

2017 Bioinformatics and Biological Resources Fund Call guidance

Application deadline

- **Expression of Interest deadline (mandatory for any proposals under the GCRF highlight, not required for 'standard' proposals): 13th July 2017, 4pm**
- **Full proposal deadline: 28th September 2017, 4pm**

Summary

The Bioinformatics and Biological Resources (BBR) Fund aims to:

- support the bioscience research community with the establishment, maintenance and enhancement of infrastructures
- support high quality bioinformatics and biological resources that align with our updated Strategic Plan: The Age of Bioscience
- supply long-term funding and provide a stable environment for resource development and provision

The 2017 BBR call includes a highlight for proposals relevant to the Global Challenges Research Fund (GCRF). However, applications are welcome in all areas of BBSRC remit.

The indicative budget for the call is up to **£6M**, subject to the quality of applications received. Additional funding for GCRF components will be available.

- For applicants planning to submit under the GCRF highlight it is mandatory to submit an Expression of Interest (EoI) first. The purpose of the assessment at the EoI stage is to determine fit to scope of the call, fit to BBSRC remit and alignment with ODA expectations. Please see the specific guidance for more details about the highlight.
- Applicants who do not plan to submit under the highlight do not need to submit an Expression of Interest; they only need to submit a full application.

Applicants who plan to apply for continuation funding to support an existing resource should ensure sufficient data demonstrating usage of this resource is provided and long-term sustainability beyond BBSRC funding is considered.

Eligibility

This call for proposals is open to all institutions normally eligible for BBSRC managed-mode calls, which includes:

- HEIs
- Strategically Funded Institutes
- Independent Research Organisations (IROs) approved by BBSRC

For the categories of eligible organisations see our Grants Guide, section 2 and for a list of IROs see the RCUK eligibility guidance (see links below).

All applicants must be eligible to apply for BBSRC funding. International collaborators from the partnering countries should not be included in the Je-S form as they are ineligible for funding and this will result in the application being rejected. Details of the eligibility criteria can be found in our Grants Guide, section 3.

BBSRC notes the significant contribution of staff such as Research Software Engineers to interdisciplinary computational projects such as those typically represented in the BBR fund, supports recognition of their contributions and encourages applicants to cost them appropriately on applications. This includes staff in equivalent roles with other job titles (such as bioinformaticians). For queries about eligibility, please contact us before submitting your application.

How to apply

Expression of interest stage (only for proposals under the GCRF highlight)

Expressions of Interest should be submitted using the Je-S website (see link below) by 16:00 on 13th July 2017. To ensure a proposal is submitted on time we suggest that it should be sent to your institution's Je-S submitter pool approximately a week before this deadline. Please note that we are unable to accept late submissions.

In order to see the BBR Fund call in Je-S, select the 'Documents' section on the right hand side and then under the 'Functions' section select 'New Document' and follow the options from the drop-down menus:

1. Log in the Joint Electronic System (Je-S)
2. Select Council: BBSRC
3. Select Document Type: Outline Proposal
4. Select Scheme: Standard Outlines
5. Select Call/Type/Mode: 2017 BBR GCRF Expressions of Interest
6. Select 'Create Document'

When submitting, applicants should include:

- An Expression of Interest, using the template available.
- CV for Principal Investigator. If desired, CVs for Co-Investigators can be included as well as an opportunity to check their eligibility, but this is not mandatory. CVs should be no longer than two pages per person.
- No other attachments are required at the Expression of Interest stage

- At a minimum, font size 11 in Arial or other sans serif typeface of equivalent size to Arial font size 11 must be used for the entire Case for Support and CVs.

Detailed justification of the summary of resources requested is not required at the Expression of Interest stage. It is expected that the resources requested in a full application, if invited, reflect those in the Expression of Interest application. Information about resources that can be requested is available in section five of our grants guide. Further information is available in the GCRF specific guidance.

GCRF-relevant proposals must not contain requests for equipment above £10K.

Full proposal stage

Apply using the Je-S website (see link below) by 16:00 on 28th September 2017. To ensure a proposal is submitted on time we suggest that it should be sent to your institution's Je-S submitter pool approximately a week before this deadline. Please note that we are unable to accept late submissions.

In order to see the BBR Fund call in Je-S, select the 'Documents' section on the right hand side and then under the 'Functions' section select 'New Document' and follow the options from the drop-down menus:

1. Log in the Joint Electronic System (Je-S)
2. Select Council: BBSRC
3. Select Document Type: Standard Proposal
4. Select Scheme: Bioinformatics and Biological Resources Fund
5. Select Call: 2017 Bioinformatics and Biological Resources Fund
6. Select 'Create Document'

If submitting under the GCRF highlight please **start your project title with "GCRF-BBR: ..."** to identify your submission accordingly. There is no specific Je-S system step for the highlight.

GCRF component proposals must not be part of a joint proposal but instead be submitted as separate proposals.

Useful links:

See our full [terms and conditions](#) on the RCUK website.

See a list of approved [Independent Research Organisations](#) (IROs).

See for [RCUK ODA guidance](#).

See our [grants guide](#) for further information.

Log into [Je-s](#)

General guidance

- **Collaborators from the international partnering countries should not be included in the Je-S form as they are ineligible for funding, and this will result in the application being rejected.**
- Standard guidelines for research grant applications apply, as described in our grants guide (see link above).
- Standard font (size: 11 point - we recommend the use of Arial, Helvetica or Verdana typeface) and margin sizes (not less than 2 cm) must be used for all forms and CVs (excluding text on diagrams and the use of mathematical symbols). A minimum of single line spacing and standard character spacing must be used. Applications that do not adhere to these guidelines may be withdrawn from consideration.
- We recommend that where a document contains any non-standard fonts (scientific notation, diagrams, etc.), the document is converted to PDF prior to attaching it to the proposal
- The New Investigator and Industrial Partnership Award schemes do not apply to this call for proposals. New Investigators should note that being PI on any grant which gives them supervision of a PDRA or equivalent will exclude them from being a New Investigator subsequently
- Students should not be included on applications to the BBR Fund call
- References should appear in a list at the end of the case for support and be linked to relevant text by, for example, sequential numbering and superscript reference numbers embedded in the body of the document. Only one publication should be listed for each number. Within the list of references, URL links to relevant publications or online resources are permissible.
- 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. Documents containing URLs will no longer be returned for amendment. However, peer reviewers are advised to not follow URL links in documents; they base their assessment only on the information contained within the form. BBSRC reserves the right to withdraw proposals that contain links to additional information that extends the case for support

Attachments

Your application should include:

Document	Length (maximum, A4)	Number
Track Record and Case for support	8 pages	1
ODA statement (for proposals under the GCRF highlight)	1 page	1
Data Management Plan	1 page	1
Pathways to Impact	2 pages	1
Justification of Resources	2 pages	1
Diagrammatic Work Plan	1 page	1
Management structure (diagram and information on membership)	1 page	1
Cover letter	2 pages	1
CV of Principal Investigator	2 pages	1
CVs of all Co-Investigators and named researchers	2 pages	Variable
List of letters of support (tabulated)	1 page	1
Letters of support (see guidance)	Variable	Collaborative (variable) Demand (10 maximum)
Interim grant report (where applicable, see BBSRC grants guide Section 4.15)	Variable	Variable

Guidance for completion of BBR Fund application documents

Track Record and Case for Support (a maximum of 8 sides of A4, combined)

Proposals exceeding the 8 page limit will not be accepted. Lists of references and illustrations should be included in the page limit and should not be submitted as additional documents or as an annex.

Previous research track record (suggested one to two pages). This should:

- Provide a summary of the results and conclusions of your recent work relevant to the proposed resource. It should include reference to both BBSRC funded and non-BBSRC funded work. Details of past collaborative work with industry and/or with other beneficiaries should be given.
- Indicate where your previous work has contributed to the UK's economic competitiveness or to improving the quality of life.
- Outline the specific expertise available for the research at the host organisation and that of any associated organisations.
- Relate to all applicants involved in the project.
- Preliminary data and descriptions of the work proposed in the application should be included in the Case for Support Part 2, not in the track record.

Case for support (suggested up to seven pages)

The Case for Support should be a self-contained description of the proposed resource. It should include the following:

- Background:
 - Introduce the Bioinformatics and/or Biological Resource and explain its academic and wider context;
 - Demonstrate a knowledge and understanding of past and current Bioinformatics and/or Biological Resource(s) in the subject area in both the UK and abroad including community resources available.
- The Bioinformatics and/or Biological Resource to be provided:
 - Identify objectives for the proposal and individual measurable targets against which you would wish the outcome of the work to be assessed. This should refer to the objectives set out in the proposal form;
 - Explain why the proposed resource is of sufficient timeliness and novelty to warrant consideration for funding;
 - Describe the use of/ demand for the resource and the benefits to the users (i.e. evidence of usage and/or support from potential users; high quality scientific projects that the resource will enable);
 - Describe the uniqueness of the resource within the UK and internationally;

- Detail the research efforts, if applicable, and any technology oriented research focused on development of the resource features and components;
- Describe the proposed role of the researchers to be funded by the grant.
- Management of the Bioinformatics and/or Biological Resource:
 - Describe the management structure; advisory structure; approach to acquisitions; user access arrangements; training policy (if appropriate); long term sustainability and 'optional analysis' for the resource and methods of raising community awareness of the resource. Please note that having a strategic management board with a biologist as a user will be a requirement under the terms and conditions of the grant.

ODA statement (maximum of 1 side of A4)

This document is required if a proposal is submitted under the GCRF highlight. It should address the following questions:

- To which country or countries is your proposal applicable?
- What is the **specific** problem or capacity need identified?
- How will your proposed research directly benefit the country or countries (in the long or short term?)
- What is the pathway to impact of the proposed research (even beyond the lifetime of the proposal)?

For further information please refer to the RCUK ODA guidance document (see link above).

Please use attachment type 'other attachment'.

Data Management Plan (maximum of 1 side of A4)

This attachment type is to be used by applicants to provide information relating to data sharing. Submission of a Data Management Plan is mandatory. Our Data Sharing Policy can be found at <http://www.bbsrc.ac.uk/about/policies/position/policy/data-sharing-policy/>

The Data Management Plan should be submitted as a standalone document (not embedded in the Track Record and Case for Support) as document type "Data Management Plan".

In 2009 BBSRC decided that software arising from funded grants should sit within the framework of the data sharing policy. Details regarding software management should be included in your data management plan. We recommend consulting <http://www.software.ac.uk/resources/guides/software-management-plans> for guidance on information you may wish to include.

Pathways to Impact (maximum 2 sides of A4)

The Pathways to Impact statement must be specific to the project and contain timelines and objectives. Applicants are expected to outline the broader benefits of the resource to the public sector, private sector, third sector and wider public.

For proposals submitted under the GCRF highlight the Pathways to Impact statement should also reference the ODA impacts.

Justification of Resources (maximum 2 sides of A4)

All resources requested (directly incurred, directly allocated and exceptions, including PI and Co-I time) must be fully justified in the justification of resources attachment. Please list values requested alongside the justification. Publication costs associated with peer-reviewed journal articles and conference papers must not be included in grants as these costs are funded by RCUK APC publication funding. Publication costs other than journal articles and conference papers, such as books, monographs, critical editions, catalogues etc. that are incurred within the period of the grant may be included within directly incurred costs, but full justification must be provided.

GCRF-relevant proposals must not contain requests for equipment above £10K.

Diagrammatic Workplan (maximum of 1 side of A4)

This attachment type is to be used by applicants to provide a diagrammatic workplan for the proposed project. Typically this is in the form of a Gantt chart. It must not be used to extend the case for support. This document is mandatory for the BBR Fund call. It should be submitted as a standalone document (not embedded in the Track Record and Case for Support) as document type "Workplan".

Management structure

This should provide a diagrammatic overview of how the project management and scientific advisory functions will operate. The proposed membership should be listed.

Please use attachment type 'other attachment'.

Cover letter

Where the proposed BBR project is related or linked to existing projects with other sources of funding (institutional or external grant funding) your cover letter should clearly describe why funding is being sought through BBR. The letter should also include whether the proposal is a GCRF component proposal in support of a new or existing BBR proposal, identifying the related proposal in question.

Applicants are reminded that the BBR Fund does not support projects/resources that already have suitable provision. Include the letter as attachment of type 'Cover Letter'.

Letters of Support

Letters of Support – please ensure that all letters of support are on headed paper and that they are signed and dated within 6 months of the date of submission of the proposal. Only directly relevant Letters of Support should be submitted.

'Collaborative' letters of support

Applicants are required to supply collaborative Letters of Support, i.e. letters from collaborators who will provide expertise or resources necessary for the proposed work. Any number of these may be provided as necessary.

'Demand' letters of support

BBSRC also requests that applicants include letters of support as an indication of community demand for the resource in question. A maximum of ten non-collaborative letters of support should be provided for any application. These should demonstrate the breadth of research relevant to BBSRCs remit that the resource would underpin.

For proposals submitted under the GCRF highlight the letters of support should give an indication of community demand for the resource primarily in the partnering country.

Applicants should note that BBSRC expects letters of support from potential users of the planned resource to explain clearly how the proposed project will impact and benefit the writer's research/research community. Letters of support that fail to do so, in particular template letters indicating generic support for the project or resource without identifying a particular usage, are of negligible value to proposals in the assessment process. Applicants are strongly advised not to supply such letters.

Applicants are reminded that members of an institution that has provided a letter of support will not in general be used as referees for that proposal.

It is recommended that the separate letters of support and the tabulated summary of those letters (see below) are combined into one single pdf document to be uploaded as document type 'Letter of Support'.

Other documents

- CV of the Principal Investigator: up to 2 pages;
- CVs for all Co-Investigators and named researchers: up to 2 pages per person
- Tabulated summary of letters of support (1 page). Please use the following column headings:
 - Name
 - Position
 - Institution
 - Type (either 'Collaborative' or 'Demand')

Contact

Please provide as much information as possible in your email to ensure a rapid response.

For call-specific queries:

- Email: bbr.fund@bbsrc.ac.uk
- Tel: +44 1793 41 3240

For Je-S system queries:

- Email: JeSHelp@rcuk.ac.uk
- Tel: +44 (0) 1793 44 4164