

ANNIVERSARY FUTURE LEADER FELLOWSHIPS

Je-S Guidance and Summary of Information to be submitted

This Annex provides information on the completion of the Je-S form and other documentation which is required.

Je-S form

- Council: BBSRC
- Document Type: Fellowship Proposal
- Scheme: Anniversary Future Leader Fellowship
- Select Call: Anniversary Future Leader Fellowships 2014

The Je-S form used with the Anniversary Future Leader Fellowships competition will be available on 14 April 2014, together with the associated Help Text.

Je-S Form for Fellowship Proposals

The table below lists the different sections of the Je-S form and the associated Je-S Help Text. You are strongly advised to read the Help Text in full before completing details in the Je-S form.

<p>General Information</p>		<p>Before completing a BBSRC Fellowship proposal applicants must read the Je-S help text associated with the scheme to which they are applying. In addition applicants must read all information at http://www.bbsrc.ac.uk/funding/fellowships/fellowships-index.aspx which includes information on the calls and the following documents:</p> <ul style="list-style-type: none"> • Fellowship handbook • Grants guide
<p>Project Details</p>	<p>Organisation</p>	<p>Organisation is the research organisation where the grant or fellowship would be held. Only those organisations that have registered to submit proposals through Je-S are available for selection. If the required organisation does not appear in the list, please consult that organisation's research grant administration department regarding plans for Je-S registration. The organisation list is maintained by the Je-S Helpdesk.</p> <p>If an organisation appears in the list, it does not necessarily mean that it is eligible to apply for research grants or fellowships from the Council. Generally, research grants and fellowships are open to UK Universities and similar organisations, but eligibility can vary depending on the scheme. Check the relevant Council's funding booklet for further details and contacts concerning eligibility.</p>
	<p>Department</p>	<p>The department list for the organisation is centrally maintained. If the required department is not listed or is named incorrectly, consult the organisation's research grant administration department, who should then contact the Je-S Helpdesk.</p>
	<p>Your Reference</p>	<p>Use your reference to help distinguish easily between proposals in users' Current Documents lists. The reference is intended to be a unique identifier for the proposal and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded. If an organisation does not have a system for referencing grant proposals, users should create their own.</p>

	<p>Project Title</p>	<p>The title should be as informative as possible, capturing the essence of the research or project.</p> <p>It should not exceed 150 characters and must be completed.</p> <p>Only standard ASCII characters and a limited set of accented characters may be used (Je-S character set). Avoid using specialist characters and symbols outside the Je-S character set (e.g. mathematical symbols), because these may not transfer successfully to other computer systems.</p>
	<p>Mode</p>	<p>Mode defines the type of Fellowship proposal.</p> <p>Further information about the various types of Fellowship supported by each Council may be found in the relevant Council's funding booklet and website.</p>
	<p>Start Date and Duration</p>	<p>The proposed start date and duration must be entered.</p> <p>Ensure that the proposed start date is realistic, taking account of the period required by the Council to process the proposal (as published by the Council). The duration of the Fellowship should be entered in months; AFLFs are for 3 years. Please note that awarded Fellowships must commence within the financial year in which they are awarded.</p>
<p>Explain your choice of host organisation</p>		<p>Applicants must justify their choice of proposed host institution in a clear statement not exceeding 4000 characters. This should include why the institution is the best location for the Fellow's research and personal development, and the commitment and support offered to the Fellow by the research organisation. This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 4000 characters, including spaces, tabs and character returns (2 characters) • Only the standard Je-S character set • No specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems <p>Please note that typing into a text box is not detectable by the system and is regarded as system inactivity. Please remember to save text regularly.</p>

<p>Fellow Details</p>		<p>The applicant is the individual who is applying for the Fellowship Post. Give applicant's details at the time of applying for the Fellowship.</p> <p>All applicants must meet the Council's eligibility requirements for the Fellowship scheme to which they are applying - check the relevant Council's funding booklet for further details and contacts concerning eligibility.</p> <p>Other requirements are that:</p> <ul style="list-style-type: none"> • Only Je-S users may be selected from the searchable list • The applicant must also be the Owner of the document • No applicant should have an overdue final report on a research grant previously awarded by the Council. If an overdue report exists, the Council will not consider further proposals from the individual • Applicants must have completed and confirmed their details on Je-S in the last 12 months (see My Details for guidance) <p>Salary cost for Fellows may only be directly incurred; for details on entering Salary Costs see the section:</p> <p><u>Costing Applicants: Directly Allocated and Directly Incurred</u></p>
<p>Objectives</p>		<p>The objectives of the proposed project should be listed in order of priority and should be those that the applicant would wish the Council to use as the basis for evaluation of work upon completion of any grant awarded. In addition, give a statement of your career plans, the training you plan to undertake and the benefits that a BBSRC Fellowship will offer you.</p> <p>Identify clear targets and timescales by which the objectives will be achieved, throughout the period of the Fellowship.</p> <p>This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 4000 characters, including spaces, tabs and character returns (2 characters) • Only the standard Je-S character set • No specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems

		<p>Please note that typing into a text box is not detectable by the system and is regarded as system inactivity. Please remember to save text regularly.</p>
<p>Summary</p>		<p>The Council has a responsibility to promote the public awareness and understanding of its research areas. The purpose of the Summary is to help publicise the Council's research programme to:</p> <ul style="list-style-type: none"> • Opinion-formers and policy makers • The general public • The wider research community <p>The summary should be written in a style that is accessible to a variety of readers, including the general public.</p> <p>The summary may cover, for example:</p> <ul style="list-style-type: none"> • The principal subject of the research • The key aims • Where and how the research would be undertaken • Who else would be involved <p>In the event that a Fellowship is awarded, this summary may be used for dissemination to the general public, or for press releases, and may be published on the Council's Web site and other publicly available sites.</p> <p>This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 4000 characters, including spaces, tabs and character returns (2 characters) • Only the standard Je-S character set • No specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems <p>Please note that typing into a text box is not detectable by the system and is regarded as system inactivity. Please remember to save text regularly.</p>

<p>Technical Summary</p>		<p>Summarise the proposed research in a manner suitable for a specialist reader. This summary will be made publicly available if the proposal is funded.</p> <p>This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 2000 characters, including spaces, tabs and character returns (2 characters) • Only the standard Je-S character set • No specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems <p>Please note that typing into a text box is not detectable by the system and is regarded as system inactivity. Please remember to save text regularly.</p>
<p>Academic Beneficiaries</p>		<p>Beneficiaries are those who are likely to be interested in or to benefit from the proposed research.</p> <p>List any beneficiaries from the research and give details of how the results of the proposed research would be disseminated. Please state whether the research is likely to lead to patentable or otherwise commercially exploitable results. Wherever possible, the beneficiaries should consist of a wider group than that of the fellow's immediate professional circle carrying out similar research. Specific beneficiaries might be:</p> <ul style="list-style-type: none"> • Researchers in other disciplines • Academic organisations • Companies, public sector bodies and others who may use the results to their advantage • Policy makers <p>Note: The Academic Beneficiaries section may be published to demonstrate the impact of Research Council funded research. Please ensure confidential information is not included in this section.</p> <p>This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 4000 characters, including spaces, tabs and character returns (2 characters) • Only the standard Je-S character set • No specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems

Exploitation		<p>Summarise any potential for commercial exploitation or application.</p> <p>This section is mandatory, therefore if it is not applicable to the application please indicate a nil response.</p>
Partnership Details		<p>Applicants should provide details of new or existing collaborations on which their Fellowship is dependent. For each partner, a statement as to their willingness to be involved should be submitted with the application as an attachment type 'letter of support'. This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 4000 characters, including spaces, tabs and character returns (2 characters) • Only the standard Je-S character set • No specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems
Impact Summary		<p>The Impact Summary (4000 characters maximum) should address the following two questions:</p> <ul style="list-style-type: none"> • Who will benefit from this research? • How will they benefit from this research? <p>Who will benefit from this research?</p> <p>List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research – both directly or indirectly. It may be useful to think of beneficiaries as ‘users’ of the research outputs, both immediately, and in the longer term.</p> <p>Beneficiaries must consist of a wider group than that of the fellow’s immediate professional circle carrying out similar research. For example:</p> <ul style="list-style-type: none"> • Are there any beneficiaries within the commercial private sector who will benefit from the research? • Is there anyone, including policy-makers, within international, national, local or devolved government and government agencies or regulators who would benefit from this research? • Are there any beneficiaries within the public sector, third sector or any others who might use the results to their advantage? Examples include museums, galleries and charities.

		<ul style="list-style-type: none"> • Are there any beneficiaries within the wider public? <p>How will they benefit from this research?</p> <p>Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work. Please consider the following when framing your response:</p> <ul style="list-style-type: none"> • Explain how the research has the potential to contribute to the nation’s health, wealth or culture. <p>For example:</p> <ul style="list-style-type: none"> • Fostering global economic performance, and specifically the economic competitiveness of the United Kingdom? • Increasing the effectiveness of public services and policy? • Enhancing quality of life, health and creative output? • What are the potential impacts likely to be, and what is their importance? • What are the realistic timescales for the benefits to be realised, and how will this research contribute? <p>The RCUK Typology of Research Impacts provides an indication of the potential range of impacts that can be generated from research. The checklist for completing Pathways to Impact gives an indication of the potential wider beneficiaries of research.</p> <p>Note: The Impact Summary may be published to demonstrate potential impact of Research Council funded research. Please ensure confidential information is not included in this Summary.</p>
Resource Summary		<p>If a Fellowship is awarded, the Research Councils will pay a proportion of the full economic cost (fEC). The Research Organisation must ensure that any part of the full economic cost of the project not funded by the Research Council is committed to the project before it starts.</p> <p>This section is populated automatically, based on data input under one or more of the fund headings. The total will be the full economic cost, excluding any contributions from project partners (if applicable). The percentage of fEC to be paid by the Research Councils will be shown and the Research Council’s contribution will be automatically calculated.</p>

		<p>Costs will be rounded to the nearest pound and staff effort to the nearest quarter decimal (i.e. .00, .25, .50, .75). No equipment will be covered by the Fellowship; please leave fields related to equipment empty.</p> <p>Social Survey costs that have been entered will be included against the 'Directly Incurred Other Costs' heading unless it has been indicated as a sub contracted survey in which case it will appear under the 'Exceptions' heading.</p> <p>Estates costs will be shown as a single figure (£ total for the project).</p> <p>Indirect costs are non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs and will be shown as a single figure (£ total for the project).</p> <p>Universities that have implemented the TRAC costing methodology and have passed the Quality Assurance (QA) process should apply their own estate and indirect costs. Non-HEIs that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where Research Organisations have not yet developed their own rates.</p> <p>Animal costs will be included in the totals of either Directly Allocated Costs Other or Directly Incurred Other depending on how these have been chosen to be attributed.</p> <p>The Staff Effort Summary is calculated from the specific post details and populated automatically from the directly incurred and directly allocated staff details entered. Only the Fellow will be supported by the award, at either full or part-time (minimum 0.5 FTE); please leave sections relating to other staff blank.</p>
<p>Other Support</p>		<p>Enter details of any support you have sought or received from any other source for this or other research in the same field. Complete all fields for support either received or pending a decision.</p> <p>BBSRC Fellowships may not be used to supplement or be supplemented by any other Fellowship. Give details of any other award expected during the period of the Fellowship. Also give details of any award you have currently applied for, or are intending to apply for.</p> <p>If a similar research programme has been submitted or is about to be submitted to any other research grant or Fellowship funding organisation by you or by any other researcher, full details should be provided in a covering letter and submitted with the application form.</p>

		Contributions from project partners should not be entered here. They should be detailed in the partnership details section.
Costings	General Guidance	<p>All costs that contribute to the full economic cost (fEC) of the proposal should be included for allowable cost categories (these are scheme-specific).</p> <p>The cost headings are:</p> <p>Directly Incurred: these are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include:</p> <ul style="list-style-type: none"> • Staff: payroll costs requested for the fellow. • Travel and Subsistence: funds for travel and subsistence for the fellow where these are required by the nature of the work. • Equipment: equipment is not covered by the Fellowship, please leave blank. • Social Surveys: this is not available, please leave blank. • Other Costs: costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles. Costs relating to training activities detailed in the proposal's Career Development Plan should also be included in this section. The Research Councils will not include provision for publication costs. <p>Directly Allocated: these are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:</p> <ul style="list-style-type: none"> • Applicants: only the Fellow will be supported; please leave blank. • Estates: these costs may include building and premises costs, basic services and utilities and any clerical staff, equipment maintenance or operational costs not already included under other cost headings. • Other Directly Allocated Costs: these may include, for example, the costs of shared institutional research facilities such as equipment or IT systems. <p>Indirect Costs: these include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration, such as personnel, finance, library and some departmental services.</p>

		<p>Exceptions: these are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, or items that are outside fEC.</p> <p>All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The Research Councils may include an allowance for inflation if a grant is awarded.</p> <p>All resources must be justified. The justification of resources should be completed as a separate item. All costs associated with the project must be justified, with the following exceptions:</p> <ul style="list-style-type: none"> • Estates costs • Indirect costs • Costs of the Directly Allocated applicants' salary • Some other Directly Allocated costs where no alternative resource is available, e.g. general technical services, shared laboratory equipment. <p>Queries Regarding fEC Proposals</p> <p>The Je-S Helpdesk should be used as the first contact point for the Councils. Queries regarding the details of costing a project will have to be referred back to the RO contact since these will be specific to each RO. Otherwise, the Je-S Helpdesk will use its contacts within the Councils to obtain a response.</p>
Staff	Directly Allocated	Input salary costs for the Fellow.
	Directly Incurred	Only the Fellow will be supported; please leave blank.
	Researcher	Only the Fellow will be supported; please leave blank.
	Technician	Only the Fellow will be supported; please leave blank.

	Other Staff	Only the Fellow will be supported; please leave blank.
Resources	Equipment	The Fellowship does not support the purchase of equipment; please leave blank.
	Travel and Subsistence	<p>A proposal may include funds for travel and subsistence for use where these are required by the nature of the work.</p> <p>Identify separately those journeys that will be taken within the UK and those that will be taken outside the UK.</p> <ul style="list-style-type: none"> • All journeys should be costed by the most suitable and economical means and should be at current prices with no allowance for inflation. • Identify the purpose and destination for each journey for which funds are sought. • All journeys should be fully justified in the Justification of Resources. • Subsistence rates, both UK and overseas, should be those applicable within the host organisation for staff travel and subsistence. • Where there are multiple journeys to the same destination for the same purpose please annotate as e.g. London - Paris x 2. • Costs for attendance at conferences may be included where such attendance will be of direct benefit to the research. Conferences should, as far as possible, be individually identified in the proposal. <p>In addition the costs of attending the Fellowship kick-off meeting and BBSRC's biennial fellows' conference should be included.</p>
	Other directly incurred costs	<p>List any other directly incurred costs in this section, with a brief description of each item, or group of items. Items should be specified as far as possible in the attachments 'Case for Support' and 'Justification of Resources' and justified in terms of requirement for the research proposed.</p> <p>Examples of items that may be included under this heading are:</p> <ul style="list-style-type: none"> • Consumables - please specify

		<ul style="list-style-type: none"> • Specialist publications (not expected in institutional libraries) • Consultancy fees • Field work fees/subjects/informants • Computing - include recurrent costs of computing dedicated to each project only, e.g. software licences. Do not include any costs associated with the use of the host organisation's central computing facilities • Glass house consumables • Purchase/hire/running costs of vehicles if necessary for the project • Sub-contracting <p>Surveys are required to be subject to normal competitive purchasing principles, including where these are expected to exceed £25k full tendering procedures. Survey costs should be estimated as robustly as possible. For all items exceeding £25k the proposal should explain the basis for the estimates, using bench marking figures wherever possible. Estimates for survey costs should NOT allow for inflation.</p> <p>Grants starting from 1st April 2013 will no longer include provision for Open Access publication or other publication charges in respect of peer review journal articles and peer reviewed conference papers. It remains permissible for proposals to request publication costs associated with the production of other types of research outputs that are not covered currently by the RCUK policy on Open Access. So publication costs for outputs such as monographs, critical editions, volumes and catalogues can be requested but, as with any cost, will still need to be fully justified within the application.</p>
	<p>Other directly allocated costs</p>	<p>This section may include, for example,</p> <ul style="list-style-type: none"> • The costs of access to major or small research facilities attributed on the basis of charge-out rates. In accordance with TRAC, the total fEC of a grant containing charges for use by the project of existing research facilities must not include any net depreciation costs if the facility was purchased with Research Council funding.
		<p>Please note that input is restricted to one item per category below with the exception of Research Facilities/Existing Equipment. Select from the list of items given.</p>

		List item	Guidance		
		Pool staff costs	Only the Fellow will be supported; please leave blank		
		Animal costs	The animal costs section of the form must be completed. This section will then be populated automatically. The need for animal costs must be justified in the Case for Support/Justification of Resources		
		Other	Any other resources that will be used by the project but will be shared by other projects/activities and will be charged to the project on the basis of estimates rather than actual costs. A description should be provided and the need for these resources (but not the basis of costing) must be justified in the attachments Case for Support/Justification of resources.		
	Research Facilities/ Existing Equipment	<p>Charge out costs for use of major or small research facilities. The need for the requested amount of access to the facility/must be justified in the Case of Support/Justification of Resources, but you do not need to justify the charge out rates. Multiple entries are allowed for this category.</p> <p>Please see the BBSRC Research Grants Guide for details.</p>			

	Animal Costs	<p>Complete the table to provide a breakdown of animal costs.</p> <p>The animal species and type must be completed.</p> <p>The following entries and costs must be completed:</p> <ul style="list-style-type: none"> • Species/ type of animal • Number of animals purchased and costs of animal levied by the suppliers including, where appropriate transport and handling charges. Please state if these costs are actual (Directly Incurred) or estimated (Directly Allocated) • Number of animals bred and associated costs. Again, please state if these costs are actual (Directly Incurred) or estimated (Directly Allocated) • The average length of maintenance duration and the total weekly maintenance cost for all the animals of this species on this proposal. Please state if the weekly maintenance costs are an actual (Directly Incurred) or an estimated (Directly Allocated) cost. Weekly maintenance costs include feed, bedding, cage/pen/equipment maintenance and including a proportionate share of animal house staff. <p>Add a new animal cost for each species/strain used.</p>
Animal Species		<p>If the research involves the use of non-human primates, dogs, cats and/or equidae, additional information must be given in the supporting information section.</p> <p>For species other than non-human primates, dogs, cats and/or equidae, you must fully justify the choice of species and numbers of all animals required, including power calculations where appropriate.</p> <p>The list does not currently include an ‘Other’ option; if your animal species does not appear in the list, please select ‘Other Rodent’ and detail your actual species in the justification text box.</p> <p>Estimates of the number of animals needed should, where possible, take into account the likely magnitude of the effect, the required statistical significance and power, and the factors that might affect this. Other points that must be addressed include:</p>

		<ul style="list-style-type: none"> • Why is animal use necessary - are there any other possible approaches? • Why is this species most appropriate? • What humane endpoints have been identified? <p>Please note that this requirement applies whether or not the animals are to be purchased with funds requested within the proposal itself.</p>
Research Council Facilities		<p>If necessary, select from the list of Council-supported facilities and enter the level of usage (in appropriate units) required for the research.</p> <p>Ensure that the requirements can be met before the Fellowship proposal is submitted.</p> <p>Where Council-supported facilities, such as TGAC, are to be used, the Fellowship application must be accompanied by a facilities Technical Assessment Form as an additional attachment. Please see BBSRC Research Grant Guide for details.</p> <p>When requesting beam time at Diamond, please indicate in your case for support:</p> <ul style="list-style-type: none"> a) Which facility b) Which beam line c) Which station is required <p>This will facilitate the technical assessment of your proposal by STFC staff.</p>
	Estates and Indirect Costs	<p>Estates and Indirect Costs are a single value and do not require justification in the case for support.</p> <p>If the Fellow proposes to work at more than one organisation, the component parts of the indirect or estate cost for each organisation should be costed separately and added together to be entered as a single composite cost.</p> <p>Estates: These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.</p>

		<p>Indirect Costs: These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.</p>
Classifications	Research Committee	<p>Committees' remits are available on the BBSRC website. Currently Committee E is not available for selection. Please select the Committee most relevant to your research area.</p>
	Strategic Priorities	<p>Classify the Fellowship proposal according to the Strategic Plan Objective classifiers listed on the screen. Apply 1 to 5 classifiers. Classifications will not be used in the assessment of the Fellowship proposal but may be used for reporting against Strategic Plan Objectives and for analysing the BBSRC portfolio by scientific area.</p> <p>The BBSRC Strategic Plan can be found here BBSRC Remit Guidance</p>
	Strategic Plan objectives	<p>Classify the Fellowship proposal according to the Strategic Plan Objective classifiers listed on the screen. Apply 1 to 5 classifiers. Classifications will not be used in the assessment of the Fellowship proposal but may be used for reporting against Strategic Plan Objectives and for analysing the BBSRC portfolio by scientific area.</p> <p>The BBSRC Strategic Plan can be found here BBSRC Remit Guidance</p>
	Keywords	<p>Enter between 5 and 8 keywords that summarise the Fellowship proposal as follows:</p> <p>Overview</p> <p>The keywords that are selected will be used to assist BBSRC Scientific Peer Review staff, in matching your proposal with suitable referees who have provided their keywords using the same classification system. The form comprises a number of different screens, as described below. You must select between one and eight keywords.</p> <p>Classifications</p> <p>This screen presents a table listing the Keyword/Research Topic/Science Area combinations that will be held in</p>

		<p>your application when you submit your form. The first time you open this screen, the table will be empty.</p> <p>The list may be edited as follows:</p> <ol style="list-style-type: none">1. to add an entry to the list, select on the appropriate command labelled 'Add new keyword(s)', and this will take you to the 'Add new keywords' screen (see below).2. to remove an entry from the list, select the tick box to the left to select it, and then select the command labelled 'Remove selected keywords'. Multiple selections from the list are possible. <p>The maximum number of entries allowed in the table is eight. If your list contains more than eight entries a warning message will appear alerting you to this, and you will need to remove some entries before you will be able to submit your Form.</p> <p>Warning: You have 10 keyword research topic combinations. You are limited to a maximum of 8 to cover the science contained within your research proposal.</p> <p>It is essential that the keyword data held in your record are as accurate as possible; these data will play an important role in our referee selection process.</p> <p>Add new keywords screen:</p> <p>This is the screen in which you may search for and select any of our standard Keyword/Research Topic/Science Area combinations and add them to your application's list.</p> <ol style="list-style-type: none">1. You may search our standard list either by Keyword, by Research Topic or by 'Science Area'. If you choose the third option, two boxes with drop down arrows will appear, firstly you should choose the Science Area within which you would like to search. All the Research Topics for the selected Science Area will be displayed. By selecting one of these Research Topics the associated Keywords will then be made available for selection.2. If searching by Keyword or Research Topic, select the text entry box above the 'Search' button, and type in at least two consecutive characters from the word that you wish to search for (these need not be the first two letters). <p>When you have finished entering your search term, select the 'Search' button.</p>
--	--	--

		<p>3. The results of the search will appear in Keyword / Research Topic / Science Area table. If there is an entry that you wish to add to your list you should select the adjacent tick box and then the 'Add selected' button located under the search results table: multiple selections from the search results are possible, select the tick boxes for each of the keywords you require. You may need to scroll down to reach the 'Add selected' button, depending on your screen resolution and browser settings. Selecting it will return you to the previous screen, which will have been updated to include your choice(s).</p> <p>Note: If adding the number of search results that you select would make your personal list exceed the limit of eight entries then a warning message will appear.</p>
<p>Ethical Information</p>		<p>Each section of the ethical classification must be completed.</p> <p>Human participation: state whether the proposed research will involve human participation and answer the questions as appropriate.</p> <p>Animal research: The provisions of the Animals (Scientific Procedures) Act 1986 must be observed. Institutions and award-holders are responsible for ensuring that all appropriate personal and project licences required under the Act have been granted by the Home Office. All BBSRC awards are made on the absolute condition that no work which is controlled by the Act will begin until the necessary licences have been obtained. If the proposed research will involve the use of animals covered by the Act, indicate the severity of the procedure; if 'moderate' or 'substantial', provide details of the experiments in the space provided.</p> <p>Genetic and biological risk: If the research will involve the use of genetically modified organisms, answer the questions as appropriate.</p> <p>Approvals: If approval is required for the research, this must be sought and given prior to the research commencing. Provide details of the approval(s) sought and/or received in relation to this proposal.</p> <p>Other issues: Applicants should consider the social context of the proposed research and indicate any issues that might arouse specific public interest or concern about the motivation for the research, its conduct or potential outcomes, which might not be fully covered in the other sections.</p>

<p>Implications</p>		<p>Provide a summary of any social and/or ethical implications of the work proposed. The summary must follow the heading structure detailed below. All areas must be included, even if the response is 'not applicable'. If the response is 'not applicable; please provide an explanation for this:</p> <p>1. Use of animals or humans</p> <p>If your research involves the use of animals or human participants, please detail the potential for public concern relating to the research and what you will do during the course of the project to address these concerns.</p> <p>2. Societal impact</p> <p>Do you think the value/usefulness of your research might be questioned by any sectors of society? Please explain your answer.</p> <p>The impact your research outcomes may have on individuals in society, both in the UK and globally. Consider for example:</p> <ul style="list-style-type: none"> • Are the risks and benefits likely to be shared evenly across society, or might these disproportionately affect certain communities? • Could existing disadvantages or discriminations for socially marginalised or excluded groups be increased or decreased? • Is there the opportunity for specific groups, including industry, Government or charity sponsors, to have a large influence on the work? • Could your work lead to impacts on human dignity or consumer choice? <p>3. Environmental impact</p> <p>Could your research give rise to reasonable concerns about likely impacts on the environment? For example:</p> <ul style="list-style-type: none"> • Could your research lead to significant changes in land use, habitats or biodiversity, or impact upon pollution or water conservation? • Might there be indirect as well as direct effects on the environment and might these impacts occur
----------------------------	--	--

		<p>abroad as well as in the UK?</p> <p>4. Unintended outcomes</p> <p>Could your research lead to unintended outcomes that were not originally the primary objective? Consider whether any of these outcomes might reasonably be seen to represent a misuse or abuse of science in the service of society.</p> <p>5. Other social or ethical questions</p> <p>Please detail any other ethical or social questions that are relevant and have not been addressed in the sections above and what you will do during the course of the project to monitor the social/ethical issues above and identify new issues as they arise.</p> <p>This field must be completed using:</p> <ul style="list-style-type: none"> • No more than 4000 characters, including spaces, tabs and character returns (2 characters). • Only standard ASCII characters. • No specialist characters/symbols (e.g. mathematical symbols, accents) as they will not transfer successfully to other systems <p>Please note that typing into a text box is not detectable by the system and is regarded as system inactivity. Please remember to save text regularly.</p>
Reviewers		<p>Provide details of reviewers whom the Council may approach for review of the research proposal.</p> <p>Nominate six reviewers (including a minimum of one overseas reviewer) who are experts in the research field whom BBSRC may choose to approach for an independent review of the fellowship application. Nominees should not be collaborators, neither should they come from your current institution or from the proposed host institution or where any possible conflict of interest may arise. Provide key words for each reviewer to indicate their area of expertise. Please note if this information is not provided in full for each reviewer, the application will be rejected.</p> <p>You may indicate in a covering letter attachment (with reasons) if there are any potential reviewers (UK or international) that BBSRC should not approach in conjunction with the assessment of your application. In all</p>

		instances, BBSRC reserves the right to make the final selection of reviewers.
Proposal Classifications		<p>The Research Councils have adopted a harmonised classifications structure. This has resulted in changes in the data that the Councils collect via Je-S.</p> <p>There are three parts to this classification:</p> <p>1. Research Areas These should be used to indicate the subject area(s) or disciplines relevant to your proposal.</p> <p>Research Areas are structured on three levels. For some subject areas all three levels have been defined, for others only two levels. The top-level – Research Area – should be used to navigate to the relevant subject areas.</p> <p>You should select your subject area(s) at the second level and/or third level where this is available. Please try to select terms at the lowest appropriate level to describe the subject area.</p> <p>To find the appropriate subject areas you can either search the list of Research Areas or browse through it by expanding higher levels to identify those areas of most relevance.</p> <p>You may select up to five second-level Research Areas. Within the second-level Research Areas you may make as many selections at the third level as you wish. To add a Research Area, click the corresponding checkbox then select Save.</p> <p>Once you have completed your selection you are required to indicate the relevant importance of the research areas by either selecting one as a Primary area or by using Percentage Relevancies against each.</p> <p>Select “Save” from the top of the screen.</p> <p>2. Qualifiers Qualifiers are terms that further describe the area of research. They are grouped by type, for example Approach (methodological approach), Geographic Area or Theoretical Methods.</p> <p>You may select as many Qualifiers as are relevant to enable us to gain a more detailed understanding of the</p>

		<p>proposed research. To add a Qualifier, click in the corresponding checkbox then select “Save” from the top of the screen.</p> <p>3. Free-text Keywords Please note: This section may not be available for all schemes.</p> <p>Free-text keywords may be used to describe the subject area of the proposal in more detail.</p> <p>Pre-defined terms should be used where available from the Research Area selection. Keywords should only be used where it is necessary to refine these further. You should first search for possible matches in Research Areas for your proposed keyword. If no match is found, you should add the keyword as free-text by selecting the Add New button</p> <p>You may add as many keywords in the free-text as you consider appropriate. Once you have finished select “Save” from the top of the screen.</p>
--	--	--

Attachments	Cover Letter	Optional	Up to 1
	Case for Support and Track Record	Required	Maximum of 8 sides of A4 (this includes 2 page track record)
	Pathways to Impact Plan	Required	Maximum of 2 sides of A4
	C.V. (note the standard template on the BBSRC website must be used)	Required	Exactly 1
	Letters of Support	Required if project partnership details given	Equal to number of project partners
	Facility Form	Required if facility item added	Equal to number of facilities
	Diagrammatic Workplan	Required	Maximum of 1 side A4
	HoD Statement and Host group Principal Investigator statement	Required	Exactly 1, to be attached by Approver or Submitter. This attachment will be confidential, i.e. will not be viewable to the applicant. NOTE: The HoD and Host group Principal Investigator statement should be combined together and attached as a single document.
	Data Management Plan	Required	Maximum of 1 side A4
	Career Development Plan	Required	Maximum of 1 side A4
	Justification of Resources	Required	Maximum of 2 sides of A4
	List of publications	Required	Exactly 1

BBSRC recommend that you use typefaces Arial, Helvetica or Verdana and a strict minimum font size of 11 must be used for the entire Case for Support, Justification of Resources and C.V. (excluding text on diagrams and the use of mathematical symbols). A minimum of single line spacing and standard character spacing must be used. Margins must not be less than 2cm. Applications will be checked for faults by BBSRC Administrative staff soon after the closing date to ensure that relevant aspects of the application are legible and comply with the formatting rules. Any component(s) of an application which do not meet these rules will be returned for amendment before being validated for peer review. A late response in amending returned elements of the application will result in the application being withdrawn.

Further information on BBSRC requirements can be found at [BBSRC Research Grants Guide](#). Please see below for cross Council guidance on attachments.

General Guidance

Please refer to Fellowship guidance or handbooks for advice on the content of the accompanying documentation. One of the PDF files attached to the proposal form must be classified as type **Case for Support**. A proposal without a Case for Support will not be accepted. The Case for Support should be a self-contained description of the proposed research.

A head of Department Statement (HoD) and Host Group Principle Investigator Statement are required. These are the responsibility of the Research Organisation to provide and the ability to add attachment type "Head of Department Statement" will only be available to an approver or submitter, and will also be confidential, i.e. not viewable by the applicant. For details on the content please see section on Head of Department Statement and Host group Principal Investigator statement.

Councils operate a 'page' restriction policy on attachment length. To ensure no one is disadvantaged by this restriction, minimum margins in all directions of 2cm must be used for **all** councils/funders when attaching documents.

Also, please note that on submission to Council ALL non-PDF documents are converted to PDF, the use of non-standard fonts may result in errors or font conversion, which could affect the overall length of the document. Unless specified otherwise it is recommended that a standard typeface such as Arial, Helvetica or Verdana, restricted to size 11 or higher, is used.

Please note that, except where stated otherwise in the guidance on the following pages, Research Councils cannot guarantee that documents will be reproduced in colour.

Call specific guidance can be found on the [BBSRC website](#).

Use of animals in research:

If your application involves the use of animals you should familiarise yourself with the funders' expectations as set out in the 'Responsibility in the use of animals in bioscience research' document which can be accessed at http://www.bbsrc.ac.uk/publications/policy/animals_in_bioscience_research.html

Case For Support and Track Record

The page limit for the combined track record and case for support is maximum 8 sides of A4.

Proposals exceeding the 8 page limit, or not adhering to the specified format, will not be considered..

Previous research track record (suggested one to two pages within the overall eight page limit) should:

- Provide a summary of the results and conclusions of your recent work in the technological/scientific area which is covered by the research proposal.
- Include details of past collaborative work with industry and/or with other beneficiaries

Outline the specific expertise available for the research at the host organisation and that of any associated organisations.

	<p>Case for support which (suggested up to seven pages within the overall eight page limit) should provide a description of the proposed research and its content. Lists of references and illustrations should be included in the page limit and should not be submitted as additional documents or as an annex. The description should include the following sections:</p> <p>Background</p> <ul style="list-style-type: none"> • Introduce the topic of research and explain its academic and wider context • Demonstrate a knowledge and understanding of past and current work in the subject area both in the UK and abroad <p>Programme and methodology</p> <ul style="list-style-type: none"> • Identify the overall aims of the project and the individual measurable objectives 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 (Objectives section) • Detail the methodology to be used in pursuit of the research and justify this choice • Explain why the proposed project is of sufficient timeliness and novelty to warrant consideration for funding • Describe the programme of work, indicating the research to be undertaken and the milestones that can be used to measure its progress. <p>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. The inclusion of such URLs will result in your application being withdrawn for correction. Peer reviewers are advised to base their assessment solely on the information contained within the application, and instructed not to access external links.</p> <p>Note: Justification of Resources should be completed as a separate item. See below:</p>
--	---

		<p>Pathways to Impact Plan:</p> <p>BBSRC require up to 2 sides of A4 attachment to the proposal for “Pathways to Impact”. Guidance entitled ‘what do I need to write within my Pathways to Impact’ can be found below.</p> <p>Pathways to Impact</p> <p>What do I need to write within my Pathways to Impact?</p> <p>Pathways to Impact (up to two sides of A4 attachment): The information in your Pathways to Impact is primarily for detailing the activities that will increase the likelihood of potential economic and societal impacts being achieved. It should continue on from the two questions addressed within your Impact Summary by addressing the following question:</p> <ul style="list-style-type: none"> • What will be done to ensure that potential beneficiaries have the opportunity to engage with this research? <p>Please detail how the proposed research project will be managed to engage beneficiaries* and increase the likelihood of impacts. Include timescales and required resources i.e. the cost of the activities that would be undertaken as a part of the project. Also briefly note your track record in this area.</p> <p>*The Pathways to Impact attachment should outline the beneficiaries and users of the research, for example the public sector, commercial private sector, third sector or the wider public in general. Plans for engaging with academic audiences may be included, but only where these form part of the critical pathway towards economic and societal impact.</p> <p>The following guidance is not designed to be used as a template for completing your Pathways to Impact, but provides an indication of the potential types of activities to consider.</p> <p>1) Types of impact activities</p> <p>Please note that we do not expect every application to address each of the following bullet points within the Pathways to Impact attachment.</p> <ul style="list-style-type: none"> • Application and exploitation - identify the mechanisms in place for potential exploitation, both commercially
--	--	--

		<p>and non-commercially:</p> <p>Do you have any specific engagement or collaborative partnerships in place to facilitate the exploitation and application of the research e.g. to shape policy and practice? How will the outputs and potential impacts be identified? What structure and mechanisms can you put in place to manage, exploit and protect the intellectual assets and outputs from the research, during and at the end of the grant lifecycle?</p> <ul style="list-style-type: none"> • Communications and engagement - describe the communications and engagement activities with the identified beneficiaries that will be undertaken, for example; publications and publicity materials summarising the main outcomes in a way that beneficiaries will be able to understand and use; websites and interactive media; media relations; public engagement; and public affairs activities. <p>Different activities and pathways for realising the potential impact of the research may be appropriate for different groups of beneficiaries depending on their level of engagement.</p> <ul style="list-style-type: none"> • Collaboration and co-production - explain how collaborations and partnerships within the proposed project or research will be managed and will form part of the pathway towards economic and societal impacts, including: <p>Roles and responsibilities of all parties in relation to impact; nature of the relationships e.g. established or newly formed; nature, value and significance of any contributions to the proposed project; and details of any formal collaboration agreements or future plans for collaboration agreements.</p> <p>Have the beneficiaries and collaborations been involved with the design of the research to maximise the potential up-take and application of the research?</p> <p>2) Impact activity deliverables and milestones</p> <p>Include timescales for delivering the impact activities set out within your Pathways to Impact. Describe the key milestones during the project and ways to measure the success of the impact activities. For example, monitoring and evaluating the Pathways to Impact every six months, advisory groups to shape future activities, using questionnaires, stakeholder surveys, collecting website statistics and impact activity data and/or conducting exit polls at the end of key activities to determine if the needs of user communities have been met.</p> <p>3) Summary of resource (for the impact activities)</p>
--	--	---

	<p>Provide a brief summary of the resources required to undertake the impact activities. Full details should be included in the Summary of Financial Resources section of the Je-S form and the Justification of Resources attachment.</p> <p>Guidance for requesting resources - applicants may request resources within the full economic costs of grants to cover the costs of project-specific activity within their Pathways to Impact not covered by the indirect costs.</p> <p>Any costs or additional time requested in applications for such activities should be reasonable and fully justified in the application and will be subject to value for money considerations in the assessment of applications in the same way as other directly incurred costs. Please ensure these are documented in the financial summary and also in the Justification of Resources section of the proposal.</p> <p>Eligible costs - can include employment of specialist knowledge transfer staff, consultancy fees, publication and marketing costs, public engagement activity, engagement events, networking activities, people exchange, etc. Please see the Impact Requirements Frequently Asked Questions for further information.</p> <p>Note: the maximum length for the Pathways to Impact attachment is two pages, but it is not expected that all applications will require this level of detail.</p> <p>The RCUK Typology of Research Impacts provides an indication of the potential range of impacts that can be generated from research. The checklist for completing Pathways to Impact provides an indication of potential wider beneficiaries of research and activities/pathways to impact.</p> <p>For further guidance, please see the Impact Requirements Frequently Asked Questions and visit the RCUK Pathways to Impact web-pages.</p> <p>C.V.</p> <p>Complete the standard BBSRC C.V. template available on the BBSRC website. BBSRC will not accept a stand alone C.V.</p> <p>Letters of Support:</p> <p>Letters of support should be submitted as attachment type Letter of Support with no limitation on page length.</p>
--	---

		<p>Letters of support must be included to confirm an active collaboration or contribution to a project in terms of resources or expertise, and may be included where a statement from a third party is necessary to enable the informed assessment of a proposal. Applicants are asked to note that members of an institution which has provided a letter of support will not in general be used as referees for that proposal. Therefore, including more than a few carefully chosen letters can be detrimental to the peer review process.</p> <p>Proposal Cover Letter</p> <p>Inclusion of a cover letter is optional. Letter should be submitted as attachment type 'Proposal Cover Letter' with no limitation on page length.</p> <p>Applicants may use the cover letter to list reviewers that they would prefer BBSRC do not approach, but BBSRC reserves the right to make the final selection.</p> <p>Facility Form</p> <p>If facility access is being requested (primarily TGAC). Failure to include the required forms will result in withdrawal of the proposal.</p> <p>Diagrammatic Workplan</p> <p>The workplan is mandatory with a maximum one side of A4. Submit at 'Workplan'.</p> <p>Head of Department Statement and Host group Principle Investigator Statement</p> <p>The Head of Department statement and Host group Principle Investigator statements are mandatory. NOTE: The HoD and Host group Principal Investigator statements should be combined together and attached as a single document. Statements should be submitted as attachment type 'Head of Department Statement' with no limitation of page length.</p> <p>.</p>
--	--	--

		<p>Career Development Plan</p> <p>The Career Development Plan is mandatory and should be uploaded as attachment type “Other”. A maximum of one side of A4 is allowed for this and the plan should clearly indicate your identified training needs and how you will go about addressing these over the course of the Fellowship. Details of the training activities to be undertaken, and how these will benefit your current and future career should be given.</p> <p>Data Management Plan</p> <p>Please include a statement on data sharing as attachment type ‘Data Management Plan’. A maximum of one side of A4 is allowed for this and must not be used for any other purpose. This statement must clearly detail how you will comply with BBSRC’s published Data Sharing Policy, including concise plans for data management and sharing as part of research grant proposal, or provide explicit reasons why data sharing is not possible or appropriate.</p> <p>The policy, and detailed guidance notes, can be viewed at http://www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf</p> <p>Comprehensive data sharing plans will be expected, in particular, in the “data sharing areas” highlighted in the policy. More succinct plans may be appropriate for applications outside of these areas.</p> <p>Data sharing plans may include details of:</p> <ul style="list-style-type: none"> • Data areas and data types - the volume, type and content of data that will be generated e.g. experimental measurements, records and images • Standards and metadata - the standards and methodologies that will be adopted for data collection and management, and why these have been selected • Relationship to other data available in public repositories • Secondary use - further intended and/or foreseeable research uses for the completed dataset(s) • Methods for data sharing - planned mechanisms for making these data available, e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate • Proprietary data - any restrictions on data sharing due to the need to protect proprietary or patentable data • Timeframes - timescales for public release of data • Format of the final dataset
--	--	---

		<ul style="list-style-type: none"> • Applicants may claim justifiable costs associated with data sharing activities, which should be captured in the application proforma and in Justification of Resources statement <p>Important - This page should be used only for the statement on data sharing. Any information included other than that relating to data sharing statement requirements, as prescribed above, will result in your application being rejected. Only one statement is required per project.</p> <p>Please note that preliminary data and descriptions of the proposed work belong in the Case for Support and should not be included in the data sharing statement.</p> <p>Justification of Resources:</p> <p>The Research Councils have agreed revised guidance notes for the completion of the Justification of Resources attachment in Je-S. Details are available below.</p> <p>How to write a good Justification of Resources (JoR)</p> <p>The role of the JoR is to aid reviewers when assessing proposals so that they can make an informed judgement on whether the resources requested are appropriate for the research posed.</p> <p>The JoR should be no more than 2 sides of A4 which is an attachment to the proposal. This statement should be used to justify the resources required to undertake the research project and is mandatory. The JoR should explain why the resources requested are appropriate for the research proposed taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required as this is already given in the Je-S form. Whether the grant is a large programme grant or a small travel grant, all items requested in the Je-S form must be justified in the JoR.</p> <p>The JoR is a free text document. So that you don't miss any costings from the Je-S form or any justifications for the items requested, we recommend that you match the costs to the proposal headings below (where appropriate).</p>
--	--	---

		Cost to the proposal	Justification needed	Questions to consider and answer in the justification	
		Travel and Subsistence	<ul style="list-style-type: none"> - need to give a full break down of the costs in the Je-S form for example where you are travelling and why? 	<p>If you are planning to visit people to discuss your research, you should explain why those are the right people to talk to and how they can contribute to you meeting your objectives. If you plan to attend conferences, you should comment on the advantages of conference attendance and give an indication of the number you want to attend during the grant and the type you want to go to – national/ international/ general/subject specific etc.</p> <p>Travel costs incurred when using facilities should be included where necessary.</p>	
		Other Directly Incurred Costs	<ul style="list-style-type: none"> - need to give a description of what has been requested and why? - every item requested must be justified 		

		Impact	- need to justify any resources requested to support the Pathways to Impact. For example: travel and subsistence, consultancy fees, publication costs, and public communication training	Full justification (what it is and why you need it) of each item requested. Please note: Patent costs and other IP costs are NOT eligible; Universities already receive funding for these from HEIF. Also estates and indirect costs should NOT be requested for Technology Transfer Officers (TTOs). These are project specific resources.
		Other Directly Allocated Costs	In some cases, such as use of internal facilities and shared staff costs, the basis of the costing doesn't need to be justified, but the need for the resources does. Animal costs	You need to explain what these are and why you need to use them. Have the appropriate permits and approvals been obtained if animals are to be used?
		Estates and indirect costs	- do not need to be justified	
		Research Facilities (at Research organisations)	- only time needs to be justified	You need to explain what you are using the facility for and why you need to use this particular facility.
<p>The main reasons for returning JoRs to PIs for amendments or for not funding proposals are:</p> <ul style="list-style-type: none"> • Costs stated in the Je-S form are not fully justified in the JoR • Costs / descriptions stated in the Je-S form do not match those in the JoR • Costs in the JoR which are not in the Je-S form and vice versa • Justifications of why an item is needed are not clear or are poor e.g. listing the items from the Je-S 				

		<p>form without any description of why they are needed</p> <p>List of Publications:</p> <p>List publications in refereed journals in reverse chronological order (most recent first) and indicate with an asterisk (*) those relevant to this application. Details of papers in press or accepted for publication may be included, but not papers submitted or abstracts. Do not attach or submit published papers. Publications should be listed in the following format:</p> <ul style="list-style-type: none">• Author(s)• Title of article• Journal title• Date of publication• Details (chapters, pages etc.)
--	--	---