



NetZeroPlus Flexible Fund Scheme: Applicant Guidance Notes

Please carefully read the following information to assist applicants with the application process.

1 Completing the application form

Title: 30 words max.

People and organisations involved: Please specify Project Lead, Co-lead, Researcher Co-lead, Fellow. Additional rows can be added to this table if required. There can only be one Project lead. However, applicants may include more than one Co-lead.

- Project Lead
 - The Project Lead will lead the research study if funded. They will be responsible for the day-to-day management of the project, ensuring the proper use of funds and all reporting.
 - The Project Lead (and any other named applicants) must be resident in the UK and employed by the organisation submitting the application or have a written formal arrangement with the organisation that enables them to carry out research there and receive all necessary management and infrastructure support from the organisation to successfully deliver the research proposed. Successful applicants may be asked to demonstrate these requirements are met, prior to the issue of any award. The Project Lead commits on behalf of the organisation to take full responsibility for the research and its proper governance.
 - The Project Lead must ensure that they have obtained the permission of any other person named on the proposal form (e.g., Co-Leads or Project Partners) for the provision of their personal information and the processing of their data for the purposes of assessing this proposal, announcing any awards that may be made and any reporting about projects progress.
- Awards will be issued to the Project Lead's host institution. If project members are from multiple organisations, it will be the responsibility of the host institution to manage the flow of funds and contractual terms to project investigators in third organisations.
- A contact person in the Finance / Research Office of the hosting institution is also required. If an offer letter is issued, this contact will be copied into the email.
- Co-Leads
 - Co-Leads must meet the eligibility criteria for a Principal Investigator as above.
 - Co-Leads will have made a substantial intellectual contribution to the formulation and development of the project and will be engaged with the ensuing research.
- Project Partners
 - Project Partners will not receive funding directly from the award but will play a role in the proposed research. They will be separate institutions to those submitting the proposal. Named Project Partners may include UK or overseas research or user organisations, but an organisation should only be named as a Project Partner if it is providing specific contributions (either in cash or kind) to



the project. Any partners should be from an organisation with a research and/or innovation base.

- There is no limit to the number of Project Partners.

Project details

- **Dates:** Please state your likely start date (allowing a suitable period for contract signing).
- **Duration:** up to 9 months.
- **Costs:** please state your 100% full economic cost (fEC) and 80% awarded cost. We require further details of costs in a later section.

Summary: 400 words max. Summarise the project you would like to undertake, its relationship to the role of woodland in GGR, and how it contributes to the overall objectives of the NetZeroPlus Demonstrator.

Track record of applicants and their capacity to deliver this project: 400 words max. Please use this section to explain how the applicants are suited to delivering the project proposed and their specific roles in the team. You do not need to repeat information that is contained in CVs. Where subcontractors are used, please detail them here.

Project description: 1000 words max. Please describe the scientific background to your project, it's overall aims and the measurable objectives. You should describe the work to be done, why your choice of methods is appropriate, and how the work proposed relates to your objectives. You should also explain its importance. If you foresee any ethical issues arising, please outline them here, along with any mitigation planned. Demonstrate that you have clearly thought through the proposed project and explain how it will succeed. You should write clearly, be concise, and avoid jargon.

Relevance to NetZeroPlus: 400 words max. Explain why the project is relevant to the potential for woodland and forestry to deliver greenhouse gas removal in the UK context, and its relevance to other land-based carbon removal approaches, if any. Whilst we are particularly interested in the contribution the project could make to greenhouse gas removal, any wider environmental impacts should be described here. Projects that are not directly relevant to this call and the NetZeroPlus will not be considered.

Impact: 400 words max. Please describe the potential benefits of undertaking the project and what future work it might lead to. This might include the project's relevance to future research funding (i.e. it's leverage), its societal, commercial and policy impacts, and any other co-benefits.

References: References for all sections should be included here. Please do not provide more than 20 reference. Any standard journal format is acceptable. Please provide hyperlinks and DOI where available.

Public summary: 400 words max. Explain your project and its relevance in terms a lay person could understand. The NetZeroPlus team will use these summaries on our website and in other public facing material so no confidential material should be included in this section.

Project plan: 1 page max. Please include a work plan (e.g. Gantt chart) indicating timings, objectives and deliverables, including any impact activities. Outline how you will manage the project, and consider project risks and risk mitigation.

Costings: Please complete the table in the application form, which uses standard UKRI headings.

- Directly Incurred costs are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record.



- Directly Allocated costs are the costs of resources used by a project that are shared by other activities. They are charged to projects based on estimates rather than actual costs and do not represent actual costs on a project-by-project basis.
- Indirect costs are non-specific costs charged across all projects based on estimates, which are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel and finances. If required, requests for minor consumables, such as postage and telephone costs should also be covered in the Indirect costs.

Further information on what to include under these headings is available in the [BBSRC research grants guide](#). Equipment purchases are not permitted in this scheme. Projects will be funded at 80% of fEC.

Justification of resources: 400 words max. Please provide a brief description of time worked on the project by members of the team, any subcontract costs, how any travel costs have been calculated, and details of any other directly incurred costs (e.g. consumables). We do not require justification for indirect costs or other Directly Allocated costs. If your project is leveraging any financial (cash or in kind) contributions from other sources specifically for this project, please state them here.

Declaration of conflicts of interest: Applicants must state on their application form if any conflicts of interest are likely to arise with any of the assessment panel, who are members of the NetZeroPlus Management Board or with any project partners. See the Conflict of Interest Guidance.

2 CVs

Please provide a 2-page CV for each named applicant.

3 Letter of support from lead institution

Please provide a letter of support from your institution in which it is confirmed they will accept and abide by the terms of the awards, as specified in these guidelines.

4 Letters of support from project partners

Please provide a letter of support from each project partner in which it is captured their organisations/company's role in and commitment to the project and benefits for them being involved in the project.

Any questions regarding this call for proposals should be emailed to Dr Kate Gannon at netzeroplusflexfund@exeter.ac.uk