



The Greenhouse Gas Removal (GGR) Demonstrators Programme

Removals in Residence

An opportunity for secondment funding

Guidelines for Applicants

Support to help facilitate the strategic flow of ideas and knowledge, to enhance UK capacity to develop GGR in environmentally, socially and economically viable directions.

Please read these guidelines carefully before preparing your application.

There are no closing dates for this opportunity.

The latest date an application will be accepted is 15 January 2025 (subject to review by January 2024).

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Removals in Residence - Greenhouse Gas Removal (GGR) Secondments.

Summary.

This invitation is seeking to fund secondments of up to one-year's duration¹ to facilitate the strategic flow of ideas and knowledge, enhancing UK capacity to develop GGR in environmentally, socially and economically viable directions. The Removals in Residence scheme is expected to operate until 2025, subject to review in early 2024, with an open invitation for applications.

These guidelines detail the purpose, aims and objectives of the scheme. The document explains who can apply and how to make an application. Details about what funding can be requested, how proposals will be assessed and the nature of the awards that will be made are also provided.

Secondments may be to, or from, any type of organisation including, for example, universities, start-ups, the policy world or civil society organisations (CSO). Successful proposals will demonstrate a potential contribution to the delivery of the UK's Net-Zero Strategy and GGR targets.

In conjunction with reading these Guidelines for Applicants, please view the [Removals in Residence Webinar](#) on the Hub's website where information about the scheme is presented. Topics covered there include aims and objectives of the GGR-D Programme and the Removals in Residence scheme, how to apply, what funding can be used for, how proposals will be reviewed and what happens when an award is offered.

Applications should be emailed to Secondment.applications@imperial.ac.uk

Introduction to Greenhouse Gas Removal (GGR), the GGR-Demonstrators Programme, the Hub and its Flexible Fund.

What is Greenhouse Gas Removal (GGR)?

GGR is the removal of greenhouse gases that have already been emitted into the atmosphere, and then storing them away securely and for the very long-term. GGR reduces the total stock of atmospheric greenhouse gases, reducing their concentrations in the atmosphere. Carbon Dioxide Removal (CDR) is the same as GGR, except that it only relates to carbon dioxide (CO₂) whereas GGR relates to all types of greenhouse gases (e.g., methane, nitrous oxide and CO₂).

GGR methods vary in terms of their maturity, removal process, time scale of sequestration, storage medium, mitigation potential, cost, co-benefits, impacts and risks, and governance requirements (for more information see IPCC, 2022, Section C.11.1).

¹ They will last no longer than 12 months. Where a named applicant normally works on a part-time basis, projects may be extended pro rata.

GGR processes are commonly categorised as biological, geochemical or chemical. Afforestation, reforestation, improved forest management, agroforestry and soil carbon sequestration are currently the only widely practiced GGR methods. Techniques that store carbon in vegetation and through soil carbon management are expected to securely store removed carbon for decadal to century timescales. Whereas methods that store greenhouse gas in the oceans or geologic formations may securely sequester the gas for 10,000 years or more.

GGR should not be confused with carbon capture and storage (CCS). In brief, capture and storage stops the volume of greenhouse gases in the atmosphere growing. It entails capturing emissions at source (such as at a fossil fuel power plant or in a livestock shelter) and then storing them securely, for the very long-term. This practice is considered part of cutting emissions, by avoiding new emissions. The difference between GGR and capture and storage could be seen as akin to cleaning up pollution (GGR), as opposed to not making more of a mess in the first place (CCS).

Why do we need GGR?

Progress toward abating anthropogenic climate change has been slow. For example, even if all the Nationally Determined Contributions (NDCs) commitments that countries have made under the Paris Agreement were implemented, the Earth is still expected to warm by 2.7°C by the end of the century (UNEP, 2021).

The IPCC's 2022 Working Group Three report states that *'The deployment of carbon dioxide removal to counterbalance hard-to-abate residual emissions is unavoidable if net zero CO₂ or GHG emissions are to be achieved'* (IPCC, 2022, p40). The IPCC indicates that, if warming is to be limited to 1.5°C, up to 1,000 billion tonnes (Gigatons, or 1,000 Gt) of CO₂e (or equivalent) must be removed from the atmosphere within the next 80 years (IPCC, 2018).

A Royal Society and Royal Academy of Engineering review of GGR (RS/RA, 2018) found that the UK will need to remove 130 MtCO₂e per annum by 2050 to meet its net-zero and Paris Agreement obligations. Whilst, in 2020, the UK Committee on Climate Change's Sixth Carbon Budget (CCC, 2020) estimated up to 112 MtCO₂e per annum will need to be removed by 2050.

The UK's Net Zero Strategy (HM Government, 2021, p180) notes that by 2050 between 75 and 81 MtCO₂ per year of residual emissions will need to be removed using engineered techniques. This is the equivalent of between 45 and 80% of the total emissions that will require capturing across the UK by 2050 (HM Government, 2021).

Introducing the GGR Demonstrators Programme (GGR-D) and Hub.

As part of the government's Strategic Priorities Fund, UK Research & Innovation (UKRI) has invested over £30 million to investigate the viability of large-scale GGR techniques in its GGR-D Programme. Five interdisciplinary demonstrator projects have been established to conduct the research over a 4.5-year timeframe to inform and help shape government and others' decision-making.

The demonstrator projects are investigating:

- [management of peatlands](#);
- [enhanced rock weathering](#);
- [use of biochar](#);
- [large-scale tree planting, or afforestation; and,](#)
- [rapid scale-up of perennial biomass crops.](#)

The [CO₂Removal Hub \(or CO2RE Hub\)](#) co-ordinates the Programme and conducts solutions-led research to evaluate a balanced portfolio of economically, socially and environmentally scalable GGR options, with associated policy design, engagement and outreach.

The Hub seeks to enable the UK to lead internationally on achieving global net-zero emissions, consistent with the Paris Agreement. The Hub is a consortium of seven institutions (the universities of Bristol, Edinburgh, Leeds, Manchester and Oxford and Imperial College, London and University College London) led by the Smith School of Enterprise and the Environment at the University of Oxford.

As part of its programme of work, the Hub has a Flexible Fund, and it is this fund that will be supporting secondments under this call for proposals.

What is the Flexible Fund (FF)?

The FF is a £1 million fund which will support work to address research and engagement gaps identified during the lifetime of the Programme by supporting:

- Pathfinder R&D projects to address gaps in GGR innovation;
- programme and knowledge exchange and capacity building, including this Removals in Residence secondment scheme; and,
- engagement and collaborations.

Removals in Residence - rationale and benefits.

Purpose and rationale.

The Removals in Residence scheme will support secondments to facilitate the strategic flow of ideas and knowledge, with a view to enhancing UK capacity to develop GGR in environmentally, socially and economically viable directions. The scheme will operate until January 2025, subject to review in 2024, with an open invitation for applications – i.e., no closing dates.

The Removals in Residence scheme secondments that we fund will be expected to contribute to three key Hub objectives:

- by enhancing knowledge exchange, they will be **supportive of policies** by providing new capacity to develop implementable policy options and governance solutions for sustainable GGR deployment;
- the sharing of skills, for example in relation to removals techniques, lifecycle assessment or monitoring, reporting and verification (MRV) for GGR will help develop **scalable technologies**; and,
- whilst creating new linkages across the research and innovation community the initiative will also **enhance capacity** through engagement with the full range of parties who have a stake in GGR, including publics and civil society organisations (CSOs).

We recognise that by being embedded, great value can be obtained through secondments to both individuals and organisations by virtue of exposure to a different organisational culture and techniques or knowledge. The scheme will therefore fund the secondment of individuals across the GGR community of interest. It is open to academics, policymakers, innovators and other stakeholders, such as businesses or NGOs, where a need and benefits which align with the three headline objectives noted above have been identified. The open nature of the scheme is driven by a commitment to bridging gaps between innovators, academics, decision-makers, practitioners and publics.

Not only will the secondments help establish a good understanding of day-to-day working, drivers, decision-making contexts and knowledge needs of both parties, but they will also open up understandings of barriers to progress and help identify and implement solutions to such barriers.

By working with colleagues across organisations and organisation types, the secondees will have the opportunity, for example, to gather relevant data and information, working collaboratively to generate new knowledge, synthesise and communicate findings and to promote learning across the relevant science, business and policy domains.

The expected benefits of the Removals in Residence scheme.

We expect the scheme to achieve multiple benefits, including:

- improved characterising, quantifying and understanding of GGR challenges and opportunities;
- the co-design, co-production and co-delivery of solutions to factors inhibiting the development, take up and delivery of GGR;
- an acceleration of opportunities for scalable GGR by bringing actors together in a manner that would not otherwise happen;
- progress in achieving academic, innovation and policy ambitions;
- securing access to data, infrastructure or equipment and people that would otherwise be unavailable to help solve bottleneck challenges;
- addressing challenges, closing research gaps and building research synergies across the GGR-D Programme; and,
- facilitating networks, particularly for new researchers among the GGR community.

Successful applicants will have demonstrated in their application how their proposed secondment would help deliver such benefits.

What might a secondee address?

Beyond having a direct link to GGR, the topic and objectives of secondments are open to applicants to define. Successful proposals will demonstrate how the proposed secondment would deliver at least one of the three objectives of the scheme - i.e., being **supportive of policy**, the development of **scalable technologies** or **enhancing capacity** and will show how the secondment would contribute to the expected benefits of the scheme overall, as described above.

Relationships between organisations and the secondee.

The “Host” will be the organisation where the secondee will be based during the project. The “Home” organisation is the organisation at which the secondee is normally based and employed. The ‘Grantee’ is the person who will be responsible for the delivery of the grant.

Secondees will have a lead contact person within their Host organisation responsible for their management (the Host Responsible Person). They will collaborate to deliver the work plan. Coordination, guidance and support will be provided through regular meetings (virtual and face-to-face) to develop agreed activities, outputs and reports. The application will explain how these relationships will be managed and the assessment criteria include reference to this (see below). The Grantee and the Host Responsible Person may be the same person, if appropriate to the secondment.

Administration – applying.

Introduction.

At all stages of the competition our aim is to deliver a streamlined process to keep the timelines from application to award short, while maintaining a fair and robust peer review process.

Who can apply or participate?

The scheme is open to higher education institutions, research council institutes, independent research organisations, industry, business, the public and civil society sectors. Secondments may be both to and from currently supported GGR-D teams, but also between other pairs of stakeholders not currently part of the GGR-D Programme.

The scheme is open to both staff exchange type secondments where two people swap organisations or single person exchanges between organisations. Where two people are planning to bilaterally swap organisations, two applications should be submitted simultaneously, but separately, and covering letters should cross reference the paired proposal. Paired proposals will be jointly

reviewed, avoiding double jeopardy. If successful, each secondment would receive a separate grant appropriate to need.

Host organisations must be based in the UK.

It is not the intention of the scheme to support internal secondments within a single organisation although secondments within multiple organisational projects/initiatives would be eligible.

Members of the CO2RE Directorate Hub Leadership Team are not permitted to apply for funding nor financially benefit from awards.

Individuals may submit or be named on more than one application. However, individuals may only undertake a single secondment at a time.

Finding partners and brokerage

Organisations interested in participating in the scheme (as either Home or Host) who do not have an appropriate partner organisation or secondee contact may submit secondment 'pitches' to the Flexible Fund Manager who will collate these and, working with the Hub's stakeholder and communications manager, publicise them to potential applicants through the Hub's website, social media, partners and newsletters.

The Hub does not guarantee to find appropriate partners, and applicants should not rely on this offer.

No more than two ideas can be submitted per calendar year to the brokerage scheme by any single organisation.

If you wish to use this offer you should email the Flexible Fund Manager, Dr Paul Rouse at Imperial College, London (P.Rouse@Imperial.ac.uk). The email should include a pdf attachment for the purposes of sharing with potential partners and placing on the Hub's website and other media. The document must include the following:

- a contact person;
- information about your organisation (200-word limit including website, contact details, aims and objectives/mission);
- motivation for being involved in the scheme (200-word limit);
- the need or agenda to be addressed during a secondment (400-word limit); and,
- ideas about the proposed secondment arrangements and opportunities (300-word limit).

Forming relationships through the Hub is **not a requirement** of the scheme. Secondees can work with a Host that they either already know or form a new relationship through a different route, should they wish to. Applicants are not required to submit a pitch as this is not an obligatory step, it only aims to help potential applicants.

Funding available.

What do we expect to support?

Secondments may be up to 12 months duration. Where a secondee normally works on a part-time basis, the duration of an award may be extended pro-rata. All secondments must have concluded by 1 July 2025. Within this framework, applicants are free to design a variable geometry that best aligns with the need of the project.

Value of awards - costs that you may apply for.

The value of an award will normally be up to a maximum of £12,000 (£15,000 full economic cost).

Given funding is allocated by UKRI to the Hub on the basis of the UK's [Dual Support funding structure](#) grants issued through this scheme will be paid on the 80% full economic cost basis (fEC). For organisations recognised for funding by UKRI this means grants will be offered on the same basis as Research Council funding ([information regarding who is eligible for UKRI funding](#)).

Businesses or organisations not recognised for UKRI funding are encouraged to apply. They will need to demonstrate how the Host organisation will be contributing 20% of the value of the award, making it up from £12,000 to £15,000. This should be done in the 'Value of any contributions (cash and in-kind)' section of the application form (section 5). The costs associated with the Host and/or Home responsible persons' time that will be required for the project would be an example of an appropriate contribution.

Funds are available to cover the secondee's costs including travel and accommodation, and any training, equipment, consumables or other directly occurring costs that arise and are necessary to deliver the project. In addition, the costs of providing cover for care where a secondment requires absence from the usual location of care may be requested. Such costs may be in addition to the maximum budget (in such cases, an annex should be included with the case for support – see 'Guidance on filling in the application form' below).

Awards will not fund secondees' salaries, apart from in exceptional cases – for example – where a volunteer or unpaid person from a Home organisation seconds into an environment where their contribution would normally be expected to be remunerated (see below).

The scheme will not fund replacement salaries to cover a secondee's normal activity.

In line with the requirements of the UKRI which funds this initiative, projects are required to follow [UKRI standard terms and conditions](#).

Submitting your application.

How to apply.

Applications must be made using the Removals in Residence application form (see Annex 1 below and the [CO2RE Hub website](#)).

The Home and Host organisations will agree between themselves which will be the recipient of the award (the “Grantee”). The application will be submitted by the Grantee on behalf of itself and the other party (the “Partner”).

Applications should be emailed to Secondment.applications@Imperial.ac.uk . We will **not** accept any other form of application.

You must only include the information requested. Any additional materials will not be accepted. Any **incomplete applications will be rejected**.

There are no closing dates for proposals so you may apply at any time.

Your application should include:

- the completed application form (submitted in pdf format);
- the case for support: five pages maximum, setting out the case (in a Pdf format);
- a workplan: one page (in a Pdf format);
- CVs: up to two A4 sides (in a Pdf format); and,
- a cover letter if the application is a resubmission (in pdf format).

You may wish to include letters of support from project partners (in a Pdf format), but this is not a requirement.

All documents should be completed in single-spaced 11 font Arial. Paper size should be set at A4. Margins may be set to narrow.

Important principles.

Equality, Diversity and Inclusiveness (EDI).

Excellence will be achieved through recognising the value of every individual. We commit to develop a strong and enduring culture of equality, diversity and inclusion and to promoting a positive culture, which celebrates difference, challenges prejudice and ensures fairness. Our ambition is to instil these values across the Hub and its activities, as well as promoting them to our partner demonstrator projects, and the developing GGR industry, including through this Researchers in Residence scheme.

We recognise that the GGR community is insufficiently diverse and that existing inequalities are significant, and we seek to help redress these shortcomings by pro-actively formulating an approach which encourages and supports a diverse cohort of participants. We particularly encourage applications from under-represented groups.

A close attention to EDI will run through the Removals in Residence process and our commitments to it will be clearly reflected in the assessment processes and reporting.

We are keen to support new researchers or practitioners where they have the appropriate skills, and we welcome applications from those who work on a part-time basis.

All applicants are individually invited but are not required to provide information to help us work toward achieving EDI. Applicants are requested to complete the [Removals in Residence EDI monitoring form](#). The form can be completed via PC or mobile phone. The responses are received anonymously and will be collated and reviewed by the Hub's EDI team. Neither those administering the scheme, nor the Panel will receive this EDI data.

Integrity and professional practice.

Where operating within an academic organisation, the applicants (the organisations and the secondee) are expected to comply with the national framework for good research conduct. The ways in which they are expected to meet these commitments are set out in the relevant sections of [The universities UK concordat to support research integrity.pdf](#)

For those not undertaking research, applicants (the organisations and the secondee) will be expected to operate within the framework of their professional body or another appropriate ethics framework and to operate within the principles, and where appropriate the practices, set out within the Concordat to Support Research Integrity. Applications will demonstrate how they meet this expectation in the application form.

These integrity and professional practice expectations will be included in contracts issued to successful applicants (see 'Nature of Awards' below).

Publication.

Awardees will be encouraged to publish the outcomes of the project. Authorship of any publications arising from the project will be decided in accordance with normal practice. Publications that arise out of the scheme's support must acknowledge the funding received.

Guidance on completing the application form.

Introduction.

Applicants should download and complete the Word document application form. It should be submitted in pdf format.

Please carefully read the following information about completing the application form.

Note on personal data

The nominated Grantee's responsible person must ensure that they have obtained the permission of any other person named on the proposal form for the provision of their personal information to CO2RE and the processing of their data by CO2RE for the purposes of assessing this proposal, announcing any awards that may be made and any reporting about projects progress to the Hub's funder, UKRI.

Section 1 – Applicant(s) details.

Secundee

There can only be one Secundee per application. This is the person who will be seconded from one organisation to another.

Name, position, organisation, e-mail and telephone are required.

Note regarding support for PhD students

PhD students may be secondees although the Grantee must ensure that they are in compliance of any requirements of the student's funder such as a Research Council.

Grantee organisation's responsible person (RP)

The RP will be the principal responsible person if the proposal is funded. They will be responsible for the day-to-day administration of the project, ensuring the proper use of funds and all reporting. The RP will not be the secundee and should be a senior representative of the Grantee organisation (e.g., Head of Finance, Company Secretary, Head of Department). They may also be the Host Responsible Person (see below), if appropriate.

The RP must be employed by the organisation submitting the application, or be employed for the duration of the award, and receive all necessary management and infrastructure support from the organisation to successfully deliver the proposed activity.

The RP commits on behalf of the Grantee organisation to take full responsibility for the project and its proper governance.

Name, position held, email and telephone contacts, organisation name, address, company or other registration number and an URL for the organisation's website are required.

Partner organisation's responsible person.

The details of the Responsible Person for the Partner organisation should also be provided.

Name, position held, email and telephone contacts, organisation name, address, company or other registration number and an URL for the organisation's website are required.

Host Responsible Person

This is the person who will have day-to-day management responsibilities for the secondee. If appropriate, they may also be the Grantee.

Section 2 - Project title.

The project title must be no more than 40 words in length. Titles should be meaningful to an informed lay reader. Please avoid the use of acronyms in the title.

Section 3 – Summary of the secondment plan & objectives, including how it aligns with the scheme's objectives.

In up to 400 words, you should summarise the plan and objectives of the secondment and show how it aligns with the objectives of the scheme.

The text should be written in a manner that would be understandable to lay publics, demonstrating a capacity to explain your work in ways that will be accessible to non-expert audiences. The text should be referenced (see 'Case for Support' for guidance on referencing).

Section 4 – Proposed project dates.

If you are applying for more than 12-months of support, for example where an applicant normally works on a part-time basis, the rationale for this must be given in the 'Case for Support' (see below).

Please estimate your start and end dates. These should be reasonable, allowing sufficient time for award decisions to be taken and contracts issue. It is suggested the start date be at least four months after the submission of the application.

There may be some flexibility available in start and end dates for successful applications, following reasonable justification. In such cases, a written request for a delay, including its justification must be submitted to the Flexible Fund Manager (p.rouse@imperial.ac.uk) at least 1-month in advance of need. However, it is important that projects do commence in a timely manner.

Section 5 – Finances.

This section comprises three elements: a summary, justification for resources requested and the value of any contributions. They must all be completed.

You may request additional funds to meet the costs of any normal caring responsibilities which it will not be possible to deliver during absence on secondment. If you wish to apply for such additional funding, the rationale for the request must be given as an annex to the Case for Support. Up to one page (one side) may be used to provide this additional material which should detail the sums requested and a justification for their inclusion.

Whether a request for additional funds is eligible will be assessed by the Flexible Fund Manager in the first instance. Applicants will be informed of the decision within two weeks of submission of an application. You may appeal to the Hub Management Board about the decision. Details on how to appeal will be provided if your request for additional funding is rejected.

As noted above, the Removals in Residence award will not pay secondees salaries, apart from in exceptional cases (see above). If your application falls into this category, you must include an annex to the Case for Support of no more than one side of A4. In this annex you should make the case for why remuneration is being requested and on what basis the remuneration rate is calculated. You should also provide details about the effort to be expended on the project (in months full time equivalent), any allowances (i.e., London weighting) and National Insurance. These costs will be treated as directly incurred.

Whether a request for an exceptional circumstance salary payment is eligible will be assessed by the Flexible Fund Manager in the first instance. Applicants will be informed of the decision within two weeks of submission of an application. You may appeal to the Hub Management Board about the decision. Details on how to appeal will be provided if your request for salary payment is rejected.

You must contact the Flexible Fund Manager prior to submitting an application to discuss your proposal if you plan to request additional funds.

Summary.

Complete the table embedded in the form. You are requested to detail the full costs of your project, aside from salary costs which are not eligible under this scheme. Organisations recognised for funding by UKRI² will receive 80% full economic costs (fEC) (i.e., £12,000), but should provide their costs at 100% and 80% fEC prices in the form. Other organisations may receive up to a total value of £12,000. For a list of UKRI recognised organisations, see [Who can apply for funding – UKRI](#).

The total requested under each heading should be provided in the summary. This competition has adopted UKRI financial 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 (except staff costs in this scheme).

² [UKRI](#) is a non-departmental public body sponsored by the Department for Business, Energy and Industrial Strategy (BEIS). It brings together disciplinary research councils, Research England, which funds research and knowledge exchange at higher education institutions in England, and the UK's innovation agency, Innovate UK. It has an annual budget of £8 billion.

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 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.

For further information about these cost headings, see sections 141 to 147 (pages 29-32) of [NERC research grants and fellowships handbook: guidance for applicants – UKRI](#)

Justification of resources requested.

In this section, you should write a brief description of all the costs that are being requested and fully justify them.

Value of any contributions (cash or in-kind)

Please describe any contributions from Host or Home organisations in this section.

You should explain how the figure for the total contribution was calculated. You should include cash contributions or describe how any in-kind figures are calculated (e.g., travel costs etc.).

You should provide details about the role any additional partners (i.e., in addition to the Home and Host organisations) will play in the project, and the benefit their participation will bring, in the Case for Support (see Section 9 below), **not in this section** which is for financials only.

Section 6 - Conflict of interest.

You must declare whether there are any potential or actual conflicts of interest. For example, any financial or other interests with any partners named in the application must be disclosed (see comments above regarding Research Integrity).

Section 7 – Other funding or proposals.

Awards will not be issued where there is a danger of double funding; applicants are required to disclose whether they have any other awards or any applications pending which do, or if successful would, support this project in part or whole.

If such projects or proposals exist, applicants must explain the circumstances and how any potential for double funding will be avoided.

Any non-disclosure of such funding would constitute a material breach of trust leading to the potential rescinding of any award that may have been made.

Section 8 – Where did you learn about this call?

This is a new mechanism, and the Hub wishes to continually improve the promotion of its activities. Having a better understanding of where people learnt about the opportunity will assist the Hub to this end and, especially, delivering on its ambitions to reach out to new and diverse stakeholders.

Please indicate the media or other source (e.g., LinkedIn, learned society, the CO2RE website etc.).

Section 9 – Case for Support.

The Case for Support sets out the case for your project and forms **the most essential element** of the proposal. It is your opportunity to convince the panel of peers who will assess your proposal that the secondment should be funded.

It is suggested that you set aside plenty of time to prepare your Case. Given there is no closing date for applications you can your take time to ensure your proposal is as good as it can be, before submitting.

You should write clearly, be concise and avoid jargon. All acronyms must be given in full.

The Case may be up to, but no-longer than **five sides** maximum, including references. It should be presented in single-spaced 11 font Arial. Paper size should be set at A4. Margins may be set to narrow. Annexes for exceptional additional funding must be clearly labelled and submitted in the same format.

References must be included in Harvard style. Notes or annotations to the reference list are not acceptable. If you rely on unpublished work in your Case, it is essential that you provide sufficient evidence for reviewers to assess claims that are made.

If you are unable to provide any information or data on the grounds of confidentiality, it may be difficult for the panel to assess the quality of your proposal. Please provide as much detail as is possible and explain any constraints on providing data or other material.

You should use the headings specified below so that your proposal can be reviewed against the evaluation criteria (see 'Assessment criteria' below). You should cover all these headings – marks cannot be given where information is missing.

Description of proposed secondment and its context (50% of the total marks available)

In this section you should introduce the proposed secondment and its background context. You should explain the overall aims of the project and the measurable objectives. You should describe what work will be done, why and how, and explain its importance. Also demonstrate why the organisations and people are the most appropriate to undertake the project.

Be clear how the plan would deliver gains that would otherwise not be possible. Describe the potential for the project outputs to be beneficial to the Home and Host organisations, the secondee and beyond (for example, wider societal benefits or policy). A convincing case will indicate a project that is well aligned with the key objectives of the scheme and the GGR-D Programme.

Explain how the project will be managed and why it will succeed.

Relevance to the delivery of GGR and the UK's GGR and Net-Zero targets (10% of total marks available)

Explain why the proposed project will contribute to efforts to build GGR capacity and/or accelerate it. Explain how the work could contribute to UK's GGR and Net-zero targets.

Projects that are not directly relevant to this call for proposals, the Hub or the GGR-D Programme **will not be accepted.**

Environmental, social, ethical and economic implications (10% of total marks available)

Within the context of UKRI's Responsible Innovation policy, explain how you will manage any potential economic, environmental, ethical and social impacts of the proposed work.

Project management (10% of total marks available)

Describe how the secondment will be managed. You should set out the roles of all partners on the project, identify critical milestones and deliverables, and explain the projects risk mitigation strategies. This section should relate to the one-page workplan (see below).

The support network and environment (10% of the marks available)

Describe how a supportive environment for the secondee will be constructed. You should set out how the secondee will be embedded within the Host organisation and what measures will be taken to ensure the best possible support network and environment will be in place.

Impact (10% of the marks available)

Please describe the potential impact of your project. You should explain who you expect to have impacts upon and how they will be achieved.

What benefits is the secondee expected to gain from the secondment, what implications might it have for their future career?

How will the Home and Host organisations benefit from the secondment?

The project workplan.

You should submit a one-page project work plan which sets out the project schedule. You may wish to present this in a narrative form, or in a Gantt chart. The purpose of the plan is to demonstrate that each step of the project has been accounted for in the planned delivery.

The inclusion of CVs.

The CVs of the secondee and the Home and Host organisations Responsible Person should be submitted as standalone documents. The CVs should be no longer than 2 sides of A4.

Following submission of a proposal.

The assessment processes.

To ensure applications meet the scheme's requirements and the necessary material, as set out in this document has been provided, eligibility checks will be carried out on submitted proposals by the Flexible Fund Manager. Additionally, the University of Oxford may carry out appropriate due diligence on the Grantee Organisation, to ensure that funding can be managed in compliance with the funder's terms. The Grantee organisation's Responsible Person will subsequently receive a confirmatory email regarding receipt of the proposal. If there are any very minor problems with an application, the Flexible Fund Manager will request further information or changes.

A standing small panel of three to five persons will be established to assess the proposals using the published criteria and will make funding recommendations to the Hub Management Board. At least one member of the panel will be a representative from the Programme's Steering Committee. The Panel will meet every 4-months from October 2022 until February 2025 (subject to review).

Panel members will undertake a review of proposals, using the assessment criteria (see below). Following paper review, the Panel will meet to discuss all the proposals received, to agree a priority order and to make funding recommendations to the Hub Management Board.

The Board will consider the fit of the proposals to the wider Programme, assessing the potential synergies with and benefits to the Programme, and the likelihood of added value. The Board will identify any measures that will facilitate this. The Board will also consider the equitable distribution of secondments across the full range of stakeholders over the course of the scheme.

The Board will not re-review the proposals, nor change the priority order. This layer of process is to help ensure the projects make the best possible contribution to the Programme as a whole.

The Hub Management Board will confirm funding, after which the Grantee will be informed in writing by the Flexible Fund Manager. Awards will be issued by the University of Oxford within six-weeks of applicants being informed of the funding decision. Therefore, the maximum lead time from application to award issue will be six-months but it will normally be shorter.

The delivery of the scheme will be reviewed after two-rounds of competition. Following this, we may make changes to the scheme or the delivery of the scheme to respond to learning from the review.

The assessment criteria.

Projects will be scored out of 100.

Successful proposals will demonstrate the following characteristics.

The case for support (up to 50 marks available)

An agenda that could deliver meaningful advances in GGR capacity, understanding or policy that will advance capability to achieve increased GGR will achieve high scores. The overarching objectives and expected outcomes will be clearly stated and plans for delivery will be ambitious, but also realistic.

Relevance to the delivery of GGR and/or the UK's GGR and Net-Zero targets (up to 10 marks available)

The proposal will be highly relevant to the delivery of GGR. The case will directly address how the secondment will contribute to GGR and/or net-zero targets.

Environmental, social, ethical and economic implications (up to 10 marks available)

A strong proposal will have identified the potential environmental, social, ethical and economic implications of the proposed work and described steps that will be taken to address them during the secondment. Applicants should draw from [the guidance set out by UKRI](#).

Project management (up to 10 marks available)

Evidence of a clear and appropriate project plan. This will be demonstrated by the project management plan coupled with the costs requested and the justification of resources. The role of various partners will be clearly described, and milestones will be ambitious but deliverable within the constraints of the project.

The support network and environment (up to 10 marks available)

A successful secondment will take place within a supportive environment in which the secondee is able to work to best effect. A strong proposal will establish not only how the relationship between the partners will function, but also how the secondee will be embedded within and supported by the Host organisation for the duration of the project.

Impacts (up to 10 marks available)

Strong proposals will present a compelling case for how expected policy, technological, environmental, ethical and social impacts will be identified and managed. There will be clarity regarding measures planned to maximise benefit and minimise the chance of harm, where appropriate.

Successful proposals will present a rounded case, addressing all elements of the assessment criteria to a satisfactory level. Therefore, for each of the characteristics listed above, a minimum threshold of 60% of the available marks (100) are required before a proposal will be considered for funding.

Decisions and awards

Notification of decision.

The Responsible Person will receive written notification of the decision. The decisions will be final.

If you are unsuccessful

We will accept resubmissions of proposals. However, it is important that the proposal be significantly revised prior to resubmission. Resubmissions may include the same named persons on the application, or new ones. Resubmissions must be identified as such in a covering letter and that letter must explain how and why the proposal has been revised, including whether and why named persons have changed. If your application was rejected by the Panel, you should demonstrate how you have responded to the Panel's feedback in the covering letter.

If a proposal is resubmitted without notification in a covering letter, this will be established during the eligibility checks and the proposal will be rejected. Any applicants that fail to flag a resubmission will be barred from applying to the scheme again.

You may appeal to the Hub Management Board about the decision. Details on how to appeal will be provided with the decision letter.

If you are successful

Congratulations! When informing you of the decision, we will include any comments or suggestions from the Panel. We may, although only in exceptional circumstances, request some elements of a proposal be revised. In such circumstances, we will inform you of those required changes, and set a deadline for response which would be in the form of a revised application form.

You will be required to confirm that you wish to accept the offer of award and confirm that no circumstances have changed since your application was made (other than any requested by the Assessment Panel) within 10 working days of the notification.

On receipt of your confirmation of acceptance, a contract will be prepared and issued (see below re the nature of the award).

We request that only those named on the application are informed of the decision until such time as a formal announcement has been prepared.

Having commenced the project, award holders will be expected to contribute to the GGR-D Programme, including, but not limited to participating in Programme and Hub colloquia and in its media. Where participation in such activities requires in person attendance, travel and subsistence costs will be met by the Hub.

The nature of the awards

The Home and the Host will agree between themselves at the time of application which will be the recipient of the award (the “Grantee”), and therefore accountable for the conduct of the secondment. The Host and Home will have confirmed in the application that they have agreed suitable terms for a secondee to spend time at the Host for the duration of the project, whether as a secondment, visitor, or other arrangement.

Funding will be awarded as a grant to the Grantee organisation. Oxford’s Research Services Team will apply appropriate due diligence procedures to successful applicants. Funds will be released by a single payment in arrears, on receipt of the end of award report.

The grant contract will cover the flow down of funding to the Grantee.

The grant contract will note the start date (see “Proposed project dates” above).

Supported secondees will become part of the stakeholder family of the GGR-D Programme and the Hub will help facilitate their engagement and participation. All the secondees will report to the Hub, as a contribution to the Hub’s knowledge base (see reporting below). The Hub will wish to maintain a relationship with those who receive awards beyond the lifetime of the award to keep track of downstream impacts and the benefits that arise from the funding, and to facilitate knowledge exchange.

All intellectual property and know-how generated during the Project (“Arising IP”) shall belong to the Grantee. They will grant to the University of Oxford a non-exclusive, non-commercial, non-sub-licensable (except to the Hub) licence to use its Arising IP: a) to comply with the reporting requirements of UKRI, and any other terms and conditions of the Grant; b) academic teaching and research purposes. The University of Oxford will be permitted to sub-licence the Arising IP only to the Hub on the same licence terms as above. Intellectual property and know-how arrangements between the Home and Host will be agreed between themselves.

Price deflators will not be applied to grants.

If UKRI were to terminate or rescind the GGR-D Programme, or its grant to the University of Oxford, the grant would be terminated accordingly.

Reporting.

To comply with the Hub’s reporting requirements to UKRI, funded projects will be required to report to the Hub at the end of award. In addition, the Flexible Fund Manager will maintain informal contact with the Grantee to track progress.

Projects will be required to produce a case study slide which will be published on the Hub’s website and used in its other communications materials. This slide should be provided to the Flexible Fund Manager within four weeks of commencement of the award.

Data protection.

How will my data be managed?

Copies of applications will be available to the Panel, the Flexible Fund Manager and members of the Hub Management Board. Copies of successful applications will be available to the Flexible Fund Manager and Director of Innovation at the Grantham Institute, Imperial College, London and staff in the Research Funding & Contracts Team at the University of Oxford to expedite the issue and management of awards.

Panel members will be required to sign a Non-Disclosure Agreement before receiving copies of the proposals.

To meet obligations of public accountability and the dissemination of information, details of successful awards, but not copies of the applications, will be made available on the Hub web pages and other media and will be reported to UKRI. Details of successful awards may also be reported in other publicly available databases, and in reports, documents and mailing lists.

Applications will be stored in a password protected database. EDI data will be archived separately from applications and used only for aggregated analysis. No individual level data will be reported or disclosed.

All unsuccessful applications and associated assessments will be permanently deleted within one-year of the closing date unless express written permission has been granted for any further retention by the Hub. Successful applications and associated data will be stored until the end of the Hub's contract - October 2025.

Enquiries.

Who can I contact?

If you have any eligibility, remit or other questions of clarification, please contact Dr Paul Rouse, Flexible Fund Manager, Imperial College, London by email at p.rouse@imperial.ac.uk.

If you are uncertain whether your project is appropriate for this invitation for applications, you may wish to send us a brief (300 words max.) summary of your idea, before preparing a full proposal. In this you should describe your plans and where you think the benefit of the project lies. We will then be able to advise you on whether your proposal is a fit for the call. Do not provide detailed background information, costings nor references. We **will not**, however, provide any comments and feedback on the potential quality of the proposal nor any drafting advice or other support of any kind.

References.

CCC, 2020. The Sixth Carbon Budget. The UK's path to net-zero. The Committee on Climate Change, December 2020 <https://www.theccc.org.uk/publication/sixth-carbon-budget/>

HM GOVERNMENT, 2021. Net Zero Strategy: Build Back Better. 19 October 2021 ISBN 978-1-5286-2938-6, HH Associates Ltd, on behalf of HMSO.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1026655/net-zero-strategy.pdf

IPCC, 2018. Intergovernmental Panel on Climate Change. Global Warming of 1.5°C. An IPCC Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty [MASSON-DELMOTTE, V., P. ZHAI, H.-O. PÖRTNER, D. ROBERTS, J. SKEA, P.R. SHUKLA, A. PIRANI, W. MOUFOUMAOKIA, C. PÉAN, R. PIDCOCK, S. CONNORS, J.B.R. MATTHEWS, Y. CHEN, X. ZHOU, M.I. GOMIS, E. LONNOY, T. MAYCOCK, M. TIGNOR, AND T. WATERFIELD (eds.)]. <https://www.ipcc.ch/sr15/>

IPCC, 2022: Summary for Policymakers. In: Climate Change 2022: Mitigation of Climate Change. Contribution of Working Group III to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [P.R. SHUKLA, J. SKEA, R. SLADE, A. AL KHOURDAJIE, R. VAN DIEMEN, D. MCCOLLUM, M. PATHAK, S. SOME, P. VYAS, R. FRADERA, M. BELKACEMI, A. HASIJA, G. LISBOA, S. LUZ, J. MALLEY, (eds.)]. Cambridge University Press, Cambridge, UK and New York, NY, USA. doi: 10.1017/9781009157926.001.

RS/RA, 2018. Greenhouse Gas Removal, The Royal Society and Royal Academy of Engineering <https://royalsociety.org/greenhouse-gas-removal> raeng.org.uk/greenhousegasremoval

UNEP, 2021. The Heat is On – A world of climate promises not yet delivered. The UN Environment Programme Emissions Gap Report 2021 <https://www.unep.org/resources/emissions-gap-report-2021>

Application Form - Removals in Residence

Applications should be submitted to secondment.applications@imperial.ac.uk as a pdf.

1. Applicant(s) details

Secondee

Proposed secondee's name:	
Position held:	
Home Organisation:	
E-mail:	
Telephone:	

Grantee organisation's responsible person *(This is the person who would be responsible for the administration of an award).*

Name:	
Position held:	
Email:	
Telephone number:	
Name of Organisation:	
Address:	
Company or other Registration Number:	
Organisation's website:	

Partner organisation's responsible person

Name:	
Position held:	
Email:	
Telephone number:	
Organisation:	
Address:	
Company or other Registration Number:	
Organisation's website:	

Host organisation's responsible person *(the person who will manage the Secondee -it may be the Grantee)*

Name:	
Position held:	
Email:	
Telephone number:	
Organisation:	

2. Project title *(40 words max)*

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3. Summary secondment plan & objectives *This section must be written in plain language, accessible to a lay audience. This text may be used by the CO2RE Hub and UKRI for public dissemination if the proposal is funded. 400 words max.*

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4. Proposed project dates *Project duration may be up to 12 months.*

Start:	End:
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5. Finances

Please provide your requested costings for each item as applicable. If your application is successful, you will be required to report against the costs requested.

Summary fund heading	Fund heading	Full Economic Cost	Removals in Residence contribution	% Removals in Residence contributions
Directly Incurred	Travel & Subsistence			
	Other Costs			
	Sub-total			
Directly Allocated	Estates Costs			
	Other Directly Allocated			
	Sub-total			
Indirect Costs	Indirect Costs			
Exceptions	Staff			
	Other Costs			
	Sub-total			
Totals				

Justification of resources requested:

Please detail and justify all the costs that are being requested.

Value of any Contributions (cash and in-kind) (£)

Breakdown and explanation of any cash or in-kind contributions:

6. Conflict of interests? *Please declare any potential or actual conflicts of interests.*

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7. Other funding or proposals *Do you currently hold any other awards or any applications pending which, do, or if successful would, support this project in part or whole? If so, please explain the circumstances and how you will ensure against any double funding.*

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8. Where did you learn about this call? *Please indicate where you first heard about this call. This will help the Hub's understandings of which promotion activities are most effective.*

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9. Case for Support *up to **five** pages. Please read the guidelines.*

Equality, diversity and inclusiveness (EDI)

Applicants are requested to complete the [Removals in Residence EDI monitoring form](#). The form can be completed via PC or mobile phone and all responses are confidential and anonymous.

Please review the check list below before submission.

Checklist

Please ensure all items are completed otherwise your application may be rejected.

✓	Please read and tick to indicate you have done the following:
	I have read the Guidelines for Applicants for the Removals in Residence scheme
	I have attached my 5-page case for support (plus additional funds annexes if appropriate)
	I have attached a one-page workplan
	I have included CVs as required
	If the application is a resubmission, a covering letter addressing how the proposal has changed.
	I have considered submitting the EDI monitoring form .
Reviewers Conflict	<p>Is there any reason why any individual should not review this proposal?</p> <p><i>Delete as appropriate:</i> YES – please describe in detail:</p> <p>NO conflicts</p>