

## Secondment Funding: Guidelines

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**Please read this document before completing the application form.**

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### Introduction

Algae-UK has funds available to facilitate secondment (of up to 3 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 Algae-UK ([www.algae-uk.org.uk](http://www.algae-uk.org.uk)) and have clear links to industrial biotechnology<sup>1</sup>. 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.

<sup>1</sup> 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 Algae-UK 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 Algae-UK (e.g. a PI who is BBSRC eligible may apply on behalf of a PDRA, both of whom are Algae-UK 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, with the cut-off time for accepting applications at the end of the following months: February, May, August and November. Closing dates will be given on the website: <https://www.algae-uk.org.uk/funding/ecr-funds/>.

## Application process

Applications should be made by completing the Secondment Funding application form provided on the Algae-UK 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 [info@algae-uk.org.uk](mailto:info@algae-uk.org.uk).

## Evaluation process

A funding evaluation panel comprised of three members of the Algae-UK 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. Please note: a public summary of the work is expected to be included in this report and may be published in part or in whole by Algae-UK 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 determining whether funding will be approved and for monitoring Algae-UK funds.

Applications will be distributed to the evaluation panel, and the information provided used for the purposes of assessing the application in the funding award process. Details of the award, specifically the name of the awardee, the organisation and the public summary from the final report, may be published by Algae-UK.

Since Algae-UK funding comes from the BBSRC, in order to meet the Research Councils' obligations for public accountability and the dissemination of information, the above details 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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