



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

**Metals in Biology**  
(MiB)

## OPERATIONAL GUIDELINES FOR COLLABORATION-BUILDING WORKSHOP FUND

### 1. What is the collaboration-building workshop fund?

The E3B: Metals in Biology BBSRC NIBB collaboration-building workshop fund provides support (travel, accommodation, venue and equipment hire, catering) to academics within the Network to organise scoping workshops with industry relating to [remit of the Network](#) including [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 typically make awards of up to £5K. Please contact [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk) to find out if the collaboration-building workshop fund is still available and/or if you want to exceed £5K.

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

Funding is available to academics based at a UK institution who are [eligible to receive BBSRC funding](#) (section 3) and are [members](#) of the [E3B: Metals in Biology Network](#).

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

Funds (up to £5k) will support academics to organise a collaboration-building workshop with industry for up to 10 participants and will cover the following:

- Travel for participants (available to individuals who both speak and actively participate in the workshop)
- Venue and equipment hire
- Reasonable catering
- Overnight accommodation

The focus should be on UK-based industry where there is benefit to the UK research base and the UK economy. In exceptional circumstances, where there is not a UK company to exploit the research an overseas company will be considered. The application should provide a clear justification for working with an overseas partner company and outline how the project will lead to building international collaborations, how the project will be taken forward leading to inward investment and the benefit back to the UK.

### 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 academic 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).

All workshop participants must be members of the Network by completing a membership form available on the [E3B: Metals in Biology Network website](#). The academic must be [eligible for BBSRC funding](#) (section 3).

The completed application form should be emailed to the Network Manager: [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.

## **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 [remit of the Network](#) including industrial biotechnology and bioenergy as [defined by the BBSRC](#) as the use of biological resources for producing and processing materials, chemical and biopharmaceuticals
- Compelling need for workshop and probability of obtaining subsequent funding

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

E3B: Metals in Biology Network will reimburse the applicant's institution for travel, accommodation, catering, venue and equipment hire (up to £5K) after the event on submission of receipts. The academic should complete an expenses claim form available on the [E3B: Metals in Biology Network website](#) or by request to the Network Manager: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk). Payments will be made directly to the bank account of the applicant's institution provided on the claim form.

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

The academic must report the details of any applications and awards resulting from the workshop to the Network Manager ([metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)) which will be recorded on the BBSRC NIBB monitoring system.

The academic 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 the Network Manager: [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 collaboration building workshop fund. 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 collaboration building workshop fund 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 the Network Manager: [metals.bbsrcnibb@durham.ac.uk](mailto:metals.bbsrcnibb@durham.ac.uk)

