



**The Elements of**  
Bioremediation,  
Biomanufacturing  
& Bioenergy

**Metals in Biology**  
(MiB)

## **OPERATIONAL GUIDELINES FOR APPLICATIONS FOR EARLY CAREER RESEARCHER CONFERENCE TRAVEL FUND**

### **1. What is the Early Career Researcher Conference Travel Fund?**

The E3B: Metals in Biology BBSRC NIBB Early Career Researcher (ECR) conference travel fund provides travel and registration/accommodation support within the Network to UK-based ECRs to attend meetings relating to metals in biology and industrial biotechnology and bioenergy. New members can join at any time by completing a [membership form](#)

### **2. How much funding is available?**

In this open call, the Network is expecting to make awards of up to £1.5K. Please contact [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk) to find out if the ECR conference travel fund is still available.

### **3. Who is eligible to apply for the funding?**

ECRs can apply for the travel funds. The Network defines ECRs as PhD students and researchers within 10 years of completing a PhD excluding any career breaks.

ECRs must have permission from their Supervisor to apply for funding and attend the conference. The Supervisor must be a member of the Network by completing a [membership form](#), be [eligible for BBSRC funding](#) (section 3) and agree to the terms and conditions of the call.

ECRs will need to confirm that the conference organisers have accepted their application to attend, if applicable.

The supervisor should email [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk) to verify the application and agree to the conditions of the call, before the form will be processed.

### **4. What activities will the funding support?**

Funds will support travel and registration/accommodation of ECRs to attend meetings relating to metals in biology and industrial biotechnology and bioenergy such as the Cell Biology of Metals Gordon Conferences (GRC) and Gordon Research Seminars (GRS). Via the BBSRC NIBB, the 2019 GRS has been sponsored by Procter and Gamble and includes a panel on careers with expertise in industrial biotechnology: Fiona Marston (Liverpool).

### **5. When is the funding call?**

The call for applications will be advertised on the [E3B: Metals in Biology Network website](#) and by email to members as well as other outlets such as twitter (@METALSBBBSRCNIBB) to ensure wide coverage of the opportunity.

### **6. What is the application process?**

The applicant should complete an application form available on the [E3B: Metals in Biology Network website](#) or by request to: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)

ECRs must have permission from their Supervisor to apply for funding and attend the conference. The Supervisor and ECR must be a member of the Network by completing a [membership form](#) and the Supervisor must be [eligible for BBSRC funding](#) (section 3) and agree to the terms and conditions of the call.

The Supervisor should email [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk) to agree to the terms and conditions of the call and approve the application, before it will be processed.

If conference attendance is by application only, ECRs must confirm acceptance by the conference organisers.

The following will be required to complete the application process and form:

- Confirmation that the conference organisers have approved attendance (if applicable)
- Confirmation that the Applicant and Supervisor are members of the Network
- Confirmation that the Applicant and Supervisor agree to the call conditions
- Confirmation that the Supervisor is [eligible for BBSRC funding](#) (section 3)
- Applicant details (name, position and contact details)
- Supervisor details (name and contact details)
- Verification (by email to [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)) from the Supervisor that they approve the application and agree terms and conditions of call
- Details of conference (name and website)
- Estimate of cost (travel/registration/accommodation up to £1.5K)

The completed application form should be emailed as a pdf to: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)

Applications will be acknowledged within 3 working days.

The Network Manager will check the application meets the criteria and has the required information. If the Supervisor has not approved the application within 3 working days of submission, the Network Manager will contact the Supervisor for verification.

## **7. What is the review process?**

The E3B: Metals in Biology Network Executive Group (EG), together with representatives from the Management Board (MB) and other members as required, will evaluate applications. Recommendations will be authorised/approved by the EG. The Chair of the MB will review the award recommendations. All awards are subject to retrospective oversight from the MB.

Criteria for assessment will be:

- Relevance of application to metals in biology
- Relevance to industrial biotechnology and bioenergy (defined by the BBSRC as the use of biological resources for producing and processing materials, chemical and biopharmaceuticals)

The above may involve approval by the conference organisers.

## **8. How and when will the funds be paid?**

E3B: Metals in Biology Network will reimburse the applicant for travel/accommodation/registration **after** the event on submission of receipts. The applicant should complete an expenses claim form available on the [E3B: Metals in Biology Network website](#) or by request to: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk). Payments will be made directly to the bank account provided on the claim form.

## **9. What reporting will be required?**

The Supervisors must agree to assist the BBSRC with any additional reporting requirements requested by the [Department of Business, Energy and Industrial Strategy](#) and / or its partners.

## **10. What data protection and data sharing processes are in place?**

Please read the E3B: Metals in Biology Network [privacy notice](#) before completing an application form. Contact [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk) if you have any questions.

Copies of applications will be made available to the E3B: Metals in Biology Network evaluation panel in confidence. They will use information provided in the application for processing the proposal, the award of any consequential funding, and the payment, maintenance and review of the ECR conference travel fund. In order to meet the BBSRC obligations for public accountability and the dissemination of information, details of 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, transfer of funds, statistical analysis in relation to evaluation of the BBSRC NIBB, study of trends and policy and strategy studies.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of grants (including successful travel awards) may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

## **11. Who do I contact if I have any questions?**

If you have any questions regarding the application process, please contact:  
Dr Pamela Robinson or Dr Charlotte Harrison (E3B: Metals in Biology BBSRC NIBB Network Managers)  
Email: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)