

The following notes are intended for all applicants. They provide guidance on eligibility, completion of the [application form](#) and conditions upon which the research awards are ultimately issued and should be consulted alongside the Call for Research Proposals documentation, which is available on the [British Council's website](#).

Applicants need to complete one application form in accordance with the guidance notes here and follow any instructions provided on the application form itself.

Successful applicants whose proposals have been shortlisted by the BIRAX Ageing selection panel will be invited to submit a full application.

All applications should be submitted electronically and in English.

1. Outputs of Scheme

The scheme will enable scientists in both countries to carry out distinct pieces of collaborative research furthering advances in the field of ageing research. The scheme is intended to support important and innovative lines of research with a clearly identified outcome on completion.

We are interested in supporting a wide range of projects and welcome applications for basic and translational research.

The scheme is *not* intended to simply supplement ongoing research. Neither is it intended to meet any perceived shortfalls in existing project funding from other funders, or to simply “top up” funding shortages for postgraduate students, research assistants or others working for the applicant(s).

2. Eligibility

1. Proposals must be submitted by two Principal Investigators; one resident in the UK and the other in Israel. Both must be employed in an academic institution, research hospital or research institution in the country in which they are resident.
2. We would expect Principle Investigators to be established researchers who have progressed in their research careers, supervised students and managed grant funding. Allowances can be made for career breaks or other extenuating circumstances.
3. Principal Investigators must hold a position in academic institutions, research hospitals and research institutions in the UK or in Israel, that are officially recognised by both countries
4. Proposals may include a partner from a third country, however BIRAX will fund the activity of the British and Israeli labs only.
5. Applications must include a joint research programme in the form of a single, coordinated application, in which the roles and tasks of the respective partners are clearly defined
6. Multiple applications from institutions are acceptable, however, **each** principal investigator may submit **only one** application in this call for proposals.
7. Principal Investigators of previous BIRAX funded projects *are* eligible to apply but not with the same partner and not as an extension of previously funded work.
8. Principles Investigators of running BIRAX funded projects are eligible to apply only providing that their current project will end by the time the new project is expected to start (circa May 2019). Projects running in parallel will not be funded.
9. At the preliminary proposal stage, it is not necessary for the application to be **signed** by senior authorised personnel from the participating institutions i.e. Deans of Faculty in the UK and the University Research Authority in Israel (individuals listed in parts 5 and 6). This will be a requirement for projects that are asked to submit *full* proposals.

If in doubt, for a ruling on eligibility, please submit details to the British Council by e-mailing: biraxageing@britishcouncil.org.il marking the subject box "Eligibility Query".

Please note that we are unable to comment on the content of applications. Answers to general questions will be published periodically on the [British Council's website](#).

Other requirements

- A number of BIRAX partners require patients and public members to be involved in the research activities they fund. Projects funded by these partners will be required to incorporate reasonable **patient and public involvement (PPI)** into their work plan, as per funder policy. Such activities will be negotiated with projects on an individual basis once they have been made a funding offer. We do not expect PPI activity to feature in preliminary or full proposals, however by submitting an application, applicants express their consent to include reasonable PPI in their project where relevant and as required.
- Successful applicants will be required to allocate between 2.5 to five percent of their grant to **science communication** and public dissemination of their activities. Shortlisted applicants will be asked to outline these activities in their full proposal. Activities may include, but are not limited to, collaborations with local science museums, local communities and schools.

3. Funding

Grants of a value up to £400,000 over three years are available for research teams to implement joint research. Please note that the amount of the awarded grant to individual projects will pend on the availability of funds.

4. Assessment criteria

Applications will be assessed by an Academic Selection Board made up of scientific experts including members from outside the UK and Israel. Members of the Academic Selection Board will be appointed by the Co-Chairs Professor Haim Cedar, Hebrew University of Jerusalem and Professor Andrew Baker, University of Edinburgh and the British Council, following consultation with the UK Medical Research Council and the Israel Science Fund.

The Boards will evaluate preliminary proposals according to the following criteria:

- Relevance to ageing research as defined in the "Call for Proposals"
- Feasibility – Is the breadth and depth of activity planned realistically achievable in the time period?
- Quality of scientific content and delivery of the proposed research – a high scoring application will include a well-defined research area with excellent understanding of international priorities and how the research fits within these.
- Novelty - a high scoring application will demonstrate unique and innovative research that will make an important contribution to international knowledge.
- Synergy - a high scoring application will show very strong evidence of the complementarity of the research teams.
- Mode of Collaboration – a high scoring application will make evident the quality and quantity of collaborative activities which would include, but are not limited to, joint experiments, exchange of post-docs, transfer of materials etc.

Applications will also be assessed on:

- Compliance with Guidelines for Applicants and the relevant Application Form instructions

Please note: We will share, **in confidence**, the information included in this preliminary proposal with peer reviewers, members of the Selection Panel and representatives from the partnering foundations. By submitting the preliminary proposal, you give your consent for the information to be shared.

We ask you to indicate if you are content for us to share your application with a selection of interested pharmaceutical and biomed companies.

The Academic Selection Board's decision is final and confidential, and no appeals will be considered. The British Council is unable to enter into any communication regarding the Selection Board's decisions.

Award recipients will be required to fulfill monitoring and evaluation requirements including reporting requirements, project visits and involvement in external communication. Full details will be included in the award contracts. Failure to comply with demands will result in the British Council, responsible for the administration of BIRAX Ageing, seeking reimbursement of the full award plus administrative costs.

7. Equal Opportunities and Diversity

The British Council is committed to a policy of Equal Opportunities and we welcome applications from all sections of society. All applications will be evaluated solely on the basis of the award criteria as listed above.

8. Closing Dates and Results

Applications must be received by 22.00 (GMT) on **15 October 2018**.

9. What to do next

Complete the [online form](#) by the closing date.

Guidance Notes for Completion of the Preliminary Proposal Application Form

- The form must be completed online. It is advisable to prepare your answers in the [sample application sheet](#), and fill in the online form once you have finalised your proposal.
- On the last page of the application form, you can click the 'edit' button to review your application. Once you are ready to submit the application, click the 'complete registration' button.
- Once you have submitted your application, you will receive a confirmation email with your application number and the content of your application.
- The confirmation email will have a link to your online application, titled 'change your registration'. By clicking the link **you will be able to edit and resubmit your application** as many times as needed until the deadline, using the 'edit' button. The last version submitted before the deadline will be registered, and all other versions will be overridden.
- **There is no option to save the application before submission.** Filled in applications must be submitted in order for the entered information to be saved. However, submitted applications can be edited until the deadline.
- You will need to upload your and your partner's CV to proceed with your application. If you are not ready to upload your CV, you can use a dummy document and replace it with the CV at a later stage using the edit button. Applications without CVs will not be considered.

Part One – Project overview

Registration – enter your email. If you re-enter the online form, your email will be remembered and you will be asked for a password. Click 'forgotten password' and you will receive a password by email. Alternatively, you can use the link in the confirmation email you will receive to re-enter your application.

Details of Principal Investigators. A **Principal Investigator** must be named from both applying institutions. The Principal Investigators are the lead scientists for the project and the persons who will take responsibility for directing and reporting on progress and completion of the project. The PI will bear

overall scientific, financial and administrative responsibility for conducting the project and for meeting the terms and conditions of the award. Relevant urls (to research groups / laboratories / university departments etc) should be included.

Project title - A short, descriptive project title.

Project strands - please indicate under which of the strand(s) you wish your application to be considered. It is possible to choose more than one.

Project summary - please give a summary of the research (topic) to be undertaken in plain English describing the essence of the project, its expected outcome and the relevance to the field of ageing research. This should be a statement for a non-specialist lay audience about the research and its potential benefits (up to 2,000 characters).

Please let us know how you heard about the BIRAX Ageing Call for proposals.

Part 2 – Relevance of the project

Relevance to the Call - Please detail the relevance of the Proposal to the Call as outlined in the Scope. Please refer, as applicable, to which particular focus of the Call (Cardiovascular, T1 Diabetes, Neurodegenerative disease, Arthritis / Musculoskeletal) the proposal relates.

Objectives and outcomes - In this section provide an overview of the project and note the objectives and foreseen outcomes.

Propose activities and methodology - provide a brief outline of the methodology and activities of the project and indicate approximately how the project will be divided between the two institutions.

Keywords - Provide 6 keywords that most closely relate to the research area.

Proof of concept - Please provide a brief summary detailing existing proof of concept underpinning the work plan.

Nature of partnership - In this section provide a brief outline of the nature of the proposed partnership including the complementarity of the two partners and the proposed mode and extent of cooperation (including any previous collaboration). This may take the form of joint research activities where interdependent projects of a single program are conducted in different laboratories and may involve shared funding or different sources of funding; Provision of research facilities, materials, equipment and/or services to cooperating scientists; Exchange of personnel etc.

Part 3 – Contact details of the UK and Israel Principle Investigators

Part 4 - Persons authorised to endorse application in the UK and Israel Please indicate the individuals responsible for endorsing the application. An undertaking will be requested for those applications invited to submit full proposals.

Supporting documents – Please upload your and your partner’s CV in Word format.

Call for Proposals Indicative timeline

Date	Action
30 May 2018	call for proposal launched
15 October 2018, 22:00 GMT	deadline for pre-proposal applications
End of December 2018	Response letters sent out*

Mid-February 2019	full proposal deadline*
April 2019	Response letters sent out*
July 2019	Announcement of successful projects*

Dates marked with * are provisional. The definite deadline for full proposal submission will be confirmed at a later stage.

BIRAX Conferences

On the first week of September 2018, the British Council and Kings College London will hold two academic conferences in connection with the Call for Proposals:

- 3 - 4 September 2018: Precision Medicine in Ageing
- 4 - 6 September 2018: BIRAX Conference on Ageing

Both conferences will be held at Guy's Hospital Campus, King's College London and will provide ample opportunities for networking for the purpose of finding a partner for submission.

For more information about the BIRAX conference, please visit the [registration website](#).