Guidance Documents – BIOREME Undergraduate Internship summer 2024

This competitively awarded funding will support an undergraduate university student (in their penultimate year) to undertake a summer internship. Project funding will be competitively awarded to a project supervisor who will be responsible for recruitment of the student intern. Projects must involve some aspect of biophysical modelling of respiratory diseases. Multidisciplinary projects are encouraged as are projects that align with one of BIOREME's four key themes.

There is funding to award up to 4 projects lasting up to 8 weeks, costing up to £3,500 per project, with a London uplift to a total £3,850 (in the City of London or a Metropolitan Police District). Applicants can apply for funding for up to 2 projects. Projects are expected to occur across 8 weeks between June and September 2024.

BIOREME support

In addition to the funding support the BIOREME network will offer successful students additional opportunities including:

- Invitation to an online discussion group with the other BIOREME supported UG Internships through the online chat programme, Slack.
- Invitation to relevant research presentations organised through our network
- Invitation and funding to present their research at our annual network conference (poster presentation or flash talk)

Who can apply

- Applications are invited from researchers based at UK HEIs that are eligible for EPSRC: UKRI funding
- Applicants must be able to demonstrate they have the relevant research expertise to support the student in the project area.
- Applicants must be able to demonstrate they have the necessary infrastructure in place to advertise and deliver these internships at their host institution (e.g. either agreement that this will be included in an existing summer internship programme, or confirmation from the University that they are able to administer the student stipend and provide a suitable working environment for the student).

Funding

- Successful applicants will be awarded a contract from the University of Nottingham to be signed with the applicant's host institution.
- The funding can only be used to fund the student's stipend
- When invoices are submitted they will be refunded at 80% of the full economic cost (to a maximum of £2,800 at 80% FEC, i.e. £3,500 / project at 100% FEC) and a statement should also be submitted showing the full cost and the 80% FEC totals requested. For further details on costing and overheads please visit the EPSRCs full economic costings guide: https://www.ukri.org/councils/epsrc/guidance-for-applicants/costs-you-can-apply-for/

Key dates

9th October 2023: Applications Open

Updated 28 July 2023

26th January 2024: Applications Close

w/c 29th Jan and 5th Feb 2024: Applications peer reviewed

w/c 12th Feb 2024: Applicants notified

Application

As part of your application, you will need to:

- Submit a project proposal (max 1 page of A4 with 11pt Arial font and 2cm margins) which includes:
    - A description of the project aims and methods, outlining how the project aligns with at least one of BIOREME's four priority areas or BIOREME's broader remit of biophysical modelling in respiratory medicine.
    - An outline of how this project will provide the necessary hands-on experience for a student to inspire a future career in this research field.
    - A description of how the successful student will be supported by the host institution.
- Provide a letter of support from your Head of Department, to a) confirm support for these funds under UKRI 80% FEC funding b) confirm the school/department has the resources to support the student c) confirm the host institution can support the onward student recruitment through their existing processes (either central or school level) in the case where a student is not already in place.
- Provide contact details for a research support colleague(s) at your institution who will support the contract process.

Assessment

The applications will be reviewed by members of the BIOREME Network+ steering committee and advisory board who will have expertise in the project area. All reviewers will have declared any conflicts of interest up front and will only be assigned to applications that can be judged impartially.

Applications will be judged on the following criteria:

- Scientific Assessment of the proposed research including,
    - Scientific soundness and clarity
    - Feasibility of the research, considering timescales and student level of knowledge and experience
    - Relevance to BIOREME and themes
- Suitability of the applicant and the research environment to support the student
- Impact the project will have on inspiring the student in this research area

Successful applicants

Applicants will be informed by the end of February the outcome of their submission. Successful applicants will be sent an award contract that will need to be signed by the host institution. It is expected the projects will be administered from the host institution including: advertising, recruiting and paying stipends. The BIOREME team will support this where possible, but are primarily acting as funders.

If student recruitment is unsuccessful for the project proposal, funding will not be provided.

Updated 28 July 2023

An invoice will be submitted to the University of Nottingham as detailed in the contract on completion of the project. BIOREME can provide an example contract if requested before submission of the application.

It is expected the successful student will submit a one-page report and/or blog summarising the benefits of the student internship within 3 months of having completed the internship.

Intellectual property

With regards to intellectual property, The BIOREME Network+ and EPSRC make no claim to intellectual property that arises from research activities funded under this grant (for more information see their website: https://epsrc.ukri.org/funding/applicationprocess/basics/ip/). I.e. each party shall own the intellectual property generated by that party. However, it is required that project outcomes and any outputs resulting from the funding will be reported to BIOREME for dissemination to the wider network and general public.

The funding will be awarded via a BIOREME Network+ Award agreement from the University of Nottingham with the host organisation, which will specify the agreed terms and allow for any issues with respect to background IP being utilised in the proposed activity to be highlighted. If the application includes more than one research organisation and/or other project partners, the main applying Research Organisation must have their own formal collaboration agreements in place to set out the basis of collaboration including ownership or intellectual property and rights to exploitation.

Any publications and other outputs/dissemination resulting from work carried out under this grant must include acknowledgement of the Network+ funding by including the statement "This work has been supported by the EPSRC-funded Network+ Integrating data-driven BIOphysical models into REspiratory MEdicine (grant number:EP/W000490/1)". These publications (including the required project report) must adhere to UKRI Open access requirements and any software produced should be open source and made available via an online repository (e.g. Github, figshare etc.).

Contacts

For more information on the BIOREME Network please visit our website at bioreme.net If you have any further questions please contact our network project managers at contact@bioreme.net

GDPR statement

The BIOREME Network is hosted at the University of Nottingham and their privacy statement can be found here: https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx Records of the applications will be stored for 1 year from submission in line with the University of Nottingham Records and Information Management.

Aggregated and anonymised data regarding applicant institutions and project themes will be retained to monitor engagement and reach of the funding call.