

## ESRC/ GO Science Areas of Research Interest (ARI) Fellowships Je-S guidance for applicants

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## **Call summary**

The Economic and Social Research Council (ESRC) and the Government Office for Science (GO Science) wish to appoint two Areas of Research Interest (ARI) fellowships, for one year (with potential to extend to two years), starting as soon as feasible from mid October 2019. The aim of these fellowships is to enable genuine co-creation creation (of projects, analyses and programmes of work) between researchers and those making and informing policy. These two fellows will be the ARI Research Engagement Fellow and ARI Policy Engagement Fellow. The Fellows will work together as a team, and with GO Science (and the Chief Scientific Advisers network) and ESRC, to facilitate researchers and government departments (and relevant stakeholders) working together to develop and take forward research and knowledge exchange that addresses the ARIs. These fellowships represent a unique opportunity for researchers and policy engagement experts to work at the heart of government at a time of rapid change and investment in the research-policy environment, potentially playing a key role in shaping the future of science capability in government and research-policy engagement in the UK.

### **Call type:**

Invitation for proposals

### **Closing date:**

16:00 on 6 August 2019

### **Funding available:**

£100, 000 for each Fellow (full economic costing- fEC). Applicants may request funding from ESRC for up to 80% of FEC.

### **How to apply:**

Proposals are invited via Je-S attracting the standard 80% fEC funding model

### **Assessment process:**

Applications will be assessed by a panel of independent academic and policy experts, with advice to the panel on the strategic context and priorities from ESRC and GO Science. Shortlisted applicants will be invited to an interview in the first week of September 2019..

### **Key commissioning dates:**

- Deadline for proposals – 6 August 2019
- Shortlisting Panel meeting – August 2019
- Interview – w/c/ 2 September 2019
- Funding decision – mid September 2019
- Grant start date – Mid October 2019 if feasible (subject to BEIS security clearance)

### **Further enquiries**

Enquiries relating to ESRC research funding rules and proposal procedures should be addressed to:

- ESRC Policy and Practice Impact
  - [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)

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

- Je-S helpdesk  
Email: [jeshelp@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk)  
Telephone: 01793 444164  
Monday to Thursday 08.30 to 17.00, Fridays 8.30-16.30 (UK time, excluding public and other holidays)

**Enquiries related to the role may be addressed to:**

- Jacqui Karn, Head of Policy and Practice Impact, ESRC
  - [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)
- Giulia Cuccato, Head of CSA Network support, science advice and engagement, Government Office for Science
  - [Giulia.Cuccato@go-science.gov.uk](mailto:Giulia.Cuccato@go-science.gov.uk)

**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 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**  
<ESRC web link>

For further information contact: [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@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.

There is only possible category 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 via <https://www.ukri.org/funding/how-to-apply/eligibility/>.

*\*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 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**

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 on 6 August 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 page <https://www.ukri.org/funding/how-to-apply/eligibility/>, 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 (ESRC-GO Science ARI Fellowships 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 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) i.e. ARI Research Engagement Fellow OR ARI Policy Engagement Fellow.
- The 'Proposal Call' will already be populated with the relevant call title; *ESRC-GO Science ARI Fellowships 2019*.
- Your start date should not be before 15 October 2019. Your grant should be a proposed duration of no more than 12 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 Fellow as the principal investigator (PI). If you are applying alongside another applicant for an ARI fellowship - as a team - please indicate the link to the other application in your case for support.

Each Fellowship is available at up to 80% FTE; applicants are invited to outline their time commitment against the aims of the role.

The PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the fellowship and manage the research; this individual will be the contact person for ESRC correspondence. PIs 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.

## **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 and that it is suitable for communication with a non-specialist audience *(4000 character limit)*

## **Staff duties**

Summarise the duties of the Fellow in delivering activities during the Fellowship. Each Fellowship is available at up to 80% FTE; applicants are invited to outline their time commitment against the aims of the role.

A member of staff from GO Science will work full time alongside the fellows, with senior support, supporting the Fellows to engage across government, develop deliberative practices and provide additional communications/ administrative support for these roles. There may also be opportunities to call on ad hoc support from other Government Office for Science staff where needed. .

Ensure that it is clear why it is necessary for the fellow to perform this role at the resource level you have requested taking this available resource into account. *(2000 character limit)*

## **Impact summary**

Applicants are required to summarise clearly in this section how the Fellowship will 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 ESRC is maximised. 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 and that it is suitable for communication with a non-specialist audience.

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

- **Who will benefit from this Fellowship?** List the key beneficiaries from the Fellowship, for example those who are likely to be interested in or to benefit from the proposed activities - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle.
- **How will they benefit from this Fellowship?** 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

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

### **Ethical information**

This section must be comprehensively addressed. Details included in the Case for Support need not be repeated here. (*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.

### **Staff**

Request for funding for additional staff support for this role is not eligible for this call.

A member of staff from GO Science will work full time alongside the fellows, supporting the Fellows to engage across government, develop deliberative practices and provide additional communications/ administrative support for these roles. There may also be opportunities to call on ad hoc support from other Government Office for Science staff where needed. This need not be reflected in the call but you may wish to take this into account in the staff duties section.



Associated studentships are not eligible under this call.

## **Resources**

All resources requested must be fully justified in the 'Justification' attachment.

The ESRC-GO Science ARI Fellowships 2019 will provide up to *12 months* funding with an overall limit of £100,000 (at 100% FEC) per grant. If successful, ESRC 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 to deliver the activities included during the Fellowship. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Please note that ESRC/ UKRI may, as far as feasible, provide limited access to venues for events booked with adequate notice but cannot guarantee availability so costs for venues should be included.

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

If applicable, 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 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.

**Other directly allocated costs** - including 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. Please contact ESRC to discuss this possibility should you wish to include a project partner.

## 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.

## 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
- Pathways to Impact
- Justification of resources
- CV
- Head of Department Statement
- Supporting Data (blank document)

Optional attachments:

- Data Management Plan (for grants planning to generate data)
- List of Publications
- Final/ Interim Reports

**Important note:** If you are unclear about whether you can include a specific attachment please contact [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@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 three sides of A4)**

This is the body of your Fellowship proposal. It must not exceed three sides and must address the person specification for the ARI Fellowship for which you are applying – as set out in the call specification. It should clearly identify which Fellowship you are applying for.

Any bibliography for references cited in the proposal should be attached under the ‘list of publications’ attachment; 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.

## **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 the Fellowship period, 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 section provides the opportunity to outline:

- a) How you will approach engaging researchers and policy makers during the Fellowship to achieve the aims of the fellowship and
- b) The specific activities you propose to undertake

This attachment is specific to outlining how you will achieve the aims of the Fellowship in terms of users and beneficiaries of the research who are outside of the academic research community.

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 during the Fellowship period.

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 for a Fellowship of this nature.

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. Read more about our [expectations of the research we fund](#).

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page.

### **Justification of resources (maximum of two sides of A4)**

A two-side A4 statement justifying that the resources requested are appropriate to undertake the Fellowship activities. The justification of resources should explain why the resources requested are appropriate for the Fellowship, taking into account the aims of the Fellowship as set out in the call specification. 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](#).

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

A CV 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.

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

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.

### **List of publications (maximum of one side of A4)**

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.

### **Head of Department Statement (maximum of one side of A4)**

The Head of Department (or most appropriate) at the host Research Organisation must complete a statement in support of the application. The statement should confirm:

- support for the proposed project
- how the proposed programme of work fits in with the department's wider research/knowledge exchange programme.

Applicants are kindly requested to discuss the implications for other commitments with their institution on application, to enable take-up as soon as possible from October 2019. If

feasible, please include agreement in principle to release the applicant from commitments that would otherwise prevent timely take-up of the Fellowship or over-commitment of their time. Applicants will not be penalised if an October 2019 start is unfeasible but we would welcome indications from the institution that these issues have begun to be discussed during application.

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.

### **Supporting Data (one side of A4)**

This is not required for this call but the system requires an upload of a blank document. Please simply include the following statement: *'Supporting Data attachment: Not required, on advice from ESRC'*

### **Proposal classifications**

The information provided in this section will be used by us to identify appropriate peer reviewers and monitor the research we fund. 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 6 August 2019**.

### **Commissioning timetable**

- Call for proposals issued 5 July 2019
- Deadline for submitting proposals 16:00 on 6 August 2019
- Shortlisting meeting mid August 2019
- Interview First week of September
- Decisions to applicants Mid-September
- Proposed start date – if feasible, from mid-October (subject to BEIS security clearance)

## 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:

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Telephone: 01793 444164  
Mon –Thursday 8.30 – 17.00, Fridays 8.30- 16.30 (UK time, excluding public and other holidays)

Enquiries related to the role may be addressed to:

- Jacqui Karn, Head of Policy and Practice Impact, ESRC
  - [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)
- Giulia Cuccato, Head of CSA Network support, science advice and engagement, Government Office for Science
  - [Giulia.Cuccato@go-science.gov.uk](mailto:Giulia.Cuccato@go-science.gov.uk)