



## BBSRC NIBB BUSINESS INTERACTION VOUCHERS OPERATIONAL GUIDELINES

BBSRC NIBB Business Interaction Vouchers (£10K) will be used to encourage and support collaboration between academic partners and industrial partners within the C1NET framework. Only members of C1NET will be eligible, and who joined at least 3 months before applying for a voucher. They will be awarded to undertake a defined piece of work by the academic partner for the industrial partner. The goal will be to: establish a longer-term relationship between the academic and industrial partner; and/or improve interactions between the collaborating partner, and/or; lead to new research technology transfer projects. New collaborations will be prioritised. Funded projects will include, but are not limited to, generating new experimental data, data analysis, technical consultancy or literature review. The industrial partner will be expected to at least match the value of the awarded voucher, either through a cash or in-kind contribution.

Please note: BIV awards should focus attention on UK based partners 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 a BIV may be awarded to an overseas partner company. 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.

### Application Form

The application form will comprise a maximum of two-pages (Ariel Font 10, single space, minimum of 2 cm margins), and detail the: (i) People and Organisations Involved; (ii) Rationale (iii) Objective(s); (iv) Work to Be Undertaken; (v) Likely Outcome(s); (vi) Predicted Breakdown of Costs, and; (vii) The Nature of the matched funding from the industrial partner (cash or in-kind). Applications must be accompanied by a brief 1-page CV from both the principal academic and industrial partner, together with a 1-page description of the combined capabilities and facilities available in the two organisations.

### Reports

Progress made and the outcomes must be submitted to the C1NET Network Manager within 1 month of the agreed project end date. The latter must be within 6 months of the agreed start date. The Report will detail the: (i) Work That was Undertaken; (ii) The Outcome(s); (iii) The Next Steps, and; (iv) Actual breakdown of costs. It must be countersigned by the industrial partner and be accompanied by a separate 500 word public summary of the work which may be published at the C1NET website.

### Submission and Review Process

Applications will be accepted at any time after the scheme has been publicised to C1NET members. The Executive Group (EG) together with a representative from the Management Board (MB) will form a BIV Evaluation Panel. The C1NET Project Manager will check application documents are correctly completed and send them to the BIV Evaluation Panel. In the case of conflict of interest, the EG will engage the MB Chair or nominee to evaluate the application. The BIV Evaluation Panel will review the application in confidence to ensure it: (i) falls within the scope of C1-NET; (ii) has a realistic project plan to achieve the outcomes within the stated time frame, or 6 months maximum, taking into account the experience and track record of the parties; (iii) is value for money and has been appropriately costed; (iv) includes at least an equivalent contribution by the industrial partner, in cash or in-kind, and; (v) has potential for further development.

If an application is not within the scope of C1-NET, it may be forwarded to another NIBB. Priority will be given to proposals that, for example; (i) aid technology transfer; (ii) work towards 'solving' a technical problem for an industrial partner, and; (iii) adapt an existing technology for a new application.

The C1NET Project Manager will agree a starting date for accepted projects. Reports of awarded projects, and final project reports, will be an agenda item on MB meetings. BIV will be available throughout the lifetime of the project. In the event that the fund is being exhausted too rapidly, the MB may decide to ration awards.

### State Aid rules

BBSRC NIBB Interaction Vouchers will be counted as De minimis aid and so Industrial partners need to ensure they are not in breach of De minimis aid rules (<https://www.gov.uk/state-aid>) by accepting the Innovation voucher.

### Data Protection

All data collected during the course of application will be protected in line with the BBSRC Data Protection Policy which can be found at: <http://www.bbsrc.ac.uk/organisation/policies/position/policy/data-protection-policy.aspx>.

The BBSRC may use information for research related activities, including but not limited to, transfer of PoC 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 PoC awards and Business Interaction Vouchers) may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

### Acknowledgement

Any publications should acknowledge support as follows 'We acknowledge that C1Net, a BBSRC NIBB, supported this project'.