How to apply: further guidance

Apply using the Je-S website (see external links) by 8 May 2014. To ensure a proposal is submitted on time we suggest that it should be sent to your institution's Je-S submitter pool approximately a week before this deadline. **Please note that we are unable to accept late submissions**.

In order to see the BBR Fund call in Je-S, select the following options from the drop-down menus:

• Council: BBSRC

• Document Type: Standard Proposals

• Scheme: Bioinformatics and Biological Resources Fund

• Call: 2014 Bioinformatics and Biological Resources Fund - Full Proposals

Attachments

Your application should include:

Document	Length (maximum, A4)	Number
Track Record and Case for support	8 pages	1
Data Management Plan	1 page	1
Pathways to Impact	2 pages	1
Justification of Resources	2 pages	1
Diagrammatic Work Plan	1 page	1
Other attachments		
CV of Principal Investigator	2 pages	1
CVs of all Co-Investigators and named researchers	2 pages	Variable
Management structure (diagram only)	1 page	1
List of letters of support (tabulated)	1 page	1
Letters of support (see guidance)	Variable	Collaborative (variable) Demand (10 maximum)
Cover letter (optional)	Variable	1
Interim grant report (where applicable, see BBSRC grants guide Section 4.15)	Variable	Variable
Most recent BBR Fund Annual Report (for projects seeking continuation	Variable	1

funding)		
Capital appraisal form (see separate guidance and template)	Variable	1

Guidance for completion of BBR Fund application documents

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

The information required in the BBR Fund Case for Support differs from that required for Responsive Mode proposals. **Proposals exceeding the 8 page limit will not be accepted.** Additional pages for proposals with two or more PDRAs are no longer allowed. Lists of references and illustrations should be included in the page limit and should not be submitted as additional documents or as an annex.

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

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

Case for support (suggested up to seven pages)

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

Background:

- Introduce the Bioinformatics and/or Biological Resource and explain its academic and wider context;
- Demonstrate a knowledge and understanding of past and current Bioinformatics and/or Biological Resource(s) in the subject area in both the UK and abroad including community resources available.

The Bioinformatics and/or Biological Resource to be provided:

- Identify objectives for the proposal and individual measurable targets against which you would wish the outcome of the work to be assessed. This should refer to the objectives set out in the proposal form;
- Explain why the proposed resource is of sufficient timeliness and novelty to warrant consideration for funding;

- Describe the use of/ demand for the resource and the benefits to the users (i.e. evidence of usage and/or support from potential users; high quality scientific projects that the resource will enable);
- o Describe the uniqueness of the resource within the UK and internationally;
- Detail the research efforts, if applicable, and any technology oriented research focused on development of the resource features and components;
- o Describe the proposed role of the researchers to be funded by the grant.

• Management of the Bioinformatics and/or Biological Resource:

Describe the management structure; advisory structure; approach to acquisitions; user access arrangements; training policy (if appropriate); long term 'optional analysis' for the resource and methods of raising community awareness of the resource. Please note that having a strategic management board with a biologist as a user will be a requirement under the terms and conditions of the grant.

2. **Data Management Plan** (maximum of 1 side of A4)

This attachment type is to be used by applicants to provide information relating to data sharing. **Submission of a Data Management Plan is mandatory.** Our Data Sharing Policy can be found at www.bbsrc.ac.uk/datasharing. The Data Management Plan should be submitted as a standalone document (not embedded in the Track Record and Case for Support) as document type "Data Management Plan".

3. Pathways to Impact (maximum 2 sides of A4)

The Pathways to Impact statement must be specific to the project and contain timelines and objectives. See related links for guidance.

4. Justification of Resources (maximum 2 sides of A4)

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

5. **Workplan** (maximum of 1 side of A4)

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

6. Other documents

CV of the Principal Investigator: up to 2 pages;

- CVs for all Co-Investigators and named researchers: up to 2 pages per person
- Letters of Support please ensure that all letters of support are on headed paper and that they are signed and dated. Only directly relevant Letters of Support should be submitted (see separate note, below).
- Tabulated summary of letters of support (1 page). Please use the following column headings:
 - Name
 - Position
 - Institution
 - Type (either 'Collaborative' or 'Support')
- If you wish to send a covering letter, include the letter as an attachment of type Cover Letter.
- Capital appraisal form. Applicants developing informatics resources and software should read the additional guidance on the 'Big Data' capital award and complete the attached 'capital appraisal form'.

Letters of Support

Collaborative

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

Demand

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

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

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

General guidance

- Standard font (size: 11 point we recommend the use of Arial, Helvetica or Verdana typeface) and margin sizes (not less than 2 cm) must be used for all forms and CVs (excluding text on diagrams and the use of mathematical symbols). A minimum of single line spacing and standard character spacing must be used. Applications that do not adhere to these guidelines may be withdrawn from consideration.
- Standard guidelines for research grant applications apply, as described in our grants guide (see related links).
- We recommend that where a document contains any non-standard fonts (scientific notation, diagrams, etc.), the document is converted to PDF prior to attaching it to the proposal

- References should appear in a list at the end of the case for support and be linked to
 relevant text by, for example, sequential numbering and superscript reference numbers
 embedded in the body of the document. Only one publication should be listed for each
 number. Within the list of references, URL links to relevant publications or online
 resources are permissible.
- The case for support should be a self-contained description of the proposed work with relevant background, and should not depend on additional information. Applicants must not include URLs to web resources in order to extend their case for support. Documents containing URLs will no longer be returned for amendment. However, peer reviewers are advised to not follow URL links in documents; they base their assessment only on the information contained within the form. BBSRC reserves the right to withdraw proposals that contain links to additional information that extends the case for support.