

## IBCarb BBSRC NIBB Business Interaction Voucher Guidance Notes

### General Background Information

IBCarb BBSRC NIBB Business Interaction Vouchers are to encourage and support collaboration between academic partners and industrial partners within the IBCarb BBSRC NIBB. The collaboration can be any defined piece of work *by* the academic partner *for* the industrial partner.

These vouchers are intended to help resource small confidence-building measures between an academic partner and an industrial based partner that are likely to lead to outcomes of:

- A longer-term relationship
- Improved interaction
- New research technology transfer project

Business Interaction Vouchers are available for the lifetime of IBCarb and members can apply at any time.

Projects can include generation of new experimental data, data analysis, technical consultancy and literature review. Projects must align with the aims and objectives of IBCarb.

### IBCarb Aims and Objectives (For more information see [www.ibcarb.com](http://www.ibcarb.com)):

IBCarb is a BBSRC funded network that aims to establish the UK as the partner of choice for glycobio-technology. Our objectives are to:

1. Form a network of glycoscientists from academia and industry
2. Develop genomic, systems and synthetic biology tools
3. Establish and refine the key glycoscience challenges in IBBE
4. Engage with stakeholders from industry, academia, public bodies and society at large
5. Expand the glycoscience grant portfolio and secure additional funding from RCUK and the EU
6. Interact with other BBSRC NIBB
7. Shape UK and EU policy

### Eligibility and Criteria

- Vouchers can be up to a maximum value of £10k (inclusive of VAT)
- They are awarded to the academic partner to tackle a problem relevant to the industrial partner
- The work must be clearly defined from the outset and must be completed within 6 months
- Should focus attention on UK based partners and participants must be members of IBCarb BBSRC NIBB
- Available to academic members of IBCarb who are eligible to receive BBSRC funding
- Industrial partner contribution is expected to be at least to the value of the innovation voucher as cash or in-kind contribution
- The work must be relevant to the aims of IBCarb BBSRC NIBB and in particular Industrial Biotechnology (to be identified in the Gateway Question)
- IBCarb BBSRC NIBB Business Interaction Vouchers are counted as *de minimis* aid. Industrial partners need to ensure they are not in breach of *de minimis* aid rules by accepting the Innovation voucher. For further information see <https://www.gov.uk/state-aid>

### Evaluation and Award

- All applications will be checked by the IBCarb Network Manager to ensure they fulfill the eligibility criteria above and have the required information. Feedback will be given to applicants who do not meet these requirements and they will have the opportunity to rectify and resubmit their proposal.



- Applications will be assessed and awarded by the IBCarb Executive Committee who meet at the end of every month.
- Applications should be submitted by the 14<sup>th</sup> of the month in order to be evaluated that month. Proposals submitted after this date will be reviewed the following month.
- Independent review will be sought if sufficient expertise is not available within the IBCarb management team.
- Proposals will be evaluated using a three point scoring system (red-amber-green) on the following criteria, with a minimum of 'amber' required for all five categories:
  - quality of the applicant (20%)
  - quality of the project (40%)
  - alignment with the objectives of IBCarb (10%)
  - value for money (10%)
  - alignment and collaboration with industry or public bodies (20%)
- Priority will be given to projects that aid technology transfer, work towards solving a technical problem for an industrial partner or adapt an existing technology for a new application.
- Projects will be signed off by the IBCarb Director or Co-Director.

### **Data Protection and Confidentiality**

Proposals will be made available to the assessors from within the IBCarb management team to allow proposal review, award, payment and monitoring. Non confidential award details will be made available on the IBCarb website ([www.ibcarb.com](http://www.ibcarb.com)) and as funding comes from BBSRC may also be made available on their website. All proposals will be kept confidential until awarded.

### **Conflict of Interest**

The IBCarb Network Manager will ensure proposals where conflict of interest arise are dealt with appropriately with the assistance of the IBCarb Director. In cases where the applicant is the IBCarb Director or from the IBCarb Director's institution (The University of Manchester) suitable nominations from within the Executive Committee or Steering Committee will be sought from the IBCarb Co-Director.

### **Payment of Awards**

At the outset, projects will be defined jointly by both the academic and industry partner. A project agreement including a start date will be signed. Projects must be completed within 6 months and upon completion, a report summarising the work undertaken and an expenditure statement will be required. The Voucher will be payable once the project report, which has been countersigned by the industrial partner, and project completion form with lay summary have been submitted to IBCarb and signed off by the Executive Committee. In order to receive payment, a purchase order will be provided and an invoice will need to be submitted to The University of Manchester. Successful projects will be listed on the IBCarb website ([www.ibcarb.com](http://www.ibcarb.com)). Successful applicants may also be invited to present at future IBCarb events.



## Business Interaction Voucher: Specific Application Guidelines

Please ensure you complete all sections and **do not exceed one page** for each section 1-3

Applications should be sent as a pdf to the IBCarb Network Manager [claire.doherty@manchester.ac.uk](mailto:claire.doherty@manchester.ac.uk)

### 1. General Information

- 1.1. Project Title
- 1.2. Details of Principal academic investigator (*please provide full contact details*)
- 1.3. Details of any Industrial/Public partner (*please provide full contact details*)
- 1.4. Statement of IBCarb BBSRC NIBB membership (*include details of attendance at any events*)
- 1.5. IBCarb objectives addressed by the proposal
- 1.6. Projected start date and period of award
- 1.7. Please address the following points:
  - Does the project raise any ethical or social issues? If yes, please specify
  - Does the project involve use of animals? If yes, please specify
- 1.8. Please insert and tick the following statement:  
'I have read and understood the *de minimis* rules and confirm that we are not in breach of these regulations by accepting this funding

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### 2. Gateway Question: Scope

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. Identify how your proposal aligns with IB.

### 3. Project Summary and Plan

Description of the Project. Include objectives and anticipated outcomes e.g. benefits to partners, support for future funding applications etc. The plan should include timescales, milestones and deliverables. Note the project summary may be made publicly available by IBCarb or the BBSRC.

### 4. Financial Details

- 4.1. Include a breakdown table detailing funding requested from IBCarb BBSRC NIBB. Note equipment purchase costs are ineligible.
- 4.2. Please detail any industrial contributions. This is expected to be at least to the value of the Business Interaction Voucher as cash or in-kind contribution
- 4.3. Justification of resources  
*Please contact the Network Manager [claire.doherty@manchester.ac.uk](mailto:claire.doherty@manchester.ac.uk) for further guidance*

### 4. Appendix:

Please attach the following:

- A two-page CV
- Letters of support from industrial/public partners, providing details of support and matching funding, if relevant

