

IBTI CLUB – OUTLINE PROPOSALS: Je-S Helptext

Process

Outline proposals must be made through the [Joint electronic Submission \(Je-S\) system](#).

After logging in to Je-S applicants must:

- create **New Document**.
- select **BBSRC**
- select **Outline Proposal**
- select **Standard Outlines**

Outline proposals

Outline proposals allow applicants to develop initial plans for projects and help with the process of identifying the highest quality proposals for development into full proposals. The outline proposal helps to ensure that all aspects of the initiative specification are addressed during the shortlisting procedure.

Anyone involved in the preparation and submission of an outline proposal must familiarise themselves with the terms and conditions for fEC grants and the relevant Council's regulations. Details of all the requirements and the terms and conditions under the full economic costing model can be found in the following:

AHRC Research Funding Guide
BBSRC Research Grants: - The Guide
EPSRC
ESRC
NERC
STFC
TSB

Funders who use Outline forms on Je-S

Research Councils									Other funders	
AHRC	BBSRC	EPSRC	ESRC	MRC	NERC	STFC	RCUK (SIS)	TSB	ETI	RAEng
Y	Y	Y	Y	N	Y	Y*	N	Y	N	N

* The only STFC scheme which currently uses outline forms is the Facility Development Grants scheme

Project Details

You will need to complete all the sections on this page before you can save.

This form is to be used only for an Outline application to a specific activity. Please read the scheme specific guidance notes on the relevant Council's website prior to completing this form.

Organisation Where Grant Would be Held

Organisation is the research organisation where the grant 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.

If an organisation appears in the list, it does **not necessarily mean that it is eligible** to apply for research grants from the Council. Generally, research grants are open to UK Universities and similar organisations but eligibility can vary depending on the scheme. Check the relevant Council's funding guide for further details and contacts concerning eligibility.

- [BBSRC Research Grants: - The Guide](#)
- [EPSRC Funding Guide](#)
- [ESRC Research Funding Guide](#)
- [NERC Research Grants Handbook](#)
- [STFC Research Grants Handbook](#)

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.

Investigators

Please include all investigators within this section, entering them under the appropriate roles available on the system, such as Principal Investigator and Co Investigator etc.

Resource Summary

Funding from all sources should be included in this section; however, it is not expected that financial details will be precise at this stage. All prices and salaries should be calculated at current prices. Total estimated costs for each of the sub-headings described below should be recorded; a detailed breakdown of costs in each sub-heading is not required.

- **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:
 - **Staff:** payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.
 - **Travel and Subsistence:** funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work.
 - **Equipment:** The cost of individual items of equipment dedicated to the project and costing more than £3000 (including VAT). Where equipment or survey costs exceed £50,000 in total (including VAT), then the amount above this figure will be funded in full and should be entered under the 'Exceptions' heading. **STFC will only fund equipment to 100% under exceptions with prior agreement. Contact grantspolicy@stfc.ac.uk in the first instance.**
 - **Other costs:** Costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on the project. Items of equipment costing less than £3000 should also be included under this heading.
- **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:

- **Investigators:** Proposals will need to show the costs of Principal Investigator and any Co-Investigators (but not Researcher Co-Investigators, who should be included as a Directly Incurred cost).
- **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.
- **Other Directly Allocated:** These costs may include, for example, the costs of technical staff or access to institutional research facilities such as equipment, IT systems.
- **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.
- **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. Costs relating to PhD studentships should be entered here for those Councils that have project students.

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.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal – this should include in-kind contributions from the host institution. These contributions are not considered to be part of the FEC of the project.

Summary

The Research Councils have a responsibility to promote the public awareness and understanding of their research areas. The purpose of this Summary is to help publicise the Councils' research to:

- opinion-formers and policy makers
- the general public
- the wider research community
- provide a plain English summary of the proposed work, explaining:
 - the context of the research
 - its aims and objectives
 - its potential applications and benefits

The summary should be written in a style that is accessible to a variety of readers, including the general public. In the event of a grant subsequently being awarded, the funding Council may use this summary for general publicity purposes and as a basis for answering enquiries from the media and others about the purpose of the research.

This field must be completed using:

- no more than 4000 characters, including spaces, tabs and character returns (2 characters)
- only the standard Je-S character set should be used.

- no specialist characters and symbols (e.g. mathematical symbols) because these may not transfer successfully to other computer systems.

Project Partners

Details should be given of project partners and their contributions. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the project.

Research Councils will pay Research Councils' % contribution of the total costs of the project excluding the project partner contribution. Project partner contributions in cash or in-kind should be seen as additional to the Research Councils' % contribution and are not considered part of the fEC of the project.

Attachments

One of the documents attached to the outline proposal form must be classified as type **Case for Support**. An outline proposal without a Case for Support will not be accepted. Additional document files may also be attached (as separate attachments and classified appropriately). Mandatory Council attachment guidance can be found in subsequent Council specific helptext. Please also consult initiative specific guidance notes located on the appropriate Council's website.

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. Please see [here](#) for cross council guidance on attachments.

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 in Council-specific guidance, it is recommended that a standard 'Arial' or 'Times New Roman' font is used, restricted to size 10 or higher. 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.

BBSRC - specific guidance

The case for support should be submitted as a single document containing a description of the proposed research, how it would address the aims of the initiative and its potential impact, along with any references. Applicants must not include URLs to web resources in order to extend their case for support. 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. The preferred typefaces are Arial, Helvetica or Verdana and a strict minimum font size of 11 must be used (excluding text on diagrams and the use of mathematical symbols). In addition, a minimum of single line spacing and standard character spacing must be used, with margins of no less than 2cm.

A CV is required for each named applicant and co-applicant. CVs must be no more than two sides of A4 per person and should be submitted as attachment type CV. The CV should include details of:

- employment history (give dates and details of position held including the nature of your current employment)
- qualifications (state subject, class of degree with University dates)
- patents
- most recent publications, within the last 5 years, in refereed journals relevant to the project.

Please note that any lists of publications should be included within the CV and not submitted as a separate document. Separate lists of publications and other unsolicited documents will not be taken into account in the peer review process. Further information relating to specific outline calls is as follows.

Integrated Biorefining Research and Technology Club (IBTI)

CASE FOR SUPPORT (exactly 1)

Applicants must use the standard IBTI Case for Support template which is available from the BBSRC website in the downloads section from:

http://www.bbsrc.ac.uk/business/collaborative_research/industry_clubs/ibti/apply.html

Strategic relevance (not to exceed **1000** characters including spaces)

- Please explain how your research proposal addresses the strategic relevance of the IBTI Club.

Summary of proposed research (not to exceed **12000** characters including spaces)

- Identify the aims and objectives of the proposed research.
- Summarise the proposed methodology.
- Explain why the proposed research is of sufficient timeliness and novelty to warrant consideration for funding.
- Applications should refer to the schematic diagram of a biorefinery process given with this call and highlight how the proposed research will fit into the biorefinery process, and how the outcomes will enhance product generation, process intensification, productivity or process simplification, resource and energy minimisation, minimisation of carbon footprint, etc.
- Biorefineries will require interdisciplinary skills in biology, chemistry and engineering, therefore grant applications must clearly indicate the training elements of the project that enhance these skills.
- For biorefineries to be feasible, the technology must be scalable and economically viable, and applicants are expected to demonstrate the feasibility of their projects from this perspective.
- New technologies for biorefining must be socially and environmentally acceptable and sustainable, and applicants are expected to demonstrate that these considerations are addressed in the proposed research.

Impact (not to exceed **1000** characters including spaces)

- Please describe briefly your plan to enhance the social and economic impact of the proposed research.

Referees

- Please nominate four referees to be used if the proposal progresses to the full application stage.