BBSRC bioscience for the future

BBSRC International Scientific Interchange Scheme

Guidance Notes

BBSRC is pleased to invite applications to the International Science Interchange Scheme (ISIS). Applications are invited from current BBSRC research grant holders and researchers employed at BBSRC research institutes who are in receipt of BBSRC research funding. There is no deadline for applications to ISIS; however we require a minimum of six weeks to process applications.

Note that applications must now be made through the Research Councils Joint Electronic Submission System (JeS):

https://je-s.rcuk.ac.uk/JeS2WebLoginSite

See the **Application Process** section for more details.

Guidelines and Regulations

Eligibility

Applications **must** be made by a Principle Investigator (PI) who is both eligible for BBSRC funding[1] and currently in receipt of BBSRC research funding through one of the following mechanisms:

- As a BBSRC responsive mode grant holder.
- As a BBSRC initiative grant holder, provided that they are currently eligible to apply for responsive mode grants.
- As a Project leader at one of the BBSRC institutes (Rothamsted Research, The John Innes Centre, The Institute of Food Research, The Genome Analysis Centre, The Institute for Animal Health, The Babraham Institute, The Roslin Institute and IBERS - Aberystwyth University).
- As the recipient of a fellowship award from BBSRC or from RCUK.

Applications may also be accepted from BBSRC Co-Is on large research grants at the discretion of the International Relations Unit. In addition to the above criteria applicants should note that:

- The associated BBSRC grant **must** have started before the date of application and must **not** have expired before the start of the award.
- The presence of a BBSRC studentship award or BBSRC funding within an academic department does **not** confer eligibility for these awards.

Scope

In the past ISIS has provided around 25 awards each year, typically up to £5k each. These awards are designed to help scientists add an international dimension to their BBSRC funded research by making and establishing new contacts with international counterparts in topics relevant to current BBSRC strategic priorities. This scheme is open to proposals involving collaborations with any other country, although BBSRC is particularly interested in promoting further links with the **USA, Canada, Brazil, EU Member States, Japan, China, India, Australia and New Zealand**. Funding is available for international travel for 3 major types of collaborative activity:

- **Short Term Travel Award:** Normally intended as a first contact-type meeting. Allows researchers to travel outside the UK to initiate collaboration or prepare proposals with partners for international programmes (e.g. EU Framework, Human Frontier Science Program).

[1] Further information on BBSRC's eligibility criteria can be found in section 3 of the Guide to Research grants at http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx

- **Long Term Travel Award:** For researchers to travel outside the UK for periods of up to 12 months.
- **Access Award:** For stays of up to one month in another country to undertake a specific piece of work, access facilities not available in the UK or gain access to new techniques or materials, which would be of benefit to the BBSRC project or the UK research team.

Collaborative activities are not limited to the PI and we encourage the involvement of early career researchers. Students however, are not eligible for travel as travel funds are provided within their studentships. Funding is limited to travel and subsistence costs only for UK scientists and can **not** be used to fund salary costs, consumables, items of equipment or other research costs.

Assessment criteria

Applications are assessed internally by BBSRC against the following criteria:

- The potential added value to BBSRC science (particularly the associated research grants) of the international partnership.
- The uniqueness of the opportunity and expertise of the overseas partners i.e. why these partners above any others around the world or within the UK.
- The wider benefits and future joint research likely to accrue from the collaboration.
- Whether the collaboration is a new linkage or an ongoing partnership. Ongoing partnerships must demonstrate the added benefit that would be provided by the ISIS visit over and above the interactions that currently occur.
- The level of the contribution made by other sources e.g. the UK Institution towards the development of the award.

Costs

Applications should be made at **current costs** in accordance with subsistence and travel regulations at the applicant's Institution. No indirectly incurred costs can be applied for under this scheme; consequently Full Economic Costing (FEC) is **not** applied to these awards. Applicants should therefore apply for 100% of the cost of the activities which they wish to undertake.

Reporting

As a condition of funding, successful applicants are required to submit a final report of the proceedings within three months of the visit. From June 2010 final reports **must** be submitted through JeS. Final reports received directly by BBSRC will **not** be accepted. Guidance on submission on final reports through JeS can be found in the Reporting Process section.

The success of each ISIS visit will be measured against the following criteria:

- Completion of the objectives set out in the application.
- The added value to BBSRC science.
- The value of the developing partnerships and whether the ISIS visit has led to further external funding opportunities.
- The value to wider UK international Science, Engineering and Technology (SET) objectives.
- The production of further grant applications and/or awards to BBSRC.

BBSRC may ask for further details of the visit for publicity purposes.

Data protection regulations

BBSRC will use information provided in the application for processing the proposal, the award of any consequential grant, and for the payment, maintenance and review of the grant. To meet the Research Councils' obligations for public accountability and the dissemination of information, details of awards may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

Application Process

From June 2010, applications **must** be made through the JeS system. Applications made directly to BBSRC will **not** be accepted.

Help with the JeS application process

This text is designed to provide guidance on the JeS application process and follows the same format as the JeS application form. Please fill in each section as described:

1. Navigate to https://je-s.rcuk.ac.uk/JeS2WebLoginSite and login using your existing user name and password.
    - All applicants should have JeS login details as these are required to apply for a BBSRC research grant.
    - If you do not have a JeS username and password you will need to register with JeS: https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=accountsetup

2. In the **Account** section select **Documents**, then under the **Create** section select New Document.

Add New Document

1. **Select Council:** Select BBSRC using the dropdown menu.

2. **Select Document Type:** Select Standard Proposal using the dropdown menu.

3. **Select Scheme:** Select International Scientific Interchange Scheme from the dropdown menu.

4. **Select Call/Type/Mode:** Select International Scientific Interchange Scheme from the dropdown menu.

5. Select [**Create Document**], this will take you to the main Document Menu.

Document Menu

Please note that the order of this scheme on JeS is different to the order used on standard BBSRC applications. It was changed to reflect the information required for this scheme. Once you have completed each screen, select save and then next to move to the next section. Applications do not have to be completed in one session. You can return and re-edit any section prior to submission.

Project Details

1. **Organisation:** Select an organisation using **Select Organisation** (opens a new search window).

2. **Department:** Select a department using **Select Department** (opens a new search window).

3. **Your reference:** Insert a personal reference to differentiate this application from other proposals you may be submitting through JeS (20 character limit).

4. **Project Title:** Insert a Project Title (150 character limit).

5. **Type:** This field should have been auto-filled by the name of the call selected above.

6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be at least six weeks from the date of submission. Select a duration in **months**. Note that the minimum duration that will be accepted by JeS is one month, therefore input '1' even if the visit duration is less than one month.

Applicants

1. Select Principal Applicant
2. Select **Add New Principal Applicant Item**
3. **Name:** Select the Principle Applicant using **Select** (opens a new search window).
4. **Post will outlast project?:** Check the appropriate box to indicate if the applicants post will outlast the proposed ISIS visit. If the applicants post will not outlast the project, details must be given in the 'case for support' of how this project will continue.
5. If this is a joint application between two or more BBSRC grant holders select Co-Applicant. Add Co-Applicants in the same manner as described for Principle Applicants. All Co-Applicants **must** be registered with JeS.

Note that if the person undertaking the travel is not the applicant, they should be added as a co-applicant and this should be made clear in the case for support.

Related Grants

1. Select **Add New Related Grants Item**
2. **Reference Number:** Fill in the reference number of the BBSRC Responsive Mode Grant, Institute Strategic Priority Grant, David Philips Fellowship or other BBSRC grant with which this project is associated.
   - Note that some grants, such as RCUK fellowships and certain specialist infrastructure grants may not be accepted by this field.
   - In this case, leave this box blank and clearly state your grant title, start and end dates and reference number at the start of the 'case for support'.
3. Save your selection and repeat the process for any further BBSRC grants relevant to this project.

Destination Country

Use this free text box to input the country of the proposed visit. Please use the country names listed **Appendix 1** i.e. United States, not USA or America. Applications with incorrect country names will **not** be accepted.

Destination Organisation

If the aim of the visit is not to visit a specific organisation, please use this section to detail the major collaborative partners.

1. Select **Add New Destination Organisation**
2. Select an organisation using **Select Organisation** (opens a new search window).
   - If the organisation is not found select [**Add New Organisation**] and fill out required fields.
3. Select a department using **Select Department** (opens a new search window).
4. Select the contact using **Select Contact** (opens a new search window).
   - If the contact is not found select [**Add New Person**] and fill out required fields.
5. Enter the contribution of this partner to the project (each partner **must** have an associated contribution).

- The contribution can be ‘directly’ in the form of cash, equipment / materials, the secondment of staff or other. Alternatively it can be ‘indirectly’ in the form of use of facilities, staff time or other.
- Each contribution **must** be given an associated value, however this value can be set at 0 if it is difficult to quantify.
- The information provided in this section will be used to evaluate the contribution from other sources.

6. Save your selection and repeat with the remaining organisations / project partners.

Objectives

Use the text box to provide a succinct overview of the proposed ISIS visit objectives (1000 character limit). Applicants should list the main objectives of the proposed ISIS visit. These objectives will be displayed on the BBSRC website and in BBSRC publicity and should therefore be concise and free from jargon and abbreviations.

Resources

This section is used to detail the costs of the proposed collaboration.

1. Select Travel and Subsistence.

2. Click **Add New Travel and Subsistence Item**

3. **Destination and Purpose:**
   - For travel items enter the country, city and institution (if applicable) of destination, the method of transport and the reason for travel e.g. flights to Washington, US x3 to attend meeting at National Institute for Health.
   - For subsistence items enter the country and city (if applicable) where subsistence is required and the length of time subsistence is required.

4. **Overseas destination?**: Check this box unless this travel item is exclusively within the UK.

5. **Total £:** Enter the total cost of this activity in £.

6. Save your selection and repeat for the remaining travel and subsistence items.

7. Select Other Directly Incurred Costs.

8. Select **Add New Other Directly Incurred Costs Item**

9. **Description:** Enter a description, location and reason for the directly incurred cost.

10. **Amount:** Enter to total cost of this activity in £.

11. Save your selection and repeat for the remaining directly incurred items.

Resource Summary

This is a reference section which can be used to view the total cost of the project. No editing is required.

Attachments

1. Select **Add New Attachment**

2. **Document type:** Use the dropdown menu to select the document type.

3. **Filename:** Use [**Browse**] to select a file.

4. **Description:** Enter a description of the attachment which allows differentiation between documents of the same type.

5. Select save to upload the document and repeat for any additional attachments.

6. Note that applicants **must** include a Case for Support, which **must** contain the following sections:

    - Dates and duration of the visit (if it is not obvious from the '**Project Details**' section). Where exact dates are not yet known, please give indicative dates.
    - The main scientific objectives.
    - Summary of previous contacts or links with proposed partners.
    - Activity proposed. Please state the person/s that will be making the visit and the proposed activities.
    - Post ISIS support. Indicate how you envisage the collaboration will be taken forward, post ISIS support. If you intend to apply for a joint research grant, please give the specific programme line and timing of call at which the proposal will be targeted.
    - Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

CVs and publication lists are **not** required; however applicants may wish to include any particularly pertinent recent publications. The case for support should be a pdf or word file of **no longer** than three sides of single spaced 11pt Arial text.

7. A Letter of Support (maximum one page) from, for example, the proposed collaborators and a short Proposal Covering Letter may also be included, but are **not** mandatory.

Notes and Comments

There is no need to provide additional notes and comments with this type of application.

Submit Document

Once you have completed all the above sections hover your mouse over the 'Document Actions' heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver / or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen. Once a proposal has been submitted, the application process is complete and **the proposal can no longer be edited**.

Reporting Process

This text follows the same format as the JeS final report form. Please fill in each section as described:

1. Navigate to https://je-s.rcuk.ac.uk/JeS2WebLoginSite and login using your existing user name and password.
    - All applicants should have JeS login details as these are required to apply for a BBSRC research grant.
    - If you do not have a JeS username and password you will need to register with JeS: https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=accountsetup

2. In the **Account** section select **Documents**, then under the **Reports** section select Final / Interim Report.

3. Find the appropriate ISIS application from the list of JeS applications submitted under this account and select Open.

As for the application process this will take you into the document menu.

Document Menu

The project details and Applicants (including Principle Applicant and Co Applicant) sections should be pre-populated with information from the original ISIS application. The first section which requires input is the objectives section. Each of the boxes is limited to 1000 characters. Additional information can be submitted as a pdf or word file in the Attachments section.

Objectives

1. The 'Original Objectives' section should be prefilled with the objectives set out in the 'Objectives' section of the application form. Use the 'Completion of Objectives' box to describe the extent to which the original objectives were met. How were these objectives achieved and how will any incomplete objectives be addressed?

2. Save your objectives and press the next button to navigate to the Visit Summary section.

Visit Summary

1. Use the two boxes on this screen to summarise the activities undertaken during this ISIS visit and the benefits of this visit to your BBSRC supported research and to UK science generally.

2. Save your summaries and press the next button to navigate to the Visit Outputs section.

Visit Outputs

1. Use the five boxes on this screen to describe the outputs of this ISIS visit.

2. Save your outputs and press the next button to navigate to the Attachments section.

Attachments

Applicants **must** attach a 'Final expenditure report form' in this section. Blank forms can be downloaded from the BBSRC website (www.bbsrc.ac.uk/nmsruntime/saveasdialog.aspx?lID=4810&sID=5182).
This section can also be used to upload additional information not included in the Objectives, Visit Summary or Visit Outputs sections.

1. Select **Add New Attachment**

2. **Document type:** Use the dropdown menu to select the document type.

3. **Filename:** Use [**Browse**] to select a file.

4. **Description:** Enter a description of the attachment which allows differentiation between documents of the same type.

5. Select Save to upload the document.

Submit Document

Once you have completed all the above sections hover your mouse over the 'Document Actions' heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver / or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen. Once a proposal has been submitted, the application process is complete and **the proposal can no longer be edited**.

Contact

If you have any questions about ISIS please contact:
Dr Andy Boyce
International Relations Manager
BBSRC
Email: andy.boyce@bbsrc.ac.uk
Tel: +44 (0) 1793 414686

Note that BBSRC staff cannot access ongoing applications within the JeS system and will therefore be unable to assist with issues directly relating to JeS.

If you require help with your JeS application, please contact:
The JeS helpdesk
Email: JeSHelp@rcuk.ac.uk
Tel: +44 (0) 1793 44 4164

Appendix 1

- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium
- Belize
- Benin
- Bermuda
- Bhutan
- Bolivia
- Bosnia and Herzegovina
- Botswana
- Bouvet Island
- Brazil
- British Indian Ocean Territory
- British Virgin Islands
- Brunei Darussalam
- Bulgaria
- Burkina Faso
- Burma
- Cambodia
- Cameroon
- Canada
- Cape Verde
- Cayman Islands
- Central African Republic
- Chad
- Chile
- China
- Christmas Island
- Cocos (Keeling) Islands
- Colombia
- Comoros
- Congo
- Cook Islands
- Costa Rica
- Cote d'Ivoire
- Croatia
- Cuba
- Cyprus
- Czech Republic
- Democratic People's Republic of Korea
- Denmark
- Djibouti
- Dominica
- Dominican Republic
- East Timor
- Ecuador
- Egypt
- El Salvador
- Equatorial Guinea
- Eritrea
- Estonia
- Ethiopia
- Falkland Islands (Malvinas)
- Faroe Islands
- Fiji
- Finland
- Former USSR
- France
- French Guiana
- French Polynesia
- French Southern Territories
- Gabon
- Gambia
- Georgia
- Germany
- Ghana
- Gibraltar
- Greece
- Greenland
- Grenada
- Guadeloupe
- Guam
- Guatemala
- Guernsey
- Guinea
- Guinea-Bissau
- Guyana
- Haiti
- Heard Island and McDonald Islands
- Holy See (Vatican City)
- Honduras
- Hong Kong
- Hungary
- Iceland
- India
- Indonesia
- Iran (Islamic Republic of)
- Iraq
- Ireland
- Isle of Man
- Israel
- Italy
- Ivory Coast (Cote D Ivoire)
- Jamaica
- Japan
- Jersey
- Jordan
- Kazakhstan
- Kenya
- Kiribati
- Kuwait
- Kyrgyzstan
- Lao People's Democratic Republic
- Latvia
- Lebanon
- Lesotho
- Liberia
- Libyan Arab Jamahiriya
- Liechtenstein
- Lithuania
- Luxembourg
- Macau
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Malta
- Marshall Islands
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico
- Micronesia, Federated States of
- Moldova
- Monaco
- Mongolia
- Montenegro
- Montserrat
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nauru
- Nepal
- Netherlands
- Netherlands Antilles
- New Caledonia
- New Zealand
- Nicaragua
- Niger
- Nigeria
- Niue
- Norfolk Island
- Northern Mariana Islands
- Norway
- Oman
- Pakistan
- Palau
- Palestinian Territory, Occupied
- Panama
- Papua New Guinea
- Paraguay

- Peru
- Philippines
- Pitcairn
- Poland
- Portugal
- Puerto Rico
- Qatar
- Republic of Korea
- Reunion
- Romania
- Russian Federation
- Rwanda
- Saint Barthelemy
- Saint Helena
- Saint Kitts and Nevis
- Saint Lucia
- Saint Martin
- Saint Pierre and Miquelon
- Saint Vincent and the Grenadines
- Samoa
- San Marino
- Sao Tome and Principe
- Saudi Arabia
- Senegal
- Serbia
- Seychelles
- Sierra Leone
- Singapore
- Slovakia
- Slovenia
- Solomon Islands
- Somalia
- South Africa
- South Georgia and the South Sandwich Islands
- Spain
- Sri Lanka
- Sudan
- Suriname
- Svalbard And Jan Mayen
- Swaziland
- Sweden
- Switzerland
- Syrian Arab Republic
- Taiwan, Province of China
- Tajikistan
- Tanzania, United Republic of
- Thailand
- The Democratic Republic of the Congo
- The former Yugoslav Republic of Macedonia
- Timor-Leste
- Togo
- Tokelau
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkey
- Turkmenistan
- Turks and Caicos Islands
- Tuvalu
- Uganda
- Ukraine
- United Arab Emirates
- United Kingdom
- United States
- United States Minor Outlying Islands
- United States Virgin Islands
- Uruguay
- Uzbekistan
- Vanuatu
- Venezuela
- Vietnam
- Wallis and Futuna
- Western Sahara
- Yemen
- Zambia
- Zimbabwe