Quick Reference

Please note that you must read the full Call document for guidance before submitting your proposal

National Nuclear User Facility Phase 2

Programme Management Grant Call

Call type: Invitation for proposals

Closing date: 14 May 2019, 16:00

Funding Available: Up to £0.9 million for the management grant, and £6.5m for project support.

How to apply: Single stage submission for full proposal

Assessment Process: Proposals will be considered by the EPSRC Energy team for remit requirements before being assessed by an expert panel.

Key Dates:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform EPSRC of intent to submit</td>
<td>2 April 2019, 16:00</td>
</tr>
<tr>
<td>Town meeting for potential applicants</td>
<td>w/c 15 April 2019</td>
</tr>
<tr>
<td>Deadline for Full Proposals</td>
<td>14 May 2019, 16:00</td>
</tr>
<tr>
<td>Expert Panel</td>
<td>TBC late July 2019</td>
</tr>
<tr>
<td>Funding decision</td>
<td>TBC Aug 2019</td>
</tr>
<tr>
<td>Grant start date</td>
<td>From 1 Sept 2019</td>
</tr>
</tbody>
</table>

Additional information:

NNUF is a distributed facility for the preparation and analysis of radioactive samples for the nuclear fission research community.

This is a call to run the NNUF programme Management Group. The group will manage the NNUF as a unified facility, administer the distribution of central research support funding and report back to UKRI on the progress of NNUF as a whole on a six weekly basis.
Applicants considering submitting a proposal must discuss their potential application with EPSRC as soon as possible.

Applicants must ensure that they submit a letter of support from their host institution. This statement must include a description of what support the host institution will provide.

EPSRC Contacts:

Dr Neil Bateman, Senior Portfolio Manager, Nuclear Fusion: 01793 444496, email: neil.bateman@epsrc.ac.uk

Ms Jasmine Cain, Portfolio Manager, Nuclear Fission: 01793 444427, email: jasmine.cain@epsrc.ukri.org

Dr Heather Macklyne, Portfolio Manager, Nuclear Fission: 01793 444515, email: heather.macklyne@epsrc.ukri.org

When emailing EPSRC contacts please ensure the NNUF email inbox is copied into all correspondence:

NNUF@epsrc.ac.uk
National Nuclear User Facility Phase 2
Programme Management Grant Call

Call type: Invitation for proposals
Closing date: 14 May 2019, 16:00

Related themes: Energy, Engineering, Physical sciences, Research infrastructure

Contents of this call document
Summary
Background
Funding Available
Equality, Diversity and Inclusion
Equipment
Eligibility
How to apply
Submitting an application
Guidance on ‘Writing an Application’
User Engagement Strategy
Assessment process
Assessment Criteria
Guidance for [host organisations/heads of department]
Additional grant conditions
Moving Forward
Key Dates
Contacts
Change Log
Attachment Checklist

Summary
The National Nuclear User Facility is a distributed centre of excellence in nuclear science and technology dedicated to the provision of national and internationally leading facilities. It has two core activities: the operation of key facilities needed to undertake research and development on the operation and future development of nuclear plant in the UK, and the training of the next generation of nuclear scientists in core skills and the use of modern equipment. The first round of NNUF funding provided facilities located in both national laboratories and universities. Funding has now been made available for a second round of facilities as part of the National Nuclear Users Facility (NNUF Phase 2) investment.

EPSRC is inviting eligible academics to submit proposals to run the Management Group for the NNUF as a single co-ordinated programme. Up to £0.9 million is available to support this activity. As well as providing the management secretariat for the NNUF the Management Group will be responsible for administering the allocation the £6.5million of research support funding. A suggested access model could be that of the Mid-Range Facilities e.g. the new
ion beam facility at Surrey/DCF/Huddersfield. A peer review process for prioritising access should be described in the management grant application. Membership of the management group will need to include 50% new membership and 50% from the existing Management Group (which the new Management Group will replace), and membership will be limited to 3 years. EPSRC will be an observer. More information on NNUF can be found at http://www.nnuf.ac.uk/

Applications to this call will be assessed by an expert peer review panel drawn from across the nuclear community, including key academic, industrial and international stakeholders. There will not be a postal peer review stage. However, comments will be obtained from the prioritisation panel in advance of the panel meeting and applicants will have the opportunity to respond to the panel comments before the panel meeting.

**Background**

The National Nuclear User Facility (NNUF) was established in response to the Government Nuclear Industrial Strategy, and was launched in March 2013. NNUF is a multi-site user facility for nuclear science and technology, and aims to develop advanced nuclear technologies through collaboration between researchers from national research institutes, universities and industry. To further develop the capability of NNUF and UK nuclear research, the second phase of funding has been allocated by BEIS/UKRI. This will extend the capabilities commissioned in phase 1 of NNUF and enable a wider range of important technological challenges in the nuclear sector to be addressed, taking into account the recommendations of the independent Nuclear Innovation and Research Advisory Board (NIRAB).

EPSRC recognises that researchers from across the Nuclear Fission sector require access to high-quality research equipment to investigate radioactive materials. This equipment is essential in order to maintain UK research at an internationally leading level, and to train the next generation of researchers in cutting-edge techniques. Investment in state of the art equipment that will be utilised by multiple users and enable a wide range of ambitious research projects will ensure that the UK remains at the forefront of scientific discoveries and pioneering innovation in the nuclear sector.

For more information about EPSRC’s portfolio and strategies, see our website: https://epsrc.ukri.org/research/ourportfolio/

For more information about EPSRC’s Nuclear Fission portfolio and strategy, see our website: https://epsrc.ukri.org/research/ourportfolio/researchareas/nuclearfission/

The objectives for the NNUF Phase 2 are:

1. To deliver cutting-edge, active, world-leading nuclear research facilities by the end of the financial year 2022/23.
2. To expand NNUF Phase 1 facilities and hence the UK nuclear capability, complementing the BEIS Nuclear Innovation Programme, over financial years 2019-2022/23.
3. To develop innovative technical capabilities and solutions in key strategic areas, from financial year 2020/21 and onwards, as identified by NIRAB and covering the research themes below.

4. To enhance the position and reputation of the UK in nuclear research over the coming decade by increasing the output of high-impact research.

5. To enable the development of affordable, cost-effective solutions for national research by 2025 in support of the new-build and future decommissioning programmes.

6. To underpin the economic competitiveness of the UK nuclear sector for 2025, as new build reactors come online, and beyond, enabling growth for export opportunities, and enhance our ability to act as an intelligent customer, operator and regulator.

7. To stimulate the creation of advanced training opportunities and high value science and engineering jobs from financial year 2020/2021 for the long term benefit of the nuclear sector.

8. To enable national and international research collaborations from financial year 2020/2021 between academia and industry at NNUF facilities.

Two community consultations have identified projects for urgent nuclear infrastructure and were prioritised by the NNUF Working Group within the overall target of £60 million proposed by the Department for Business, Innovation and Skills (BIS) in 2014.

As part of the business case from EPSRC to BEIS, a list of equipment and facilities was presented, drawn from consultation with the research community. In addition it was recognised that effective management of the facility is necessary in order to maximise the impact of the facility.

This part of the NNUF 2 call invites a submission to provide the management and operational support for NNUF facilities as a unified programme (up to £900k). Also, the management group will be responsible for administering funding to support access to NNUF facilities – free at the point of use (£6.5 million).

Please note the following:

- The management grant will run until March 31st 2023 after which the management group should aim to be self-sustaining.
- The management group will be responsible for promoting the NNUF as a facility, both nationally and internationally.

**Funding available**

£0.9 million of funding is available to support NNUF management, and £6.5 million for research support on NNUF equipment.

A profile for capital/resource expenditure will be agreed between the host institution and EPSRC before the grant is authorised and funding is allocated. Applicants should provide, as part of the case for support, a preferred expenditure profile for the full duration of the grant. However, EPSRC reserves the right to adjust the profile of the funding allocation prior to award and/or during the course of the grant following consultation with successful applicants.
There will be no slippage or transfer of funds allowed between financial years (note that financial years run from April 1st to March 31st).

Please note that on the NNUF Programme Management grant application Travel and Subsistence is allowed but Post-Doctoral Research Assistants are not.

**Funding for supporting NNUF phase 2 facilities ends on 31 March 2023. Therefore, no application should ask for support beyond this date.**

**Institutional Support**

The institution hosting the management group must show significant support for the proposal. We expect any application to provide a letter of support demonstrating their institution’s commitment and support.

**Accessibility and Usage**

As NNUF is a multi-user facility applicants are required to demonstrate in the case for support how they will maximise usage of the equipment and facilities from users across the UK and internationally. Applicants are required to include a user access strategy for allowing access free at the point of use for academic researchers working within the UK nuclear community. Applicants must work with the individual NNUF sites to ensure that access to the equipment or facilities is open to those outside of the host institution. A facilities access agreement must be signed between the NNUF management group and the host institutions.

EPSRC expect to see evidence that applicants have engaged with industry and other users during the preparation of their proposals. Effective collaborative arrangements, when necessary, must be in place when partnering with non-University research groups /organisations before the grant begins.

Applicants also need to consider how access to potential international users may be facilitated.

**Monitoring and reporting**

Due to the complexity of NNUF Phase 2 and its integration with current NNUF Phase 1 facilities, applicants should understand that there will be strict governance and reporting requirements. These will be managed by the NNUF management group throughout the lifetime of the equipment and facilities funded, and possibly following the end of investment by EPSRC.

Host Institutions will have to report to the Management Group every six weeks against the draft criteria listed below, and the management group will provide a consolidated report to UKRI. Please note that this list may change throughout the lifetime of the award.

Reporting and evaluation procedures are being developed between the current funding bodies, against which the NNUF Management Group will be asked to report, covering:

- Progress against commissioning and expenditure targets.
• The availability and usage of installed NNUF research facilities, including number and type of user.
• The delivery of training, and new initiatives in supporting a SQEP (Suitably Qualified and Experienced Person) workforce.
• The output of technical reports, patents and publications across the range of thematic areas identified by the community as being of the highest priority (including publications generated from the external projects utilising the facility).
• Opportunities for international collaboration and partnership.
• Dissemination activities, e.g. opportunities to use the facilities are advertised widely.
• R&D / industry projects utilising the facility and revenues raised.
• Monetary value of projects utilising the facility.
• Other evidence of the impact of the research undertaken on the facilities.

Equality, Diversity and Inclusion

The long term strength of the UK research base depends on harnessing all the available talent and the Research Councils have together developed the ambitious RCUK Equality, Diversity and Inclusion Action Plan [https://www.ukri.org/files/legacy/skills/action-plan-edi-2016/](https://www.ukri.org/files/legacy/skills/action-plan-edi-2016/)

In line with the RCUK Diversity Principles, EPSRC expects that equality and diversity is embedded at all levels and in all aspects of research practice. We are committed to supporting the research community in the diverse ways a research career can be built with our investments. This includes career breaks, support for people with caring responsibilities, flexible working and alternative working patterns. With this in mind, we welcome applications from academics who job share, have a part-time contract, need flexible working arrangements or those currently committed to other longer, large existing grants. Please see our Equality and Diversity webpages [https://epsrc.ukri.org/funding/equalitydiversity/](https://epsrc.ukri.org/funding/equalitydiversity/) for further information.

Eligibility

For information on the eligibility of organisations and individuals to receive EPSRC funding, see the EPSRC Funding Guide: [https://epsrc.ukri.org/funding/applicationprocess/fundingguide/](https://epsrc.ukri.org/funding/applicationprocess/fundingguide/)

A list of eligible organisations to apply to EPSRC is provided at: [https://www.ukri.org/funding/how-to-apply/eligibility/](https://www.ukri.org/funding/how-to-apply/eligibility/)

How to apply

Submitting an application

Before submitting a full proposal applicants must send an Intent to Submit email to the NNUF Inbox (NNUF@epsrc.ac.uk) stating the PI name, the host institution and any other involved institutions, the facility or equipment being requested and the approximate cost. Please note that this information will be considered as indicative only.
Full proposal submission

You should prepare and submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/).

When adding a new proposal, you should select:

- Council ‘EPSRC’
- Document type ‘Standard Proposal’
- Scheme ‘Standard’
- On the Project Details page you should select the ‘National Nuclear User Facility Phase 2’ call.

Note that clicking ‘submit document’ on your proposal form in Je-S initially submits the proposal to your host organisation’s administration, not to EPSRC. Please allow sufficient time for your organisation’s submission process between submitting your proposal to them and the call closing date. EPSRC must receive your application by 16:00 on 14 May 2018.

Guidance on the types of support that may be sought and advice on the completion of the research proposal forms are given on the EPSRC website (https://epsrc.ukri.org/funding/applicationprocess/) which should be consulted when preparing all proposals.

Guidance on writing an application

Applications must include the following documentation:

- Case for Support (10 pages) including sections on
  - Track record of the proposers in managing a large facility (1 page).
  - Institutional strategy and support (1 page)
    In the remaining pages;
    - How the Group intend to manage NNUF as a single entity.
    - National Importance and how the group will manage NNUF in order to meet the overall objectives of NNUF.
    - Plans for long term sustainability. This should be backed up by a letter of support from the host institution.
    - Governance including how the Group will administer the £6.5m research support funds.
    - Encouraging and supporting external access.
    - Preferred annual spend profile for the duration of the grant. This must be tabulated.

- Pathways to Impact (2 pages).

- Work Plan (1 page).

- Justification of Resources (2 pages), this should include a table in order to make it clear where and what the costs are.
• Proposal cover letter, this should include any additional information we should be made aware of.

• Letter of support from project partners (1).

• User letters of support (3)

• Letter of support from Host Institution (2 pages). This should be attached as a letter of support.

• User engagement strategy (1 page)

**Additional Information**

Applicants should use the Ethical Information section on the Je-S form to demonstrate to the expert panel that they have fully considered any ethical issues concerning the materials they intend to use, the nature and choice, current public perceptions and attitudes towards the subject matter or research area. EPSRC will not fund a project if it believes that there are ethical concerns that have been overlooked or not appropriately accounted for. All relevant parts of the Ethical Information section must be completed. If the research will involve human participation or the use of animals covered by the Animals (Scientific Procedures) Act 1986 it is recommended that applicants pay particular attention to the guidance highlighted below. EPSRC reserves the right to reject applications prior to peer review if the Ethical Information sections are not completed correctly.

Further guidance on completing the Je-S form can be found at [https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/EthicalInformation.htm](https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/EthicalInformation.htm). Other relevant guidance includes: EPSRC’s policy on animal use in research ([https://www.epsrc.ukri.org/about/standards/animalresearchpolicy/](https://www.epsrc.ukri.org/about/standards/animalresearchpolicy/)) and the Responsible Innovation Framework ([https://epsrc.ukri.org/research/framework/](https://epsrc.ukri.org/research/framework/)).

Please note that on submission to EPSRC all non-PDF documents uploaded onto Je-S are converted to PDF, the use of non-standard fonts may result in errors or font conversion, which could affect the overall length of the document.

For advice on writing proposals see:

[https://epsrc.ukri.org/funding/howtoapply/preparing/](https://epsrc.ukri.org/funding/howtoapply/preparing/)

**Assessment**

**Assessment process**

Applications to this call will be assessed directly by a specially convened expert peer review panel drawn from across the nuclear community including key academic, industrial and international stakeholders.

Applications that are judged to be out of remit for this call will be rejected prior to panel.

Recommendations to fund will be made on the criteria below and proposals will be ranked by the panel that will produce a rank ordered list using the assessment
criteria. As this call will operate a single stage peer review process with no postal refereeing stage, the review panel will be asked to comment on the applications prior to the panel meeting. These comments will be shared with the applicants for a response that will be tabled at the review panel meeting. The final rank ordered list will be available on EPSRC Grants on the Web system (http://gow.epsrc.ukri.org/) when applicants are informed.

**Assessment criteria**

Proposals will be assessed on their fit to the scope of the call, and to the following criteria.

**Quality (Primary Criteria)**

As the management grant is for managing the NNUF the quality assessment will relate to the quality of the management.

- The effectiveness of the proposed NNUF management, including management of risk.
- Appropriateness of the estimated resources to be requested.
- **Sustainability**: The management proposal must be for a maximum duration of four years (ending on 31 March 2022) and should show a clear plan for the continued functioning of the management group after the grant ends.

**Importance (Secondary Criteria)**

- National importance of the NNUF national facility on a 10-50 year timescale.
- Fit to NNUF objectives.
- Strategic fit of the NNUF national facility within the existing EPSRC portfolio. How the proposed national NNUF facility supports the UK nuclear strategy, underpins EPSRC’s strategic priorities and adds value to previous EPSRC investments.

**Impact (Secondary Criteria)**

- The relevance and appropriateness of the beneficiaries identified and collaborators proposed and the quality of the impact plan for the NNUF as a national facility.

**Applicants’ ability to deliver effective management (Secondary Criteria)**

- Balance of skills of the proposed management team.

**Resource management (Secondary Criteria)**

- Effectiveness of the planned process for administering the £6.5M of research resource.
Feedback

As this call will operate a single stage peer review process with no postal refereeing stage, the proposals will go straight to an expert panel. Panel comments will be obtained in advance of the panel meeting and applicants will have the opportunity to respond to the panel comments before the panel meeting. Feedback will be provided to the principal investigator and host organisation following funding decisions.

Grant Additional Conditions (GACs)

In addition to the standard terms and conditions for grants, successful applicants will be required to adhere to the following additional conditions. Please note that these conditions are BEIS instructions and are non-negotiable.

GAC01 The management group will compile six weekly reports from information provided by the host institutions and submit the report to the Steering Group and EPSRC for sign off.

GAC02 The management group will maintain the NNUF risk register and report to the Steering Group and EPSRC in the six weekly reports.

GAC03 The management group will adopt and deliver the ToRs as outlined in the Business Case.

GAC04 The management group will provide a more detailed report every six months to the Steering Board and EPSRC detailing any expenditure on equipment, mechanisms for sharing the equipment, who has utilised it and what the key research achievements from this use have been, and against other KPIs stated in the business case.

GAC05 The management group will put in place a plan to ensure that the commitments by host organisations to maximise the usage of the equipment and facilities are realised.

Moving forward

Submissions to this call will count towards the Repeatedly Unsuccessful Applicants Policy. Further information about the policy can be found at: https://epsrc.ukri.org/funding/howtoapply/basics/resubpol/rua/

Key dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform EPSRC of intent to submit</td>
<td>2 April 2019, 16:00</td>
</tr>
<tr>
<td>Town meeting for potential applicants</td>
<td>w/c 15 April 2019</td>
</tr>
<tr>
<td>Deadline for Full Proposals</td>
<td>14 May 2019, 16:00</td>
</tr>
<tr>
<td>Expert Panel</td>
<td>TBC late July 2019</td>
</tr>
</tbody>
</table>
*EPSRC aims to adhere to the key dates as published, however there may be exceptions e.g. where a prioritisation meeting may have to change due to panel member availability.

**Contacts**

Dr Neil Bateman, Senior Portfolio Manager, Nuclear Fusion: 01793 444496, email: neil.bateman@epsrc.ac.uk

Ms Jasmine Cain, Portfolio Manager, Nuclear Fission: 01793 444427, email: jasmine.cain@epsrc.ukri.org

Dr Heather Macklyne, Portfolio Manager, Nuclear Fission: 01793 444515, email: heather.macklyne@epsrc.ukri.org

Please ensure the NNUF email inbox is copied into all correspondence:

NNUF@epsrc.ac.uk

**Change log**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Version</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Bateman</td>
<td>12.02.2019</td>
<td>2</td>
<td>updated dates</td>
</tr>
</tbody>
</table>

**Appendices**

**Je-S attachments Check List**

**Standard:**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Maximum Page length</th>
<th>Mandatory/Optional</th>
<th>Extra Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case for Support</td>
<td>10 pages</td>
<td>M</td>
<td>Comprising up to two A4 sides for a track record, and six A4 sides describing proposed research and its context.</td>
</tr>
<tr>
<td>Pathways to Impact</td>
<td>2 pages</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Workplan</td>
<td>1 page</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Justification for Resources</td>
<td>2 pages</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Pages Limit</td>
<td>Required By</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------</td>
<td>-------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CVs</td>
<td>2 pages each</td>
<td>As Required by EPSRC</td>
<td>For named and visiting researchers, and researcher co-investigators only.</td>
</tr>
<tr>
<td>Project Partner Letters of Support</td>
<td>No page limits</td>
<td>As Required by EPSRC</td>
<td>Must be included from all named project partners. Must be on headed paper, and be signed and dated within six months of the proposal submission date.</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>No page limits</td>
<td>As Required by EPSRC</td>
<td>In this application one letter of support, plus an addition institutional letter of support.</td>
</tr>
<tr>
<td>Equipment Quotes</td>
<td>No page limits</td>
<td>As required by EPSRC</td>
<td></td>
</tr>
<tr>
<td>Equipment Business Case</td>
<td>2 pages each</td>
<td>As required by EPSRC</td>
<td>Required for any items or combined assets with a value above the OJEU limit.</td>
</tr>
<tr>
<td>Proposal Cover Letter</td>
<td>No page limit</td>
<td>Optional</td>
<td>The cover letter can be used to highlight any important information to EPSRC. This attachment type is not seen by reviewers or panel members.</td>
</tr>
<tr>
<td>Other attachment</td>
<td>No page limit</td>
<td>As required, at EPSRC request only</td>
<td>This can be used for a document that does not fit under any of the headings above. This attachment type is not seen by reviewers or panel members.</td>
</tr>
</tbody>
</table>
Please ensure you adhere to the above attachment requirements when submitting your proposal. Any missing, over length or unnecessary attachments may result in your proposal being rejected.