

**BBSRC Impact Acceleration Account  
Relationship Incubator Scheme – Early Career Researcher (ECR) call**

**Deadline 2<sup>nd</sup> March 2020**

**Guidance Notes for Applicants**

**Purpose of the Relationship Incubator Scheme**

The Relationship Incubator Research Early Career Researcher (ECR) call aims to support ECRs that wish to scope for, or build on, collaborative opportunities with external organisations. The scheme also aims to promote the establishment of a shared understanding of organisation research priorities, markets, challenges and opportunities.

Examples include:

- Visit(s) to industry partners for enhanced knowledge exchange.
- Small scale projects to ascertain and explore the potential for further collaboration.
- Formation of small, multi-organisational consortia to evaluate a particular technology or concept.
- A networking or workshop event with multiple industries to communicate a research concept or technology.

Competitive proposals should:

- Aim to form new collaborations with new industry partners.
- Support knowledge exchange with defined, targeted outcomes.
- Be optimised to achieve maximum mutual benefits and to ensure the achievement of positive outcomes and forging of collaborative relationships.
- Have robust follow-on activities.

The main applicant must be an ECR and the proposal must link to research funded by the BBSRC (current and historical). Applications which support novel means of knowledge exchange are welcomed.

The maximum duration of a Relationship Incubator project will be up to 6 months. The maximum IAA grant contribution will be £10k. *Please be aware the IAA grant funds direct costs only with indirect costs and estates covered by the school*

If you wish to discuss a proposal please contact Dr. Cristina Melero ([cristina.melero@manchester.ac.uk](mailto:cristina.melero@manchester.ac.uk)).

### **Eligibility Criteria:**

The main applicant must be an ECR.

Research included in the focus area should have links to previously BBSRC funded research.

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 Please ensure an NDA is in place before disclosing any unpublished research to external organisations.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 eligibility, please contact Cristina Melero ([cristina.melero@manchester.ac.uk](mailto:cristina.melero@manchester.ac.uk)).

### **Assessment:**

Submitted projects will be assessed by the BBSRC IAA review panel, with a result expected 3 weeks after deadline. The panel 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.**

### **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 appropriate and as evidenced by the provision of in-kind of resources (such as technical expertise, facilities, equipment and consumables).

Identified 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.

### **Project Duration and Spend Completion Date**

The maximum project duration is 6 months, with projects beginning from 1<sup>st</sup> April 2020 onwards. Project end dates must not exceed 31<sup>st</sup> January 2021. The BBSRC IAA award to the University ends on 31<sup>st</sup> March 2021 and no extensions will be permitted. Therefore, all IAA project spend must be completed within the dates specified.

### **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. Please contact Cristina Melero ([cristina.melero@manchester.ac.uk](mailto:cristina.melero@manchester.ac.uk)) for the budget sheet.**

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 academics 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 activities

### Application Submission

This is a responsive call opening on 13<sup>th</sup> January. The envisaged closing date is 2<sup>nd</sup> March 2020.

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

Cristina Melero  
0161 306 8090

Business Engagement Officer  
[cristina.melero@manchester.ac.uk](mailto:cristina.melero@manchester.ac.uk)

**Once signed by Head of School/Division and collaborating company(ies) as appropriate, 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.