

BactiVac Catalyst Training Applications Guidance

Summary

A principal aim of the BactiVac Network is to accelerate the development and progression of vaccines against bacterial pathogens, particularly those that are of most relevance to low and middle-income countries (LMIC).

To achieve this aim we have funding available to support training awards up to a value of £6,000, at 100% the full economic cost (fEC) for all applicants. The purpose of these catalyst training funds is to support training opportunities and exchanges, prioritising those involving LMIC members and academic/industrial partners, for the transfer of knowledge and skills in bacterial vaccinology.

Membership of the BactiVac Network is a prerequisite when applying for these funds (for free membership apply [here](#)). The training awards are expected to be up to three months in duration. The aim of this funding scheme will be to support members to train in vaccine Research & Development (R&D), targeting the main preclinical to clinical area of focus for BactiVac. Applications should be made using the [application form](#) available on the website. Successful applications could include ones that:

- Offer opportunities for both UK and LMIC members to undertake a bilateral exchange, to foster reciprocal relationships between BactiVac members
- Address key skills gaps within an LMIC, academic or industrial partners' institution.

All awardees will be expected to provide a short report following the completion of their training, for inclusion in BactiVac Network outcomes and publicity, and to assess progress. Please see below for further details about this award and how to apply.

Please submit your application form and associated documents by the closing date to the BactiVac Admin Team on bactivac@contacts.bham.ac.uk. Queries regarding the application process should be sent to bactivac@contacts.bham.ac.uk or by telephone on +44 121 414 6973.

Details

1. Funding eligibility

- 1.1. **Applicants:** Funding is available for BactiVac Network members only (for free membership apply [here](#)). Training visits can be used to learn new techniques or transfer technologies. Applications for bilateral exchanges to foster reciprocal relationships between BactiVac members based in different countries, especially involving LMIC countries, are strongly encouraged. We are also encouraging applications from UK industry members and/or from members wishing to spend their training visit within a UK industry setting in this initial round of catalyst funding.
- 1.2. **Value of grant:** up to £6,000 is available to fund each training award at 100% fEC for all applicants. BactiVac funding can be used in conjunction with other funding to cover training that is more expensive than this (details of any funding leveraged should be included in section 6 of the application form).
- 1.3. **Activities supported:** training which is within the scope of the BactiVac Network and its remit (further information on this can be found on our [website](#)). This could include

laboratory exchanges, work shadowing, attendance at courses or workshops. Travel and accommodation costs, consumables for training purposes, etc. are eligible.

- 1.4. **LMIC funding:** to be considered 'LMIC' you must be based for your work in an LMIC country. A list of LMIC countries can be found [here](#); all listed countries are eligible.
- 1.5. **Activities not supported:** training outside the BactiVac objectives and remit; applications from non-members of the BactiVac Network; conference attendance; staff salary costs.

2. Application process

There will be at least three catalyst training award calls within the BactiVac funding period which runs until August 2021. Dates associated with these calls will be advertised on the BactiVac website.

Complete the application form as directed on the form itself, adhering to the word limit where stated. Ensure you complete all sections, and make clear a) what the training opportunity is, b) how this opportunity will address an existing knowledge and/or skills gap and support your career progression or the growth of your research team/project, and c) how much the opportunity will cost (in detail). Make sure you attach the necessary supporting documents (stated in section 9 of the application form).

The application form and supporting documents must be submitted by email by the closing date to the BactiVac Admin Team at bactivac@contacts.bham.ac.uk. You will receive acknowledgement of your application within two working days.

3. Application Review

All applications received in the funding round go to the BactiVac Network Management Oversight Board (NMOB) for competitive assessment. A list of NMOB members is available [here](#). NMOB members do not input into discussions about an application where they have a conflict of interest (see below for details on conflicts of interest). Quorum for the review meeting is the NMOB Chair plus 5; the NMOB Chair will accept written reviews from NMOB members who cannot attend the meeting.

All information submitted is held in strictest confidence; all NMOB members have signed a confidentiality agreement as a requirement of their Board participation.

Assessment will be made based on the track record of the applicant, their (and the training's) fit with BactiVac strategic priorities, the value of the training opportunity to their career, and the value-for-money of the training opportunity.

4. Conflict of Interest

Examples of a conflict of interest include NMOB members that are:

- Employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicants(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).

5. Notification of Review Results

Successful applicants will be sent award letters confirming the funds available within 3 weeks of the NMOB decision. Funding awarded must be used to support the training as detailed within the original proposal. Any changes post-award need to be submitted to the BactiVac Admin Team for prior approval.

Unsuccessful applicants will be as soon as possible and the BactiVac Admin Team may pass on specific feedback if available.

6. Post-award Administration

The University of Birmingham will issue a simple award letter contract to the awardee; training may not start until this contract has been fully executed. Training must be undertaken within the timescales specified in the proposal and the actual training commencement date(s) must be confirmed to the BactiVac Admin team on bactivac@contacts.bham.ac.uk.

Payment is made in arrears, and can be made in two ways:

1. **If your Institution paid the costs:** a detailed invoice listing costs incurred and your Institute's bank details should be submitted, and costs will be reimbursed to your Institute.
2. **If you personally paid the costs:** a detailed expense claim of costs incurred with receipts should be submitted, and costs will be reimbursed to the bank account stated on the form. Claimants will need to send hard copies of the expense form and original itemised receipts in the post to the BactiVac Admin Team.

The payment claim should be sent to the BactiVac Admin team once the cost is incurred. Payment will be for actual expenditure up to the awarded value. Any underspend on grants will be retained by BactiVac.

On completion of their training, recipients of awards are required to provide a simple report about the benefits of the training and the positive impact this has/will have on their future career development. This report must be submitted to the BactiVac Admin team within one month of the training taking place.

7. Publicity and Data Protection

A brief summary of successful catalyst training awards applicants will be listed on the BactiVac website and in other publicity. Copies of applications will be made available to the BactiVac NMOB who will use information provided for reviewing the application and post-award administration. BactiVac may choose to publish further details of awards, awardees, and information about training awards.

Any publications, outputs or downstream funding must acknowledge the catalyst funds awarded through BactiVac as follows:

"This work was supported by the Bacterial Vaccines (BactiVac) Network funded by the GCRF Networks in Vaccines Research and Development which was co-funded by the MRC and BBSRC."

All funding comes from the MRC, so to meet the Research Councils' obligations for public accountability and the dissemination of information, non-confidential 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. The MRC will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of MRC funding, study of trends and policy and strategy studies.

8. Useful Resources

UK Government information on Overseas Development Agency (ODA) strategic objectives:

<https://www.gov.uk/government/collections/official-development-assistance-oda--2>

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<https://www.gov.uk/government/collections/official-development-assistance-oda--2>

Further information on the 'Accelerating innovative healthcare and medicines' challenge identified as part of the UK government's investment in the areas of advanced therapies, medicines and vaccines development and manufacturing:

<https://www.gov.uk/government/collections/industrial-strategy-challenge-fund-joint-research-and-innovation>

List of LMIC countries (all countries listed count as LMIC):

<http://www.oecd.org/dac/stats/daclist.htm>