

GUIDANCE FOR WORKSHOP FUNDS

The Anaerobic Digestion Network – a BBSRC NIBB

2014-2019



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I would like to hold a meeting on an AD-related topic – can you help?

This sounds interesting to our members -yes

I don't have many details yet – should I apply yet

Yes. Send us an application and we can pre-approve up to a maximum spending limit

Ok. I have a title and have booked the room and date. I even have some speakers –what next?

We can suggest more speakers and advertise this widely. Remember to get people to join the AD Network when they register with you!

By registering people in advance I have been able to manage the catering costs etc. Oh no! I have just realised that I over/under estimated the attendees. Am I in trouble?

We can pay a certain amount per person and are flexible to about 10% either way of our offer - no trouble!

If the discrepancy is larger let us know. We can authorise extra funds by email for an event that is too popular! For smaller gatherings just invoice us to within the 10% limit of the number of people who came.

The event was a success! How do I claim payment?

Send us the original receipts and an invoice. We just need a short report and a list of attendees.

Example Process for Member-led Network Events

Introduction

The AD Network has funds available for various Workshops to be spent over the lifetime of the Network. These may be applied for by members who wish to hold AD Network events in their area/topic. Applications are particularly encouraged from regions across the UK to enable active participation in events by all Network members.

Industry/Academic Workshops

This should be a gathering of both academic and industry members around a particular AD theme or topic. It is envisaged that this could be for a day workshop consisting of relevant presentations by experts in the field and networking opportunities. This will be advertised through the network and freely available to AD Network Members to attend. Room hire and food are covered.

Industry-led sandpit session

Led by an Industry member, these are intended to bring a small group of interested parties together to discuss a particular topic of industry interest. This could be by invitation only, but it is expected that attendees should be network members. Room hire and food are covered.

Funding Specific Workshops

Where a potential source of funding has been identified by a network member (e.g. Catalyst funds, EU 20/20 etc.), funds are available to hold a meeting (in the UK) of interested participants to organise and arrange for a bid to be made. The AD Network will pay for the room and food for this meeting, up to the value specified, only upon evidence being submitted that a bid has been submitted as a result of the meeting. This could be by invitation only.

Working Group meeting

This should be co-organised with the Chairs of each AD Network Working Group to reflect the interests of that interest group. This should be advertised through the network and freely available to AD Network Members to attend. Room hire and food are covered.

Workshop Type	Number available	Estimated attendance/cost per attendee*	Available funds per workshop (at 100% FEC, VAT incl.)
Industry/Academic Workshops	9	50/£30	£1500
Industry-led sandpit session	5	12/£250	£3000
Funding Specific Workshops	18	10/£50	£500
Working Group meeting	6	25/£30	£750

*This is an estimate only and the AD Network is quite flexible about the actual size/nature of the workshop.

All workshops should be publicised and branded with the BBSRC/AD Network. We ask for a one page publishable report on the event and detailed breakdown of attendees (for monitoring purposes).

If the event you envisage does not fit within one of the previous categories, please contact the Network Managers for discussion. We may have other funds that can assist. Likewise, special items

(in addition to room and food) may be authorised by negotiation. For example, if a site visit is integral to the envisaged workshop, we would consider funding the bus transport. This would have to be specified on the application and agreed in advance.

Funding call

The funding call will remain open until June 2018; funds awarded must be spent by November 2018.

Eligibility

These Workshops must be hosted by an AD Network member on an AD-related theme. The named organiser on the application will be our point of contact for the event.

Application process

To apply for funds, please complete the 1 page application form. This is available from adnet@soton.ac.uk. Or see the website, www.anaerobicdigestionnet.com for details.

All applications will be acknowledged. The application will be passed to a member of the Executive Board for evaluation. You will receive an email from the AD Network to confirm/deny acceptance or seek further clarification. We aim to give a response within 4 weeks.

Flexibility

No two workshops will be the same. We expect each organiser to arrange their workshop as they see fit and the AD Network Managers are happy to help. Accordingly we are happy to pay for and publicise the event according to the organisers needs.

An offer of funding from the AD Network will specify the maximum we are willing to reimburse for the event. The funds are intended to pay for a room, refreshments and food. If you have a request for special items this will be dealt with on an individual basis. Please put details on the application. This could be a supplementary item like bus hire to a site visit or consumables for a demonstration. We will let you know if we can fund them. It may be that these supplementary items only become apparent after the workshop planning commences. If you feel the need to ask for some extra funds at a later date get in touch *prior to purchase* and check if we can cover them.

At the early stages of planning, it can be difficult to know what level of interest there will be in the event. For this reason, we recommend that organisers apply for the maximum funding level and then claim for the actual number of attendees. We are happy to support smaller workshops –just be aware that your final invoice should reflect the attendance (*see payment of funds*). Likewise, if it becomes clear that the event is proving popular, we may be able to authorise a higher level of funding by email.

The date of the event need not be fixed at the time of application. We accept that arranging for guest speakers etc. can take time. However, we will need to know the actual date prior to any publicity and ask that you give us at least 2 months' notice to allow for this. If you have given us a provisional date please update it when you can. If the event has not been finalised within a reasonable time (i.e. a year from its original provisional date) it will be considered lapsed and you will have to reapply.

Once we start to promote the event we ask that you let us know immediately if it must be cancelled for any reason so that we may inform our membership. We will not be held liable for any expenses

incurred for an event that is not held, so please check that your institution has comprehensive insurance against such an eventuality.

If this is a joint event with another sponsor please be clear which items of expenditure will be claimed from the AD network as these can only be claimed once. We are happy to “joint badge” the event provided our contribution is recognised in your publicity.

You may wish to supplement the event in other ways through sponsorship etc. If so, we will be pleased to publicise this through our website for you.

Contact the ADNet managers at any time to discuss how we can help.

Payment of funds

Payments will be made by The University of Southampton at 100% fee up to the maximum agreed value. All funds are inclusive of VAT. They will be paid to the applicant’s institute in arrears, upon receipt of a satisfactory report. It is a requirement of the award that a one page publishable report of the event, alongside details of the attendees, will be provided to the AD Network. This is essential for BBSRC monitoring purposes. Payment may be delayed if a report is not forthcoming, upon request.

An invoice should be sent to the AD network with accompanying original receipts upon completion of the event. Only costs supported by original receipts will be reimbursed. Costs above the agreed limit will not be met by the AD Network and must be covered by the applicant’s institute. No costs relating to alcohol will be accepted.

In the event that the workshop is cancelled or for any other reason unable to proceed the AD Network will not be held liable for costs arising from the workshop.

It is expected that the sums claimed should reasonably reflect the number of attendees. A variation of attendees of 10% +/- those registered to attend is considered acceptable. However, if an invoice is received for a sum that does not, in the opinion of the Executive Board, reflect the reported number of attendees, it will be queried. Thus you might apply for £1500 for an Industry/ Academic Workshop of 50 people. In reality, if there are 30 people reported to us as actual attendees we would expect an invoice for 30*£30 (+/- 10%). That would be a maximum of £990. It is therefore important to register actual attendance on the day.

Event support

Once the event has been agreed with the AD Network, it will be promoted through the AD Network via mailshots, newsletter and website etc. The AD Network managers can assist with event registration, promotion and provide promotional material. We may also assist in any way we can with advice and recommendations for expert speakers etc. However, the booking of event room/food, arrangement of guest speakers and all local organisation on the day is the sole responsibility of the named host organiser.

Should an event prove unexpectedly popular, please notify the Network Managers at once as extra funds can then be authorised, if required.

After the event, the AD Network will use the publishable section of your report for promotional purposes and reporting requirements as it sees fit. This may include use on the AD Network website, newsletter and mailshots.

Additional support from the AD Network - Travel

The AD Network has a substantial number of travel bursaries available for members to pay for travel to/from relevant events. These are worth up to £100 and available for all members (Existing Collaboration Travel Bursary) or Early Career Researchers (ECR Travel bursary). This funding can be offered to individuals on a first-come-first-served basis up to our annual limits and would be in addition to the Workshop funds. Contact the Network managers or see the website for details.

Data Protection Regulations

The PI of the BBSRC NIBB grant has the responsibility for keeping data relating to the grant secure and safe. Copies of the applications will be made available to the BBSRC, who will use this information for research related activities, including but not limited to, transfer of funds, statistical analysis in relation to evaluation of the BBSRC NIBB, study of trends and policy and strategy studies.

The Executive Board will use information provided in the application for processing the proposal, the award of any consequential grant, and for the payment, maintenance and review of the grant.

Copies of the report may be made publically available, for network purposes. This could include, but not be limited to, publication on the AD Network website and inclusion in the AD Network Newsletter.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of funded awards may also be made available on the Research Councils' websites and other publically available databases, and in reports, documents and mailing lists.

We are expecting applicants to conform to the BBSRC guidelines for data sharing: <http://www.bbsrc.ac.uk/publications/policy/data-sharing-policy.aspx> and good scientific practice: http://www.bbsrc.ac.uk/web/FILES/Policies/good_scientific_practice.pdf.

Contact Details

For any queries, please contact the Network Managers:

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