**Definitions**

<table>
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<tr>
<th>Lead Project Investigator (LPI)</th>
<th>The coordinator of a proposal and main contact person of the Project Consortium UK terminology - Principle Investigator</th>
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<tr>
<td>Project Investigator (PI)</td>
<td>Researcher in a Project Consortium UK terminology - Co-Investigator</td>
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<td>Evaluation process</td>
<td>UK terminology - Peer Review process</td>
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<td>Remote evaluation by independent experts</td>
<td>UK terminology - postal peer review</td>
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<td>Scientific Expert Committee (SEC)</td>
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The UK funding agency for this call is the [Economic and Social Research Council](https://www.esrc.ac.uk) (ESRC) as part of [United Kingdom Research and Innovation](https://www.ukri.org) (UKRI). The Call will be administered via the Belgium Science Policy Office (BELSPO).

In order to be compliant for receipt of UKRI funding, please note that UK applicants are expected, **in addition** to the information requested in the SOLSTICE Electronic Submissions Platform, to provide the LPI with additional documents outlined below for submission as part of the full proposal. These additional documents should be submitted by the LPI via the “**Additional Documents**” section of the SOLSTICE Electronic Submissions Platform **only**, and by the closing date of 3 February 2020 at 17.00 CET. All additional UK attachment titles **must** be prefixed with “UK”. Please note that a max of 10 additional documents can be uploaded in the “Additional Documents” section.

1. **Ethical Information (up to one side of A4):**

   All proposals with UK based Research Organisations requesting funding from UKRI are expected to give full consideration to any ethical matters in the research project. Applicants must ensure the proposed project will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

   The [ESRC’s Framework for Research Ethics](https://www.esrc.ac.uk) contains a full explanation of our approach, with guidance for applicants. Applicants must explain what, if any, ethical issues are relevant to the proposed research project, and which ethical approvals have been obtained, or will be sought if the project is funded. If applicants believe that an ethics review is not necessary they are required to explain why.
2. Expenditure Form (Excel)

UK applicants should submit an Expenditure Form (Excel) to illustrate the financial breakdown in EUR and £ Sterling of the funding requested from the ESRC (at the exchange rate of 1 GBP equaling 1.15 EUR). An excel template is provided under the Call Documents section on the ESRC JPI Climate SOLSTICE webpage.

3. Justification of Resources (JoR) (up to two sides of A4):

This mandatory statement should be used to justify the resources requested from the Economic & Social Research Council required to undertake the research project. The JoR should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Please note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions. Please note that any exceptions (international co-investigator and non-academic co-investigator costs must not exceed 30 per cent of the total UK costs)
  - In some cases, such as with investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification.
- Be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the research, the need to manage the project and supervise staff and any wider considerations such as collaboration or facilities usage.

Applicants should also note that:
- estates and indirect costs do not need to be justified
- UK requested costs should be included in both EUR and £ Sterling at the exchange rate of 1 GBP equaling 1.15 EUR.

4. Pathways to Impact (up to two sides of A4):

Please note that this can be the same information that has been included in the SOLSTICE Submissions Platform, however the statement should be no more than 2 sides of A4.

The information in the Pathways to Impact is primarily for detailing the activities (in the UK and elsewhere) that will increase the likelihood of economic and societal impact. The Pathways to Impact statement should be project-specific and not generalised; be flexible and focus on potential outcomes; and outline the beneficiaries and users of the research/project, for example, key stakeholders from the public sector, commercial private sector, the third sector or the wider public. Plans for engaging academic audiences may be included, but only where these form part of the critical pathway towards economic and societal impact.

The Pathways to Impact should explicitly address:
- plans to identify and actively engage relevant users of research and stakeholders at appropriate stages;
- articulate a clear understanding of associated activities including timing, personnel, skills, budget, deliverables and feasibility;
- and include evidence of any existing engagement and relevant users.
5. Data Management Plan (up to three sides of A4):

Please note that this can be the same information that has been included in the SOLSTICE Submissions Platform, however the Data Management Plan should be no more than 3 sides of A4.

It is a requirement that all UK based applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, i.e. primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service. Please refer to guidance here.

The Research Councils recognise the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the grant holder during the grant period to enable its potential for use in further research.

It is expected that the Data Management Plan will include a consideration of the following:
- description of new data which will be created;
- assessment and utilisation of existing data sources;
- quality assurance and control of data;
- back-up and security of data; data sharing and archiving;
- anticipated difficulties in data sharing; copyright/Intellectual Property Rights; and responsibilities and data management.

6. Letters of Support (up to one side A4 per letter):

Please note that these may be merged into a single pdf document prior to uploading.

Letters of support from key stakeholders (academic and non-academic) may be included if directly engaged in the delivery or potential impact of findings from the proposal.

7. Institutional Letter of Support (up to one side A4):

ESRC will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%. Please provide an Institutional Letter of Support outlining the commitment to support the remaining 20%. Please ensure that the Institutional letter of support is dated within 6 months of submission date.

Contact details:

For all general call enquiries and technical enquiries relating to proposal submission via the SOLSTICE website:
BELSPO Secretariat: Tel: +32 (0)2 238 36 40 Email: secretariat.solstice@belspo.be

For UK general enquiries:
Economic & Social Research Council: Lynette Preston - Research Portfolio Manager
Tel: 01793 444357 Email: jpiclimate@esrc.ukri.org