



CONNECTED Application Guidance Notes:

Bioinformatics course, Swedish Agricultural University, Sweden

January 20<sup>th</sup> – March 24<sup>th</sup> 2020

### Summary

CONNECTED aims to build a sustainable network of international scientists and researchers to address the challenges of vector-borne plant viruses in Africa. CONNECTED creates opportunities for individuals to engage with each other, build capacity and create research consortia to respond to funding opportunities in the research area of African vector-borne plant viruses.

A key objective of CONNECTED is to enable Network Members, particularly Early Career Researchers, to enhance their knowledge and skills for career progression. This will enable capacity building within the field of plant vector-borne diseases in Africa. To contribute to this, a bioinformatics training course is being held at the Swedish Agricultural University, Sweden - full details and course content are on our website.

Applications are open to all Network Members, and preference will be given to those who are Early Career Researchers and to those who are based in DAC-list countries.

All awardees will be required to complete a series of short evaluation forms to enable the CONNECTED Network to assess and monitor change resulting from the training.

Places are limited and will be awarded following a competitive review process.

### Applicant eligibility for funding

#### Network members who have research employment contracts:

All Network members are eligible, but preference will be given to those who are Early Career Researchers (ECRs) and to those who are based in DAC list countries. ECRs are defined as those who have received their highest degree (BSc, MS or PhD) within the past 7 years. To be eligible, you must have a current contract of research employment which extends at least until the finish date of the proposed training.

#### Network members who are students:





Network members who are part-time students are eligible for all costs associated with the training if they also have an employment research contract with their organisation which extends at least until the end of the training, as above. This should be confirmed in the letter of support from your group leader.

Network members who are full time students, from DAC-List institutions only, can apply for costs limited to travel (and associated costs including travel visas, vaccinations etc), subsistence and accommodation, to attend training that is relevant to the scientific goals of the CONNECTED network. NB: you would need to pay the costs of the training itself.

Applications must be supported by your organisation: please provide a letter of support from your group leader alongside your application.

For a list of eligible DAC countries, please visit the following link:

[http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC\\_List\\_ODA\\_Recipients2018to2020\\_flows\\_En.pdf](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf)

#### **Activities supported:**

This award will support attendance at the bioinformatics training course. The course costs are covered.

Accommodation will be provided and subsistence costs covered.

Immunisation, visa and travel costs are also covered. Awardees will need to pay for these and claim these costs back in arrears

#### **Activities not supported:**

The funds distributed as part of this award should be used exclusively for costs relating to attendance at this course. Any additional costs claimed will not be paid.

#### **Application process**

Network Members will be made aware of deadlines and key dates via the CONNECTED website (<https://www.connectedvirus.net/>), in monthly newsletters, and news items. This guidance documentation and the application form are available on the CONNECTED website. You must be a Network Member to be eligible to apply for this training opportunity.





Please enclose your CV with the application form, this should include information on your current employment, education, publications, conferences, training courses undertaken and any previous awards.

Each completed application form must be accompanied by a letter of support from your group leader. This letter should include the following:

1. Confirmation of your contract of research employment at your institution
2. Confirmation that you are recommended to attend this course.

Completed application forms, CVs, and letters of support must all be submitted to the Network Team email account ([connectedvirusnetwork@gmail.com](mailto:connectedvirusnetwork@gmail.com)) by midnight on the closing date of Thursday 28<sup>th</sup> November 2019.

### **Review process**

Each application received will be checked by the Network Team to ensure it meets the application criteria and contains the required information. If there are any problems, further information will be requested from the applicant. All complete applications will be reviewed by the CONNECTED Network Executive (selected Management Board members may also take part should any member of the Network Executive have a conflict of interest with any applicants). The CONNECTED Directors will receive a copy of the shortlisted applications, to enable final decisions for funding to be made.

### **Notification**

All applicants will be notified of the outcome of their application; please see the CONNECTED website for anticipated dates when results will be communicated to applicants.

### **Timescales for visas and travel**

Awardees must ensure that sufficient time is allowed for visa, travel and immunisation arrangements to be completed. Awardees are responsible for ensuring that the appropriate visa(s) and immunisations are in place to enable travel. If successful applicants are unable to secure visas or other requirements necessary to enable them to attend the course, they will lose their place and CONNECTED will not be responsible for any further costs.

### **Contractual Agreement**

Successful applicants will be sent an award letter that they must sign and return to the Network Team to confirm that they will use the funds in the manner set out in their application.





### **Evaluation**

At the outset and upon completion of the training course, awardees will be required to complete a short evaluation form. Awardees will be requested to complete a follow up questionnaire 6 – 12 months later. The Network Team will also request that the awardee's Research Group leader complete a related questionnaire for assessing change resulting from the Training course.

### **Payment of Awards**

Travel, visa and immunisations: the awardee will be responsible for booking their flights and travel needs plus any visa and immunisations needs. Awardees should claim these costs back from the Network Team by completing an expense form (to be provided by the Network Team) and submitting itemised receipts.

Accommodation and meals: Accommodation will be provided by the Swedish Agricultural University. CONNECTED will provide financial assistant to cover meals and subsistence.

All travel and subsistence costs claimed must be in accordance with the [CONNECTED T&S Conditions](#).

### **Publicity and Data Protection**

Copies of applications will be made available to the CONNECTED Management Board, Network Executive Group, and BBSRC, who will use the information provided for reviewing proposals, making awards, and post-award administration. CONNECTED may choose to publish details of awards, awardees, and information of training provided.

All funding comes from the BBSRC, so to meet the UK 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 BBSRC will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of BBSRC funding, study of trends and policy and strategy studies.

