

TRAINING & MOBILITY FUNDS OPERATIONAL GUIDELINES

HVB's Training & Mobility Fund offers eligible Network members the opportunity to apply for an award of £1,000 towards the cost of a training activity or to enable staff visits to other organisations for knowledge exchange activities.

Applicants – funding eligibility:

Funding of up to £1000 is available for current HVB members who are eligible to receive BBSRC funding (<https://bbsrc.ukri.org/documents/grants-guide/-> section 3) for training and mobility activities.

Applications may be made on behalf of other researchers or members of the applicants' team from the same institution, including postdoctoral fellows, PhD students, technicians, and professional staff. If the application is on behalf of another individual, that person must also be an HVB member prior to application.

Applications are particularly encouraged for activities that support career development to strengthen and consolidate future capability to respond to challenges in industrial biotechnology. Applicants may only apply for two awards during the lifetime of the network.

Activities funding will/will not support:

Applications for funding up to £1000 (including VAT) are invited to pay for training courses or knowledge exchange activities including visits to other laboratories or organisations. Such activities must be related to the scope of the HVB network and should be completed within one year of the award.

Examples of allowable costs include training course fees, accommodation, travel, bench or equipment access fees. Funds may also be used in consolidation with other sources of funding that the applicant has secured for training purposes.

Training funds are not available for mandatory training. PhD students are ineligible for these awards if a training budget is available as part of their PhD stipend and they have remaining funds. Funds may not be used for conferences or to pay for staff time to attend training.

Application and evaluation process

Applicants should complete the short form ensuring it is no more than two sides of A4 using a size 11 font. Applications can be submitted at any time to hvb-network@york.ac.uk.

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

The application will be reviewed at the next meeting of the Executive Group and the outcome will be communicated via email within a month of the meeting. In cases where applications take longer to review, applicants will be kept informed of the review timescale.

Applicants from the University of York should discuss the review process with the HVB team before submitting an application as the review process will be modified to avoid conflict of interest.

Reporting and payment of awards

On completion of their training, award recipients must complete a short report form detailing the activities undertaken and the benefits received.

The report and a detailed invoice should be sent to the network in one email to hvb-network@york.ac.uk. 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). Any costs above this limit must 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 to review 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 their 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.