



# FoodWasteNet

## CONSORTIUM BUILDING MEETING FUNDS OPERATIONAL GUIDELINES

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## Consortium Building Meeting Format

A FoodWasteNet funded Consortium Building Meeting is intended to allow Network members to meet in person for the purposes of developing a funding application to a third party<sup>1</sup>. The meeting's format, location, duration and number of attendees will be decided upon by the participants.

Participants may wish to implement a multi-party confidentiality agreement in advance of the meeting but this is not a condition of funding.

## Available Funds

Up to 5 awards (max £2,000 including VAT) will be available in 2016-17. Applications will be considered on an *ad hoc* basis until end of 2017 or the available funds are disbursed.

## Eligible costs

FoodWasteNet will pay up to £2,000 inclusive of VAT towards the cost of holding the consortium building meeting, including expenses such as:

- participant travel (if public transport is used, it should be standard class)
- venue hire
- accommodation
- catering.

Staff time and indirect costs may not be claimed. Funds will be paid at 100%.

## Applying for Network support for a consortium building meeting

The lead applicant and facilitator must complete and submit an application for funding on behalf of all individuals who will be attending the proposed meeting. The lead applicant must be a Network member and be eligible to receive BBSRC funding (<http://www.bbsrc.ac.uk/web/FILES/Guidelines/grants-guide.pdf>). All meeting participants must also be FoodWasteNet members. **There is an expectation that industrial partners will be included in the meeting.**

The application should be submitted as a word document to the Network Manager ([foodwastenet@reading.ac.uk](mailto:foodwastenet@reading.ac.uk))

## Reviewing applications

There is no closing date. Applications will be evaluated on an *ad hoc* basis by a group of FoodWasteNet Management Committee members (the Network director, Management Committee Chair and 1 other committee member). If there is a conflict of interest, the Network Co-director (or other committee member) will join the panel. The Applicant will be informed of the outcome of the application within 4 weeks of submission.

## Post –award Support from FoodWasteNet

To claim the funds, the applicant must submit an itemised invoice by email after the event has taken place. Payments will be made by The University of Reading to the Applicant's institute in arrears, and will be for actual expenditure up to the value of £2,000 including VAT.

## Monitoring and reporting

The proposal prepared by the consortium should make reference to the support provided to them as a result of their membership of FoodWasteNet. The Facilitator will be required to update the Network Manager when the funding application discussed at the consortium building meeting has been submitted to the relevant funding body.

FoodWasteNet is required to keep the BBSRC extranet up to date with outputs resulting from Network support. Therefore, the Network Manager will request updates on the continued interactions of the consortium and any external funding obtained from the Facilitator approximately every 12 months for the lifetime of the Network.

## Data protection and usage

<sup>1</sup> Funding from non-FoodWasteNet schemes e.g. Research Council, Innovate UK, Horizon 2020.

The application form for consortium building meeting support will be made available to the FoodWasteNet Management Committee, who will use information provided to make a decision on suitability of the proposed consortium to receive Network support. If the funding application is successful, the FoodWasteNet Manager will upload details of the meeting to the FoodWasteNet secure area of the BBSRC Extranet as a 'closed Network event' but will *not* make details of the consortium building meeting public on the FoodWasteNet website.

BBSRC will use information uploaded to its extranet for research related activities, including but not limited to, statistical analysis in relation to evaluation of the BBSRC NIBB, study of trends and policy and strategy studies.

In the event that the consortium is successful in securing third party funding as a result of FoodWasteNet support, the Network Manager will upload details of the award to the FoodWasteNet secure area of the BBSRC Extranet as 'other external funding received' and will publish details of the third party award on the FoodWasteNet website. To meet the Research Councils' obligations for public accountability and the dissemination of information, details of third party awards secured as a result of Network support for a consortium building meeting may also subsequently be made available on the Research Councils' websites and other publicly available databases, and in reports, documents and mailing lists.

### **Conflict of Interest**

Examples of conflict of interest include:

- Employed by the same institution as the applicant(s)
- Actively involved in research collaborations with the applicant(s)
- Working closely with the applicants, 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 35000 per annum from the applicant's organisation
- Personal/family relationship with the applicant(s)