

## **BBSRC Impact Acceleration Account Relationship Incubator Scheme**

### **Guidance Notes for Applicants**

#### **Purpose of the Relationship Incubator Scheme**

#### ***Overcoming the bottleneck to the establishment of new collaborations by supporting early interactions and knowledge exchange between industry and academic researchers***

The Relationship Incubator Scheme is targeted at academics with research of potential interest to industry and relevant user organisations. The research must link with BBSRC funded research projects, with proposals targeted to explore and exploit the potential of the research with an industrial partner/user organisation who can offer a potential pathway to impact.

The scheme aims to support academics looking to identify new partners or build early stage relationships with existing partners. The scheme will help overcome relationship barriers by supporting academics and partner organisations to explore the application and exploitation/translation opportunities for BBSRC-linked research. The scheme also aims to promote the establishment of a shared understanding of organisation research priorities, markets, challenges and opportunities.

The maximum duration of a Relationship Incubator project will be up to 6 months. The maximum IAA grant contribution will be £10k.

Given that early industry/user organisation engagement is often needed without delay, the Relationship Incubator will run as a responsive, open call.

The aims of the scheme are:

- Exploring and creating exploitation opportunities for BBSRC-linked research within the University
- Enabling academics to learn about industrial research priorities, markets, challenges and models of engagement
- Highlight to industry the research activities and opportunities ongoing within the University and the facilities available for further collaborative/contract research

Anticipated outcomes:

- An increase in the number of new partnerships with industry/user organisations
- Greater understanding of partner organisation research priorities and requirements for collaborations in relation to the University BBSRC research portfolio.
- The identification of project partners for downstream funding schemes (e.g. BBSRC Industry Partnership Award, MRC Confidence in Concept, Innovate UK, KTP, etc.)

Submitted projects will be assessed by the BBSRC IAA review panel, which is comprised of business engagement specialists, academics and external industry experts from diverse scientific backgrounds. **It is therefore essential that applications are written for a non-specialist audience.**

### **Eligibility**

Applications are only permitted for projects that focus on the exploitation /application of knowledge or technology that links to research previously funded by BBSRC. It is understood that multiple funders may have been involved in a body of research, but there must be a demonstrable connection with funding previously awarded by the BBSRC.

Funding will support interactions with single or multiple partners. Please ensure an NDA is in place before disclosing any unpublished research to external organisations.

If you have any queries regarding user organisation eligibility, please contact Cristina Melero ([cristina.melero@manchester.ac.uk](mailto:cristina.melero@manchester.ac.uk)).

### **Funding Arrangements**

In cases where the relationship(s) is/are at inception, a direct financial contribution from a partner organisation is not required. However, proposals will be strengthened by active contributions from partner organisations as evidenced by the provision of in-kind of resources (such as technical expertise, facilities, equipment and consumables).

Industry partners will be expected to provide a letter of support with clarity on the next step should the Relationship Incubator be successful, as well as outlining any in-kind contribution to the project.

The BBSRC IAA panel expects University staff to negotiate with any partner organisation a deal which minimises the support necessary from the BBSRC IAA fund. The value to the partner and the University (in generating research publications, ongoing collaborations, IP etc.) must be taken into account.

### **Spend Completion Date**

The maximum project duration is 6 months, with projects beginning from 1<sup>st</sup> August 2018 onwards. The BBSRC IAA award to the University ends on 31st March 2021 and no extensions will be permitted. Therefore, all IAA project spend must be completed by this date.

### **Costing & Eligible Costs**

Relationship incubators are expected to be costed on a full Economic Costing basis. The BBSRC will provide funding for directly incurred and directly allocated costs only. **Indirect costs will be covered by the PI's School/Institution.**

**All costs must be entered into a Project Budget Sheet to accompany the application. The Project Budget Sheet must not be shared with collaborating parties.**

Eligible costs include:

<b>Directly Incurred:</b>	staff costs Equipment and consumables Travel and subsistence Training and development
<b>Directly Allocated:</b>	PI time

BBSRC IAA projects are exempt from the minimum PI contribution of 20%  
The maximum IAA contribution will be £10K

<b>Project Budget:</b>	Project costs must be discussed with RSMs and entered into the budget page of the application form and the accompanying Project Budget Sheet.
<b>Total Project Costs:</b>	These are those costs directly associated with the project, in the eligible cost headings outlined above. These should include all staff costs, travel and subsistence and consumables.
<b>Company Contributions:</b>	These are the direct (invoiceable) company contributions to the total project.
<b>In-kind Costs:</b>	These may include staff time, access to equipment or facilities, provision of consumables.

### Assessment of applications

Applications will be assessed by the University's BBSRC IAA Relationship Incubator panel. Applicants must write their proposals for a non-specialist audience.

Assessment will take into account:

- The benefits to the partner, the University, and the staff involved
- Quality and quantity of knowledge exchanged
- The likelihood that the project plans will deliver the expected outputs and benefits
- The potential for further collaborative work, for example through follow on funding.

### Application Submission

This is a responsive call opening on 19<sup>th</sup> March. The envisaged closing date is 31<sup>st</sup> August 2020.

Please note that applications will be evaluated by the BE team for content and eligibility before being sent to the IFF Panel for consideration. **You are strongly advised to contact Cristina Melero for advice and guidance at least one month prior to submitting your application:**

Cristina Melero                      Business Engagement Officer  
0161 306 8090                      [cristina.melero@manchester.ac.uk](mailto:cristina.melero@manchester.ac.uk)

**Once signed by Head of School/Division and collaborating company (ies), completed applications should be submitted with the project budget sheet and letter(s) of support.**

Electronic submissions are acceptable for application deadline purposes but a signed paper application and letter(s) of support should follow (signed and dated by all partners) no later than seven days after the deadline date.