



## **Cross-disciplinary mental health network plus call 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:

- 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@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk) or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9.00-17.00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice 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.

For further information contact: [mentalhealth@esrc.ac.uk](mailto:mentalhealth@esrc.ac.uk)

**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 the research councils' Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

Proposals can be submitted by UK higher education institutions and other independent UK research organisations which are recognised institutions on Je-S. (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.)

## 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 at <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/SettingupJeSaccount.htm>

Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see helptext <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/SettingupJeSaccount.htm>

It is recommended that applicants forward their proposal to the organisation submitter pool in good time 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** (on behalf of the seven research councils) 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 that the proposal is still with the organisation and has not yet been 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.

### **Before creating your proposal**

Research proposals may **only** be made on the research councils' Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for research organisation submission of proposals is 16.00 on 22 March 2018**. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**. You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

Your proposal will 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 at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title (**Cross Council Mental Health Network Plus Call**) and select the specific ESRC call 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 recommended that you refer to the Je-S helptext for additional information.

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

### **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)
- For 'Proposal Call', select '**Cross council mental health network plus call**'. Please note that the option will only be available once the call is live.
- Projects would be expected to start during 2018.
- Your grant should be a proposed duration of no more than **48 months**.

### **Investigators**

Enter the name of the principal investigator (PI) and any co-investigators (Co-I) 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 activities of the grant; this individual will be the contact person for research council correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

Please note that it is mandatory that you answer positively to the question 'Post will outlast project?' To clarify, there is an expectation that the PI's post will be in place for the duration of the project.

### **UK co-investigators in business, civil society or government bodies**

Please note that any researcher from an established business, civil society or government body based in the UK will be eligible to be listed as a co-investigator under the cross-disciplinary mental health Network Plus call.

The research councils will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC). Please note that costs cannot be claimed from government bodies.

On receipt of the proposal, the eligibility of a business, civil society or government body 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 made.

It is recommended that potential UK co-investigators from business, civil society or government bodies should contact the Je-S Helpdesk ([jeshelp@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk)) if their organisation is not available for selection 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.

All project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society 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.

All costs must be specifically justified and applicants must explain why such costs are required to achieve the aims of the research 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. Please note that a UK co-investigator's business or civil society salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK co-investigator's business or civil society organisation.

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

### **International co-investigators**

Please note that international co-investigators are not eligible under this call. This call is focused on building UK capacity and other calls are available focused on global mental health. Networks may still include international members.

### **Objectives**

List the objectives of your research in order of priority. *(4000 character limit)*

### **Summary**

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

### **Academic beneficiaries**

Please summarise how your proposed research will contribute to knowledge, both within the UK and globally. This should include how the activities/research 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 activities and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the research to beneficiaries. (4000 character limit)

Please note that this section may be published to demonstrate the impact of research council-funded grants. 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**

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

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

- **Who will benefit from this research?**

List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.

- **How will they benefit from this research?**

Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.

Please note that this section may be published to demonstrate the potential impact of research council-funded grants. Please ensure that 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 research 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.

### **Human participation**

Research involving human participants must comply with all relevant legislation. All RCUK funding is granted on the absolute condition that researchers ensure that all relevant ethics committee approvals and regulatory requirements are met. For

further information, please see

<http://www.rcuk.ac.uk/documents/documents/TermsandConditionsofResearchCouncilECGrants-pdf/>

### **Animal research**

The provisions of the Animals (Scientific Procedures) Act 1986 (amended 2012) must be observed. All RCUK awards are made on the absolute condition that no work which is controlled by the Act will begin until the necessary licences have been obtained. All work supported by RCUK award must comply with the principles described in “Responsibility in the use of animals in bioscience research: expectations of the major research council and charitable funding bodies” available here:

[www.nc3rs.org.uk/responsibility-use-animals-bioscience-research](http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research).

Applicants intending to use animals should contact [mentalhealth@esrc.ac.uk](mailto:mentalhealth@esrc.ac.uk) for more information on how to include any costs associated with this in their proposal.

**If your activities will involve human participants in research or animal use please complete either the Human Participation ethics form or the Animal Usage costs and ethics form which can be found on the call page and attach it to your Je-S submission as an ‘Other Attachment’.**

### **Other support**

Enter details of any support sought or received from any other source, for this or other research in the same field, during 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. 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.

### **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).

### **Resources**

All resources requested must be fully justified in the ‘Justification of Resources’ attachment. The cross-disciplinary mental health Network Plus call will provide up to 48 months of funding, with an overall limit of £1.25 million (100% fEC) per grant. If successful, the research councils will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%.

### **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**

Requests for large items of equipment are not eligible under this call.

### **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 the 'other directly incurred costs' section if surveys are to be done using in-house resources.)

### **Other directly incurred costs**

These include (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 the standard 80% fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition and should 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 or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society 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's business or civil society body, and should be marked as an 'Exception' using the tick box.

All costs relating to UK business and/or civil society co-investigators must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research 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 or civil society organisations. Please note UK business and civil society 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, civil society or international research organisation.

### **Other directly allocated costs**

These include 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**

Estates 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 recent 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 research 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 ([www.esrc.ac.uk/datapolicy](http://www.esrc.ac.uk/datapolicy)) and in the Research Funding Guide ([www.esrc.ac.uk/RFG](http://www.esrc.ac.uk/RFG)). 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.

## **Classifications**

Please identify whether the research will involve significant collaborative contributions from colleagues outside the UK. If 'yes' please expand within the 'Case for Support' attachment.

## **User involvement**

If 'Users' have been/will be engaged with your network plus, please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your research 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.

## **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, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance; <https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm>

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)
- CVs

The following are not mandatory but must be included in the case of human participation or use of animals in research:

- Human participation ethics form
- Animal usage costs and ethics form

List of publications, Letter of support, Proposal cover letter, Facility form, Final/Interim report and Other are not mandatory documents but should be included where necessary.

**Important note:** If you are unclear about whether you can include a specific attachment please contact [mentalhealth@esrc.ac.uk](mailto:mentalhealth@esrc.ac.uk) for advice, as unrequested attachments can hinder the processing of your application. The research councils reserve the right to return or reject proposals that include attachments not permitted on this call.

### **Case for support (maximum of 6 sides of A4)**

This is the body of your network plus proposal. It must not exceed 6 sides of A4 and must include the following sections:

- The introduction should set the strategy, vision, aims and objectives of the network plus. It should briefly sketch the main work on which the research and activities will draw, with references. Any relevant, scientific, policy or practical background should be included.
- The detailed research questions to be addressed should be clearly stated including an articulation of how the application addresses the cross-disciplinary mental health research agenda.
- Give a full and detailed description of the proposed core network activities and an indication of the proposed 'plus' funded activities, including how they will be competitive and open to those outside of the network membership. Outline the timelines, governance and assessment criteria for distributing the 'plus' funds.
- Where any new research is to be undertaken clearly state the framework and methods for analysis, and explain the reasons for their choice. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc.). Where possible, describe the expected impact.
- The bibliography for references cited in the proposal should be attached under the 'list of publications' document; this should not include publications not cited in the proposal. A list of the most relevant and recent publications 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 research project. The justification of resources should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research 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 the joint research council Je-S <https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCspecificRequirements.htm> 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 research 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 research, 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 research will be realised. This attachment is specific to users and beneficiaries of the research 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 for the research councils may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

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 research of this nature. If you do not feel that your research has potential to achieve impact outside of academia, you should use the Pathways to Impact attachment to explain why this is the case. However, it is expected that applicants will have considered impact in its broadest economic and societal terms before coming to this conclusion.

Applicants should note that while we recognise the value of this type of research, reviewers may comment on the applicant's reasoning during consideration of the proposal.

Impact can take many forms, manifest at different stages in the research 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. A statement about our expectations of the research we fund is at

[www.esrc.ac.uk/impact-expectations](http://www.esrc.ac.uk/impact-expectations).

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

### **Data Management Plan (maximum of three sides of A4)**

It is a requirement of the ESRC Research Data Policy [www.esrc.ac.uk/datapolicy](http://www.esrc.ac.uk/datapolicy) 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.

### **CV (maximum of two sides of A4 per person)**

A CV for each applicant and named research staff member must be included. This should include contact details, qualifications (including class and subject), academic and professional

posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the research councils and other bodies. Each CV should not exceed two A4 sides.

### **Human participation/animal use forms**

If your activities will involve human participants in research or animal use please complete either the Human participation ethics form or the Animal usage costs and ethics form, both of which can be found on the call page, and attach it to your Je-S submission as an 'Other 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 awards with any new application. Details should include the output records submitted by the applicant to the Researchfish system.

### **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 research councils. Therefore, if your area of expertise crosses the remits of more than one research council you will now only need to provide the information once.

### **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 22 March 2018**.

### **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 is located (and who holds current responsibility) – eg owner, approval pool, submitter pool or submitted to council.

### **Open Access Policy**

Researchers funded under this call will be expected to comply with the requirements outlined in the RCUK policy on open access to publication and data, available at

[www.rcuk.ac.uk/openaccess/](http://www.rcuk.ac.uk/openaccess/). Applicants are no longer able to apply for Article Processing Charges (APCs) as part of a research proposal; instead funds are provided to research organisations at an institutional level as block grants in order to set up publication funds.

### **Further enquiries**

Enquiries relating to research council funding rules and proposal procedures should be addressed to: [mentalhealth@esrc.ac.uk](mailto:mentalhealth@esrc.ac.uk)

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

- Je-S helpdesk: [jeshelp@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk) or 01793 444164