

# ESRC-DFID Raising Learning Outcomes (RLO) in Education Systems Research Programme 2018 – 2021: Invite only

## Tranche 2

Version: May 2019

### Je-S guidance for applicants

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## Call summary

The Economic and Social Research Council (ESRC) part of UK Research and Innovation and the Department for International Development (DFID) are launching Tranche 2 of the RLO Follow-on Fund 2018-2021 call. This call is open to all RLO Principal Investigators and Co-Investigators, both past and present i.e. RLO grants may be open or closed at the point of application. It will be open for regular bi-annual tranches over the next 2½ years, and will focus on the following areas:

- **Workstream 1: Impact Enhancement:** Activities that build on and further the existing impact work of your RLO grant, to develop policy relevance and research user uptake.
- **Workstream 2: Research Augmentation:** Activities that explore any unexpected avenues which may have become apparent through the course of the grant.
- **Workstream 3: Capacity Building:** Activities which develop the capacities of academics and their institutions in the country of research, by building on existing capacity building links and initiatives.
- **Workstream 4: Cross-Grant Synthesis:** Collaboration between RLO researchers to synthesise research findings around a theme.

The invitation-only call is open to Principal Investigators (PIs) who have held a grant funded as part of the RLO programme. In addition, Co-Investigators (Co-Is) from the RLO programme can also apply as a PI to this call, however they must have the express support of their original RLO grant's PI (see below for details). The original grant can be open or closed at the point that the Follow-on Fund application(s) are made and they will be awarded as separate grant(s) to the existing/completed RLO grant. Any Researcher who has not been a PI or Co-I on an RLO-funded grant is not eligible to apply as a PI to this Follow on Fund. **All uninvited or ineligible applications will be rejected.**

**Workstreams 1 – 3:** Proposals are invited for grants with a full economic cost (fEC) value of between £25,000 and £100,000 for either workstreams 1, 2 or 3, or for any combination of these three workstreams. PIs and Co-Is are eligible to apply for a number of these grants, on multiple occasions. However the total amount of all awarded follow-on-fund grants linked to the original proposal must not in sum exceed £100,000. Note that whilst cross-grant learning (where appropriate for inclusion) will be viewed positively, it is not a requirement for these workstreams and proposals within these workstreams must stand alone i.e. they cannot be co/inter dependent.

**Workstream 4:** Proposals are also invited from PIs and Co-Is working in collaboration with their counterparts on other RLO grants for workstream 4. These grants may also have a full economic cost (fEC) value of between £25,000 and £100,000. Researchers can also apply for a number of these grants, on multiple occasions, and can collaborate with different projects in these applications.

The funders are extremely keen to encourage applications to workstream 4. Therefore **in addition** to the maximum of £100,000 allocable per grant in workstreams 1 – 3, a further £100,000 may be allocated to original RLO grants against workstream 4 (this makes a maximum of £200,000 across all 4 workstreams).

Given two or more teams will be working together on grants under workstream 4, the teams will need to designate one person from one of the teams to act as PI for the whole group. This PI will receive all funds for this grant, and be responsible for distributing this amongst the collaboration of teams on the grant. The collaboration of teams may split the funding however they see fit, but this intended split must be set out in advance in the budget documentation.

For example, a consortium of 3 research teams may apply for £100,000 of funds, with £40,000 budgeted for research team A, and £30,000 each budgeted for research teams B and C. If research team A is the designated grant PI, the total £100,000 will be awarded to research team A and they will be responsible for distributing the additional £60,000 to research teams B and C.

With regards to recording the maximum allocations to original RLO grants for workstream 4 (i.e. £100K per grant across the lifespan of the call), allocations will be recorded in line with submitted budget splits between research teams. This means the total Follow-on-Fund grant value will not be allocated against the grant's one designated PI.

Continuing the above example, this would be recorded as £40,000 against research team A, and £30k each against research teams B and C. Leaving team A open to make £60,000 worth of additional applications, and research teams B and C the option to make £70,000 each worth of additional applications.

In summary, applicants from **each grant** may submit one or multiple proposals over the 3 year period from workstreams 1, 2 and 3 or any combination of these workstreams up to a sum of £100,000 **and** they can also submit a further one or multiple proposals over the 3 year period from workstream 4 in collaboration with colleagues from other RLO grants. Proposals outside of this value range for any workstream or combination of workstreams will not be accepted.

Applicants are invited to contact the office when planning to collaborate with their counterparts on other RLO grants for workstream 4 to discuss the distribution and allocation of funding.

Up to £2 million has been allocated for the length of the call. Projects may be up to a maximum of 2 years in duration. The call will be open twice a year, in bi-annual tranches (opened every 6 months) for the next two and a half years. The second bi-annual tranche will open 30 May 2019 and close 16:00 (UK time) on Thursday 25 July 2019. The earliest start date for the second tranche will be 01 November 2019. Subsequent tranches will open in November and May each year with a final call opening ~May 2021. Please note there is no limit to the number of applications or grants given out for each tranche. The call has been designed so that all grants will get an equal chance to access the Follow-on Fund if and when they are ready to do so. Proposals can be submitted at any point in the 3-month windows, but will not be assessed until the window has closed.

**Call type:**  
invited only

**Closing date:**

16:00 on 25 July 2019 GMT

**Funding available:**

£2 million across all six tranches

**How to apply:**

proposals are invited via Je-S

**Assessment process:**

An Assessment Panel.

**Key commissioning dates:**

- Deadline for proposals – 25<sup>th</sup> July 2019
- Assessment Panel meeting – September 2019
- Funding decisions – September/October 2019
- Grant start date – From November 2019

**Contacts:**

- [eddev@esrc.ukri.org](mailto:eddev@esrc.ukri.org)
- Pete Henly, telephone: +44 (0)1793 413074
- Gemma Johnson, telephone: +44 (01783) 413116

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

- Je-S helpdesk  
Email: [jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)  
Telephone: 01793 444164

**Please read the full call specification for guidance before submitting your proposal.**

## 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](mailto: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 – Thursday 8:30 – 17:00, Friday 8:30 – 16:30 GMT (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.

- [Scheme-specific guidance](#)

For further information contact:

- Pete Henly, telephone: +44 (0)1793 413074
- Gemma Johnson, telephone: +44 (0)1783 413116
- Email: [eddev@esrc.ukri.org](mailto:eddev@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 the UKRI's Joint Electronic Submissions (Je-S). 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.

There are two possible categories of 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.

*\*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](mailto:jeshelp@je-s.ukri.org) or 01 793 444164) to ensure that their organisation is correctly registered on the Je-S system. If the organisation is not correctly Je-S registered, an e-mail 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.*

- **Overseas organisations** which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other research responsive mode schemes). A list of these organisations is available from the Je-S login page. The organisation will have previously set up the submission process and will therefore be available within the Je-S searches.

## **Self-registration for organisations**

If you are interested in applying for the ESRC-DFID RLO in Education 2018 - 2021 – Invite Only call and your organisation does not hold Je-S registration, please follow these instructions to self-register your organisation before creating a personal Je-S account.

- Firstly navigate to the [Je-S homepage](#)
- Select the link 'self-registration for organisations'.
- Accept the Terms and Conditions that are displayed.
- Complete the 'Organisation' page. Please note there is a restriction on the number of characters available in the 'organisation name' field, and please note that words such as university should be entered in English.
- If a 'Potential Duplicates' page appears, please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (eg it may be shortened or a word such as 'university' may be either at the start or end of the name), so please check carefully to avoid creating a duplicate. If your organisation is on the list please select cancel, this means your organisation is already with Je-S and do not need to continue with this process. If your organisation is not registered and does not appear on the list then please select 'Next Step'.
- Check the details and select 'Create organisation'.

Registration of your organisation is now complete. You will now need to create a personal Je-S account to enable you to prepare a proposal. Please navigate to the [Je-S homepage](#) and select the 'Create Account' link.

However, if you have used Je-S previously you will already have an account and you will not need to create a new one - but you will need to amend the organisation details of your existing account.

## **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 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**

Research 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 (UK time) on 25 July 2019**. 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.

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](#)

Select 'Documents'

Select 'New Document'

Select 'Call Search'



Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title ESRC-DFID RLO in Education 2018 - 2021 – Invite Only and select from the list created. The remaining three selection fields will be automatically populated, as shown below.

To find the council, document type and scheme combination for a particular call please use the call search.

**Call Search** (opens in a new window)

Select Council:  
ESRC ▼

Select Document Type:  
Standard Proposal ▼

Select Scheme:  
Research Programmes ▼

Select Call/Type/Mode (optional):  
ESRC-DFID RLO in Education 2018-21 – Invite Only ▼

Copy existing document?

Create Document Cancel

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 ESRC-DFID RLO in Education 2018 - 2021 – Invite Only. Please note that the option will only be available once the call is live.
- Your start date should not be before 01 May 2019. Your grant should be a proposed duration of no more than 24 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-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 research; 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.

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.

This programme is **not** restricted to UK PIs, and the PI can be from anywhere in the world. Applicants from **non-UK research organisations** or proposals which include non-UK partnerships should refer to the call-specific document '[Costings guidance for non-UK institutions and partners](#)' for further guidance.

If applicable, enter the details of any co-investigators (Co-Is). Co-Is may be from any research organisation or institution, from any country. Co-Is and their institutions must be registered on Je-S to be selectable, but their organisations do not need to undergo the full registration process required of PI institutions.

It is recommended that potential non-UK based investigators contact the Je-S Helpdesk ([jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)) at least 5 working days prior to the call closing, 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 (non-UK applicants are obliged to initiate this process, via the login page).

## Objectives

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

## Summary

Provide a plain English summary of the research you propose to carry out 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 research will contribute to knowledge, both within the UK and globally. This should include how the 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 research 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 research. 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 research users where appropriate. It is vital that the economic and societal impact of all projects funded by ESRC 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.
- **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 research

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

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 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 enter the **reference number** of your original **ESRC-DFID Raising Learning Outcomes in Education Research grant**. Please also state whether your proposal under this call is related to any other proposals previously submitted to us. 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 'Staff- DI and DA Costs'. '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 (e.g. investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

Please note: **Non-UK PIs and Co-Is** must enter their time allocation under 'Directly Allocated Staff' but should enter the salary rate as zero. All costs associated with non-UK investigators will need to be entered under 'Other Directly Incurred Costs' in the Resources section of the form and the 'exceptions' box will need to be ticked for each item. Please see guidance on the Resources section below and the ['Costings guidance for non-UK institutions'](#) for more detailed instructions.

## Resources

The ESRC-DFID RLO in Education 2018 - 2021 – Invite Only will provide up to 24 months funding with an overall limit of £100,000 (100% fEC) per grant. The funders' contribution for **UK applicants** is 80% of fEC.

For **non-UK institutions** the programme will support in full (100%) all the directly incurred costs of the research, and will varyingly contribute to indirect costs. Applicants from non-UK research organisations or proposals which include non-UK partnerships must refer to the document '[Costings guidance for non-UK institutions and partners](#)' for full guidance on this. Please note that all costs directly incurred by non-UK organisations should be entered under 'Other Directly Incurred' costs and should be marked as 'Exceptions', using the tick box.

**All resources requested must be fully justified in the 'Justification of Resources' attachment** (see below). All costs must be specifically and clearly justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also identify clearly on the Je-S proposal and in the 'Justification for Resources' attachment any costs in the proposal which are directly incurred by non-UK organisations.

All costs must be entered at prices at the time of submission and inflation must **not** be included. Successful grants will have an allowance for inflation, calculated using standard indices.

The following sections provide guidance on how to enter different types of resource within the Je-S proposal, and any supporting documentation that may be required.

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

**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 project-specific consumables, publication costs (only where a [UKRI block grant](#) for open access publications is not available), 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 (unless this cost is incurred directly by non-UK organisations). 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 by 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 associated with international co-investigators, whether salary, fieldwork, equipment or travel and subsistence should be entered as 'Other Directly Incurred Costs' and should be marked as an 'Exception' using the tick box. All costs should also be prefixed with 'Non UK.'

All costs relating to UK business and/or civil society co-investigators and/or international 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, civil society or international research organisations. Please note UK business, civil society and international 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** - 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**

**For UK research organisations:** Estates and indirect costs are specific to each institution 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.

Applicants from **non-UK research organisations** or proposals which include non-UK partnerships should refer to the document '[Costings guidance for non-UK institutions and partners](#)'.

## **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. Please note, a person cannot be named more than once, therefore the project partner contact cannot be one of the named Co-Investigators.

## 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](#) 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)

You should **not** nominate reviewers under this call as proposals will be reviewed by a pool of expert assessors.

## Classifications

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

## User involvement

If 'Users' have been/will be engaged with your research project, 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](#).

The following are mandatory Je-S attachments for this call:

- Case for support (six A4 pages max.)
- Justification of resources (two A4 pages max.)
- Pathways to Impact (two A4 pages max.)
- Data Management Plan (for grants planning to generate data) (three A4 pages max.)
- CV (two A4 pages max. for the Principal Investigator, the Co-Investigators and any named researcher)

List of Publications, Letter of Support, Proposal Cover Letter, Facility form, Final/Interim Report, and Other 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 [eddev@esrc.ukri.org](mailto:eddev@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 six sides of A4)**

The case for support is the body of your grant/project proposal and should cover the main features of the research. It is essential that in developing your proposal you refer closely to the specification for [this call](#) and ensure that your proposal responds directly to the requirements set out in this.

Please identify in the first paragraph the workstream or workstreams that your proposal fits into.

The case for support should include as appropriate, but not limited to, the following:

- The introduction should set the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.
- Which workstream(s) are being covered and how do they meet the additional criteria set out in the call specification for impact enhancement, research augmentation, capacity building and cross-grant synthesis
- How the proposed activities build appropriately on activities conducted within the original research grant(s)?
- 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 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 grant/project. 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 [UKRI 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 grant/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 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 ESRC research 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 grant/project 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 [available](#).

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

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.

### **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 ESRC and other bodies. This should not exceed two A4 sides.

### **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 cover letter/letter of support (maximum of one side of A4)**

Where a Co-Investigator from their original research is the Principle Investigator they will need a letter of support from their former Principle Investigator. This is mandatory.

A covering letter is optional and may accompany the proposal.

Letters of support are also optional and can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (e.g. 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 research 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 assessors. 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, as long as at least 50% of the proposed programme of research is within ESRC remit. 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 ESRC funding 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 25 July 2019 GMT.**

### **Commissioning timetable**

- Call for proposals issued 30 May 2019
- Deadline for submitting proposals 16:00 on 25 July 2019 (UK time)
- Assessment Panel meeting September 2019
- Decisions to applicants October 2019

### **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) - e.g. 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:

- [eddev@esrc.ukri.org](mailto:eddev@esrc.ukri.org)
- Pete Henly, telephone: +44 (0)1793 413074
- Gemma Johnson, telephone: +44 (01783) 413116

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

- Je-S helpdesk  
Email: [jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)  
Telephone: 01793 444164