# ESRC / Health Foundation

## UK Centre for Evidence Implementation in Adult Social Care (Strategic Priorities Fund)

### Je-S guidance for applicants

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Introduction
This is a guidance document created to assist applicants to this call in the completion of their proposal. It is specific to this call and should be used in conjunction with the following information:

- **ESRC Research Funding Guide**
- ESRC guidance on ‘How to write a good research grant proposal’
- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word ‘Help’ in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries)
jeshelp@je-s.ukri.org or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays). Out of hours: please leave a voicemail message.

When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

- **Scheme-specific guidance**
www.esrc.ukri.org/uk-centre-to-enhance-adult-social-care/

For further information contact:
- Hannah Oliver (01793 442 825) or Hannah Sharp (01793 413 081)
  Email: esrcsocialcare@esrc.ukri.org

**Important:** Where information and guidance issued in this document differs from the general guidance offered in these sources; you should adhere to the guidance in this document.

**Joint Electronic Submissions (Je-S)**
All proposals under this call must be completed and submitted through UKRI’s Joint Electronic Submissions (Je-S) system. To be able to do this the organisation must be registered (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

Organisations from which proposals can be submitted:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised Independent Research Organisation). A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.
- Public Sector Research Establishments (PSRE) are eligible to apply for this call. If PSREs wishing to apply have not previously applied for UKRI funding and are not currently designated IRO status they will be required to complete an eligibility form
to ensure they have the required research capacity, systems and controls in place to manage the research and grant funding. PSRE applicants should contact ESRC at the earliest opportunity to discuss their interests in applying. Please ensure sufficient time to create Je-S accounts for Investigators who do not currently have one.

*Please note that applicants based in UK NHS Trusts, Hospitals, Boards or GP Practices that are considering applying as the lead applicant to this call should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org or 01793 444164) to ensure that their organisation is correctly registered on the Je-S system. If the organisation is not correctly Je-S registered, an email request for Je-S registration will be required from the organisation. Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call. Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.

**Je-S accounts for applicants**

All principal and co-investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant. To get you started on creating an account please refer to the Je-S helptext. Please ensure that applicants select the ‘Account Type: Research Proposal’ and the option ‘An Applicant on a Standard or Outline Proposal’ - see helptext.

It is recommended that applicants forward their proposal to the organisation submitter pool in good time (ie at least a week before the call deadline) to allow a sufficient period for the approval and final submission process. The proposal must be submitted through the Je-S System to ESRC by the institution’s nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation’s ‘submitter’ to action. The ‘submitter’ is the person in that organisation authorised to approve the proposal and do the final stage of submission.

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool - this means the proposal is still with the organisation but is not yet submitted to the research council. The final submission process is the responsibility of the host institution, and we cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants to check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted to the research council.

Use of your personal information – UK Research and Innovation capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

**Before creating your proposal**

**Intention to Submit**

Applicants are asked to complete an Intention to Submit (ItS) summarising the people and partners to be involved in the proposal and how the aims of the call will be addressed. It is not a requirement to provide an ItS in order to apply to this call, but applicants are strongly encouraged to complete this. The ItS has been designed to support you with the
development of your proposal and we will provide feedback to applicants on eligibility and fit to call where appropriate.

An intention to submit (ItS) should be submitted via web form by 16:00 22 November 2019.

Please note:
- You will be able to start working on your full proposal while working on your ItS.
- We will provide feedback to ItS applicants on eligibility and fit to call if appropriate.
- Only one ItS should be submitted per proposal.
- The ItS must be submitted by the Principal Investigator.

Proposals
Proposals may only be made on research councils’ Joint Electronic Submission (Je-S) forms.

Please note that the deadline for research organisation submission of proposals is 16:00 on 29 January 2020. You should allow sufficient time for completion of the research organisation submission process checks/authorisation. You can view all Je-S registered organisations to ascertain whether the proposed submitting organisation is registered.

Your proposal will actually be sent to Je-S/ESRC from the submitter pool at your research organisation. There is a further layer of administration between your submission of the proposal and the proposal being submitted to the ESRC, via Je-S. The research organisation's submission route usually includes both an approver (ie head of department) and submitter pool (ie central finance office), and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted to the Je-S team (see also ‘Tracking your proposal’).

Creating your proposal
Log in to Je-S.

Documents screen: Select ‘New Document’

Add new document screen: Select ‘Call search’ (highlighted at top of screen). When prompted, type in the call title (UK Centre for Evidence Implementation in Adult Social Care 2019) and select from the list created. The remaining three selection fields will be automatically populated.

Select the ‘Create Document’ button.

It is the applicant's responsibility to ensure that the proposal is created and submitted against the correct call (and consequently correct scheme). We will not accept proposals for processing that are not submitted using the above call route.

Completing your proposal
The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

The left hand column ‘Document Menu’ lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed).

The details below are not an exhaustive step-by-step guidance, and we recommend that you refer to the Je-S helptext for additional information.

Please note you may return to edit saved documents at any time.

Important: Applicants should only specify the full economic costs for the six month co-development phase in the proposal form. Detailed costs for the establishment and delivery phases are not required at this point.

**Project details**

- Select organisation and department from drop down lists
- ‘Your Reference’ should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use ‘Your reference’ to help distinguish easily between proposals in users’ Current Documents lists. The reference is intended to be a unique identifier for the proposal, and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- Enter ‘Project Title’ (maximum limit of 150 characters)
- The ‘Proposal Call’ will already be populated with the relevant call title; UK Centre for Evidence Implementation in Adult Social Care 2019.
- Your start date should be during October 2020. Your grant should be a proposed duration of no more than 6 months.
- Submission route – It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it to Council.

**Investigators**

Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) if applicable.

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the grant; this individual will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

**Post will outlast project**

Select Yes or No. Please note, there is an expectation that the PI’s post will be in place for the duration of a funded project. This means if this question is answered with “No” then a pop-up message will display, confirming that if the proposal is successful it is the RO
responsibility to ensure the PI’s post will be extended to match the project end date. By submitting the proposal, the RO is taking collective responsibility to comply with this request.

**UK co-investigators in business, civil society or government bodies and members of the public**

Please note that collaborators from an established business, civil society or government body or relevant members of the public based in the UK will be eligible to be listed as a co-investigator under UK Centre for Evidence Implementation in Adult Social Care 2019.

Justified eligible costs for business, third sector, government or public co-investigators will be paid at 100%; however, the costs associated with these types of co-Investigator contributions should not usually exceed 30% of the overall cost of the grant (at 100% full Economic Costs (fEC)).

For the purposes of this call and to reflect the requirement for involvement of relevant social care stakeholders, it may be allowable to exceed the 30% cap. Applicants who anticipate exceeding the 30% cap should contact the ESRC before submitting their proposal, and they will be required to provide additional justification in the proposal. Collaborators can also be included in the proposal as project partners where they will make specific additional financial or in-kind contributions to the Centre.

On receipt of the proposal, eligibility of business, civil society or government bodies and members of the public will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be taken.

It is recommended that potential UK co-investigators from business, civil society, government bodies should contact the Je-S Helpdesk if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

Members of the public and people with lived experience of social care may be listed as co-investigators where they have a relevant contribution to make. All co-investigators must hold a Je-S account.

All project costs relating to UK business, civil society or public co-investigators must be prefixed as ‘UK Co-I’s business, civil society or public costs’ and must be entered into the costs section on Je-S as follows:

Co-investigator ‘time’ allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The co-investigator salary costs must then be entered under ‘Other Directly Incurred Costs’ (please tick the ‘Is Exception’ box to ensure 100% costs claimed), as should all other claimed staff salaries and related costs associated with the UK Co-I’s business or civil society body and public co-investigators.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the project. Applicants must also state clearly in the ‘Justification for Resources’ attachment of the Je-S form which costs in the proposal relate
to the UK co-investigator’s business, civil society or government body or public co-
investigators. Please note that UK co-investigator’s business, civil society salary costs should
only be claimed where clear justification is provided as to why this cost cannot be met by
the co-investigator’s organisation.

Host/submitting institutions are reminded that for calls that encourage non-academic Co-Is,
a suitable support structure should be in place to assist such individuals in registering for Je-
S accounts and contributing to the proposal.

Please refer to our guidance on Inclusion of UK business, third sector or government body
co-investigators for further information regarding eligibility of costs.

**International co-investigators**
Please note that international co-investigators are not eligible under this call.

If required, there are a number of ways in which international experts can be involved in and
receive funding through the grant, depending on the role the organisation will play in the
project. The funders recommend a clear and open discussion between the academic lead for
the grant and the collaborating organisation to establish their role and therefore how they
will be costed into a proposal. The collaborating organisation must be able to fully account
for all costs that they wish to charge to the grant, should these be requested.

International organisations can collaborate in and receive funding through the grant if they
act as either Project Partners or Sub-contractors. The paragraphs below explain these roles
and how they would be eligible to receive funding in each of these cases.

**Project Partner**
If a collaborating organisation is integral to the design and delivery of the project and is
contributing significantly to the project through financial or in-kind contributions to the
grant (e.g. staff time, access to facilities, data, sites) then they should be listed as a project
partner. In recognition of the importance of collaborating organisations to these projects,
project partners can claim costs, such as staff time and travel and subsistence. The costs
allocated to project partners must be proportional to their role within the project and the
application must make clear what the organisation is contributing to the project and what is
being costed to the grant, and the requested costs must be fully justified in the Justification
of Resources. ESRC will pay relevant costs at 65% fEC to the lead research organisation
who should then pass on the relevant funding to the project partner. Where there are
multiple individuals from the project partner involved in the grant, the organisation should
only be added once as a project partner. A letter of support will be required detailing the
involvement of all individuals.

**Sub-contractor**
Sub-contracts are appropriate where there is a particular piece of work to be undertaken as
part of the grant and that expertise doesn’t exist in ESRC eligible organisations, e.g.
providing a service to the grant such as translation skills or data collection. A CV or letter
of support is not required. ESRC will pay costs at 65% fEC funding to the lead research
organisation who should then pass on the relevant funding to the sub-contractor. The work
as a sub-contractor needs to be justified in the Justification of Resources. A tender process
is not required for the work. Sub-contractors would not normally have co-author status on
any publications.
Objectives
List the objectives of your proposal in order of priority. *(4000 character limit)*

Summary
Provide a plain English summary of the Centre you propose in a language that could be publicised to a general, non-academic audience. Please note that this section will be made available on the Gateway to Research database, therefore applicants should ensure confidential information is not included in this section *(4000 character limit)*

Academic beneficiaries
Please summarise how your proposed Centre will contribute to knowledge, both within the UK and globally. This should include how the Centre will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the Centre and give details of how they will benefit and how the outcomes of the proposed Centre will be disseminated. Also describe the relevance of the Centre to beneficiaries. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of research council-funded projects. Please ensure confidential information is not included in this section.

For further detailed guidance please access the helptext page linked to this Je-S section.

Staff duties
Summarise the duties of the staff members that will be involved in your project, including the applicants. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested. *(2000 character limit)*

Impact summary
Applicants are required to consider carefully how best to build links and contacts at the concept and development stage of the proposal with the potential beneficiaries and users to be involved within the grant and to work towards co-production of knowledge with beneficiaries where appropriate. It is vital that the economic and societal impact of all projects funded by ESRC is maximised.

Please address the following questions *(4000 character limit)*:

- **Who will benefit from this programme of work?** List any beneficiaries from the programme, for example those who are likely to be interested in or to benefit from the proposed activities - both directly and indirectly. Beneficiaries must consist of a wider group than that of the investigators’ immediate professional circle carrying out similar activities.

- **How will they benefit from this programme of work?** Describe the relevance of the programme to these beneficiaries, identifying the potential for impacts arising from the proposed work.
• **What will be done to ensure that they have the opportunity to benefit from this activity?** Describe how you will communicate and engage with these stakeholder groups/ different audiences to ensure that they have the opportunity to benefit from the programme.

Please note that this section may be published to demonstrate the potential impact of UKRI council-funded projects. Please ensure confidential information is not included in this section.

For further detailed guidance please access the helptext page linked to this Je-S section.

**Ethical information**
This section must be comprehensively addressed. *(4000 character limit)*

Applicants must ensure the proposed programme 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](#) contains a full explanation of our approach, with guidance for applicants.

**Other support**
Enter details of any support sought or received from any other source for this or other research or activities in the same field in the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here - they should be detailed in the project partners section.

**Related/previous proposals**
Please state whether your application under this call is related to any proposals previously submitted to us. Please note the [policy on 'invite only’ resubmissions](#). You must detail the appropriate related proposal and its relationship here. Select ‘Related Proposals’, then ‘Add New Related Proposal Item’ before entering the details of any related proposals.

Please enter the reference numbers of any support sought or received from us in the past five years via the ‘Previous proposals’ section. Please note that this only relates to previous ESRC research grants.

**Staff**
If your project requires staff other than the team of investigators, their details should be entered here. ‘Directly Allocated staff’ are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (eg investigators). ‘Directly Incurred staff’ are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians).

**Associated Studentships**
Associated studentships are not eligible under this call.
Resources
All resources requested must be fully justified in the ‘Justification of Resources’ attachment.

The funder contribution is a maximum of £15 million to fund the three phases of the Centre for a total duration of 78 months.

UKRI funding is provided from the Strategic Priorities Fund. The Fund was established to drive an increase in high-quality multi- and interdisciplinary research and innovation, to ensure that UKRI’s investment links up effectively with Government departments’ research priorities and opportunities, and ensure that the research and innovation system responds to strategic priorities and opportunities.

Proposals should state the 100% full Economic Costs (fEC) of the project and the funders will meet 65% of these costs (unless there are exceptions paid at 100%). The rate of 65% fEC combines ESRC and Health Foundation approaches to funding using an algorithm to reflect ESRC’s standard fEC rate and Health Foundation funding for direct costs of grants.

Government block funding to universities includes a charity support element administered to universities as part of quality-related funding in England, Wales and Northern Ireland, and the Research Excellence Grant in Scotland. Applicants should be eligible to recover a portion of the fEC balance through this support element.

Public Sector Research Establishments (PSREs) are eligible to apply to this call and are recommended to contact the ESRC as early as possible if they foresee any issues arising with the fEC rate that may prevent them from applying.

Please specify the full Economic Costs for the six month co-development phase in the proposal form. We will meet 65% of these costs (unless there are exceptions paid at 100%), jointly contributing up to a maximum of £248,000 for the co-development phase.

The balance must be guaranteed by the lead research organisation. Indexation will be added to the grant for the co-development phase when it is issued; you do not need to include costs for indexation in the proposal form.

We will request detailed costs for the establishment and delivery phases from the appointed Director and leadership team during the co-development and establishment phases. These costs do not need to be provided in your initial proposal form.

The indicative funding for the establishment and delivery phases of the Centre is described below and you must be confident that the phases can be delivered within the stated available funding:

- establishment phase (12 months): £950,000 funder contributions at 65% fEC
- delivery phase (60 months): £13.5 million funder contributions at 65% fEC.

Funding will be directed to supporting people within the Centre and activities that the Centre will undertake. It is not expected that funding will be directed at developing and testing entirely new interventions or routinely funding local evaluations unrelated to the Centre’s implementation activities.
**T&S -** add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the ‘Destination and Purpose’ box.

**Equipment** - enter any items of equipment costing £10,000 or more (including VAT) in this section. The **actual level of funding sought from the funders** should also be entered in this section.

For items of equipment costing between £10,000 and UKRI equipment purchase threshold value (£115,000 excluding VAT), the research organisation will need to provide extra justification for these items in the ‘Justification of Resources’ attachment, providing evidence of an evaluation of the use of existing relevant capital assets. They will be expected to make a contribution towards the cost of the equipment in the order of 50% of the cost.

All requests for items of equipment costing above the UKRI equipment purchase threshold (£115,000) should be accompanied by a two-page business case (to be included as an attachment within the equipment screen and not the attachments section) outlining the strategic need for the equipment. UKRI will decide the strategic location for these items and will potentially fund them at 100%. The ESRC will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal.

For all items of equipment requested above the UKRI equipment purchase threshold (£115,000) three equipment quotations must be provided. Where you believe that there are less than three potential suppliers for an item you should explain this in the ‘Justification of Resources’ attachment and upload two blank documents as equipment quotes. For items of equipment which cost less than the UKRI equipment purchase threshold it is optional to provide quotations and up to three can be uploaded.

**Social surveys** - Social survey costs which are being sub-contracted should be included under this section and are eligible for fEC exception funding at 100% (for the amount sought from the council). (See ‘other directly incurred costs’ section if surveys are to be done using in-house resources.)

**Other directly incurred costs** - including justified; project specific consumables, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs.

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at 65% fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

All project costs relating to UK business, civil society or public co-investigators must be prefixed as ‘UK Co-I’s business, civil society or public costs’. The co-investigator salary costs must be entered under ‘Other Directly Incurred Costs’ as should all other claimed staff salaries and related costs associated with the UK co-investigator, and should be marked as an 'Exception' using the tick box.
All costs relating to UK business, civil society or public co-investigators must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the project. Applicants must also state clearly in the ‘Justification for Resources’ attachment of the Je-S form which costs in the application relate to UK business, civil society or public co-investigators. Please note UK business, civil society and public co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK business or civil society organisation.

**Other directly allocated costs** - including support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

**Estates and indirect costs**

Estate and indirect costs are specific to each research organisation, and do not require justification in your case for support.

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

Your Research Office will be able to assist with this section.

**Project partners**

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section.

**Timetable**

Provide a clear timetable for the project and the intended progress of the programme of work through the different stages. Your planned timetable can be expanded upon if necessary within your case for support.

**Data collection**

Applicants must adhere to ESRC policy. Please refer to the full statement on data management planning and datasets deposition requirements for data intensive investments in the ESRC Research Data Policy and in the Research Funding Guide. Explain clearly how you will meet these requirements if relevant to your proposal. Complement but do not duplicate the information provided in the Data Management Plan as explained below.

**Reviewers (academic and user)**

Nominate two academic and two non-academic/user reviewers. These people must not be from the same research organisation as any of the investigators on the project, and should not represent potential conflicts of interest. Agreement should be sought from nominated reviewers before their details are submitted. We may contact one of each ‘type’ of reviewer to assist in the peer review of your proposal.

Proposals will not be disadvantaged by the absence of nominated reviewers.
Classifications
Please identify whether the project will involve significant collaborative contributions from colleagues outside of the UK. If 'yes' please expand within the 'Case for Support' attachment.

User involvement
'Users' will need to be engaged with your project. Please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the programme. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your project from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the pathways to impact attachment and the UK stakeholder engagement plan attachment.

Attachments
It is important that applicants only submit the supporting attachments specified in this document. We reserve the right to reject applications that do not include the required attachments or include attachments not specified in this guidance. It is recommended that attachments are uploaded in PDF (rather than Word) format (Arial or Calibri, font size 11 and 2cm margins), to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance.

The following are mandatory Je-S attachments for this call:
- Case for support
- Justification of resources
- Pathways to Impact
- Data Management Plan (for grants planning to generate data)
- Combined CVs document

If you are including project partners the following attachment is mandatory:
- Letter(s) of Support from the relevant organisation(s)

Other mandatory attachments (to be uploaded as an 'Other' type attachment):
- UK stakeholder engagement plan

If the combined costs associated with business, government, civil society or public co-investigators will exceed 30% of the overall cost of the grant (at 100% full Economic Costs), the following attachment is mandatory:
- User and public co-investigator costs justification

List of Publications, Letter of Support, Proposal Cover Letter, Facility form and Final/Interim Report are optional attachments and should be included where necessary.

Important note: If you are unclear about whether you can include a specific attachment please contact esrcsocialcare@esrc.ukri.org for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject proposals that include attachments not permitted on this call.
Case for support (maximum of 12 sides of A4)
This is the body of your proposal. It must not exceed 12 sides and must include the following:

- An analysis of the challenges to be addressed through the Centre, demonstrating an understanding of the evidence landscape and current knowledge mobilisation and implementation activity in complex adult social care systems across the UK, and why a new approach is needed.
- The overall ambitions and outcomes for the Centre throughout the three phases.
- The proposed leadership model, bringing together academic expertise with knowledge mobilisers, social care practice and people with lived experience, including how all three components have been actively involved in the development of the proposal.
- Potential priority areas that the Centre might seek to address in its core work programme, and why.
- The proposed UK-wide delivery model for the Centre, including its physical locations and how it will join up local engagement with national contexts to share and scale learning from its activities.
- Specific objectives and deliverables for the co-development phase and the activities to be undertaken during this phase, including the approach to developing and refining the theory of change for the Centre.
- How the proposed programme of activities and stakeholder engagement will be established and managed, demonstrating the ability to build good leadership and culture.
- How priorities, collaborative ways of working and the delivery model will be refined and finalised working with stakeholders during the co-development phase, and where possible the establishment phase, so that the Centre can achieve its aims and outcomes.
- Approach to building capability in the adult social care workforce to use evidence to implement innovations and improvements and undertake evaluation, and the inclusion of the required skills within the Centre and its delivery partners to achieve this.
- Indication of the expected outputs of the co-development phase and the Centre as a whole. Where possible, describe the expected impact.
- Inclusion of the required leadership and partner expertise to deliver the Centre’s outcomes and connection of the proposed leadership team to national and local contexts and stakeholders. Flexibility in staffing arrangements to incorporate specific skills and expertise when it is needed during different phases of the Centre.
- The governance and quality control arrangements for the Centre including the processes to develop and implement ongoing monitoring and reporting of progress, outcomes and impacts.
- The bibliography for references cited in the proposal should be attached under the ‘list of publications’ document; this should only include publications cited in the proposal. A list of the most relevant and recent publications authored by applicants should be included in the applicant CVs.

Justification of resources (maximum of two sides of A4)
A two-side A4 statement justifying that the resources requested are appropriate to undertake the co-development phase of the project. The justification of resources should
explain why the resources requested are appropriate for the activities proposed, taking into account the nature and complexity of the proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

Please refer to Je-S for further guidance.

Pathways to Impact (maximum of two sides of A4)
While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the project and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for users to benefit from your project, and thus for achieving economic and societal impact, are maximised.

The Pathways to Impact is your opportunity to describe how the potential impacts of your project will be realised. This attachment is specific to users and beneficiaries of the project who are outside of the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general. User communities may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies, as well as people with lived experience of social care.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the ‘Academic Beneficiaries’ section of the Je-S form and the ‘Case for Support’ as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for the Centre. It is expected that applicants will have considered impact in its broadest economic and societal terms.

Impact can take many forms, manifest at different stages in the research and innovation process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term. Read more about ESRC’s expectations of the research we fund.

Please detail how the proposed project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

Explain how the will Centre measure its own impact and how the Director and leadership team will develop the approach to monitoring and demonstrating the Centre’s outcomes and impacts.

To be effective, all communication, engagement and impact activities must be planned in detail and properly resourced.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page.
Data Management Plan (maximum of three sides of A4)
It is a requirement of the ESRC Research Data Policy that all 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, ie 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.

The ESRC recognises 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 their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Helptext.

Combined CVs document (maximum of two sides of A4 per person)
Please provide one combined document including a CV for each applicant and named staff member. This should include contact details, qualifications (including class and subject), academic and professional posts held, a list of the most relevant and recent publications, activities and expertise, and a record of projects funded by the ESRC and other relevant bodies. Each CV should not exceed two A4 sides.

Other attachments

UK stakeholder engagement plan (maximum of two sides of A4)
Appropriate and effective engagement and involvement of relevant stakeholders across the UK is critical to the success of the Centre in achieving its aims and outcomes. This attachment is mandatory for all applicants and should set out plans and approaches to identifying and engaging the required stakeholders in the design, establishment and delivery of the Centre. It should describe the anticipated working and governance arrangements between the Centre and the relevant organisations. Please name key partners and stakeholders for the Centre in all four countries of the UK, reflecting the requirement for both local and national engagement, and describe proposed partnership and collaboration models. This should be uploaded as an ‘Other’ type attachment.

User and public co-investigator costs justification (maximum one side of A4)
This attachment is mandatory for proposals where the combined costs associated with business, government, civil society or public co-investigators exceed 30% of the overall cost of the grant (at 100% full Economic Costs). Applicants who anticipate exceeding the 30% cap should contact the ESRC before submitting their proposal. Please use this attachment to make a justification for being allowed to exceed the cap on these costs. This should be uploaded as an ‘Other’ type attachment.

List of publications
The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

Final/interim reports (maximum of three sides of A4)
All current grant holders must submit a progress report on their current ESRC awards with any new application. Details should include the output records submitted by the applicant to the Researchfish system.
Proposal cover letter/letter of support (maximum of one side of A4)
Exceptionally letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the project (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General letters of support that are not essential for the successful conduct of the programme or do not confirm any specific contribution to the project should not be included.

Proposal classifications
The information provided in this section will be used by us to identify appropriate peer reviewers. It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

The Proposal classification area is a harmonised (and expanded) structure agreed with other UKRI councils. Therefore, if your area of expertise crosses the remits of more than one UKRI council you will now only need to provide the information once.

It is an essential requirement that your **primary research area** is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences. Please refer to the list of [research areas that fall within ESRC remit](#) for further information. Please note this information is used to determine eligibility for this call and to assist in the selection of appropriate reviewers.

Submit your proposal
After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a **mandatory requirement to be completed for this specific call**. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above).

Please note that the proposal must be formally submitted by your organisation before **16:00 on 29 January 2020**.

Commissioning timetable
- Full guidance published – 29 October 2019
- Intention to submit deadline – 22 November 2019
- Deadline to submit proposals – 29 January 2020
- Deadline for applicant’s response to reviewer comments – 25 March 2020
- Interviews – 3 June 2020
- Funding decisions announced – July 2020
- Grants start – October 2020

Tracking your proposal
There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the ‘Show submission path’ will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool or submitted to Council.
Further enquiries
Enquiries relating to ESRC research funding rules and proposal procedures should be addressed to:

- Hannah Oliver (01793 442 825) or Hannah Sharp (01793 413 081)
  Email: esrcsocialcare@esrc.ukri.org

Enquiries relating to technical aspects of the Je-S form should be addressed to:

- Je-S helpdesk
  Email: jeshelp@je-s.ukri.org
  Telephone: 01793 444164