2022 BBSRC INTERNATIONAL PARTNERING AWARDS GUIDANCE NOTES

Call Opens: 7 September 2022

Call Closes: 10 November 2022

BBSRC is pleased to invite applications to its annual call for the International Partnering Awards, aimed at fostering links between BBSRC-funded research in the UK and across the globe. The deadline for applications through Je-S is **16:00 Thursday 10 November 2022**. Successful awards will be announced in early 2023 and should expect to start after 1 April 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.

NOTE: This is a general guidance document. Please check the annexes 1 & 2 for the Je-S application process and the application checklist. Please note that there are also specific annexes for the Taiwan, European Countries and Global Partnering Awards.

BACKGROUND

The BBSRC Forward Look for Bioscience recognises that collaboration and engagement with overseas researchers produces benefits to the BBSRC research and innovation community, the UK and partner countries across the globe. It is therefore important that BBSRC continues to ensure that strong linkages are developed and sustained in the biosciences.

In 2000, BBSRC launched its first Partnering Awards call with Japan. Since then, BBSRC has expanded the scheme to include Partnering Awards for Australia, Brazil, Canada, China, European countries, India, New Zealand Taiwan, the United States, and Global Partnerships. Since 2010, 275 International Partnering Awards have been funded, investing over £8 million.

PURPOSE

The overarching aim of the International Partnering Award scheme is to provide resources to leading BBSRC supported research groups, which allow them to forge long-term relationships with international researchers and technical specialists, in areas of research that are of direct relevance to BBSRC's current research and innovation strategy.

The purpose of the Partnering Awards is to provide pump-priming funds for building new links with overseas researchers and technical specialists, which will add value to existing

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BBSRC funded research grants. Specific objectives that underpin the Partnering Awards scheme are:

- To establish partnerships between UK and overseas research laboratories
- To promote the exchange of researchers and technical specialists, enabling a dynamic, diverse and inclusive system of research and innovation
- To promote access to facilities, knowledge and expertise
- To tackle BBSRC's strategic challenges as outlined in the BBSRC Delivery Plan; Bioscience for sustainable agriculture and food; Bioscience for renewable resources and clean grown; Bioscience for an integrated understanding of health and Advancing the frontiers of bioscience discovery.

SCOPE

Awards can be used to fund the following collaborative activities within BBSRC's remit:

- Travel for one or more investigators in either direction;
- Visits to overseas institutions;
- Access to facilities;
- Exchange of personnel for scoping studies and skills exchange;
- Workshops and networking;
- Researcher exchanges;
- Other collaborative activities.

Collaborative activities are not limited to the PI and we encourage the involvement of early career researchers and technicians within the project. UKRI aims to enable a dynamic, diverse and inclusive system of research and innovation in the UK, which gives the opportunity for everyone to participate and to benefit. People are the heart of this system and we therefore encourage PIs to consider involvement of the broader research base when scoping projects, explaining their approach in the Case for Support. Further detail on the breadth of the technical, practical, analytical and management skills which technicians contribute, may be found within the UKRI Technician Commitment, UKRI Action Plan.

Partnering Award funds can be used to support student exchanges, however, applications will not be accepted where this is the primary aim of the project.

It is acceptable for the proposed Partnering Award to outlast the associated research grant however **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.**

As Partnering Awards are based on currently funded BBSRC research, they are not a vehicle for supporting single research projects and Partnering Awards cannot be used to fund:

- Salary costs
- Consumables

- Items of equipment

- Other research costs

- Conference attendance*

*For convenience and cost efficiency BBSRC does allow award holders to arrange collaborative meetings alongside conferences at which their partners are already present. However, the award funds cannot be used to pay for the additional conference accommodation and costs such as registration.

Please note that the funding should be seen as a pump-priming award and that research groups will be expected to also access other sources of funding. This could include a monetary contribution from the applicant's institution or department or an in-kind contribution such as venue hire or accommodation costs.

Equality, Diversity and Inclusion

UKRI 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 awarded projects. Consideration of equality, diversity and inclusion is important for all applications to UKRI 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 Partnering Award 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.**

The table below provides further information about eligibility criteria:

Eligible:

- 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.

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.

APPLICATION AND ASSESSMENT CRITERIA

Timetable

Call opens:	7 September 2022
Closing date for proposals:	10 November 2022
Assessment of proposals:	January - February 2023
Grant awarded and project start:	Awarded early 2023; start after 1 April 2023

For all UK applicants, 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 attachment.

Case for Support

The case for support should be a maximum of 3 sides of A4 written in single spaced Arial, Helvetica or Verdana typeface font size 11 and margins must not be less than 2cm. The Case for Support **must** contain the following sections:

- The main scientific objectives

- Summary of previous contact or links with proposed partners

- Details of the work to be carried out

- An explanation of how the consortia have ensured an appropriate team, and the steps taken to consider equality, diversity and inclusion. Further information may be included within an optional, additional attachment (max 1 page)

- Statement of added value: Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding

Applications must demonstrate how this award will add value to BBSRC science (and in particular their associated BBSRC-funded research grant) and facilitate longer-term collaborations between the UK and the partnering country.

Work plan

A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried out **must** be included in the application (Maximum 1 side of A4).

Cover Letter

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

Additional Documents

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

For a full list of information required for collaborative grants with industry and other users, please refer to the BBSRC grants guide (section 2.9-2.18).

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 document, 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 Partnering Award and within the guidelines.

No indirectly incurred costs can be applied for under the Partnering Awards 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 Partnering Award grant. To manage risks associated with travelling, applicants should make optimal use of remote working solutions.

Support available for access to overseas facilities

Funds may be used to support access to specialist equipment and facilities overseas. These direct research costs may not account for more than 20% of the total value requested from BBSRC and cannot be used to support salary costs, consumables, overheads or items of equipment. Costings should be outlined on Je-S in the Other Directly Incurred Costs section.

Support available for people with caring responsibilities

Applicants are allowed to request additional care costs as part of an International Partnering Award grant proposal. These may cover the additional care requirements for visits, meetings and overseas travel undertaken as part of the supported activity.

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.

Submission of UK Applications

Detailed guidance on how to complete the Je-S application process can be found in **Annex 1**. The deadline for submission of applications through the Je-S system is **16:00 Thursday 10 November 2022**.

Assessment Criteria

UK applications are assessed internally by BBSRC. Internal assessment of these proposals allows Partnering Award applications to be processed swiftly and in proportion to the size of the awards. An internal review process can be applied as the applications are based on awarded BBSRC grants which have undergone robust peer review. All proposals will be assessed against the following criteria:

1. Benefits to BBSRC research

   - The relevance of the award and benefit that this will bring to BBSRC-funded project(s).

   - The benefits brought back to the UK; e.g. through access to new facilities or unique

partnerships that would have been otherwise unavailable.

- The uniqueness of the opportunity to work with international partners in ways that would otherwise be unavailable.

- The level of contribution (either financial or in-kind) from the UK institution or the overseas partner in addition to amount sought from BBSRC.

2. Partnership working

- Opportunities for the exchange of researchers and technicians, with a balance of activities that are appropriate to the topic area.

- An explanation of how an appropriate team has been selected for this partnership and the consideration given to ensuring equality, diversity and inclusion of participants.

- An explanation of why this particular collaboration has been chosen and how it adds value to BBSRC research.

- Opportunities for early career researchers that will benefit their future career.

- A detailed breakdown of the project workflow (i.e. a Gantt chart).

Applicants should refer to BBSRC's Delivery Plan for further information on BBSRC's strategic priorities.

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://www.ukri.org/funding/information-for-award-holders/post- award-guidance/

REPORTING REQUIREMENTS

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: Reporting your project's outcomes – UKRI

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](#).

Please note that a separate data sharing notice is used for the BBSRC Taiwan Partnering Awards which is included in the Taiwan Annex.

CONTACT

Eligibility queries about this scheme should be addressed to:

Sania Afzal

Assistant Portfolio Manager International
Email: Sania.Afzal@bbsrc.ukri.org

ANNEX 1: The 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 Partnering Awards from the dropdown menu.

4. **Select Call/Type/Mode:** Select the current year's call from the dropdown menu.

5. **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. Applications do not have to be completed in one session. You can return and re-edit any section prior to submission.

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). You **must** start the title with the country that you are proposing your partnership with.

5. **Type:** This field should have been auto-filled by the name of the call selected above.

6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this

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must be within the next financial year. Select duration in **months**. Note that this **must** be between 12 and 48 months.

Applicants

1. Select **Principal Applicant**

2. Select <mark>Add New Principal Applicant Item</mark>

3. **Name:** Select the Principal Applicant using <mark>Select</mark> (opens a new search window).

4. **Post will outlast project?:** Check the appropriate box to indicate if the applicants post will outlast the proposed PA. 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.**

6. 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 <mark>Add New Related Grants Item</mark>

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.

Project Partners

1. Select <mark>Add New Project Partners Item</mark>

2. Select an organisation using <mark>Select Organisation</mark> (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 <mark>Select Department</mark> (opens a new search window).

4. Select the contact using <mark>Select Contact</mark> (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, the secondment of staff or other

   - . It can be indirectly in the form of use of facilities, staff time or othe.

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- 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.

Save your selection and repeat with the remaining project partners.

Objectives

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

Resources

This section is used to detail the costs of the proposed collaboration.

1. Select **Travel and Subsistence**
2. Click **Add New Travel and Subsistence Item**
3. 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.
4. **Overseas destination?**: Check this box unless this travel item is exclusively within the UK.
5. **Total £:** Enter the total cost of this activity in £.
6. Save your selection and repeat for the remaining travel and subsistence items.
7. Select **Other Directly Incurred Costs**
8. Select **Add New Other Directly Incurred Costs Item**
9. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.
10. **Amount:** Enter to total cost of this activity in £.
11. 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

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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. In addition to the Case for Support, applicants must attach a Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried. Maximum 1 side of A4.

7. 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).

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.

    *   **Details of the work** to be carried out

    *   **Statement of added value**. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

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 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 hover your mouse over the Document Actions heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver / or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen.

Once a proposal has been submitted, the application process is complete and **the proposal can no longer be edited**.

Contact

Please note that BBSRC staff cannot access on-going 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
Tel: +44 (0) 1793 44 4164

ANNEX 2: Application Checklist

✓ The Related Grants section in the Je-S form has been completed with the BBSRC grant with which this proposal is associated. If the grant is not available in this section, complete requested information at the start of the Case for Support.

✓ A 3 page Case for Support and Proposal Covering Letter has been uploaded as an attachment in Je-S. Letters of Support and including an additional information on equality, diversity and inclusion are optional.

✓ A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried (maximum 1 side of A4) has been uploaded as an attachment in Je-S.

✓ For a full list of information required for collaborative grants with industry and other users, please refer to the BBSRC grants guide (section 2.9-2.18).

✓ For Taiwan, European Countries and Global Partnering Awards, check the specific annexes.