

2017 BBSRC INTERNATIONAL WORKSHOPS GUIDANCE NOTES

Call Opens: 11th September 2017

Call Closes: 16th November 2017

BBSRC is pleased to invite applications to its annual call for International Workshops. The deadline for receipt of applications is **16:00 Thursday 16th November 2017** for workshops planned during **2018/2019**. Successful awards will be announced in early 2018.

Applications are invited from current BBSRC research grant holders and researchers employed at The National Institutes of Bioscience, who are in receipt of BBSRC research funding.

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 70 workshops with a total investment of over £700k.

In the past the International Workshop scheme has provided around 6 awards each year of up to £10k each, for International Workshops 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. A list of awards funded through previous calls is available at: <http://www.bbsrc.ac.uk/documents/international-workshops-previous-awards-pdf/>

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. 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. In addition, BBSRC has a specific highlight:

2017 HIGHLIGHT FOR WORKING WITH China National Center for Biotechnology Development (CNCBD)

BBSRC welcomes applications from BBSRC grant holders to work with CNCBD-funded researchers in the following areas:

- Synthetic Biology
- Agriculture and Food Security
- The Microbiome

The aim of this highlight is for BBSRC to further its interactions with CNCBD-funded researchers in China.

The proposed workshop can be held in either the UK or China and the areas covered must be within BBSRC remit.

Applicants should ensure that the title of their application begins with ‘CNCBD Highlight’.

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.**

<ul style="list-style-type: none"> • PI on an active BBSRC responsive mode research grant 	Eligible
<ul style="list-style-type: none"> • PI on an active BBSRC themed research grant 	Eligible
<ul style="list-style-type: none"> • Project leader on a BBSRC Institute strategic programme grant at a National Institute of Bioscience: Rothamsted Research; John Innes Centre; Quadrum Institute; The Earlham Institute; The Pirbright Institute; Babraham Institute; Roslin Institute; Institute of Biological Environmental and Rural Sciences 	Eligible
<ul style="list-style-type: none"> • Recipient of a fellowship award from BBSRC or RCUK 	Eligible
<ul style="list-style-type: none"> • BBSRC Co-I on a current Strategic Lola or Initiative grant with funding of over £1M 	Eligible
<ul style="list-style-type: none"> • The presence of a BBSRC studentship award, including: Doctoral Training Partnerships CASE Studentships Industrial CASE Partnerships 	Not Eligible
<ul style="list-style-type: none"> • BBSRC funding within an academic department 	Not Eligible
<ul style="list-style-type: none"> • BBSRC grants which are not research specific, including: FLIP Awards Follow on funding 	Not Eligible

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

Applicants should contact BBSRC for advice if they have any eligibility concerns: sania.afzal@bbsrc.ac.uk

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 JeS. 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.

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 **Argentina, Australia, Brazil, Canada, China, EU Member States, India, Japan, New Zealand, 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

Call opens	11 th September 2017
Closing date for proposals	16 th November 2017
Assessment of proposals	January-February 2018
Grant awarded and project start	Awarded early 2018, to start after 1 st April 2018

All applications must be made through the Research Councils Joint Electronic Submission System (JeS). In addition to the JeS 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.
- 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.

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 and a short proposal covering letter may also be included but are not mandatory.

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

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 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 JeS.

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 International Workshops BBSRC expects the following sections in researchfish® to be completed as a minimum requirement:

- Key findings
- Collaborations and partnerships
- Secondments and placements
- Further funding
- Publications
- Narrative Impact
- Animal Use

For further information and updates please see:
<http://www.rcuk.ac.uk/research/researchoutcomes/>.

CONTACT

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

Sania Afzal
Assistant International Relations Manager
BBSRC
Email: Sania.afzal@bbsrc.ac.uk
Tel; +44 (0) 1793 413364

ANNEX 1: Guidance for JeS 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 JeS application process and follows the same format as the JeS 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 JeS login details as these are required to apply for a BBSRC research grant.
 - If you do not have a JeS username and password you will need to [register with JeS](#).
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 JeS 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 JeS (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 JeS 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 JeS.

Related Grants

1. Select **Add New Related Grants Item**
2. **Reference Number:** Fill in the reference number of the BBSRC Responsive Mode Grant, Institute Strategic Priority Grant, David Philips Fellowship or other BBSRC grant with which this project is associated.
 - Note that some grants, such as RCUK 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.

*Please use the country names listed in **Appendix 1** i.e. United States, not USA or America.*

Applications with incorrect country names will **not** be accepted.

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,
 - The secondment of staff or other. Alternatively 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. 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.
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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.

7. A Letter of Support (maximum one page) from, for example, the proposed collaborators and a short Proposal Covering Letter may also be included, but are **not** mandatory.

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 JeS system and will therefore be unable to assist with issues directly relating to JeS.

If you require help with your JeS application, please contact:

The JeS helpdesk

Email: JeSHelp@rcuk.ac.uk

Tel: +44 (0) 1793 44 4164

Appendix 1

Afghanistan
Aland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bosnia and Herzegovina
Botswana
Bouvet Island
Brazil
British Indian Ocean Territory
British Virgin Islands
Brunei Darussalam
Bulgaria
Burkina Faso
Burma
Cambodia
Cameroon
Canada
Cape Verde
Cayman Islands
Central African Republic
Chad
Chile
China
Christmas Island
Cocos (Keeling) Islands
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Cote d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic
Democratic People's Republic of Korea
Denmark
Djibouti
Dominica
Dominican Republic
East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia
Falkland Islands (Malvinas)
Faroe Islands
Fiji
Finland
Former USSR
France
French Guiana
French Polynesia
French Southern Territories
Gabon
Gambia
Georgia
Germany
Ghana
Gibraltar
Greece
Greenland
Grenada
Guadeloupe
Guam
Guatemala
Guernsey
Guinea
Guinea-Bissau
Guyana
Haiti
Heard Island and McDonald Islands
Holy See (Vatican City)
Honduras
Hong Kong
Hungary
Iceland
India
Indonesia
Iran (Islamic Republic of)
Iraq
Ireland Isle
of Man
Israel
Italy
Ivory Coast (Cote D Ivoire)
Jamaica
Japan

Jersey
Jordan
Kazakhstan
Kenya
Kiribati
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Liechtenstein
Lithuania
Luxembourg
Macau
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Martinique
Mauritania
Mauritius
Mayotte
Mexico
Micronesia, Federated States of
Moldova
Monaco
Mongolia
Montenegro
Montserrat
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
Netherlands Antilles
New Caledonia
New Zealand
Nicaragua
Niger
Nigeria
Niue
Norfolk Island
Northern Mariana Islands
Norway
Oman
Pakistan
Palau
Palestinian Territory, Occupied
Panama
Papua New Guinea

Paraguay
Peru
Philippines
Pitcairn
Poland
Portugal
Puerto Rico
Qatar
Republic of Korea
Reunion
Romania
Russian Federation
Rwanda
Saint Barthelemy
Saint Helena
Saint Kitts and Nevis
Saint Lucia
Saint Martin
Saint Pierre and Miquelon
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
South Georgia and the South Sandwich
Islands
Spain
Sri Lanka
Sudan
Suriname
Svalbard And Jan Mayen
Swaziland
Sweden
Switzerland
Syrian Arab Republic
Taiwan
Tajikistan
Tanzania, United Republic of
Thailand
The Democratic Republic of the Congo
The former Yugoslav Republic of
Macedonia
Timor-Leste
Togo
Tokelau
Tonga
Trinidad and Tobago
Tunisia

Turkey
Turkmenistan
Turks and Caicos Islands
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
United States Minor Outlying Islands
United States Virgin Islands
Uruguay
Uzbekistan
Vanuatu
Venezuela
Vietnam
Wallis and Futuna
Western Sahara
Yemen
Zambia
Zimbabwe