

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: David Phillips Fellowship
- Select Call: David Phillips Fellowships 12

The Je-S form used with the David Phillips Fellowship competition will be available on 16 July 2012, together with the associated Help Text.

Je-S Form for DTP 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 studentship 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>Submitting Organisation</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>

	Your Reference	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.
	Explain your choice of host organisation	<p>Applicants must justify their choice of proposed host institution in a clear statement not exceeding 4000 characters.</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; and • no specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems. • 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.
Project Title		<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>
Mode		<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).</p> <p>Enter the proposed duration of the Fellowship in months, checking (with the relevant Council's funding booklet) that it complies with the terms of the selected type of proposal. The duration of the fellowship should not be extended to include final report writing up time.</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>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.</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; and • no specialist characters and symbols (e.g. mathematical symbols) because these may not transfer

		<ul style="list-style-type: none"> • successfully to other computer systems. • 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>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; and • 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; and <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; and • no specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems. • 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.

Technical Summary		<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; and • no specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems. • 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.
Academic Beneficiaries		<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 fellows 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; or • policy makers. <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; and • no specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems. • 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.

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 • only the standard Je-S character set; and • 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 investigators' 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? • What research and professional skills will staff working on the project develop which they could apply in all employment sectors? <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 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>
<p>Resource Summary</p>		<p>This part of the form is populated automatically from entries made in other sections of the form or from selection of a specific scheme. 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 displayed and the Research Council’s contribution will be automatically calculated.</p> <p>If a grant is awarded, the Research Councils will pay this proportion of the full economic cost. The host Research Organisation must ensure that the remaining 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>Costs will be rounded to the nearest pound and staff effort to the nearest quarter decimal (i.e. .00, .25, .50, .75).</p> <p>(If applicable to the scheme, where equipment or survey costs exceed £50,000 in total (including VAT), the amount above this figure will be paid in full and will automatically appear under the 'Exceptions' heading.)</p> <p>Both estates and indirect costs will be shown as a single figure (£ total for the project). Research Organisations that have implemented the TRAC (Transparent Approach to Costing) methodology and passed the Quality Assurance (QA) process should apply their own estates and indirect cost rates. 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 been given dispensation (for HEIs) or have not yet developed their own rates (http://www.hefce.ac.uk/pubs/rereports/year/2011/reviewofresearchcostrelativitiesbasedonthetransparentapproachtocosting/). Penalty rates apply to HEIs that have failed the QA process.</p> <p>Where applicable, Animal costs will be included in the totals of either Other Directly Allocated or Directly Incurred Other costs, depending on how the costs have been attributed.</p> <p>The Staff Effort Summary is calculated from the specific post details and comprises the following components:</p> <p>This table is populated automatically from the directly incurred and directly allocated staff details entered. The months of effort requested are displayed for the following categories of staff:</p> <ul style="list-style-type: none"> • Investigators: principal and co-investigators (directly incurred or directly allocated) • Research: research staff and researcher co-investigators • Technician: named and unnamed directly incurred technician posts • Other Staff: named and unnamed directly incurred other staff posts • Visiting Researchers: visiting researchers where salary costs have been requested (some research councils only) • Students: project studentships (some research councils only – does not include NERC project studentships) <p>However, please note that although all of these categories will be displayed, not all staff types are applicable to all schemes.</p>
<p>Other Support</p>		<p>Enter details of any support sought or received from any other source for this or other research in the same field.</p>

		<p>Complete all fields for support either received or pending a decision.</p> <p>Contributions from project partners should not be entered here. They should be detailed in the project partners section</p>
Staff	Researcher	<p>Researchers: who will be dedicated to the project or whose time working on the project can be fully supported by an auditable record for its duration. Researchers may be named or unnamed, but should be requested at a salary level commensurate with the skills, responsibilities, expertise and experience necessary to carry out the proposed research activity. This level will need to be fully justified within the case for support.</p>
	Technician	<p>Technicians: funding only for technicians who will be dedicated to the research project, or whose time working on the project can be fully supported by an auditable record for its duration. Funding for pool technicians or for technicians whose time will be shared with other projects/activities and will not be supported by an auditable record should be requested under the Other Directly Allocated Costs heading.</p>
	Other Staff	<p>Other funding: funding only for staff who will be dedicated to the research project, or whose time working on the project can be fully supported by an auditable record for its duration. Funding for pool staff or for staff whose time will be shared with other projects/activities and will not be supported by an auditable record should be requested under the Other Directly Allocated Costs heading.</p>
Resources	Equipment	<p>Use this heading to request individual items of equipment dedicated to the project and costing £10,000 or more (including VAT). Include capital costs plus any maintenance and other related costs that are not included in the Research Organisation's estates costs.</p> <p>For example:</p> <ul style="list-style-type: none"> • Computers; • Laboratory/workshop equipment; and • Installation costs and costs of essential modifications to house equipment. <p>All entries must be justified in the Justification of Resources.</p>

	<p>The following changes now affect Equipment costs.</p> <p>The current threshold of £50K for equipment over which funding by the council is at 100% (80% below the threshold) has been removed. For all equipment items the actual cost should be provided along with the amount being sought from the Council.</p> <p>Quotations are now mandatory for equipment items above the OJEU threshold. Where the actual cost of the equipment items exceeds the OJEU thresholds three quotations must be provided. For items where the actual cost is between £25k and the OJEU threshold it is optional to provide up to three quotations.</p> <p>Instrument Development Costs. These should now be applied for in the same way as other equipment items with the actual costs and the amount requested from the Council being provided. It is also necessary to indicate against the equipment item that it is for instrument development.</p> <p>The following changes in Equipment requests on Research Council grants are now live.</p> <ol style="list-style-type: none"> 1. Increase in the threshold for individual items of minor research equipment from £3k to £10k (inclusive of VAT): Single capital items of equipment costing less than £10,000 should be included in Other Directly Incurred costs. If VAT and/or Import Duty do not apply, a value of zero should be entered in these fields. 2. Further justification for all items of equipment costing between £10k and the OJEU threshold value (net of VAT £113,057): The research organisation will need to provide extra justification (in the Justification of Resources or for STFC in the Case for Support) for these items, providing evidence of an evaluation of the use of existing relevant capital assets at their organisation, others in their locality or whom they have strong links with. They will be expected to make a contribution towards the cost of the equipment. Given that capital provision across councils has been reduced by about 50%, contributions of this order will be expected. 3 Business case required for all items of equipment above the OJEU threshold value (net of VAT £113,057): All requests for single capital items of equipment should be accompanied by a 2 page business case outlining the strategic need for the equipment. RCUK will decide the strategic location for these items and will potentially fund them at 100%. Each Council will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal. <p>Please note that the above limits apply to the total value of the equipment, not to the value of the equipment once the research organisation contribution has been taken off (i.e. an item of equipment costing £12k in total with a</p>
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		<p>£6k research organisation contribution would not fall under the £10k to OJEU threshold category).</p> <p>All costings should be at current prices including VAT with no allowance for inflation.</p> <p>Equipment over £10k to be used for instrument development is not affected by the new rules. Such items will normally be funded at 100% although Councils reserve the right to request institutional contributions where appropriate.</p>
	Travel and Subsistence	<p>A proposal may include funds for travel and subsistence for use by applicants where these are required by the nature of the work.</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 • Separately identify journeys to be made within and outside the UK • 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.
	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.</p> <p>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. • publication costs - include publication costs if they are expected to fall within the period of the grant; costs likely to fall after the end of the grant period should be recovered through indirect costs. • specialist publications (not expected in institutional libraries). • consultancy fees. • field work fees/subjects/informants.

		<ul style="list-style-type: none"> • 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. • equipment - only items costing less than £10,000 (including VAT) • equipment-related items (if not included as part of the Research Organisation's estates costs), e.g. <ul style="list-style-type: none"> ○ maintenance (external contracts/agreements). ○ relocation. ○ rental charges (specify equipment or service being used and basis of charging). ○ access charges for medium or small research facilities (specify the nature of the facility and the basis of charging). 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. • glass house consumables • recruitment and advertising costs for staff directly employed on the project • purchase/hire/running costs of vehicles if necessary for the project • sub-contracting • market assessment (Follow on Fund only)
	<p>Other directly allocated costs</p>	<p>This section may include, for example,</p> <p>The salary costs of support staff working on the project, full or part-time, whose activity is not supported by an auditable record</p> <p>A share of the costs of departmental support staff whose work supports a range of projects and activities, including infrastructure technicians</p> <p>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>

		<p>Select from the list of items given.</p> <table border="1"> <thead> <tr> <th>List item</th> <th>Guidance</th> </tr> </thead> <tbody> <tr> <td>Pool staff costs</td> <td>Costs for research, technical, administrative and other support staff, whose costs are not included in the estates or indirect costs and whose time is shared across several projects or activities and will not be supported by an auditable record. The need for these resources (but not the basis of costing) must be justified in the Case for Support/Justification of Resources.</td> </tr> <tr> <td>Research facilities/existing equipment</td> <td>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 for Support/ Justification of Resources, but you do not need to justify the charge out rates.</td> </tr> <tr> <td>Infrastructure technicians</td> <td>Infrastructure technicians do not require justification in the Case for Support</td> </tr> <tr> <td>Animal costs</td> <td>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</td> </tr> <tr> <td>Other</td> <td>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</td> </tr> </tbody> </table> <p>Please note that input is restricted to one item per category category above (Pool staff costs; Research facilities/existing equipment; Animal costs; Other)</p>	List item	Guidance	Pool staff costs	Costs for research, technical, administrative and other support staff, whose costs are not included in the estates or indirect costs and whose time is shared across several projects or activities and will not be supported by an auditable record. The need for these resources (but not the basis of costing) must be justified in the Case for Support/Justification of Resources.	Research facilities/existing equipment	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 for Support/ Justification of Resources, but you do not need to justify the charge out rates.	Infrastructure technicians	Infrastructure technicians do not require justification in the Case for Support	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
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	Research Facilities/Existing Equipment	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.
	Animal Costs	<p>To add animal costs, select:</p> <ol style="list-style-type: none"> 1.edit resources; 2.edit animal costs and select add new animal costs; 3.complete the table; 4.calculate the costs and save. <p>Complete the table to provide a breakdown of animal costs. The following 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 supplier, 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); and • 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 a proportionate share of animal house staff. Staff specific to aspects of the project should be added to the appropriate staff resources section. • Add a new animal cost for each species/strain.

	Research Council Facilities	<p>Select from the list of Council-supported facilities and enter the level of usage (in appropriate units) required for the research (except for STFC applications).</p> <p>Ensure that the requirements can be met before the fellowship proposal is submitted.</p> <p>In addition the fellowship application must be accompanied by a facilities form as an attachment. Please see the BBSRC Research Grants Guide for details.</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 proposal is for more than one organisation, for example has Co-Investigators from multiple organisations, 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	Committees' remits are available on the BBSRC website
	Strategic Priorities	These are available on the BBSRC website

	Strategic Plan objectives	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.
	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 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.</p>

		<p>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). When you have finished entering your search term, select the 'Search' button. 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>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</p>

		<p>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>Reviewers</p>		<p>Provide details of reviewers whom the Council may approach for review of the research proposal.</p> <p>Nominated reviewers should be experts in the research field and/or be able to provide an expert view on the value and benefits to users of the research proposal. International reviewers may be included, but applicants should avoid nominating more than one reviewer from the same organisation.</p> <p>Full contact details must be given for each reviewer, including at least one of telephone or e-mail (the Councils prefer to correspond by e-mail whenever possible).</p> <p>NOTE: If the person you require is not in the searchable list, use the Add New Person button - found at the bottom of the search window.</p> <p>See following sections for council further specific guidance</p>

<p>Proposal Classifications</p>		<p>The Research Councils have adopted a harmonised classifications structure. This has resulted in changes in the data that the Councils collect via JeS.</p> <p>There are three parts to this classification:</p> <p>1. Research Areas</p> <p>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. 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.</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>2. Qualifiers</p> <p>These terms identify research expertise or focus other than Research Area (disciplinary or subject area). Qualifiers are grouped by type, for example Approach (methodological approach), Geographic Area or Theoretical Methods. You may select as many Qualifiers as are relevant to enable us to gain a more detailed understanding of the proposed research.</p>

		<p>3. Free-text Keywords</p> <p>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. You may add as many keywords in the free-text as you consider appropriate.</p>																														
<p>Attachments</p>		<table border="1"> <tr> <td>Cover Letter</td> <td>Optional</td> <td>Up to 1</td> </tr> <tr> <td>Case for Support</td> <td>Required</td> <td>Exactly 1</td> </tr> <tr> <td>Pathways to Impact</td> <td>Required</td> <td>Exactly 1</td> </tr> <tr> <td>Justification of Resources</td> <td>Required</td> <td>Exactly 1</td> </tr> <tr> <td>C.V.</td> <td>Required</td> <td>Exactly 1</td> </tr> <tr> <td>Letters of Support</td> <td>Required if project partnership details give</td> <td>Equal to number of project partners</td> </tr> <tr> <td>List of publications</td> <td>Required</td> <td>Exactly 1</td> </tr> <tr> <td>Equipment Quotation</td> <td>Required for items costing £100K or over</td> <td>Equal to number of items of equipment</td> </tr> <tr> <td>Facility Form</td> <td>Required if facility item added</td> <td>Equal to number of facilities</td> </tr> <tr> <td>HoD statement</td> <td>Required</td> <td>Exactly 1, to be attached by Approver or Submitter. This attachment will be confidential, ie will not be viewable to the applicant</td> </tr> </table>	Cover Letter	Optional	Up to 1	Case for Support	Required	Exactly 1	Pathways to Impact	Required	Exactly 1	Justification of Resources	Required	Exactly 1	C.V.	Required	Exactly 1	Letters of Support	Required if project partnership details give	Equal to number of project partners	List of publications	Required	Exactly 1	Equipment Quotation	Required for items costing £100K or over	Equal to number of items of equipment	Facility Form	Required if facility item added	Equal to number of facilities	HoD statement	Required	Exactly 1, to be attached by Approver or Submitter. This attachment will be confidential, ie will not be viewable to the applicant
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		<p>Case for Support:</p> <p>Describe the proposed programme including work that has led up to the project and methodology to be used. State how the proposed research programme addresses BBSRC's mission to support high quality research in the areas of biological sciences, biotechnology and related research. In addition clearly indicate the average number of hours per week you are proposing to work on the fellowship project. The proposed programme of work must be self-contained and must not exceed six sides of A4. Do not submit additional pages, as this will disqualify the application.</p> <p>Please include a statement on data sharing with your Case for Support. This should be submitted as a stand-alone page within the Case for Support. A maximum of one side of A4 is allowed for this statement in addition to the standard page allowance, 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. The policy, and detailed guidance notes, can be viewed at http://www.bbsrc.ac.uk/web/FILES/Policies/data-sharing-policy.pdf 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;
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		<ul style="list-style-type: none"> • Timeframes - timescales for public release of data; • Format of the final dataset. • 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>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 in the Je-S Help Text for Standard Grant Proposal listed under Case for Support and Attachments.</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 here.</p> <p>CV:</p> <p>Complete the standard BBSRC CV template available on the BBSRC website. BBSRC will not accept stand alone CVs (excluding Industrial Impact Fellowship applicants).</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. 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>
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