# BBSRC IAA - The Commercial Principle Push Fund Application Form

The Commercial Principle Push Fund allows researchers to carry out early-stage commercialisation activities essential to realising the commercial potential of biotechnology and biological science-related research. Industrial partners are not a requirement, but external validation will be sought. (Max. award £10K)

**Applications based on multi-/-interdisciplinary research are eligible and encouraged**

**An Invention Disclosure Form (IDF) must be submitted to Commercial Development prior to the submission of this application. Please visit:**

<http://www.qub.ac.uk/Business/Commercialisation/IP-and-innovation/Got-an-idea/>**.**

Please ensure you read and refer to the Queen’s University BBSRC IAA Guidelines when completing this application. (<https://www.qub.ac.uk/Research/Our-impact/impact-acceleration-accounts/FileStore/FINAL%20BBSRC%20IAA%20Application%20Guidance%202024.pdf> )

If you would like to discuss your application before submission, please contact iaa@qub.ac.uk and include ' BBSRC IAA' in the subject line.

## Section 1: Principal Investigator details

1. Name and Title
2. Staff Number
3. Current position
4. Is the Principal Investigator an Early Career Researcher? Yes or No
5. University Department Name
6. Work Address
7. Work Email

## Section 2: Named Researcher/Co-I Details (if applicable)

Early Career Researchers/PDRAs are encouraged. If this is not applicable, please proceed to Section 4

1. Name and title
2. Current position
3. University Department Name
4. Work Email

## Section 3: PI/Co-I Involvement

1. Please indicate who will be carrying out the main activities detailed in this proposal.

(This question acknowledges that while, for the purposes of administering the award there must be a permanent member of staff named as Principal Investigator on the application, the PDRA may be the one carrying out the main activities and we are keen that their involvement is recognised)

PI or Named Researcher/Co-I

## Section 4: Partner Involvement

1. Would there be an external partner involved in the project?

Yes (please complete this section)

No (please go to the next section)

1. Name and Address of External Partner (including department if relevant)
2. Main Activity of External Partner
3. Turnover (if known)
4. Number of employees (if known)
5. Contact at the external partner (Please include name and work email)
6. Does the Principal Investigator or any named University employee have an equity stake in the external partner organisation? (A Queen’s researcher can still apply for a BBSRC IAA award even if they have an equity state) Yes or No
7. If the external partner is prepared to match fund or make a contribution in cash (e.g. towards travel, accommodation, subsistence etc) or in-kind towards the project, please give details and approx. value

## Section 5: Research-related activity that requires BBSRC IAA funding to develop

Primary research will not be funded. Please refer to guidance document for more information (<https://www.qub.ac.uk/Research/Our-impact/impact-acceleration-accounts/FileStore/FINAL%20BBSRC%20IAA%20Application%20Guidance%202024.pdf> )

1. Briefly outline your previous/current biotechnology and biological science-based research that this application for IAA funding is based on. Please include relevant references to previous BBSRC or other awards where appropriate (Max. 300 words)
2. Briefly outline any Equality, Diversity and Inclusion (EDI) principles that were considered in the project design/development (Max. 100 words)

Rather than just re-iterating Institutional level EDI (gender, race and disability) policies, when completing this question please reflect on all aspects of EDI and how they are acknowledged and adequately addressed within your working environment and project plans (see guidance notes)

1. Project Title
2. What are the Aims and Objectives of the activity you are seeking funding for? (Max 200 words)
3. Describe the programme of work needed to achieve these Objectives (Max 500 words)
4. Project Workplan

Please upload a work plan, or a Gantt chart of the proposed Activity you are seeking funding for (max 1page)

## Section 6: Impact

1. Please outline the expected impact of the funding, identify the beneficiaries of the work and why this award will accelerate Impact? Consider this in terms of i) time taken or what can be achieved; ii) the specific steps that you will take to achieve this impact (provide an Impact Plan). (Max. 500 words)
2. Please describe how you plan to measure impact (Max. 100 words)
3. What do you see as the longer-term potential this project will unlock or enable? (i.e. what is the sustainability of the impact? Please consider approximately a 5-year timeline; consider future applications/development of collaborative relationship/further collaborative work with external partner etc.) (max 200 words)
4. Please detail how you have considered the principles of [Responsible Innovation](https://www.ukri.org/about-us/policies-standards-and-data/good-research-resource-hub/responsible-innovation/), namely the greater social impact of your proposed initiative, i.e. in your project design/development (see guidance notes)

## Section 7: Detail of Costs

All BBSRC IAA applications should be registered on the Research Application System (RAS). Applicants should work with the relevant Faculty Finance Office to calculate project budgets. **Please be in contact with your Faculty Finance Office in advance of the call deadline.**

1. List RAS#
2. Proposed Start Date

The start date MAY be subject to contract depending on the nature of the contributions received from any partner attached to the project

1. Proposed End Date
2. Total duration of the project
3. Approx. PI time to be allocated to project
4. Funding requested (Please do not include any overhead figures)

Please provide a breakdown of the budget and include cost and information on the following:

* Salary (and associated superannuation and NI contributions)
* Travel and subsistence
* Consumables
* Other (please specify)

1. Total cost
2. Total funding requested from BBSRC IAA in £GBP
3. Please provide details and estimated value of any contributions (cash and/or in-kind) from alternative internal or external sources (if any)
4. Justification of resources. Please provide a full justification of the resources requested.

## Section 8: Authorisation and Additional Information

1. Please confirm the following

* I accept and agree to the terms and conditions detailed in the BBSRC IAA Guidelines (<https://www.qub.ac.uk/Research/Our-impact/impact-acceleration-accounts/FileStore/FINAL%20BBSRC%20IAA%20Application%20Guidance%202024.pdf> )
* I have approval from the Head of School or School Director of Research to proceed with this application
* Any external partner mentioned is aware of the application

1. Please attach email communication confirming support for the application from any external partner(s)
2. Please feel free to upload any further information to support your application, such as details of, and references to, any partner organisations and further letters of support, further details on your proposal, and any ethical approval which may be required for your proposal

## Section 9: Related Invention Disclosure

**An Invention Disclosure Form (IDF) must be submitted to Commercial Development prior to the submission of this application.** For more information and to access the form please visit https://www.qub.ac.uk/Business/Commercialisation/IP-and-innovation/Got-an-idea/ or please contact Maria Colligan (m.colligan@qub.ac.uk) in the Commercial Development Team.

1. Have you already submitted an Invention Disclosure Form (i.e. is your application based on an existing invention already disclosed to the University?) *Yes or No*
2. If you answered 'yes' to Q44, please provide relevant IDF number. If you do not know the number, please contact Maria Colligan (m.colligan@qub.ac.uk) in the Commercial Development Team.
3. If you answered 'no' to Q44, please complete an Invention Disclosure Form. This form is available at Invention Disclosure Form (IDF) <http://www.qub.ac.uk/Business/Commercialisation/IP-and-innovation/Got-an-idea/>

For support on completing the IDF please contact Maria Colligan (m.colligan@qub.ac.uk) in the Commercial Development Team.