

**BBSRC Impact Acceleration Account
Relationship Incubator Scheme – Research Theme Focus call**

Deadline 2nd March 2020

Guidance Notes for Applicants

Purpose of the Relationship Incubator Scheme

The Relationship Incubator Research Theme Focus call aims to promote knowledge exchange between external organisation(s) and researchers working on a particular scientific focus area that has potential for high relevance to industry sectors.

Examples include:

- Showcase events to communicate the research occurring at the University to interested external organisations.
- Focused workshops on a particular challenge that can be met through the University and Industry working collaboratively.
- Formation of large, multi-organisational consortia or networks that leads to sustained knowledge exchange and collaborative working.

Competitive proposals should:

- Aim to form new collaborations with new industry partners.
- Support knowledge exchange with defined, targeted outcomes, preferably through novel mechanisms.
- Ensure the format of the proposal takes into account the industry-readiness of the research focus area
- Optimise knowledge exchange to achieve maximum mutual benefits and to ensure the achievement of positive outcomes and forging of collaborative relationships.
- Have robust follow-on activities.

Proposals should link in with BBSRC funded research (current and historical), but large events can include research with no links to BBSRC funding providing the proposed event falls under the BBSRC remit:

<https://bbsrc.ukri.org/research/>

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).

Eligibility Criteria:

Competitive proposals should aim to scope for/forge new collaborations, ideally with a new industrial partner(s) and applications which support novel means of knowledge-exchange are welcomed.

Research included in the focus area should have links to previously BBSRC funded research. Research with no BBSRC funding links can be included in some cases, such as large events and workshops, providing the focus area falls within the BBSRC strategic remit (<https://bbsrc.ukri.org/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 external organisation eligibility, please contact Cristina Melero (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 1st April 2020 onwards. Project end dates must not exceed 31st January 2021. 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 within the dates specified.

Eligible Costs

Relationship incubators are expected to be costed on a full Economic Costing (fEC) 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) for the budget sheet.

Eligible costs include:

Directly Incurred:	staff costs Equipment and consumables Travel and subsistence Training and development
Directly Allocated:	PI time

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

Project Budget:	Project costs must be discussed with RSMs and entered into the budget page of the application form and the accompanying Project Budget Sheet.
Total Project Costs:	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.
Company Contributions:	These are the direct (invoiceable) company contributions to the total project.
In-kind Costs:	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 13th January. The envisaged closing date is 2nd 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

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.