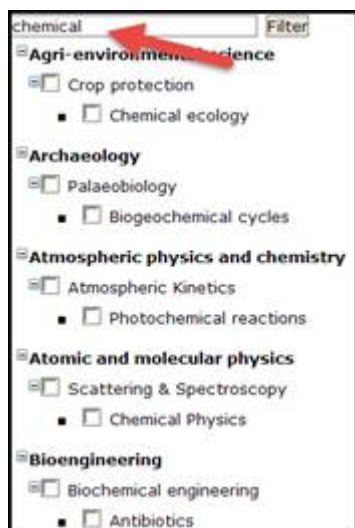
Select up to five second-level Research Areas. Within the second-level Research Areas make as many selections at the third level as required. To add Research Areas, click in the corresponding check boxes then select Save

Having completed the selection, indicate the relevant importance of the research areas by either selecting one as a Primary area or by using Percentage Relevancies against each.

The primary classification must reflect one of the core disciplines/subject areas aligned to the Research Council to which they are applying.

Select "Save" from the top of the screen

2. Qualifiers

Qualifiers are terms that further describe the area of research. They are grouped by type, for example Approach (methodological approach), Geographic Area or Theoretical Methods.

Select as many Qualifiers as are relevant to enable the Research Councils to gain a more detailed understanding of the area of research/study.

To add a Qualifier, click in the corresponding check box then select "Save" from the top of the screen

3. Free-text Keywords

Please note: This section may not be available for all schemes.

Free-text keywords may be used to describe the subject area of the proposal in more detail.

Pre-defined terms should be used where available from the Research Area selection. Keywords should only be used where it is necessary to refine these further. You should first search for possible matches in Research Areas for your proposed keyword. If no match is found, you should add the keyword as free-text by selecting the Add New button

You may add as many keywords in the free text as you consider appropriate. Once you have finished select

"Save" from the top of the screen.

ATTACHMENTS

General Guidance

All UKRI Research Councils operate a 'page' restriction policy on attachment length.

To ensure no one is disadvantaged by this restriction a strict minimum font size of 11 must be used for the entire Case for Support, Justification of Resources and Data Management Plan (excluding text on diagrams and the use of mathematical symbols). It is recommended that you use typefaces Arial, Helvetica, or Verdana in standard (not narrow) selection. Additionally, a minimum of single line spacing and standard character spacing must be used. Margins must not be less than 2cm.

Please note that on submission to Council ALL non-PDF documents are converted to PDF, the use of non- standard fonts may result in errors or font conversion, which could affect the overall length of the document.

Applications will be checked for faults by BBSRC Administrative staff soon after the closing date to ensure that relevant aspects of the application are legible and comply with the formatting rules. Any component(s) of an application which do not meet these rules will be returned for amendment before being validated for peer review. A late response in amending returned elements of the application will result in the application being withdrawn.

Research Councils cannot guarantee that documents will be reproduced in colour.

Mandatory Attachments for all proposals
The following documents must be submitted by all applicants:

Proposal Cover Letter	No page limitation
Case for Support	Eight (8) sides of A4 maximum
Narrative CV	Template
Career Development Plan	One (1) side of A4 maximum
Data Management Plan	One (1) side of A4 maximum
The Host Group PI Statement	No page limitation
Head of Department Statement	Template
Justification of Resources	Two (2) sides of A4 maximum
Diagrammatic Work Plan	One (1) side of A4 maximum

In addition, you must submit additional documents/information for:

Animal Usage Use of Animals overseas – Signed Statement	Attached as a Letter of Support
Use of Animals overseas – NC3Rs Specific Questions	Attach as a Letter of Support
Use of Pigs	Details should be provided in Je-S form, Case for Support and Justification of Resources as appropriate
Facilities: Earlham Institute Supercomputing ARCHER2 facility, University of Edinburgh UK 850MHz Solid State NMR facility, University of Warwick	Technical Assessment Form (TAF) required
Project Partner Letter	

Optional Attachments:

Letters of Support	No limit on page length

Proposal Cover Letter
Inclusion of a cover letter is mandatory. Letters should be submitted as attachment type 'Proposal Cover Letter' with no limitation on page length.

Any private, personal, or commercial interests relating the application must be declared in the covering letter. See Declaration of Interests: Applicants for further details.
Applicants may use the cover letter to list reviewers that they would prefer BBSRC do not approach, but BBSRC reserves the right to make the final selection.

Narrative CV
Complete the BBSRC Fellowships Narrative CV template. Guidance on completion of the template is included. A standalone CV and publications list will not be accepted.

Career Development Plan
The Career Development Plan is mandatory and should be uploaded as attachment type "**WORKPLAN**".

A maximum of one side of A4 is allowed for this and the plan should clearly indicate your identified training needs and how you will go about addressing these over the course of the Fellowship. Details of the training activities to be undertaken, and how these will benefit your current and future career should be given. It should also 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 the fellowship. This should include for example consideration of mentoring schemes, training course and financial support offered.

Assessment of the Career Development Plan will be an important part of the assessment process.

Please note: If a Career Development Plan is not attached a validation error will be generated. Applicants will be unable to submit their proposal until the Plan is attached.

Data Management Plan
You must include a statement on data sharing as attachment type 'Data Management Plan'. **A maximum of one side of A4** is allowed for this and must not be used for any other purpose. Any information included other than that relating to data sharing statement requirements, will result in your application being rejected.

The statement must clearly detail how you will comply with BBSRC's published Data Sharing Policy, including concise plans for data management, and sharing as part of the research proposal, or provide explicit reasons why data sharing is not possible or appropriate.

Comprehensive data sharing plans will be expected, in particular, in the "data sharing areas" highlighted in the policy. More succinct plans may be appropriate for applications outside of these areas.

Full details on what to include can be found in the 'What to include in your application/Data management plan' area of the UKRI-BBSRC website.

Please note that preliminary data and descriptions of the proposed work belong in the Case for Support and should not be included in the data sharing statement.

Host Group Principal Investigator (HGPR) Statement & Head of Department (HoD) Statement

The Host Group PI Statement is mandatory and should demonstrate evidence of support for the applicant from the Principal Investigator of the proposed host research group. There is no limitation on page length.

The Head of Department Statement is mandatory and should be submitted using the template which can be found under the 'Additional; info / Supporting documents' section on the funding opportunity. Failure to use the correct template may result in the proposal being rejected.

The support mechanisms in place for the fellow, as well as any additional financial support and added value that will be provided to a successful applicant should be clearly demonstrated.

The Host Group PI Statement should be appended to the Head of Department Statement and submitted as attachment type 'Head of Department Statement'. It can only be attached to the application by a Je-S 'Approver' or 'Submitter' and is confidential (not viewable by the applicant).

Justification of Resources (JoR)
All requested resources must be fully justified. **A maximum of 2 sides of A4** is allowed for the JoR.

Full details on what to include can be found in the 'What to include in your application/justification of resources' area of the UKRI-BBSRC website, and the 'How to write a justification of resources' guidance in Je-S.

Case for Support
The case for support should be a self-contained description of the proposed project with its content relevant background and should not depend on additional information.

Lists of references and illustrations should be included in the page limit and should not be submitted as additional documents or as an annex. You must not include URLs to web resources to extend your case for support.

A maximum of 8 sides of A4 is allowed for the Case for Support.

Full details on what to include can be found in the 'What to include in your application/case for support' area of the UKRI-BBSRC website.

Diagrammatic Work Plan

A Diagrammatic workplan representing timelines and milestones is mandatory. **A maximum of 1 side of** A4 is permitted and it must not be used to extend the case for support.

NOTE: THIS IS ONE OF TWO DOCUMENT TYPES TO BE SUBMITTED AS 'DIAGRAMMATIC WORKPLAN' (see 'Career Development Plan' above).

Animal Usage

Applicants proposing the use of any animal in their research **MUST** refer to the BBSRC Grants Guide and the Animal Use in research webpage for details of the information they are required to provide. Failure to provide the information will hinder the assessment of an application.

Overseas Animal Usage – Signed Statement

All applications involving animal research conducted overseas must submit a signed statement. This is to confirm that this research would be conducted in accordance with regulatory systems in the UK (and applicable regulation in the host country) and that all applicants understand the requirements. Details of what to include in the statement can be found on the Animal Use in research webpage.

Overseas Animal Usage – Specific Animals

If the research involves the use of specific animals (rodents, rabbits, sheep, goats, pigs, cattle, Xenopus – African clawed frogs) overseas rather than in the UK, you must also complete the additional questions that can be found at NC3RS: use of animals overseas

Use of Pigs (UK or overseas usage)

Applicants whose proposed programme of research involves the use of pigs should refer to the NC3Rs Standardised questions on the use of pigs. All questions relevant to the proposal must be addressed within the Je-S application form and, where appropriate, the Case for Support and Justification for Resources attachments. The NC3Rs will request further details from applicants if they are not satisfied that the questions have been adequately addressed or where applicants have not provided the necessary information.

Use of Facilities

If facility access is being requested specifically for the Earlham Institute, the supercomputing ARCHER2 facility at University of Edinburgh, or the UK 850MHz Solid State NMR Facility at the University of Warwick, a Technical Assessment Form (TAF) is required. **Failure to include the required forms WILL result in withdrawal of the proposal**.

Project Partner Letter

Applicants may name formal Project Partners, that is, a third-party person who is not employed on the grant, or a third-party organisation, who provides specific contributions either in cash or in kind, to the project.

Formal Project Partners must provide a letter that confirms, where appropriate, the availability of the necessary facilities, resources, and infrastructure.

Further details on Project Partners can be found in paragraphs 2.49 – 2.53 of the [BBSRC Research Grants Guide](#).

Letters of Support

Letters of support may be included to confirm an active collaboration or contribution to a project in terms of resources or expertise and may be included where a statement from a third party is necessary to enable the informed assessment of a proposal.

You should note that members of an institution which has provided a letter of support will not in general be used as reviewers for that proposal. Therefore, including more than a few carefully chosen letters may be detrimental to the peer review process.

Contacts:

Administrative queries specific to the Discovery Fellowship competition, please contact postdoc.fellowships@bbsrc.ukri.org

Eligibility queries: eligibility@bbsrc.ukri.org

Remit enquiries: remit@bbsrc.ukri.org

For assistance with Je-S, please contact JeSHelp@je-s.ukri.org