



## OPERATIONAL GUIDELINES FOR the BBNet *BUSINESS INTERACTION VOUCHERS (BIVs)*

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## Context

Phase II BBSRC NIBB Business Interaction Vouchers are designed to encourage and support collaboration between academic and industrial partners within the BBNet Network.

The vouchers will 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 projects

## Funding eligibility

Business Interaction Vouchers (BIVs) are paid to the academic partner, eligible to receive BBSRC funding (<http://www.bbsrc.ac.uk/web/FILES/Guidelines/grants-guide.pdf>), who is tackling a problem relevant to the industrial partner. Vouchers are up to £20K (inclusive of VAT) awarded at 100% FEC with an equivalent contribution (in cash or in kind) from the industrial partner.

## Activities funding will support:

Funds will support a collaboration that can be any defined piece of work *by* an academic partner *for or with* an industrial partner. New collaborations will be prioritised as well as projects that contribute towards moving research up the TRL levels; however, vouchers may be used to fund existing collaborations.

The scope will be that of the BBNet Network. Examples of projects include, but are not limited to, generating new experimental data, data analysis, technical consultancy or literature review.

The work of each individual project will be constrained to 6 months maximum. Priority will be given to proposals that meet one or more of the following:

- Aid technology transfer.
- Work towards solving a technical problem for an industrial partner.
- Adapt an existing technology for a new application.

## Funding calls

There will be several funding rounds during the lifetime of the Network. Each funding call will be well-advertised using the BBNet website, twitter, linkedIn and email, as well as other outlets to ensure wide coverage of the opportunity.

## Application process

Applications can be submitted by either partner but only one form is required per project (template form available in the BBNet website, members' area).

The applicant should submit a pdf file no longer than four A4 sides of single spaced 11pt Arial text and with a 20mm margin. The pdf file must contain the following sections:

### 1 Applicant details

Academic partner: name, position, University, address, e-mail and telephone number.

Industrial partner: name, position, Company, address, e-mail and telephone number.

### 2 Title, public description of project and proposed start/end date (non-confidential)

Your short public description should summarise your Project in a way that can be understood by the general public and should not contain confidential or proprietary information. This information will be shared with the BBSRC and it will be available on the BBNet website. The duration of a Business Interaction Voucher project should not exceed 6 month.

### 3 Project details

3.1 Details of the work proposed.

3.2 Clearly defined project deliverables/Gantt Chart.

3.3 The value of the Project outputs to the industrial partner.

3.4 Benefits to the partnership.

### 4 Finances

Detailed expenditure breakdown of the Project and brief justification (cash and in kind contributions) from each partner should be included in the format below. If necessary, additional headings can be used as required to fully describe project costs.

Heading	Actual expenditure 100%
<b>Academic Partner Costs:</b>	
Salaries: Name, Grade	
Consumables	
Travel & Subsistence	
Other	
<b>TOTAL LEAD INSTITUTE COSTS</b>	£
<b>Industrial Partner contribution:</b>	
Staff time: Name, Grade	
Consumables	
Travel & Subsistence	
Equipment	
Other cash or in kind contributions	
<b>TOTAL INDUSTRIAL PARTNER CONTRIBUTION</b>	£
<b>TOTAL PROJECT COST</b>	£

Applications must be submitted by e-mail to the Network Manager ([veronica.ongaro@york.ac.uk](mailto:veronica.ongaro@york.ac.uk)); all applications will be acknowledged within three working days.

### Evaluation process

The Executive Group (EG) together with a representative from the Management Board (MB) will form a BIV Evaluation Panel (See website for BBNNet Governance structure). In the case of conflict of interest, the EG will engage with other MB members to evaluate the application.

Criteria for assessment will be:

- Relevance of application to BBNNet scope.
- Quality of work proposed.
- Value of the clearly defined project deliverable(s) to the SME/industrial partner.

- Benefit to the research and industrial partnership.
- Value for money.
- Contribution of the industrial partner to the project, which can be in kind.
- Potential for building longer-term relationship.

## Payment of awards

The academic and industrial partner will agree a start date and will need to have a signed agreement in place prior to the project commencing; the Network Manager will check this is the case. The following documents should be sent to the Network Manager within one month of the project ending in order to process the BIV payment:

- Project final report countersigned by the industrial partner (template available on the BBNNet website).
- 1-page Project public summary (including a picture). This will be available to the general public on the BBNNet website (template available on the BBNNet website).
- Expenditure statement (template available on the BBNNet website). Receipts will not be required by the BBNNet but the academic partner will keep proper financial records in case an audit should be required.
- Invoice from the academic institution.

The voucher will be payable once all the above documentation has been received and signed off by the Executive Committee. Awardees may also be invited to present at future BBNNet events.

## State aid rules

BBSRC NIBB Business Interaction Vouchers will be counted as *De minimis* aid. Industrial partners need to ensure they are not in breach of *De minimis* aid rules by accepting the Business Interaction Voucher and will confirm this when submitting an application. (Further information: [www.gov.uk/state-aid](http://www.gov.uk/state-aid)).

## Data protection regulations

Copies of proposals will be made available to the BBNNet Evaluation Panel, who will use information provided in the application for processing the proposal, the award of any consequential voucher, and for the payment, maintenance and review of the voucher funds. Funding comes from the BBSRC, so to meet the Research Councils' 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.

## Acknowledgement

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