

## 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 in accordance with our [Privacy Policy](#), and to assess progress. Please see below for further details about this award and how to apply.

The call for applications is **open**, you can apply at any time. We will aim to have a decision back to you within three months of application being submitted. Please submit your application form and associated documents to the BactiVac Admin Team on [bactivac@contacts.bham.ac.uk](mailto:bactivac@contacts.bham.ac.uk).

Queries regarding the application process should be sent to [bactivac@contacts.bham.ac.uk](mailto:bactivac@contacts.bham.ac.uk).

### 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. Each application should be for one training opportunity only.

**"We are subject to restrictions imposed on us from our own funding bodies, and it has been communicated to us that with immediate effect there has been a change of policy from some of the funders which impacts on the ability of the Network to provide any funding to members based within an institution in the People's Republic of China, (China)."**\*

- 1.2. **Value of grant:** up to £6,000 is available to fund each training award at 100% full economic cost (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 and work shadowing. For laboratory exchanges, we encourage you to maximise the outputs of your visit, for example by giving a talk at your host institution about your research during your visit. Travel and accommodation costs, consumables for training purposes and bench fees (if applicable) 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, **with the exception of Network members based within China.**
- 1.5. **Activities not supported:** training outside the BactiVac objectives and remit; applications from non-members of the BactiVac Network; attendance at courses or workshops; conference attendance; staff salary costs.
- 1.6. **COVID-19 Restrictions:** whilst BactiVac is keen to receive applications for training awards, the Network is also conscious of the requirement to ensure adherence to the necessary international COVID-19 restrictions. BactiVac will in the first instance be guided by the [UK Government](#) regarding limitations on international travel. See: <https://www.gov.uk/foreign-travel-advice>  
BactiVac **will not be able to approve** any training application:
- If the recipient is not fully vaccinated from a vaccine which is approved by the Medicines and Healthcare Products Regulatory Agency (MHRA) in the UK – see <https://www.nhs.uk/conditions/coronavirus-COVID-19/coronavirus-vaccination/coronavirus-vaccine/>
  - If the recipient is either coming from or travelling to a country listed [under the UK Government's 'red category' for travel requirements](#) – see <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

BactiVac **will not cover any financial costs relating to COVID-19**, examples of which are given below:

- COVID-19 testing requirements for travel
- Vaccination costs
- Certification costs
- Costs incurred due to extended stays in host country due to COVID-19
- Medical costs

## 2. Application process

The training call will be run as an open call. We will aim to have a funding decision made within three months of the application.

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 8 of the application form).

As the call for applications is an open call, you can apply at any time. We will aim to have a decision back to you within three months of your application being submitted. Please submit your application form and associated documents to the BactiVac Admin Team on [bactivac@contacts.bham.ac.uk](mailto:bactivac@contacts.bham.ac.uk). You will receive acknowledgement of your application within two working days.

### 3. Application Review

All applications received will go to the BactiVac Network Operations Management Group (NOMG) for competitive assessment. A list of NOMG members is available [here](#). NOMG 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 NOMG Chair plus 3 the NOMG Chair will accept written reviews from NOMG members who cannot attend the meeting.

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

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 NOMG 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 when the NOMG makes the 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 an award letter contract with the non-negotiable [Terms and Conditions](#) (BactiVac Terms and Conditions) for the awardee; training may not start until this contract has been fully executed. Training must be undertaken within the timescales specified in the application and the actual training commencement date(s) must be confirmed to the BactiVac Admin team on [bactivac@contacts.bham.ac.uk](mailto:bactivac@contacts.bham.ac.uk).

Payment of the Award is made in arrears, to the awardee's institution – as confirmed on the signed Award Letter. A detailed invoice should be submitted from the awardee's institution following completion of the training placement, which should include a summary of all costs incurred (to the maximum sum allowable as detailed on the Award Letter). BactiVac does not require receipts to be submitted but these **must** be kept by the awardee's institution as they may be required for future audits. The awardee's institution must follow their standard procedures for financial accounts. Any underspend on grants will be retained by BactiVac.

On completion of their training, recipients of awards are required to provide a [simple evaluation 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 NOMG 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. All information published by BactiVac will be in accordance with our [Privacy Policy](#).

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

***“This work was funded by the MRC and the International Science Partnerships Fund.”***

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:

- [Overseas Development Agency \(ODA\) strategic objectives](#)
- [Limitations on international travel](#)
- [MHRA \(UK\) Approved Coronavirus Vaccinations](#)
- 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](#)
- [List of LMIC countries](#) (all countries listed count as LMIC) **\*Please note applications for members within China do not meet the eligibility criteria for application**
- BactiVac [Catalyst Training Application Form](#)
- BactiVac [Catalyst Funding – Training Applications Frequently Asked Questions](#)
- BactiVac [Privacy Policy](#)
- BactiVac [Terms and Conditions of Award](#)
- BactiVac [Training Report](#)