1.   What activities will the funding support?

ECRs can claim a part-time salary for the project's duration (maximum time 6 months) to reflect their time contribution at 100% FEC.

FMA Impact Report funding can be used to support academic time working on the project. These costs are limited to an honorarium of £1000.

An economist is expected to be engaged in the working group to assist with cost exercises. Time contributions from economists should be factored into the application.

Additional costs, including reasonable travel and subsistence expenses, should be included to facilitate face-to-face meetings to work on the document. Please note that estate costs are not supported.

The report's focus must be relevant to the focus of INFORM Hub.

2.   Costs not supported by funding:

The following costs are not eligible for funding:

- indirect or estate costs at the research organisation
- any costs relating to intellectual property protection, including but not limited to registering, maintaining, or supporting patents or property rights
- equipment with a value of £10,000 or more
- Undergraduate or Postgraduate activities, training, or core PhD training, including tuition or bench fees.

3.   What is the application process?

The applicant should complete an online application form on the INFORM Hub website.

Briefly, the application form asks for the following details:
1. Applicant details
2. Working Group member details
3. Report Title
4. Project Financial details (including completion of financial overview template)
5. A letter of support from the applicant's university
6. A letter of support from the collaborating partners

Applications will be checked for completeness and acknowledged within 10 working days.

4. **What is the review process?**

A Panel of four INFORM Hub Steering Committee (SC) members will review and evaluate each application. Panels will comprise one INFORM Hub Management team member, one from Industry and two from Academia.

Panel Evaluation Reports will be reviewed by the Hub Management Committee, which will make the final proposal recommendations to BBSRC for funding approval.

Criteria for assessment will include:

- Eligibility
- Relevance of application to the remit of the INFORM Hub
- Status of candidates
- Quality of project
- Potential outcomes (benefit to ECR, long-term collaboration, policy changes)
-

*Note the application review process can take 8-12 weeks. Please consider this with the potential project start date on your application

5. **How and when will the award be paid?**

The successful applicant will **join the INFORM Hub** (apply for Hub Membership).   They will agree on a start date and need a signed agreement before the Project commences.

The University of Reading Contract teams will draft and issue a formal offer letter (including award 'Terms and Conditions and Financial Arrangements') to the successful applicant. Applicants must sign and return the formal offer letter to the INFORM Hub Manager before the placement commences.

The Award Holder shall invoice the University of Reading (UoR) quarterly in arrears based on actual expenditure against specified budget headings. UoR shall pay the awardee within thirty (30) days of a valid invoice, subject always to receipt of funds and subject to the satisfactory completion by the awardee of any due diligence checks as may be reasonably required by the Awarding Institution or BBSRC.

The final invoice should be sent to Reading within one (1) month of the end of the Placement with the addition of a cost statement (a template will be provided). The cost statement should include the breakdown of the indexed fEC figures and the actual sums claimed.

The awardee should submit a final expenditure claim within **one month of the project ending** as part of the final Impact Report completion document.

6.   What reporting will be required?

The awardee should submit an Impact Report Completion document (authorised for use in the public domain), including a final expenditure statement (authorised by the academic organisation), within **one month of the placement end**. All reporting documentation should be sent to the INFORM Hub Manager (INFORMHub@reading.ac.uk).

Briefly, the Impact Report Completion document includes:
1. Summary of objectives
2. Overview of the report and findings
3. A copy of the Impact Report
4. Financial expenditure statement and evidence (a template will be provided).

The report will be used to create a case study available in the public domain (e.g., INFORM Hub website and BBSRC publications).

The awardee should acknowledge the support of the BBSRC award on papers and other forms of media communications, including press releases, conferences and media appearances.

The awardee will act as an ambassador for the science area represented by the INFORM Hub and the wider UK Industrial Biotechnology and Bioenergy sector by attending and contributing to events within relevant areas at the request of BBSRC.

A full audit trail must be in place for all incurred expenditures on the Project. BBSRC will not expect to see this evidence, but it should be in place and can be checked if the Research Organisation is subject to a funding assurance visit.

7.   What data protection and data sharing policies are in place?

Please read the INFORM Hub [Privacy Notice](#) before completing an application form.

Contact the Network Manager: INFORMHub@reading.ac.uk if you have any questions.

Copies of proposals will be made available to the INFORM Hub Management Committee in confidence.

The administrative staff of the University of Reading will use the information provided in the application for processing the proposal, the award of any consequential funding, and the payment, maintenance and review of the FMAs.

To meet BBSRC obligations for public accountability and dissemination of information, details of grants (including successful FMA 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 the transfer of funds, statistical analysis in relation to the evaluation of BBSRC OIRC Hubs, and study of trends and policy and strategy studies.

8.   Who do I contact if I have any questions?

If you have any questions regarding the application process, please get in touch with Fiona Lee, the Hub Manager:

f.l.lee@reading.ac.uk or INFORMHub@Reading.ac.uk