HIGH VALUE BIORENEWABLES NETWORK

OPERATIONAL GUIDELINES FOR TRAINING FUNDS (BURSARIES)

Introduction

HVB has a training fund of £50,000 to be spent over the lifetime of the network.

Network members, eligible to receive BBSRC funding, may request funds from the training budget by applying for a training bursary which will provide up to £1,000 towards the cost of a training activity.

Applications are particularly encouraged for early stage researchers to focus on career development to strengthen and consolidate future capability to respond to challenges within the area of industrial biotechnology.

In addition, the training fund may be used by the HVB Executive Group (EG) to commission customised training where a need is identified for training and is requested by the membership. We welcome any suggestions for training courses and encourage network members to contact us. Any sponsored or commissioned training will be available to all members and a separate call for applicants will be published.

Funding eligibility

Applicants:

Funding is available for current HVB members who are eligible to receive BBSRC funding (https://bbsrc.ukri.org/documents/grants-guide/- section 3 of this document); applications may be made on behalf of other researchers (for example, a group leader may apply for funding for a post-doctoral worker in their group). If the application is on behalf of another researcher, please ensure that they are also HVB members before submitting the application.

Applicants may only apply for two awards during the lifetime of the network.

Activities funding will/will not support:

Funds will support training activities to enable researchers to undertake laboratory visits and relevant short courses within the scope of the HVB network. Examples include training course fees and/or accommodation, travel, visits to other laboratories in the UK for training purposes etc. These funds may also be used with other sources of funding that the applicant has secured for training purposes.

Training funds will not be available for mandatory training and PhD students are ineligible for these awards if a training fund is covered within their PhD stipend and they have remaining funds to pay for training.

Funds **may not** be used for conferences or to pay for staff time to attend training.

Application process

To apply for funds, please complete the online application form and upload a one page CV (as a PDF file) of the person seeking training. The application form aims to capture a basic description of the training sought, benefits of training and costs. You will also be asked to confirm that there is no other source to fund the training.

Submission of applications and further information

Applications should be submitted by filling the online application form. This is an open-ended call and applications will be reviewed by the HVB EG once every month and the applicants will be informed of the outcome within a month.

HVB network coordinator Dr Anuja Dave (anuja.dave@york.ac.uk) is the main point of contact for this fund for any enquiries or discussions regarding training.

It is expected that the training will be completed within one year of the award of the training funds.

Evaluation process

Applications will be checked by the network staff to ensure it meets the criteria and has the required information. If there are any problems, further information will be requested from the applicant.

All applications for training funds are reviewed by the HVB EG. The HVB Leadership Team will receive a summary of all training funds awarded at its next meeting and details of awards may be published on the HVB website.

In the case of conflict of interest, the EG will engage a representative from the management board to evaluate the application. In this case applications may take longer to review; however, applicants will be kept informed of the review timescale.

Reporting and Payment of awards

On completion of their training, recipients of awards are required to provide a simple report of the benefits to their career development. The report, together with a detailed invoice should be sent to the network once the training is complete. Payment will be to the applicant's institute, and will be for actual expenditure up to the value of £1,000 (100% costs are awarded of actual costs including VAT). Costs above this limit will be met by the applicant's institute.

Data protection regulations

Copies of applications will be made available to the HVB EG (and members of the management board if required) who will use information provided for reviewing the proposal and post-award administration. HVB network may choose to publish details of awards and information of training provided.

All funding comes from BBSRC, so to meet the Research Councils' obligations for public accountability and the dissemination of information, non-confidential details of awards may also be made available on the Research Councils' websites and other publicly available databases, and in reports, documents and mailing lists.

BBSRC will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of BBSRC NIBB, study of trends and policy and strategy studies.

Conflict of interest guidance

In cases of conflict of interest, there are specific alternatives to the stated guidance – these are referred to throughout the document.

Examples of a conflict of interest include:

- Employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicants(s)
- Working closely with the applicant(s), for example as a co-author or PhD Supervisor, or has worked closely in the last 4 years
- Holding a current position on the governing body of or an honorary position within the institution(s) of the applicant(s)
- In receipt of personal remuneration in excess of £5,000 per annum from the applicant's organisation
- Personal/family relationship with the applicant(s)