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| **Business Interaction Voucher Application Form****Please read the** [**guidelines**](https://mib-nibb.webspace.durham.ac.uk/2021/07/27/guidelines-for-business-interaction-vouchers/) **and complete all sections** **(boxes are expandable)** |
| **Project title** |  |
| **Funding requested from Network at 100% fEC incl. VAT (£)**  |  |
| **Match funding from Industry partner(s)***Match funding from industry (cash or in-kind) must be at least 80% fEC* |
| **Cash (£)** |  |
| **In-kind (£)** |  |
| **1. Applicant Details**  |
| **Academic partner(s) details** *(Academics must be* [*eligible for BBSRC funding*](https://bbsrc.ukri.org/documents/grants-guide/) *(Section 3). The Network Manager will contact your Research Office to confirm eligibility. Co-applicants are optional, Industry partners are essential. Further co-applicants/industry partners may be added by copying and pasting the blank boxes. All applicants must* [*join the Network*](http://mib-nibb.webspace.durham.ac.uk/join-us/)*.)* |
| **Principal investigator**  |
| Principal investigator’s name |  |
| Position held |  |
| University/Institution  |  |
| Department |  |
| Phone number |  |
| Email |  |
| Finance/Research Office contact name |  |
| Phone number |  |
| Email |  |
| **Co-Investigator (optional)** |
| Co-investigator’s name |  |
| University/Institution  |  |
| Department |  |
| Phone number |  |
| Email |  |
| **Industry Partner (essential)** |
| Industry partner’s name |  |
| Company name |  |
| Address |  |
| Phone number |  |
| Email |  |
| Company’s geographical base |  |
| Company registration number |  |
| Company website  |  |
| Employee headcount – *highlight as appropriate*: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <5 | 5-10 | 11-25 | 26-50 | 51-100 | 101-250 | 251-500 | 501-1000 | 1001-4999 | >5000 |

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| Company annual turnover for last financial year – *highlight as appropriate*: |

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| <£10k | £10k-99,999 | £100k-249,999 | £250k-499,999 | £500k-749,999 | £750k-999,999 |
| £1M-1.9M | £2M-5M | £5M-9.9M | £10M-24.9M | £25M-50M | £>50M |

*Further applicants/partners may be added by copying and pasting the boxes*

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| **2. Project Details (max 750 words total)** |
| **Proposed start date**  |  |
| **Proposed end date** *(6 months duration maximum)* |  |
| **Public summary (max 150 words)**Describe the proposed activity in simple terms that can be readily understood by a lay audience. Information may be used by the Network or the BBSRC for public dissemination, if the award is funded. Include a sentence describing how this fits the remit of industrial biotechnology and bioenergy as defined by the BBSRC “The use of biological resources for producing and processing materials, chemicals and energy” and ensure the connection with [remit of the Network](http://mib-nibb.webspace.durham.ac.uk/aims-remit/) is obvious. |
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| **Project description (max 500 words)***Provide a brief description of the background to the project, aims of the project, work to be undertaken, key deliverables, benefit to the industrial partner and commercial potential, and include the current* [*technology readiness level (TRL) as defined by the BBSRC*](http://mib-nibb.webspace.durham.ac.uk/wp-content/uploads/sites/56/2021/04/TRL-definitions.pdf) *and anticipated TRL, if the project is funded. Ensure that the connection with the* [*remit of the Network*](http://mib-nibb.webspace.durham.ac.uk/aims-remit/) *including* [*industrial biotechnology and bioenergy as defined by the BBSRC*](https://bbsrc.ukri.org/funding/grants/priorities/ibb-industrial-biotechnology/) *is obvious.* |
| Current TRL:Anticipated TRL if project is successful: |
| **Plans for long-term relationship (max 100 words)***Please describe how this project, if successful, could lead to long-term relationship between the university and industry partner(s)? How do you plan to finance a long-term relationship with the industry partner(s) eg apply for funding from BBSRC, industrial funding.* |
|   |
| **3. Financial Details** |
| **Project costs for academic partner***Please provide a summary of the of project costs in table below at 100% fEC. Requested finances should be calculated following the* [*guidelines* *for standard BBSRC fEC calculations*](https://bbsrc.ukri.org/documents/grants-guide/) *(section 5).* |
| **Directly Incurred (equipment is not eligible)** | **Amount (£)***100% fEC\* incl VAT* |
| DI - Staff1 |  |
| DI - Travel and subsistence |  |
| DI - Other costs2(specify eg consumables) |  |
| **Directly Allocated** |  |
| DA - Investigators |  |
| DA - Estate costs |  |
| DA - Other directly allocated (specify) |  |
| **Indirect Costs** |  |
| Indirect - Indirect costs |  |
| 1*Any University staff time should be costed at the appropriate fEC rate for your university. Business Interaction Vouchers are awarded at 100% fEC inclusive VAT. Explain how the staff will be provided (eg PI time, PDRA, technician)*2*Equipment purchase is not an eligible cost (refer to item 4 of the operational guidelines).* |
| **Total project costs (£) at 100% fEC (inclusive VAT)** |  |
| **Justification of costs (max 250 words)***Please provide a brief justification of costs.* |
|  |
| **Project costs for industry partner(s)***Please provide a summary of cash or in-kind contributions (estimate financial value).* |
| **Use** | **Amount** |
| Cash |  |
| Access to staff time |  |
| Materials provided at cost |  |
| Access to equipment |  |
| Other (please specify eg meeting costs)  |  |
| **Total project costs for industry partner (£)** |  |
|  |
| **Amount requested from Network at 100% fEC incl. VAT3 (£)**  |  |
| **Value of industry partner(s) cash contribution4 (£)**  |  |
| **Value of industry partner(s) in-kind contribution4 (£)** |  |
| **3***The academic and industrial partner(s) will need to have a signed agreement in place before the start of the project (refer to item 8 of the operational guidelines).***4***Contribution from industry (cash or in-kind) must be at least 80% fEC* |
| **4. Curriculum Vitae of Principal Investigator** |
| *Please provide a 2-page cv of the PI as required on BBSRC responsive mode grant applications.* |
| **5. Letter of Support from Industry Partner(s)** |
| *This should be signed by the Industry Partner and should include the Company logo, objectives of the collaboration (1 or 2 sentences), and confirmation that if this application is successful, a collaboration agreement will be put in place before the research starts.* |
| **6. Ethical and Social Issues** |
| **Any ethical or social issues? Yes/No**If **yes**, complete the following:Human participationDoes the proposed project involve the use of human subjects (**Yes/No**) human tissue (**Yes/No**) biological samples (**Yes/No**) or administration of substances to humans (**Yes/No)**? Will personal information be used? **(Yes/No)** If yes, will participants be identifiable? **(Yes/No)**Animal participationDoes the proposed project involve the use of vertebrate animals or other organisms covered by the Animals (scientific Procedures) Act? **Yes/No**If yes, what is severity of procedures and provide details:Genetic and biological riskDoes the proposed project involve production and/or use of genetically modified animals, plants or microbes? **Yes/No**If yes, will genetic modification be used as an experimental tool? **Yes/No**Will the research involve release of the genetically modified organisms? **Yes/No**Will the research be aimed at the development of commercial or industrial genetically modified processes or products? **Yes/No**Approvals - Provide evidence eg copies of Home Office animal licencesHave the required/necessary approvals been given **Yes/No**Other issues: Are there any other ethical or social issues that you need to tell us about?  |

**Final checklist:**

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| ✓ | **Please read and tick to indicate you have done the following:** |
|  | I have read the Business Interaction Voucher guidelines for the E3B Network. |
|  | I am a member of the E3B Network. |
|  | The co-investigator (if applicable) is a member of E3B Network. |
|  | The industrial partner is a member of the E3B Network. |
|  | The CV of the principal investigator is attached. |
|  | Letter of support from the industry partner is attached. |

**To submit the application:**

Send the completed application form, short cv, letter of support and Annex B (if relevant) by email to the E3B Network Manager: metals.bbsrcnibb@durham.ac.uk. The application form should be a word document. Other documents can be submitted as a pdf.

**Any questions?**

Please email the E3B Network Manager: metals.bbsrcnibb@durham.ac.uk