# BBSRC IAA - Visiting Fellowship Fund (Outgoing/Incoming)

The Visiting Fellowship Fund will fund researcher mobility and flexible people exchanges between organisations and the University, and is a keyway of exchanging skills and knowledge and developing longer-term relationships. This Fund will support increased engagement with external partners at a strategic level through establishing/developing relationships that have potential to lead to enduring collaborations and impact. These Fellowship awards should enable the validation of research outcomes, knowledge exchange and technology transfer, information gathering and ideation, in the real world. (Max 2 weeks, max award £5k)

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

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](mailto:iaa@qub.ac.uk) and include ' BBSRC IAA' in the subject line

It is important that you consider whether your research has any potential for commercialisation before engaging with external partners. If you are unsure, please contact Maria Colligan ([m.colligan@qub.ac.uk](mailto:m.colligan@qub.ac.uk)) in the Commercial Development Team.

## 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 the next section

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. Please confirm that there is an external partner involved in this project
2. Name and Address of External Partner (including department if relevant)
3. Main Activity of External Partner
4. Turnover (if known)
5. Number of employees (if known)
6. Contact at the external partner (Please include name and work email)
7. 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
8. 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, impact activities drawing on previous research will 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 awards where appropriate (Max. 300 words)
2. Please indicate whether you are applying for an Incoming or Outgoing Visiting Fellowship

Incoming (Visiting Fellow coming into Queen's) OR

Outgoing (Visiting Fellow going to external partner)

1. 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

It is important that you consider whether your research has any potential for commercialisation before engaging with external partners. If you are unsure, please contact Maria Colligan ([m.colligan@qub.ac.uk](mailto:m.colligan@qub.ac.uk)) in the Commercial Development Team.

1. If there is potential for commercialisation, 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 Q45, please provide relevant IDF number. If you do not know the number, please contact Maria Colligan ([m.colligan@qub.ac.uk](mailto:m.colligan@qub.ac.uk)) in the Commercial Development Team.
3. If you answered 'no' to Q46, where appropriate, please complete an Invention Disclosure Form and submit prior to the submission of the application. 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](mailto:m.colligan@qub.ac.uk)) in the Commercial Development Team.