

GUIDANCE FOR APPLICANTS

There is a two-part application process for this competition.

Expression of Interest

Initially eligible ROs¹ and all BBSRC strategically funded institutes² are invited to submit an expression of interest using the **Expression of Interest form**, which should include a letter of support from the Vice-chancellor of the RO, or Institute Director, and details of any institutional support for the competition. There should be no additional annexes or appendices, and the text should be Arial 11pt font or equivalent. The Expression of Interest form will include the following details.

Section 1 should contain the details of the person leading for the RO.

Section 2 should contain the details of the Lead individual(s) from partner departments.

Section 3 should contain an outline of the Excellence with Impact Vision (no more than 400 words) highlighting the RO's approach to support and promote impact. This section may be made public and should be written as such. The 'vision for excellence with impact' document, should outline the RO's plans for demonstrating wide impact arising from its research and training activities, primarily funded by BBSRC. This vision document should describe ambitious plans for embedding impact across the RO, using (amongst other things) funded Pathways to Impact as the basis for these plans.

ROs may be required to/can modify the Expression of Interest form after consultation and agreement with BBSRC before submission of Ewl Vision, and possibly during the course of the competition.

*The Expression of Interest form is to be submitted no later than **31 January 2013**.*

Excellence with Impact Vision (Ewl Vision)

Subsequently participating ROs will submit an Excellence with Impact Vision (Ewl Vision) form.

BBSRC funding data: In order to assist participating ROs with their preparation for **Ewl Vision**, BBSRC will make available by **28 February 2013** relevant information on areas of

¹ whose total value of BBSRC grants live on 1st April 2012 exceeded £5M

² henceforth referred to as ROs

significant BBSRC investment (e.g. sLoLas/Centres, funding for research and training, etc), and research relevant to BBSRC strategic priorities.

“Ewl Vision” document, will provide the *baseline data* detailing research funding success, current achievements related to economic and social impact (e.g. income from licensing, public engagement, etc), and aspirations to progress BBSRC-funded research towards impacts. It is expected that aspirations for a RO’s Vision will encompass significant areas of research supported by BBSRC-funding and be built upon actions arising from pathways to impact related to such research. The Vision document is an opportunity for the RO to demonstrate how it will seek to maximise the impact of its current research and how it proposes to achieve this. Ewl Vision will form the *baseline evidence* against which progress on delivering the RO’s Vision will be judged.

Ewl Vision is to be submitted no later than 31 May 2013.

Section 1 should contain the details of the person leading for the RO.

Section 2 should contain the details of the Lead individual(s) from partner departments and record any changes for partner departments.

Section 3 should contain a brief outline of Ewl Vision (no more than 400 words) detailing your Organisation’s strategy to support and promote impact. This section may be made public and should be written as such.

Section 4 should include details of current activities to promote impact and major outcomes to date (maximum 2 sides of A4).

Section 5 should include refine the RO’s Ewl Vision in detail (maximum 4 sides of A4). While completing section 5, applicants should consider the following, e.g.:

- RO’s Vision could cover its research strengths and capabilities, and the strategy proposed to deliver relevant impacts, as well as areas you might wish to develop to maximise impact.
- The Vision should feature BBSRC-funded research and how the RO proposes to engage, influence, and share benefits arising from such research with wider society and business, at a local and/or global level.
- The Vision should include the RO’s thoughts on how it would develop or extend synergies within departments, and embed an institution-wide culture change.
- RO’s Vision should also address its ambition to deliver a step change in the awareness of impact and/or enhance opportunities for maximising impact.

Section 6 should be authorised by the lead contact for the RO and agree terms and conditions applied by BBSRC.

Annex 1

Section 7 should include details of the RO's current income over the most recent 12-month reporting period. Please note: Data included here should be based on the Department's annual submission to HESA

Section 8 should include details of the RO's current exploitation income that the participating departments have received prior to the reporting period. For any income in box 8.3, please also list its source.

Section 9 should include details of RO's social impact prior to the reporting period.

SUBMISSION DEADLINES

- Expression of Interest: no later than **31 January 2013**.
- Excellence with Impact Vision (Ewl Vision): no later than **31 May 2013**.
- Excellence with Impact Mid-term Review: submitted no later than **1 December 2014 (tbc)**.
- Excellence with Impact Final Report (Ewl Final Report): no later than **1 December 2015 (tbc)**.

Ewl Final Report is envisaged to include a variety of qualitative and quantitative evidence in support of the RO's achievements during the period of the competition.

DATA PROTECTION ACT 1998

BBSRC complies with the requirements of the Data Protection Act 1998 and is committed to upholding the principles of data protection. BBSRC will use personal information provided on the application and final report forms for purposes associated with application and award processes.

Personal data may be used in relation to:

- the registration of your application;
- storage of your data on BBSRC internal systems;
- the operation of application processing and management information systems;
- the acquisition of UK and/or international panel member comments on proposals and reports;
- the preparation of material for use by assessment panels;
- payments made to your Higher Education Institution or Research Organisation;
- statistical analysis in relation to the evaluation of the quality of the awards;
- BBSRC policy and strategy studies;
- development of BBSRC impact case studies.

If your application progresses to the Final and/or is successful certain information will be published/disclosed in the public domain to maintain public accountability; this could include –

- the title of your application/award;
- your name;
- the institution at which you are studying or working;
- the dates associated with your award;
- the type of award;
- the funding provided to the institution;
- a description of your vision or subject or study or research or impact (e.g. summary of vision/abstract);
- publicity associated with the award event.

You have a statutory right of access (certain exemptions apply) to personal data about yourself under the Data Protection Act 1998. If you wish to apply for access to your personal data held by BBSRC, please contact the BBSRC Data Protection Officer (dataprotectionenquiries@bbsrc.ac.uk).