GUIDANCE FOR APPLICANTS

Towards a circular bioeconomy for technology-relevant metals and textiles

CALL SCOPE AND ELIGIBILITY

Applicants should refer to the funding opportunity page on the UKRI funding finder for details on the call scope, including scientific focus, requirements, and exclusions and to confirm eligibility before proceeding with an application.

AVAILABLE FUNDING

The indicative budget for this combined opportunity is up to £5 million, subject to the quality of applications received. The full economic cost of your project can be up to £375,000 (100% fEC). BBSRC will fund 80% of the full economic cost.

APPLICATION PROCESS

Applications must be submitted on a single Je-S form, even if they are multi-institutional bids. The award will be made to the lead institution, which will be responsible for the management of the award.

Applicants should also refer to the **Je-S handbook** and **BBSRC research grants guide**, in addition to this call guidance, when preparing an application.

Applications must be submitted through the Je-S System. The deadline for submission is **21 July 2022 16:00 (UK Time)**

Please submit using the following information:
1. Log in the Joint Electronic System (Je-S)
2. Select Council: **BBSRC**
3. Select Document Type: **Standard proposal**
4. Select Scheme: **standard**
5. Select Call/Type/Mode: **Towards a Circular Bioeconomy - Precious Metal Recovery & Textiles**
6. Select 'Create Document' and follow the on-screen instructions to complete the form.

Overview of submission documents

BBSRC recommend that you use typefaces Arial, Helvetica or Verdana and a strict minimum font size of 11 must be used for the entire Case for Support, Justification of Resources and Team Résumé for Research and Innovation (excluding text on diagrams and the use of mathematical symbols). A minimum of single line spacing and standard character spacing must be used. Margins must not be less than 2cm

The following documentation is required:

Document	Description	Page limit
Cover Letter	Applicants' Declaration of Interests must be included in the Application Cover Letter – please see the guidance provided at: UKRI-261120-Declaration-of-Interests-for-applicants-v2.pdf	Maximum 1 page
Case for Support	The Case for Support must be self-contained - external links are not permitted. References must be included within the page limit. The use of DOIs is encouraged to allow additional space for the scientific case. See detailed information below for Case for Support requirements.	Maximum 6 pages
Justification of Resources	A description of the resources required for the project. All resources requested (directly incurred, directly allocated and exceptions, including PI and Co-I time) must be fully justified. For items that would ordinarily be found in a department (including non-specialist computers), justification must be provided both for why the items are required for the project and why they cannot be provided from the Research Organisation's own resources (including funding from indirect costs from grants). It is expected that the Research Organisation will provide computers and laptops for the PIs and Co-Is and other research staff on continuing contracts. Please see the Justification of Resources for further details.	Maximum 2 pages
Team Résumé for Research and Innovation	See guidance below for what to include in the Team Résumé for Research and Innovation (R4RI). **Note:** Please submit as an attachment using the 'Other' attachment type descriptor.	Maximum 2 pages (not including section 6. Eligibility)
Diagrammatic workplan	The diagrammatic work plan is a document used to visualise the project by representing timelines and milestones.	Maximum 1 page

	This should be a standalone document and cannot be used to extend the case for support. Project-specific timelines and milestones should be clearly and accurately shown. Use of a Gantt chart focusing on the visual diagram with minimal text is recommended.	
Data Management Plan	The data management plan should include concise plans for data management and sharing. Please see Data management plan for further guidance.	Maximum 1 page
Letters of Support	Only directly relevant Letters of Support should be submitted when required. These can include letters from: • Head of Department (or equivalent): **Not mandatory.** This should confirm any major institutional resources committed to the project. • Project Partners: **Mandatory** for any Project Partners providing a contribution to the project. The letter should describe the organisation's role in and commitment to the proposed project and explain how it will contribute to the impact of the project including any cash/in-kind contributions. Please provide separate attachments for each Project Partner, where relevant. • Other collaborators: **Mandatory** for any other collaborators providing a contribution to the project. For example, a researcher or organisation providing intellectual input into a project or the provision of materials at no cost. • Eligibility status: **Mandatory** where required to support section 6 of the Team Résumé for Research and Innovation.	None

In addition, where relevant, the following documentation should also be supplied:

Document	Description	Page limit
Facility form (optional but required for some facilities)	If facility access is being requested specifically for the Earlham Institute, the supercomputing ARCHER2 facility at University of Edinburgh, or the UK High-Field Solid State NMR Facility at the University of Warwick, a technical assessment form is required. The Research Complex at Harwell requires a letter of approval from the Research	None

	Complex Director. Failure to include the required forms will result in withdrawal of the application. Note: Any costs associated with these specific facilities should be entered into the 'Other Directly Incurred' Costs field in the Je-S application form. Costs should not however be included for the ARCHER2 facility as BBSRC reimburse EPSRC directly for use time.	
Justification of Animal Usage (if applicable)	Please see the guidance at: <u>Animal use in research</u>. There are specific requirements for overseas animal use.	Variable

Case for support

The Case for Support should be a self-contained description of the proposed work with relevant background and should not depend on additional information. Applicants must **not** include URLs to web resources in order to extend their Case for Support. Panel members will base their assessment only on the written information contained within the Case for Support and will be instructed not to access external links. The Case for Support should include the information below and should not exceed 6 pages of A4.

- The project title at the top of the document.
- **Background**
  - ➢ introduce the topic of research and explain its academic and wider context.
  - ➢ demonstrate knowledge and understanding of past and current work in the subject area both in the UK and abroad
- **Programme and methodology:**
  - ➢ clearly articulate how the proposed project addresses the scope of the call. This should include how the work demonstrates a move away from the current linear system towards a circular system where materials and resources are re-used as well as how the work aligns with the challenge(s) for the chosen area of technology-relevant metal recovery or textile manufacture and recycling
  - ➢ identify the overall aims of the project
  - ➢ identify the individual measurable objectives against which you would wish the outcome of the work to be assessed
  - ➢ detail the methodology to be used in pursuit of the research and justify this choice
  - ➢ explain why the proposed project is of sufficient timeliness and novelty to warrant consideration for funding
  - ➢ where appropriate, describe how the proposed project is looking to enhance existing excellence and drive impact through translation and commercial partnership
  - ➢ describe the programme of work, indicating the research to be undertaken and the milestones that can be used to measure its progress. The detail should be sufficient to indicate the programme of work for each member of the research team
  - ➢ explain how the project will be managed
- **Additional Information:**
  - ➢ a statement on responsible research and innovation in the context of the proposed idea

> ➢ a statement on the potential for economic and societal impact, outlining how the outputs of the proposed project will contribute to knowledge and how this may have the potential for economic return or societal benefits

- **References**
  - ➢ should be included in the page limit and appear in a list at the end of the Case for Support
  - ➢ should be linked to relevant text by, for example, sequential numbering and superscript reference numbers embedded in the body of the document
  - ➢ We strongly encourage references to be given as DOIs to allow additional space for the scientific case
  - ➢ Within the list of references, URL links to relevant publications or online resources are permissible
  - ➢ The citation of preprints is acceptable

If you have a project partner, your case for support should also detail:
- the role of your project partner
- the nature of their collaboration

Note that project partners are encouraged, but **not mandatory** for this opportunity.

The Case for Support should **not** include a track record as this information will be captured in the Résumé for Research and Innovation document (see below).

Including impact in your application

From March 2020, UKRI removed the requirement for the Pathways to Impact attachment and the associated Impact Summary within the Je-S form for all grant applications. Impact activities are now expected to be integrated into the research programme of an application. Specifically, we ask that you describe your plans to generate social, economic and/or academic impact through your research using the Case for Support and Justification of Resources. This can be supplemented by the Academic Beneficiaries section of Je-S to address academic impact specifically. Together, these pieces of documentation should provide a case for how you intend to generate impact from your research project and will be considered in the assessment of application.

Case for Support: Within the Case for Support you should describe the potential routes to impact from your research programme, and what activities will be undertaken to help realise these benefits. The structure that this takes is flexible; but impact activities should be integrated into appropriate sections of the Case for Support, not presented as an independent work package. Activities can take a vast array of forms, involving many different stakeholders, so there are no set expectations of what they involve but the work should be tailored to help realise the immediate and/or long-term value of your research.

Justification of Resources: Within the Justification of Resources you may request resources for proposed impact activities. A brief explanation of how these resources provide the most effective means of achieving impact through your research should be provided. (NOTE: Patent costs and other IPR costs, such as those relating to licensing agreements and the establishment of spin out companies, are not eligible costs on research grants.)

Academic beneficiaries: The Academic Beneficiaries section of the Je-S proposal form can be used to complement the Case for Support – specifically to address the potential for your

application to generate academic impact beyond your research field. You should describe who will benefit and why, and how you intend to ensure the knowledge you generate will be impactful. The character limit for Academic Beneficiaries is 4000 characters.

Team Résumé for Research and Innovation guidance

As part of the grant application, applicants are required to submit a single Team Résumé for Research and Innovation (Team R4RI). **The Team R4RI replaces the individual, traditional CVs that form part of a grant application process**. If CVs are submitted, they will not be used as part of the assessment process for this call. The Team R4RI will be provided to the Expert Panel used to assess applications submitted to this call.

The Team R4RI should serve as a single narrative that showcases how the relevant experience and expertise within the team demonstrates the team's collective capability to deliver the proposed research.

The Team R4RI should be organised into the sections provided in the attached template and should not exceed **2 pages of A4 (not including section 6: eligibility).** Any references considered essential to evidence the narrative must be included within the page limit. The use of DOIs is permitted.

External links are not permitted. At a minimum, font size 11 must be used (we recommend the use of Arial, Helvetica or Verdana typeface) with a minimum of single line and standard character spacing. Standard page margin sizes of no less than 2cm should be used.

The completed Team R4RI document should be submitted using the 'Other Attachment' document type descriptor. If the proposed project does not involve more than one person, the Team R4RI document should be submitted for the sole applicant. The section guidance notes (*text in italics*) should not feature in the final submitted document.

The scope and structure of information provided within each section is flexible. Teams should describe only a selection of their past contributions that best evidence their ability to deliver the proposed project. Individual's specific achievements can be fore fronted where appropriate, but together the contributions described across the modules should demonstrate the appropriateness of the team as a collective whole.

Where applicable, the narrative should highlight how applicants have worked together and delivered key outcomes in current or prior collaborative projects.

Information that **should not** be included in the Team R4RI document:

- detailed biographical information such as lists of prior positions held, length of employment, etc
- extensive lists of publications
- journal-based metrics such as impact factors, H-index, or other surrogate measures of an applicant's outputs
- pictures of applicants.

CONDITIONS OF AWARD

Awards will be made under [standard UKRI Research Grant Terms and Conditions](#) to the lead organisation, which will be responsible for the management of the award.

All projects must start by 01 February 2023

REPORTING AND MONITIORING

Outcomes will be monitored by collating biannual reports and via annual science meetings where all the funded projects would meet alongside other funded groups from the wider interdisciplinary research community interested in this area

ASSESSMENT CRITERIA AND DEFINITIONS

Applications to this opportunity will be assessed with reference to the scope of call and against the following assessment criteria:

Fit to the scope of the opportunity

To what extent the application meets the requirements of the funding call – for one of the two identified areas of technology-relevant metal recovery or the manufacture and recycling of textiles. The proposed project should address the aims of the call and align with of one or more of the challenges identified for the chosen area. The work to be undertaken should sit primarily within the BBSRC remit but can include other discipline(s) if it significantly enhances or supports the research proposed.

To what extent the application has included considerations of the circular nature of the proposed work or approach. Projects should explore the feasibility of economic scales of operation and understand the fit to circular economy principles, including lifecycle analysis consideration.

Scientific merit

To what extent the application meets the highest international standards of current research in its field. High performance against this factor will indicate a project of the highest merit as determined by peer review, competitive with the best current research in its field, globally.

It is expected that, except in the most unusual circumstances (which should be clearly explained) any application that goes on to be funded will be at least competitive with other comparable work internationally and, unless the overall score is moderated by other competitiveness factors, will be well above this standard.

Timeliness and promise

To what extent the application is particularly appropriate at the present time or offers longer-term benefits over and above the direct value of the research.

To what extent the application offers the opportunity to start a new investigation in a research area of particular future importance, the opportunity to secure the availability of or access to data (e.g., statement on data sharing) or materials for future research, or the development of techniques and tools of broader future application.

Ability of the applicants to deliver the objectives of the project

The work should be undertaken by a world-class research team comprising the full complement of skills, expertise and experience needed to achieve the expected outcomes, underpinned by an appropriate institutional environment(s).

Projects must also demonstrate that they have the appropriate leadership expertise and experience to deliver the work proposed. This includes responsibility for setting research direction, maintaining focus and momentum, as well as supporting the development of individuals and generally ensuring the successful functioning of the team.

Anticipated economic and social impact

The extent to which the output of the research *is likely to* contribute knowledge that shows direct potential for economic return or societal benefits to the UK. A key element in this factor will be the arrangements that exist within the project to achieve the necessary interaction with relevant users that will ensure that these aims are realised.

Value for money

The extent to which the resources requested, relative to the anticipated scientific gains, represent an attractive investment of BBSRC funds. The resources requested should be fully justified and appropriate relative to the anticipated project outcomes.

In addition, the following will be assessed for alignment with current guidance and policy:

Data management plan

Research applications are expected to comply with BBSRC's data sharing policy, and all applications must include a data management plan.

Ethics and Animal usage

Applications proposing to use animals must abide by the guidance on Animal Use detailed in the BBSRC research Grants Guide (see section 4.14 - 4.23) and see Animal use in research.