CARBON RECYLING NETWORK
FLEXIBLE FUND
UNDERGRADUATE SUMMER STUDENTSHIPS
OPERATIONAL GUIDELINES

1. **Introduction:**
    CCnet (https://ccnet-nibb.co.uk/) has funds available for summer studentships to fund undergraduate students who wish to gain experience in the field of C1 gas fermentation, photosynthetic (cyanobacteria) anaerobic digestion or industrial biotechnology research. Preference will be given to projects with industrial involvement, with secondments in a company laboratory encouraged. The student may **not be** in the final year of their undergraduate degree course.

    Up to 4 annual awards of **£2500 at 100% fEC will be awarded.** The funding will support the living expenses of the student (£200 per week for up to 10 weeks) and a budget for consumables (maximum £500). The student **must** be paid by the host institution **during** the course of the project, as appropriate and as agreed with the student. Funding will be provided in arrears at **100% fEC**. Any additional costs associated with the project must be met by the organisation of the awardee.
    The project must be suitable for a student to complete in the allotted time. Suitable facilities must be available for the project to be carried out and all necessary requirements of regulatory authorities must be in place before the work begins.

2. **Eligibility:**
    The applicant must be a UK-based academic who meets the eligibility criteria in section 3 of the BBSRC Research Grants guide http://www.bbsrc.ac.uk/funding/apply/grants-guide.aspx
    The applicant must be the project supervisor
    The applicant and student must both be members of CCnet - Join here https://ccnet-nibb.co.uk/
    The project must be relevant to the objectives/remit of CCnet - More details here https://ccnet-nibb.co.uk/
    Awards are limited to one per applicant per academic year

3. **Application Process:**
    Applications should be submitted by **xx** on **xxxxx**. The applicant should complete the CCnet Undergraduate Summer Studentship application form and send along with a 2-page CV of the student, as a single pdf file, to: CCnet Network Manager louise.dynes@nottingham.ac.uk Please note that **the funding is valid only for the student named on the application form;** the award may not be transferred to another student.

4. **Evaluation Process:**
    A funding evaluation panel comprised of three members of the CCnet Executive Group (EG) and/or Management Board (MB) will review applications. Any member of the evaluation panel who has a conflict of interest* must recuse themselves from the review process and an alternative panellist will be selected.
    The application will be evaluated according to the following criteria:
    Scientific merit of the work to be carried out
    Suitability of the project as an undergraduate project (with regard to achieving outcomes in the time available)
    Relevance to CCnet objectives
    Suitability of the student for the research project

    It is expected that applicants will be notified of the outcome of their application **within four weeks** of the deadline.

* Examples of a 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 applicant(s), 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 £5,000 per annum from the applicant's organisation; personal/family relationship with the applicant(s).

5. **Administration and Reporting:**
Following the studentship, the project supervisor and the student are both required to submit a short report describing the work carried out and the student will be required to submit a project completion form, both within a month of the end of the studentship. A public project summary may be published in part or in whole by CCnet or BBSRC.

6. **Payment of Awards:**
Funds will be transferred in **arrears from the University of Nottingham** to the institution of the applicant, upon receiving the following documentation:
   - Supervisor report on research project
   - Student report on research project
   - Financial statement/Invoice

The student will be paid directly by the institution of the project supervisor during the course of the project, as agreed by mutual consent.

7. **Data Protection:**
Applications will be treated as confidential and used only for the purposes of reviewing to determine whether funding will be approved and for monitoring CCnet funds.

Applications will be distributed to the evaluation panel, and the information provided used for the purposes of awarding the funds. Details of the award, including the name of the awardee and organisation, the name of the student, project title and public project summary may be published by BBSRC and CCnet.

Since CCnet funding comes from BBSRC UKRI, to meet UKRI's obligations for public accountability and the dissemination of information, details of awards may also be made available on UKRI web sites and other publicly available databases, and in reports, documents and mailing lists.

8. **Contact Details:**
Louise Dynes
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louise.dynes@nottingham.ac.uk

9. **Websites:**
https://ccnet-nibb.co.uk/
https://bbsrc.ukri.org/