



PHYCONET

high value products from microalgae

PHYCONET, a BBSRC NIBB Secondment Funding: Terms and Conditions

Please read this document before completing the application form.

Introduction

PHYCONET has funds available to facilitate secondment (of up to 2 months' duration) of UK-based members to another academic laboratory or to industry for the purpose of learning new techniques, acquiring new skills or carrying out a piece of work not possible in their laboratory. Members may apply to use these funds for activities that are within the remit of PHYCONET (<http://www.phyconet.org.uk/about-us>) and have clear links to industrial biotechnology¹. The maximum amount of funding that can be allocated is **£3000**; funds can be used to cover travel and accommodation expenses, and consumables and other non-equipment purchase costs associated with the project, and can be used in conjunction with another source of funding to meet the total required for funding the secondment. The funding cannot be used to pay salaries.

¹ BBSRC definition: "Industrial Biotechnology (IB) is a set of cross-disciplinary technologies that use biological resources for producing and processing materials and chemicals for non-food applications. These resources can be derived from the tissues, enzymes and genes of plants, algae, marine life, fungi and micro-organisms".

<http://www.bbsrc.ac.uk/funding/grants/priorities/ibb-industrial-biotechnology/>

Eligibility

Funds are available to **UK-based PHYCONET members** who meet the eligibility criteria in section 3 of the BBSRC Research Grants guide (<http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx>).

Please note the following criteria:

- Applications may be made by a BBSRC-eligible member on behalf of an individual who does not meet BBSRC eligibility criteria, as long as the person who will benefit from the funding (the named recipient) is also a member of PHYCONET (e.g. a PI who is BBSRC eligible may apply on behalf of a PDRA, both of whom are PHYCONET members).
- PhD students whose stipends contain funds to cover these activities are not eligible.
- Technicians and non-PhD students may benefit if there is no other source of funding available.
- Awards are limited to one per applicant (or named recipient) per year.

Funding calls

Funding calls will be made quarterly. The cut-off time for accepting applications is 5pm on the 1st of the following months: February, May, August and November. Where the deadline falls on a weekend or Bank Holiday, the application must be received by 5pm the following working day.

Application process

Applications should be made by completing the Secondment Funding application form provided on the PHYCONET website, along with a CV (maximum 2 pages) of the person who would benefit from the funding (in the case of a PI applying on behalf of a PDRA, for example, the CV of the PDRA should be sent). These should be sent as a **single** pdf file to networkmanager@phyconet.org.uk.

Evaluation process

A funding evaluation panel comprised of three members of the PHYCONET Executive Group (EG) and/or Management Board (MB) will review applications. Any member of the evaluation panel who has a conflict of interest must recuse him/herself from the review process and an alternative panellist will be selected.

Examples of a conflict of interest include:

- employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicant(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)

It is expected that applicants will be notified of the outcome of their application within four weeks of the deadline.

Payment of awards

Funds will be transferred **in arrears** from University College London to the organisation of the applicant (or named recipient of the award), upon receiving the following documentation:

- Secondment completion form (to be sent to the applicant close to completion of secondment)

- Report describing the benefits resulting from the secondment (which may be published in part or in whole by PHYCONET or BBSRC)
- Receipts showing expenditure

Costs up to the amount of funding requested in the application will be reimbursed; any exceeding costs will not be reimbursed. Funds must be claimed within three months of the end of the secondment.

Data protection

Applications will be treated as confidential and used only for the purposes of reviewing to determine whether funding will be approved and for monitoring PHYCONET funds.

Applications will be distributed to the evaluation panel, and the information provided used for the purposes of awarding the funds. Details of the award, including the name of the awardee and organisation, event being attended and report may be published by the BBSRC and PHYCONET.

Since PHYCONET funding comes from the BBSRC, in order to meet the Research Councils' obligations for public accountability and the dissemination of information, details of awards may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

Contact details

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