

## 2022 BBSRC INTERNATIONAL WORKSHOPS GUIDANCE NOTES

**Call Opens: 7 September 2022**

**Call Closes: 10 November 2022**

BBSRC is pleased to invite applications to its annual call for International Workshops. The deadline for receipt of applications is **16:00 Thursday 10 November 2022** for workshops planned between April 2023 and March 2024. Successful awards will be announced in early 2023.

**Applications are invited from current BBSRC research grant holders, who are in receipt of BBSRC research funding.** Full eligibility criteria are outlined in the table below.

### BACKGROUND

BBSRC appreciates that the best research and ideas often come about from collaboration with other individuals, located both in the UK and around the world. The BBSRC International Workshops scheme has been running successfully for over 10 years to facilitate the coming together of experts. Since 2005, BBSRC has supported 114 workshops with a total investment of over £1.2 million.

In previous years the International Workshop scheme has provided around 6 awards of up to £10,000 each. Awards are aimed at developing relations in topics relevant to current BBSRC strategic priorities. Previous BBSRC sponsored workshops have created good international synergy; many have led to successful international research projects that have provided considerable added value to UK science.

### WORKSHOPS OBJECTIVES AND BENEFITS

BBSRC does not issue a prescriptive list of objectives for International Workshops but a successful workshop would usually include:

- A review of the current status of research in a specific area from each country.
- Identification of topics that could benefit from collaboration between the participants.
- Identification of the means for subsequent development of such collaboration.
- An agreed action plan for implementation.
- Reporting key findings and specific outputs from their Workshop.

These International Workshops give rise to a number of benefits for BBSRC sponsored scientists. Firstly, there is a clear gain in exposure to different approaches and ideas, especially when coupled with access to both new expertise and facilities. Workshops tend to be targeted towards new areas and those in which extensive international networks do not already exist. Secondly, these workshops can provide the contacts and links that are essential to the formation of consortia for accessing other funding sources such as the EU Framework Programme Horizon Europe. Thirdly, there is return in the form of synergy in the generation of new ideas between the participating countries.

Applications to this call can be for workshops with any country in any area within BBSRC remit, based on current BBSRC research funding. International Workshops can be held in the UK or overseas and should always present an international dimension to them, for example in its location, participants or partners. Many workshops are used as a platform to look for new, long term partnerships which may be eligible for BBSRC International Partnering Awards or funding from other bodies.

### **Equality, Diversity and Inclusion**

UKRI-BBSRC is committed to encouraging equality, diversity and inclusion by eliminating unlawful discrimination in accordance with the Equality Act 2010 and encouraging applications from research teams exploiting the strength of diversity in the entire UK research and innovation community.

Applicants are expected to consider these issues from the earliest stage of building their teams through to the delivery of the workshop. Consideration of equality, diversity and inclusion is important for all applications to UKRI-BBSRC for funding, and we expect particular care to be taken for projects which involve diverse partnerships, international travel and extended overnight stays, such as those supported through the International Workshop scheme. Further detail relating to UKRI's key principles for equality, diversity and inclusion is available [here](#).

### **ELIGIBILITY**

Applications must be made by a Principal Investigator (PI) who is currently in receipt of BBSRC research funding. **In addition, the associated BBSRC grant must have started before the application deadline and must have at least 6 months remaining from the start of the award.**

We encourage joint applications by consortia of UK partners, which could include industrial and non-BBSRC funded partners; however a BBSRC funded applicant must lead the consortia and submit the proposal using Je-S. Not all UK participants in workshops are required to be in receipt of BBSRC funding and we welcome applications with workshop participants from industry. We do however expect the majority of UK partners to be BBSRC funded.

The table below provides further information on the eligibility criteria:

<b>Eligible:</b>
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- PI on an active BBSRC standard research grant
- PI on an active BBSRC themed research grant
- Recipient of a fellowship award from BBSRC.
- PI or Co-I on a current BBSRC Strategic Lola or Initiative grant with funding of over £1m
- PI or Co-I on a current BBSRC Institute strategic programme grant at a National Institute of Bioscience:
  - Babraham Institute;
  - Institute of Biological Environmental and Rural Sciences;
  - John Innes Centre;
  - Roslin Institute;
  - Rothamsted Research;
  - The Earlham Institute;
  - The Pirbright Institute;
  - Quadram Institute.

#### **Not Eligible:**

- A BBSRC studentship award, including:
    - CASE Studentships;
    - Doctoral Training Partnerships;
    - Collaborative Training Partnerships.
  - BBSRC grants which do not have research as the primary objective, including:
    - Flexible Talent Mobility Accounts
    - Impact Acceleration Accounts
    - Follow on funding.
- BBSRC funding within an academic department.

Full details of eligibility criteria for BBSRC funding can be found in the [Guide to BBSRC Research grants](#).

#### **WORKSHOP FORMAT**

Workshops can be held in the UK or abroad. The call is open to proposals involving collaborations with any other country, although BBSRC is particularly interested in promoting further links with **Australia, Brazil, Canada, China, European countries, India, Japan, New Zealand, Singapore, South Korea, Taiwan and the USA.**

Experience has shown that there is no set formula for a successful workshop and that there is a need to be flexible according to the needs of the subject area. Best practice from previous workshops suggests the following factors:

- Designated leads for different areas, with an overall leader nominated by each side
- A common sense of purpose communicated in advance to all participants
- An informal atmosphere, encouraging a full and frank exchange of ideas
- Opportunities for additional meetings between small numbers of participants (5-10 on each side)
- Agreed outcomes
- Designated responsibilities for producing a workshop report and other follow up

actions

The format usually includes a mixture of seminar-style presentations followed by smaller group discussions and feedback sessions to the whole workshop. Workshops are often held within institutes or universities and there may be value in persuading the visiting side to give presentations to larger groups working in the field that are not actually attending the workshop.

Finally, the wrap-up session is an important element of the workshop, which can be overlooked in the enthusiasm of information exchange. The workshop is about the future and it is essential that enough time is left to prepare an action plan for the way forward. Please indicate in your Case for Support if you would find it helpful for BBSRC to be represented at the workshop.

## APPLICATION PROCESS AND ASSESSMENT CRITERIA

### Timetable

<b>Call opens</b>	7 September 2022
<b>Closing date for proposals</b>	10 November 2022
<b>Assessment of proposals</b>	January-February 2023
<b>Grant awarded and project start</b>	Awarded early 2023 to start after 1 April 2023

All applications must be made through the Research Councils Joint Electronic Submission System (Je-S). In addition to the Je-S proforma, the application should also include the following attachments:

### Case for Support

The case for support should be a pdf file of **no longer** than three sides (not including appendix) of single spaced 11pt Arial text. It **must** contain the following sections:

- The main scientific objectives
- Summary of previous contacts or links with proposed partners and participants
- Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding
- An explanation of the steps taken to consider equality, diversity and inclusion for this workshop. Further information may be included within an optional, additional attachment (max 1 page)
- Proposed Participants. As an appendix, applicants should include in their Case for Support (where possible) a list of all proposed participants, including their country and institution

## Cover Letter

A short proposal cover letter **must** be included in the application.

## Additional Documents

CVs and publication lists are not required; however, applicants may wish to include any particularly pertinent recent publications. A letter of support (maximum 1 side of A4) from, for example, the proposed collaborators may also be included but is not mandatory.

Detailed guidance on how to complete the Je-S application process can be found in **Annex 1**.

## Equality, diversity and inclusion – additional optional attachment

Applicants may wish to include further detail about the steps taken to ensure equality, diversity and inclusion in an optional additional attachment (under 'Other Attachment' in Je-S, maximum 1 side of A4). Within this attachment, applicants may wish to include an outline of how they have taken a meaningful, yet proportionate consideration of the steps taken to ensure an inclusive partnership. The following resources might be useful: [Equality Impact Assessment Guidance and Template](#); and [The Guide to Inclusive Events](#).

## Costs

Applications should be made at **current costs** in accordance with subsistence and travel regulations at the applicant's institution. For each main activity, indicative costs should be shown. BBSRC may index approve costs so awards made will include an allowance for inflation. Any award made will be cash limited, and whilst funds should be used for the activities requested, the use of funds to allow activities that were not originally envisaged will be allowed as long as they are in pursuance of the overall objectives of the International Workshop Award and within the guidelines.

No indirectly incurred costs can be applied for under the International Workshop scheme; consequently Full Economic Costing (FEC) is **not** applied to these awards. Applicants should therefore apply for 100% of the cost of the activities which they wish to undertake.

Applicants must follow travel advice set out by their institutions and the UK's Foreign, Commonwealth and Development Office before departure and should check travel guidance for countries of interest when preparing an application. BBSRC will not cover the cost of any time spent in quarantine as a result of travelling on an International Workshop Award grant. To manage risks associated with travelling, applicants should make optimal use of remote working solutions.

## Support available for people with caring responsibilities

Applicants are allowed to request additional care costs as part of an International Workshop grant proposal. These may cover the additional care requirements for overseas travel undertaken as part of the workshop. Costs which form part of someone's normal care arrangements must not be included and making arrangements for the care to be provided is the responsibility of the carer themselves.

Costs should be reasonable and outlined in the 'Other Directly Incurred Costs' section of the Je-S application. Funds for supporting people with caring responsibilities should form part of

the overall budget envelope.

### **Assessment Criteria**

Applications are assessed internally by BBSRC. This light-touch internal assessment allows International Workshop applications to be processed swiftly and can be applied as they are based on an existing BBSRC grant, which has already undergone robust peer review.

Proposals are assessed against the following criteria:

- The value added to BBSRC-funded science from the workshop
- Alignment of the workshop to current BBSRC strategic priorities
- The expected output of the workshop
- The level of contribution made towards the workshop from other sources
- The consideration given to ensuring equality, diversity and inclusion of the team and workshop participants

Further details about BBSRC's science and strategic priorities may be found in BBSRC's [Delivery Plan](#).

The success of each workshop will be measured against the following criteria:

- Completion of the objectives set out in the application
- The added value to BBSRC science
- The value of the developing partnerships and whether the Workshop has led to further external funding opportunities
- The value to wider UK international Science, Engineering and Technology (SET) objectives
- The production of further applications to BBSRC or other funders

### **GRANT MAINTENANCE**

All grant maintenance requests (e.g. grant extension request, extension to start date, transfer of organisation) should be made via the Grant Maintenance facility in Je-S.

**All requests for extensions must be made once the required duration is known and before the grant ends. Further information can be found at: <https://je-s.rcuk.ac.uk/Handbook/Index.htm>**

### **REPORTING**

All Grant Holders must use researchfish® to record key findings and specific outputs from their grants. Grant Holders can enter information into researchfish® at any time throughout the year and submit during the annual Submission Period.

For further information and updates please see: <https://www.ukri.org/funding/information-for-award-holders/research-outcomes1/>.

## **DATA SHARING NOTICE**

BBSRC carries out the processing of personal data in accordance with the [General Data Protection Regulation \(GDPR\)](#).

The information you provide will only be used by UKRI BBSRC for the purpose of carrying out reviewing and assessment for making a funding decision.

By providing your information you are consenting to its use as detailed above. Further relevant information is available in the [BBSRC Privacy Notice](#) and the BBSRC [Data Protection Policy](#).

## **CONTACT**

If you have any questions about the International Workshop scheme please contact:

Sania Afzal

Assistant Portfolio Manager International

Email: [sania.afzal@bbsrc.ukri.org](mailto:sania.afzal@bbsrc.ukri.org)

## ANNEX 1: Guidance for Je-S application process

**Important:** Applicants should ensure proposals are submitted to their Je-S submitter/approval pool well in advance (a minimum of 5 working days) of the published deadline. This enables institution checks to be carried out before final submission to BBSRC.

This text is designed to provide guidance on the Je-S application process and follows the same format as the Je-S application form. Please fill in each section as described:

1. Navigate to the [Je-S Login Site](#) and login using your existing user name and password.
  - All applicants should have Je-S login details as these are required to apply for a BBSRC research grant.
  - If you do not have a Je-S username and password you will need to [register with Je-S](#).
2. In the **Account** section select **Documents**, then under the **Create** section select New Document.

### Add New Document

1. **Select Council:** Select BBSRC using the dropdown menu.
2. **Select Document Type:** Select Standard Proposal using the dropdown menu.
3. **Select Scheme:** Select International Workshops from the dropdown menu.
4. Ignore the **Select Call/Type/Mode** option and Select [**Create Document**], this will take you to the main Document Menu.

### Document Menu

Please note that the order of this scheme on Je-S is different to the order used on standard BBSRC applications. It was changed to reflect the information required for this scheme. Once you have completed each screen, select save and then next to move to the next section.

### Project Details

1. **Organisation:** Select an organisation using [Select Organisation](#) (opens a new search window).
2. **Department:** Select a department using [Select Department](#) (opens a new search window).
3. **Your reference:** Insert a personal reference to differentiate this application from other proposals you may be submitting through Je-S (20 character limit).
4. **Project Title:** Insert a Project Title (150 character limit).
5. **Type:** Please ignore this field as it is not required for this scheme.
6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be within the next financial year. Select duration in **months**. Note that the minimum duration that will be accepted by Je-S is one month, therefore input '1' even if the workshop lasts for only a few days.



## Applicants

1. Select Principal Applicant
2. Select **Add New Principal Applicant Item**
3. **Name:** Select the Principal Applicant using **Select** (opens a new search window).
4. **Post will outlast project?:** Check the appropriate box to indicate if the applicants post will outlast the proposed workshop. If the applicants post will not outlast the project, details must be given in the Case for Support of how this project will continue.
5. If this is a joint application between two or more BBSRC grant holders select Co-Applicant. Add Co-Applicants in the same manner as described for Principal Applicants. All Co-Applicants **must** be registered with Je-S.

## Related Grants

1. Select **Add New Related Grants Item**
2. **Reference Number:** Fill in the reference number of the BBSRC standard research grant, Institute Strategic Priority Grant, David Philips Fellowship or other BBSRC grant with which this project is associated.

*Note that some grants, such as UKRI fellowships and certain specialist infrastructure grants may not be accepted by this field. In this case, leave this box blank and clearly state your grant title, start and end dates and reference number at the start of the Case for Support.*

3. Save your selection and repeat the process for any further BBSRC grants relevant to this project.

## Workshop Host Country

Use this free text box to input the host country for the proposed workshop.

## Project Partners

1. Select **Add New Project Partners Item**
2. Select an organisation using **Select Organisation** (opens a new search window). If the organisation is not found select **[Add New Organisation]** and fill out required fields.
3. Select a department using **Select Department** (opens a new search window).
4. Select the contact using **Select Contact** (opens a new search window). If the contact is not found select **[Add New Person]** and fill out required fields.
5. Enter the contribution of this partner to the project (each partner **must** have an associated contribution).
  - The contribution can be 'directly' in the form of cash, equipment / materials, secondment of staff or other
  - It can be indirectly in the form of use of facilities, staff time or other.
  - Each contribution **must** be given an associated value, however this value can be set at 0 if it is difficult to quantify.

- The information provided in this section will be used to evaluate the contribution from other sources.
6. Save your selection and repeat with the remaining project partners.

### Objectives

Use the text box to provide a succinct overview of the proposed International Workshop objectives (1000 character limit. Applicants should list the main objectives (in bullet point form) of the proposed International Workshop. These objectives will be displayed on the BBSRC website and in BBSRC publicity and should therefore be concise and free from jargon and abbreviations.

### Resources

1. This section is used to detail the costs of the proposed collaboration.
2. Select **Travel and Subsistence**.
3. Click **Add New Travel and Subsistence Item**
4. Destination and Purpose:
  - For travel items enter the country, city and institution (if applicable) of destination, the method of transport and the reason for travel e.g. flights to Washington, US x3 to attend meeting at National Institute for Health.
  - For subsistence items enter the country and city (if applicable) where subsistence is required and the length of time subsistence is required.
5. **Overseas destination?:** Check this box unless this travel item is exclusively within the UK.
6. **Total £:** Enter the total cost of this activity in £.
7. Save your selection and repeat for the remaining travel and subsistence items.
8. Select **Other Directly Incurred Costs**.
9. Select **Add New Other Directly Incurred Costs Item**
10. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.
11. **Amount:** Enter to total cost of this activity in £.
12. Save your selection and repeat for the remaining directly incurred items.

### Resource Summary

This is a reference section which can be used to view the total cost of the project. No editing is required.

### Attachments

1. Select **Add New Attachment**
2. **Document type:** Use the dropdown menu to select the document type.
3. **Filename:** Use **[Browse]** to select a file.

4. **Description:** Enter a description of the attachment which allows differentiation between documents of the same type.
5. Select save to upload the document and repeat for any additional attachments.
6. A Letter of Support (maximum one page) from, for example, the proposed collaborators may also be included, but is **not** mandatory. Applicants may wish to include further detail about the steps taken to ensure equality, diversity and inclusion in an optional additional attachment (maximum 1 side of A4).
- 7.
8. Note that applicants **must** include a Case for Support, which **must** contain the following sections:
  - The main **scientific objectives**.
  - Summary of previous **contacts or links** with proposed partners.
  - **Objectives and benefits**. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
  - **Statement of added value**. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
  - **Proposed participants**. As an appendix, applicants should include in their Case for Support (where possible) a list of all proposed participants, including their country and institution.

A short cover letter **must** be included in the application.

CVs and publication lists are **not** required; however applicants may wish to include any particularly pertinent recent publications. The case for support should be a pdf file of **no longer** than three sides (not including appendix) of single spaced 11pt Arial text.

### Notes and Comments

There is no need to provide additional notes and comments with this type of application.

### Submit Document

Once you have completed all the above sections, select Submit Document from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver pool.

If the validation is successful select [**Submit Document**] to transfer the application into the approver pool. Once a proposal has been submitted, the application process is complete and the proposal can no longer be edited.

### Contact

Note that BBSRC staff cannot access ongoing applications within the Je-S system and will therefore be unable to assist with issues directly relating to Je-S.

If you require help with your Je-S application, please contact: The Je-S helpdesk

Email: [JeSHelp@je-s.ukri.org](mailto:JeSHelp@je-s.ukri.org)

Tel: +44 (0) 1793 44 4164