

正本

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科技部 函

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54561 P3-限時掛號

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受文者：國立暨南國際大學

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密等及解密條件或保密期限：

附件：MOST_IPA 徵求說明 2014 1 件，2014BBSRC_研討會徵求備忘 1 件，
2014BBSRC_IPA 徵求備忘 1 件

已電子交換未確認

主旨：本部2014年公開徵求臺灣與英國在生命科學領域之「國際夥伴關係建立暨交流計畫(International Partnering Awards, IPA)」與雙邊學術研討會，請轉知所屬並歡迎有興趣者提出申請，請 查照。

說明：

- 一、本部與英國生物技術暨生物科學研究委員會(Biotechnology & Biological Sciences Research Council, BBSRC)為積極推動臺灣與英國在生科領域之合作研究，於2010年簽署合作協議後，陸續議定共同補助雙邊研討會以及兩國研究團隊之人員交流計畫(即IPA)。
- 二、申請資格：我方申請人(會議召集人或計畫主持人)須符合申請本部專題研究計畫資格者；英方申請人須為已獲有BBSRC研究計畫補助者。
- 三、2015年期計畫作業時程：
 - (一)受理申請日期：自2014年9月15日至2014年11月14日17:00止(系統送出為憑)
 - (二)公告補助名單：2015年2月底前
 - (三)雙邊研討會舉辦日期：2015年4月1日至2016年3月31日間
 - (四)IPA計畫執行日期：2015年4月1日起至2017年3月31日止(計2年)

事 國際及兩岸
務 務
處 處



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四、申請方式：我方申請人應自本部網站「學術研發服務網」入」頁內以線上方式提出計畫書，並由其任職機構彙整由系統送出後，備函（發文日應於2014年11月18日前）檢附申請清冊向本部提出申請。

五、合作之英方計畫主持人應依BBSRC規定同時於其之線上系統Je-S提出申請始成案，英方公告網址：

<http://www.bbsrc.ac.uk/funding/internationalfunding/international-funding-index.aspx>。

六、詳細申請方式或所需之英文申請書表格，請至本部科國司相關網頁內下載及參考：

<http://www.most.gov.tw/int/ct.asp?xItem=20331&ctNode=1210>。

正本：國立臺灣大學等 293 個單位

副本：駐英國代表處科技組

部長張善政

撥送程序：

一、文登載校首頁及處網頁，
並以電子郵件檔案系統。

二、文彙送科技學院專知
相關系所。

三、校內申請截止日期為 103/11/4 (=)
請申請人以線上方式提出計畫書。

四、文錄案彙辦。

專任助理 李芬霞

103.11.09
教授兼組長 阮夙姿

教授兼國際事務長 洪政欣

07/11

秘書室 宋守中
專門委員 07/11

教授兼主任秘書 孫同文
7/11

國立暨南國際大學 蘇玉龍
103/7/11

2014 年公開徵求科技部與英國生物技術暨生物科學研究委員會
國際夥伴關係建立暨交流計畫 (MOST--BBSRC International Partnering Awards)

201407/01

一、目的：

科技部與英國生物技術暨生物科學研究委員會 (Biotechnology & Biological Sciences Research Council, BBSRC) 為了促進臺灣與英國在生科領域之合作研究，於 2010 年重新洽簽科學合作協定並自 2013 年起開辦補助「國際夥伴關係建立暨交流計畫(International Partnering Awards, IPA)」。

本項 IPA 方案目的在媒合臺、英兩國學者，特別是年輕研究人員，期透過雙方在生科議題共同研究之交流活動(包括赴彼國利用其大型設備或儀器等設施執行研究)，對個人現階段或兩國該領域之研究有提升或顯著加值之效；同時，藉由本方案開拓其國際合作關係且發展為長期合作夥伴，未來組成合作團隊共同執行大型研究計畫。

二、BBSRC 單位簡介：

英國生物技術暨生物科學研究委員會(BBSRC)為英國 7 個研究委員會之一，經費來自於政府，2012/2013 之年度預算為 467M 英鎊，專責英國生命科學領域(臨床醫學除外)研究的補助，對於提升人類生活品質成效卓著，並且支持農業、食物、化工、健康照護以及製藥等領域的產業研究。BBSRC 補助具有國際競爭性的研究計畫、提供生物科學的訓練、促進知識移轉及創新、以及提升大眾對於重要研究議題的關切。英國的生物科技研究表現能位居全球領先地位，BBSRC 具有其重要功能與角色！

三、申請資格：

1. 我方計畫主持人須符合本部專題研究計畫申請人資格；並鼓勵年輕研究人員提出申請。
2. 英國合作對象應符合其申請規定，須為目前獲有 BBSRC 研究計畫補助者。

四、合作領域：一般之生物科學及生技相關領域(屬 BBSRC 所涵蓋之範圍)均可提出；得包括如：a. Food Security, b. Bioenergy and Industrial Biotechnology 或 c. Basic Bioscience underpinning Health，惟，人體醫學不屬 BBSRC 補助範疇。

五、補助項目及經費分攤：

1. 本項方案屬 2 年期計畫，可提供雙方參與計畫之研究人員、博士後與博士生之人員交流差旅費用，以及參與計畫人員共同舉辦之專題討論或研討會等活動直接產生之費用。但不得包括薪資、耗材、設備採購等研究用花費。
2. 交流互訪費用之編列以雙方一致且對等為原則，由臺英雙方主持人事先議定之。如：一方由派遣國負擔來回機票費，地主國負擔日支費用及會議舉辦費用，則另一方訪問時亦如是，此為最經常之模式。
3. 每項計畫 2 年之經費額度上限英方為 25K 英鎊、我方為新台幣 120 萬。我方計畫主持人於線上填具表格 I002A 時，只編列我方所需負擔費用。

六、作業時程：

1. 受理申請截止日期：2014 年 09 月 15 至 2014 年 11 月 14 日 17:00 止（以申請統送出為憑）。[BBSRC 受理截止時間為當地 2014 年 11 月 13 日下午 4:00，請提醒主持人注意。]
2. 公告補助名單：2015 年 2 月底前。
3. 計畫執行日期：2015 年 4 月 1 日起至 2017 年 03 月 31 日止（計 2 年）
4. 雙方第一次之交流活動應於執行起日之 6 個月內發生，若否，該案以計畫註銷辦理，雙方均不提供經費補助，若已撥款，須全數繳還。

七、申請程序：本項臺英國際夥伴關係建立暨交流計畫案，必須由臺灣及英國各一位主持人針對共同之研究主題，分別向本部及英國 BBSRC 同時提出計畫申請書，申請案始獲成立。其中，

1. 臺方計畫主持人應至本部網站(<http://www.most.gov.tw/>) 首頁「學術研發服務網登入」處，身份選擇「研究人員及學生」，輸入申請人之帳號(ID)及密碼(Password)後進入，在「學術研發服務網」之學術獎補助申辦及查詢內之「國際合作」工作頁下點選「雙邊研究計畫」。進入個人基本資料畫面，確認後即進入本系統之「主畫面」，從主畫面視窗上點選「新增」，即可新增一筆，類別點選【科技部與英國生物技術暨生物科學研究委員會國際夥伴關係建立暨交流計畫】；新增計畫時，請填具各項申請資訊欄位，同時將英文活動規劃書 (Table_K11)、雙方參與人員英文履歷及近五年著作目錄等各項文件以 PDF 檔上傳至系統後送出。
2. 計畫主持人任職機構於系統中彙整後送出，並備文檢附申請清冊（系統產生）到部；機構發文日應在 11 月 18 日前。
3. 國外計畫主持人申請程序請參考英國 BBSRC 相關規定於其系統 (Research Councils Joint Electronic Submission System (JeS): <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>) 在線上提出申請，有關英方公告資訊請參考以下網址：
<http://www.bbsrc.ac.uk/funding/internationalfunding/taiwan.aspx>

八、審查重點：

1. 其探討主題是屬於前瞻、創新(或突破)或國際關心之議題。
2. 雙方研究團隊之訪問與活動時程規劃是否合理?
3. 雙方團隊研究方向或專長之互補或加乘性，以及彼此結為夥伴關係之獨特必要性
4. 對彼此現有研究計畫之加值意義與程度
5. 雙方交流與合作對於國家學術發展及其他應用方面預期之貢獻
6. 雙方未來發展為長期夥伴關係之可能性

九、注意事項：

1. 本項臺英 IPA 計畫需由申請人自行尋求合作對象。另，雙方研究團在提出規劃書前，應經過詳細溝通及討論合作議題及活動內容，雙方申請計畫之名稱應相同，合作內容應經雙方同意。
2. 含以下任一情況的申請案恕不受理--
 - a. 只有單方提出計畫申請書；

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- b. 超過規定之申請截止日；
- c. 申請資料不全。
3. 本方案優先考量新進研究人員提出申請，也鼓勵研究生參與活動，但並不得以人才培育為本計畫提送之唯一目標。
4. 雙方進行之訪問或活動舉辦地點應在英國或台灣，雙方每年應相互至對方機構訪問研究至少一次。
5. 本項計畫鼓勵參與合作之研究人員任職機構對本交流計畫之共同贊助（可為場地或住宿提供等非現金投資），若有科技部及英國生物技術暨生物科學研究委員會以外之經費配合款，得將該單位之同意或補助文件於申請作業時以 PDF 檔上傳提供參考。
6. 本項合作計畫須經本部與 BBSRC 兩方獨立進行學術審查，及兩單位之共同複審會議等兩階段以選定補助之計畫；通過之計畫可不受本部一般專題計畫補助件數之限制。

十、計畫核定後相關作業：

1. 計畫變更：若配合計畫研究實際執行情況，有需要延長計畫執行期限、變更訪問人員或調整下年度訪問規劃時，計畫主持人得經線上作業系統向本會提出計畫變更申請，經本部審查核准後，始得據以執行；惟計畫期限延長以不增加原核定經費為原則並以半年為限，且需要計畫執行迄日前 6 個月由計畫主持人任職機構備函提出相關申請。
2. 報告繳交：獲補助之計畫，應於第一年期執行日期結束後 2 個月內於線上系統繳交期中進度報告，並於整件計畫執行結束後 2 個月內再次於線上系統繳交結案報告。格式得參照本部專題研究計畫成果報告撰寫格式之相關規定及附表一、二、四及六；期中報告內容建議包括：雙方人員是否依原規劃赴對方機構訪問及其訪問重點、該年度交流成果和下年度人員交流之工作重點；結案報告內容建議包括：是否符合/達到原先目標、執行期間雙方所遭遇之困難、全期人員交流活動之簡要敘述及效果，雙方合作交流之重要成果，以及雙方研究工作是否可能繼續發展為共同研究計畫。
3. 經費核撥與結案：經費撥付事宜將於本部核定公文內說明；計畫執行日期截止後 2 個月內，至本部相關作業系統以線上登錄擬結報之費用，並檢附所需原始憑證，由機關備函向本部提出辦理結案。執行機構應將經費支用原始憑證按補助項目分類整理裝訂成冊後，併同 a. 本部核定公文與清單影本、b. 計畫收支明細報告表一份函送本部辦理經費結報。倘有餘款，應予繳還。

十一、業務聯絡人：

| 台方 (MOST) | 英方 (BBSRC) |
|---|---|
| Ms. Cheng-Tung TAO (陶正統副研究員) Program Director Department of International Cooperation and Science Education Ministry of Science and Technology 科技部科教發展及國際合作司 Tel: 886-2-2737-7431 Email: cttao@most.gov.tw Web: http://www.most.gov.tw/int/mp.asp | * 申請資格及行政事務問題 Ms Sania Afzal Assistant International Relations Manager Tel: +44 (0)1793 413364 E-mail: sania.afzal@bbsrc.ac.uk * 學術性問題 Dr. Kate Hamer Senior International Programme Manager Tel: +44 (0)1793 413340 • E-mail: kate.hamer@bbsrc.ac.uk |

2014 BBSRC INTERNATIONAL WORKSHOPS CALL GUIDANCE NOTES

Call Opens: 15th September 2014

Call Closes: 13th November 2014

BBSRC is pleased to invite applications to its annual call for International workshops. Applications are invited from current BBSRC research grant holders and researchers employed at National Institutes of Bioscience who are in receipt of BBSRC research funding. The deadline for receipt of applications is **16:00 Thursday 13th November 2014** for workshops planned during **2015/2016**. Successful awards to be announced in early 2015.

BACKGROUND

BBSRC appreciates that the best research and ideas often come about from collaboration with other individuals, located both in the UK and around the world. Therefore, to facilitate the coming together of experts and those learning from the experts there is the BBSRC International Workshops scheme which has been running successfully since 2005.

In the past the International Workshop scheme has provided around 8 awards each year, typically up to £10k each, for International Workshops aimed at developing relations in topics relevant to current BBSRC strategic priorities.

Previous BBSRC sponsored workshops have created good international synergy; many have led to successful international research projects that have provided considerable added value to UK science. A list of awards funded through previous calls is available at: <http://www.bbsrc.ac.uk/web/FILES/PreviousAwards/international-workshops-awards.pdf>

WORKSHOP OBJECTIVES AND BENEFITS

BBSRC does not issue a prescriptive list of objectives for International Workshops but a successful workshop would usually include:

- A review of the current status of research in a specific area from each country.
- Identification of topics that could benefit from collaboration between the participants.
- Identification of the means for subsequent development of such collaboration.
- An agreed action plan for implementation.
- Feedback to BBSRC in the form of a report.

These International Workshops give rise to a number of benefits for BBSRC sponsored scientists. Firstly, there is a clear gain in exposure to different approaches and ideas, especially when coupled with access to both new expertise and facilities. Workshops tend to be targeted towards new areas and those in which extensive international networks do not already exist. Secondly, these workshops can provide the contacts and links that are essential to the formation of consortia for accessing other funding sources such as the EU Framework Programme. Thirdly, there is return in the form of synergy in the generation of new ideas between the participating countries.



ELIGIBILITY

- Applications **must** be made by the Principal Investigator (PI) of a current BBSRC research grant or the Project Leader on a Programme Grant at a BBSRC institute.
 - Applications from Co-Is may be accepted if there are multiple investigators on, for example, a very large grant spread across several institutions.
- The associated BBSRC grant **must** have started before the application deadline and **must not** have expired before date of the workshop.
- We encourage joint applications by consortia of UK partners; however one applicant **must** take the lead in the application and submit the proposal using JeS.
 - Within the consortia, not all UK Partners are required to be in receipt of BBSRC funding and we welcome applications with industrial partners. We do however expect the majority of UK partners to be BBSRC funded.

WORKSHOP FORMAT

Workshops can be held in the UK or abroad. The call 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, Taiwan, South Korea, India, Australia and New Zealand.**

Experience has shown that there is no set formula for a successful workshop and that there is a need to be flexible according to the needs of the subject area. Best practice from previous workshops suggests the following factors:

- Designated leads for different areas, with an overall leader nominated by each side.
- A common sense of purpose communicated in advance to all participants.
- An informal atmosphere, encouraging a full and frank exchange of ideas.
- Opportunities for additional meetings between small numbers of participants (5-10 on each side).
- Agreed outcomes.
- Designated responsibilities for producing a workshop report and other follow up actions.

The format usually includes a mixture of seminar-style presentations followed by smaller group discussions and feedback sessions to the whole workshop. Workshops are often held within institutes or universities and there may be value in persuading the visiting side to give presentations to larger groups working in the field that are not actually attending the workshop.

Finally, the wrap-up session is an important element of the workshop, which can be overlooked in the enthusiasm of information exchange. The workshop is about the future and it is essential that enough time is left to prepare an action plan for the way forward. Please indicate in your 'case for support' if you would find it helpful for BBSRC to be represented at the workshop.

APPLICATION PROCESS AND ASSESSMENT CRITERIA

Timetable

| | |
|---------------------------------|---|
| Call opens | 15 th September 2014 |
| Closing date for proposals | 13 th November 2014 |
| Assessment of proposals | January 2015 |
| Grant awarded and project start | Awarded early 2015, to start after 1 st April 2015 |

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All applications must be made through the Research Councils Joint Electronic Submission System (JeS). In addition to the JeS proforma, the application should also include the following attachments:

Case for Support

The case for support should be a pdf file of **no longer** than three sides (not including appendix) of single spaced 11pt Arial text. It **must** contain the following sections:

- The main scientific objectives.
- Summary of previous contacts or links with proposed partners.
- Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
- Proposed Participants. As an appendix, applicants should include in their case for support (where possible) a list of all proposed participants, including their country and institution.

Additional Documents

CVs and publication lists are not required; however applicants may wish to include any particularly pertinent recent publications. A letter of support (maximum 1 side of A4) from, for example, the proposed collaborators and a short proposal covering letter may also be included but are not mandatory.

Detailed guidance on how to complete the JeS application process can be found in **Annex 1**.

Assessment Criteria

Applications are assessed internally by BBSRC. This light-touch internal assessment allows International Workshop applications to be processed swiftly and can be applied as they are based on an existing BBSRC grant, which has already undergone robust peer review. Proposals are assessed against the following criteria:

- The value added to BBSRC science from the workshop.
- Alignment of the workshop to current BBSRC strategic priorities.
- The expected output of the workshop.
- The level of contribution made towards the workshop from other sources.

The success of each workshop 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 Workshop 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.

GRANT MAINTENANCE

Initiation

Please endeavor to put a realistic start date on your International Workshop application. In accordance with GC4 of the grant terms and conditions, awards must start within 6 months of the start date stated in the offer acceptance letter. If the award is not started within 6



months, the offer of funding may lapse. Extensions to the start date of awards must be requested (via the JeS 'Grant maintenance Facility') before the 6 month deadline has passed.

Final expenditure

Expenditure should be in accordance with the Institutions regulations and detailed in the appropriate section of the Final Report form and signed off by the Finance Office. The balance of funding due, normally 10% of the cash limit awarded will be paid on receipt of the Final Report and the reconciliation of actual expenditure. Any funds that remain unspent once the Workshop has finished may be reclaimed by BBSRC. Expenditure cannot be charged to the award after the end date has passed, in accordance with GC3 of the grant terms and conditions. Award holders who intend to use funds after the end date of the Workshop must request an extension (via the JeS 'Grant Maintenance Facility') **before** the end date has passed, in accordance with GC7 of the grant terms and conditions.

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.

REPORTING

BBSRC does not expect Grant Holders to enter outcomes against grants into the Research Outcomes System (ROS) during the data freeze period commencing 30th April 2014. BBSRC will inform Research Organisations and Principal Investigators once the new system is in place, and will subsequently require that grant outcomes are updated to comply with requirements within three months of this date. For further information and updates please see: <http://www.rcuk.ac.uk/research/researchoutcomes/>.

CONTACT

If you have any questions about the International Workshop scheme please contact:
For eligibility and administrative queries:


Ms Sania Afzal
Assistant International Relations Manager
BBSRC
Email: Sania.afzal@bbsrc.ac.uk
Tel; +44 (0) 1793 413364

For Scientific queries:

Dr Kate Hamer
Senior International Programme Manager
BBSRC
Email: kate.hamer@bbsrc.ac.uk
Tel: +44 (0) 1793 413340

ANNEX 1: Guidance for JeS application process

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ANNEX 1: 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 Workshops from the dropdown menu.
4. Ignore the **Select Call/Type/Mode** option and 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.

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:** Please ignore this field as it is not required for this scheme.
6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be within the next financial year. Select duration in **months**. Note that the minimum duration that will be accepted by JeS is one month, therefore input '1' even if the workshop lasts for only a few days.

Applicants

1. Select Principal Applicant

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2. Select **Add New Principal Applicant Item**
3. **Name:** Select the Principal 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 workshop. 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 Principal Applicants. All Co-Applicants **must** be registered with JeS.

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.

Workshop Host Country

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

Project Partners

1. Select **Add New Project Partners Item**
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 project partners.

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Objectives

Use the text box to provide a succinct overview of the proposed International Workshop objectives (1000 character limit. Applicants should list the main objectives (in bullet point form) of the proposed International Workshop. 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 e.g. venue hire for workshop in Beijing.
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.

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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:
 - The main scientific objectives.
 - Summary of previous contacts or links with proposed partners.
 - Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
 - Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
 - Proposed Participants. As an appendix, applicants should include in their case for support (where possible) a list of all proposed participants, including their country and institution.

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 file of **no longer** than three sides (not including appendix) 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, select Submit Document from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver pool.

If the validation is successful select [**Submit Document**] to transfer the application into the approver pool. Once a proposal has been submitted, the application process is complete and the proposal can no longer be edited.

Contact

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

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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
- 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

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**2014 BBSRC TAIWAN PARTNERING AWARDS
CALL GUIDANCE NOTES**

Call Opens: 15th September 2014
Call Closes: 13th November 2014

BBSRC is pleased to invite applications to its annual call for Taiwan-UK International Partnering Awards, aimed at fostering links between researchers in the UK and Taiwan. This is a joint call run with the Ministry of Science and Technology, Taiwan (MOST). Applications are invited from current BBSRC research grant holders and researchers employed at National Institutes of Bioscience, who are in receipt of BBSRC research funding. The deadline for applications through JeS is **16:00 Thursday 13th November 2014**. Successful awards will be announced in early 2015 and should expect to start after 1st April 2015.

BACKGROUND

BBSRC's International Relations Unit (IRU) seeks to enhance BBSRC's influence and involvement at the forefront of international science, to exploit international funding opportunities in the interests of BBSRC's scientific community and to capitalise on international links, both at policy and scientific levels. It achieves this through a number of mechanisms.

Partnerships with Taiwan are producing benefits to the UK and the BBSRC community. It is therefore important that BBSRC continues to try to ensure that strong linkages are developed and sustained in the biosciences.

In 2012, BBSRC launched its first joint call with Taiwan National Science Council (NSC) for Taiwan-UK Partnering awards (TWUKPA). NSC has now reorganised into the Ministry of Science and Technology (MOST). Funding of up to £25,000 for UK researchers and the equivalent for Taiwanese researchers will be provided over a two year period to support the development of fruitful collaborations between leading UK laboratories and their Taiwan partners.

PURPOSE

The overarching aim of the Taiwan Partnering Award scheme is to provide resources to leading BBSRC supported research groups which allow them to forge long-term relationships with Taiwan scientists in areas of research that are of direct relevance to BBSRC's current scientific strategy. It is hoped that the long-term partnerships established through partnering awards will lead to the development of new collaborative research programmes.

The purpose of the Taiwan Partnering Award is to provide pump-priming funds for building new links with Taiwan scientists which will add value to existing BBSRC funded research grants. Specific objectives that underpin the Taiwan Partnering Award scheme are:

- To establish partnerships between UK and Taiwan research laboratories.
- To promote the exchange of scientists, particularly early career scientists.
- To promote access to facilities.
- To enhance food security; bioenergy and industrial biotechnology and basic bioscience underpinning health research in the UK and Taiwan.



SCOPE

Under this scheme, BBSRC supports the UK researchers within a partnership, while MOST supports the Taiwan researchers. Awards will be made to the UK applicants by BBSRC of up to £25,000 over two years. Awards for Taiwan researchers will be up to NTD 1,200,000 from MOST over two years. Awards can be used to fund the following collaborative activities in emerging areas of science relevant to BBSRC's strategic priorities:

- Travel for one or more investigators in either direction
- Visits/access to facilities
- Scoping studies
- Workshops and networking
- Researcher exchanges
- Other collaborative activities

Collaborative activities are not limited to the PI and we encourage the involvement of early career researchers. Partnering award funds can also be used to support student exchanges however applications will not be accepted where this is the primary aim of the project.

Funds must be used in the principle of equivalence, for example: UK funds will be used for the travel costs to Taiwan and the hosting of Taiwan visitors to the UK (including UK conference, hotel and other costs). Taiwan funds will be used for the travel costs of Taiwan researchers to visit the UK and the hosting of UK researchers in Taiwan.

It is acceptable for the proposed partnering award to outlast the associated research grant however applications may be uncompetitive if there is little overlap between the research grant and partnering award.

Partnering awards are not a vehicle for supporting single research projects and these awards cannot be used to fund:

- Salary costs
- Consumables
- Items of equipment
- Other research costs
- Conference attendance*

*For convenience and cost efficiency BBSRC do allow award holders to arrange collaborative meetings alongside conferences at which their partners are already present.

Please note that the funding should be seen as a pump-priming award and that research groups will be expected to access other sources of funding. This could include a monetary contribution from the applicant's institution or department or an in kind contribution such as venue hire or accommodation costs.

APPLICATION PROCESS AND ASSESSMENT CRITERIA

Timetable

| | |
|---------------------------------|---|
| Call opens | 15 th September 2014 |
| Closing date for proposals | 13 th November 2014 |
| Assessment of proposals | January-February 2015 |
| Grant awarded and project start | Awarded early 2015, to start after 1 st April 2015 |

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The UK and Taiwan partners are required to submit separate applications. Within each proposed collaboration, the UK partners must submit an application to BBSRC, while the Taiwan partners must also submit an application to MOST. Applications which are submitted only to BBSRC or MOST will not be accepted.

Taiwan applicants should consult MOST for up to date details of their application procedure.

For all UK applicants, applications must be made through the Research Councils Joint Electronic Submission System (JeS). In addition to the JeS proforma, the application should also include the following attachments:

Case for Support

The case for support should be a maximum of 3 sides of A4 written in single spaced Arial, Helvetica or Verdana typeface font size 11 and margins must not be less than 2cm. It **must** contain the following sections:

- The main scientific objectives.
- Summary of previous contact or links with proposed partners.
- Details of the work to be carried out.
- Statement of added value: Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

Applications must demonstrate how this award will add value to BBSRC science (in particular their associated BBSRC research grant) and facilitate longer-term collaborations between UK and Taiwan.

Work plan

A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried. Maximum 1 side of A4.

Additional Documents

CVs and publication lists are not required; however applicants may wish to include any particularly pertinent recent publications. A letter of support (maximum 1 side of A4) from, for example, the proposed collaborators and a short proposal covering letter may also be included but are not mandatory.

Costs

Applications should be made at **current costs** in accordance with subsistence and travel regulations at the applicant's Institution. For each main activity, indicative costs should be shown. BBSRC may index approved costs so awards made will include an allowance for inflation. Any award made will be cash limited, and whilst funds should be used for the activities requested, the use of funds to allow activities that were not originally envisaged will be allowed as long as they are in pursuance of the overall objectives of the TWUKPA and within the guidelines. No indirectly incurred costs can be applied for under the TWUKPA 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.

Submission of UK Applications

Detailed guidance on how to complete the JeS application process can be found in **Annex 1**. Applicants should refer to proposal checklist in **Annex 2** before submitting their application through JeS. The deadline for submission of applications through the JeS system is **16:00 Thursday 13th November 2014**.



Assessment Criteria

UK applications are assessed internally by BBSRC and Taiwan applications by MOST. Internal assessment of these proposals allows partnering award applications to be processed swiftly and in proportion to the size of the awards. An internal review process can be applied as the applications are based on awarded BBSRC grants which have undergone robust peer review. Proposals will be assessed against the following criteria:

- The value added to BBSRC science through the partnership by enhancing priority areas
- The benefits and future joint research likely to accrue from the collaboration
- The uniqueness of the opportunity and expertise of the Taiwan partners
- The opportunities for exchange of scientists, particularly early career scientists
- Whether the collaboration is a new linkage or an on-going partnership (if collaboration is on-going, what new aspects are brought to the partnership)
- The level of the contribution made by the UK Institution towards the development of the award
- Alignment of the award to current BBSRC strategic priorities

Applicants should refer to BBSRC's Strategic Plan and International Strategy for further information on BBSRC's strategic priorities.

Taiwan applications made to MOST will be assessed to similar criteria. BBSRC and MOST will jointly agree on selected projects for award from these assessments.

ELIGIBILITY

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

- As a Principal Investigator on an active BBSRC responsive mode grant.
- As a Principal Investigator on an active BBSRC initiative grant, provided that they are currently eligible to apply for responsive mode grants.
- As a Project leader at one of the National Institutes of Bioscience (Rothamsted Research, The John Innes Centre, The Institute of Food Research, The Genome Analysis Centre, The Pirbright Institute, The Babraham Institute, The Roslin Institute and the Institute of Biological, Environmental and Rural Sciences).
- 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 (Strategic Lola or equivalent) 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 application deadline and must not have expired before the start of the award.
- We encourage joint applications by consortia of UK partners, which could include industrial and non-BBSRC funded partners; however a BBSRC funded applicant must lead the consortia and submit the proposal using JeS.
- The presence of a BBSRC studentship award or BBSRC funding within an academic department does not confer eligibility for these awards.

Full details of eligibility criteria for BBSRC funding can be found on the BBSRC website <http://www.bbsrc.ac.uk/funding/apply/eligibility-overview.aspx> and in section 3 of the Guide[†] to BBSRC Research grants: <http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>

Taiwan applicants should consult MOST for details of their eligibility criteria.

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GRANT MAINTENANCE

All grant maintenance requests (e.g.: grant extension request, extension to start date, transfer of organisation) should be made via JeS. Further information can be found at <https://je-s.rcuk.ac.uk/Handbook/Index.htm>

Initiation

In accordance with GC4 of the grant terms and conditions, awards must start within 6 months of the start date stated in the offer acceptance letter. If the award has not started within 6 months, the offer of funding may lapse. Extensions to the start date of awards must be requested before the 6 month deadline has passed.

Transfer

Should the award holder transfer to another eligible Institution the transfer of their TWUKPA will be subject to BBSRC and host institute approval, along with other BBSRC funding.

Extensions

While an award is active, if a consortium requires an extension of the term of the project period, the UK Principal Investigator may apply to request an extension. The Taiwan PI can apply to MOST. No extra funding can be granted and no extensions beyond six months can be considered. Such requests must be made a minimum of six months prior to the end date of the award (to meet MOST requirements for extensions).

Termination

If a TWUKPA is terminated early, BBSRC will only be responsible for funds already spent and will not be liable for the remaining instalments of the award.

Final Expenditure

Expenditure should be in accordance with the Institution's regulations and detailed in the appropriate section of the Final Report form and signed off by the Finance Office. The balance of funding due, normally 10% of the cash limit awarded, will be paid on receipt of the Final Expenditure Statement and the reconciliation of actual expenditure.

Data protection regulations

BBSRC will use information provided in the application for processing the proposal, the award of any consequential grant, and for 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' websites and other publically available databases, and in reports documents and mailing lists.

REPORTING REQUIREMENTS

BBSRC does not expect Grant Holders to enter outcomes against grants into the Research Outcomes System (ROS) during the data freeze period commencing 30th April 2014. BBSRC will inform Research Organisations and Principal Investigators once the new system is in place, and will subsequently require that grant outcomes are updated to comply with requirements within three months of this date. For further information and updates please see: <http://www.rcuk.ac.uk/research/researchoutcomes/>.

Taiwan applicants should consult MOST for details of their reporting requirements.



CONTACTS

Eligibility and administrative queries about this scheme should be addressed to:

Ms Sania Afzal
Assistant International Relations Manager
BBSRC
Email: sania.afzal@bbsrc.ac.uk
Tel: +44 (0)1793 413364

Scientific queries about this scheme should be addressed to:

Dr Kate Hamer
Senior International Programme Manager
BBSRC
Email: kate.hamer@bbsrc.ac.uk
Tel: +44 (0)1793 413340

If your Taiwan partners have any questions for MOST regarding their eligibility or the application process, they may contact:

Cheng-Tung-Tao
Programme Director
MOST
cttao@most.gov.tw
Tel: +886 2 2737 7431

ANNEX 1: Guidance for JeS application process

ANNEX 2: Partnering Award Application Checklist

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ANNEX 1: 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 Partnering Awards from the dropdown menu.
4. **Select Call/Type/Mode:** Select the current year's call 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). You **must** start the title with the country that you are proposing your partnership with (Taiwan).
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 within the next financial year. Select a duration in **months**. Note that this **must** be between 12 and 48 months.

Applicants

1. Select Principal Applicant
2. Select **Add New Principal Applicant Item**
3. **Name:** Select the Principal 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 PA. 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 Principal Applicants. All Co-Applicants **must** be registered with JeS.

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.

Project Partners

1. Select **Add New Project Partners Item**
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 project partners.

Objectives

Use the text box to provide a succinct overview of the proposed PA objectives (1000 character limit). Applicants should list the main objectives of the proposed PA. 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 e.g. venue hire for workshop in Beijing.
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.

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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:
 - The main scientific objectives.
 - Summary of previous contacts or links with proposed partners.
 - Details of the work to be carried out
 - 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 file of **no longer** than three sides of single spaced 11pt Arial text.

7. In addition to the case for support applicants must attach a Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried. Maximum 1 side of A4.
8. 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.**

Contact

Note that BBSRC staff cannot access on-going 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

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ANNEX 2: Application Checklist

- ✓ The project title starts with 'Taiwan Partnering Award:'
- ✓ The 'Related Grants' section in JeS form has been completed with the BBSRC grant/s with which this proposal is associated- If grant/s not available in this section complete requested information at the start of the 'case for support'.
- ✓ A 3 page case for support has been uploaded as an attachment in JeS. Letters of Support and Proposal Covering Letter are optional.
- ✓ A Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried (maximum 1 side of A4) has been uploaded as an attachment in JeS.
- ✓ Taiwanese Partners have submitted a corresponding application to MOST.
- ✓ UK Partners have submitted a corresponding application to BBSRC.