



UK Research
and Innovation



ESRC-ICSSR Call for Collaborative Research The future of UK-Indian trade and cross border investment in a changing global environment

Je-S Guidance

This version: September 2019

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Call summary

The Indian Council of Social Science Research (ICSSR) and the UK's Economic and Social Research Council (ESRC) invite joint applications for collaborative projects between Indian and UK researchers focusing on the future of India-UK trade and investment relations in the context of a changing global environment. The Funders will aim to recommend a balanced portfolio of projects.

Key commissioning dates:

- Call launch – September 2019
- Deadline for proposals – 16:00 GMT on **5 December 2019**
- Panel meeting – March 2020
- Funding decision – April 2020
- Grant start date – May 2020

Please read the full call specification for guidance before submitting your proposal via the [Joint Electronic Submissions \(Je-S\) System](#).

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](#)'
- **Scheme-specific guidance** – see [ESRC call page](#)
- **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, telephone 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.

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.

Please note that applicants must jointly contribute to the content within this proposal to be considered under this call. Costs associated to UK should be applied using UKRI's Joint Electronic Submissions (Je-S) system. Costs associated to India should be applied to **ICSSR**. Indian partners are **not required** to register on Je-S instead they should be listed in the International Funding Agencies Resources Form as part of the attachments. **This Je-S call guidance is primarily for UK submission. For information and guidance on submission of proposals from Indian partners to ICSSR, please e-mail ICSSR at adinchargeics@gmail.com**

For further information on UK proposals contact:

- Paul Sanderson and Alexa Mills, ESRC
- Email: UKIndiaTrade2019@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 for Je-S, and the UK applicants must hold Je-S accounts.

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 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 UK 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 note, Indian partners are not required to be added as applicants, they do not need to create a Je-S account. Instead, they will need to be listed in the International Funding Agencies Resources Form, which is a mandatory attachment for this call. For further details, please refer to 'Other attachment' section of this Je-S call guidance.

Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see [helptext](#). Please make sure registering applicants in advance of submitting a proposal to allow a sufficient time for applicants to be registered in Je-S.

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 (UKRI) capture and process personal information in line with current UK data protection legislation. Our [privacy notice](#) provides more information around the processing of personal information, provides contact details for our Data Protection Officer and explains how to exercise your rights as a data subject.

UK Research and Innovation understands the importance of protecting personal information and is committed to complying with the General Data Protection Regulation 2016/679 (GDPR) and Data Protection Act (DPA) 2018. It is committed to fostering a culture of transparency and accountability by demonstrating compliance with the principles set out in the Regulation – as laid out in our [Data Protection Policy \(PDF, 137KB\)](#).

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Some personal data limited to PI name and institution in UK and India, grant title, case for support and anonymised reviews will be shared with ICSSR the Indian funder for the purpose of checking applicant eligibility and assisting with joint peer review and panel assessments.

Before creating your proposal

The following submission information refers to Research proposals may **only** be made on research councils' Je-S forms.

Please note that the deadline for submission of proposals is **16:00 GMT on 5 December 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.

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](#).

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 ICSSR Trade and Investment call 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)
- The 'Proposal Call' will already be populated with the relevant call title; 'ESRC ICSSR Trade and Investment call 2019'.
- Your start date should be from May 2020
- Your grant should be a proposed duration of no more than 36 months.
- Submission route – It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it to Council.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) from the **UK only**.

Investigators may be from more than one research organisation. The PI on the UK proposal must be based at an eligible UK research organisation where the grant will be administered

by the time the grant starts. The PI will take intellectual leadership of the project and manage the research in conjunction with the Indian PI; 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.

Indian partners are **not required** to be entered as investigators. However, they are required to be listed in the International Funding Agencies Resources Form attachment, which is a separate attachment mandatory for this call.

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

Researchers from an established UK business, third sector or government body will be eligible. Please see the policy guidance for more information <https://esrc.ukri.org/files/funding/guidance-for-applicants/inclusion-of-uk-business-third-sector-or-government-body-co-investigators-on-esrc-proposals/>

International co-investigators

Please note, UK funding will allow the inclusion of overseas co-investigators through the ESRC's policy but researchers from India cannot be included as co-investigators on UK grants due to the bilateral relationship of this call. The primary focus of the research must be on the UK and India.

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

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

Staff – ESRC funded only

If your project requires staff other than the UK 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).

Please note that Indian staff should not be included under this section and should instead be listed in the International Funding Agencies Resources Form.

Please also note that associated studentships are not eligible to be included under this call.

Resources

Please note that **only UK associated resources should be requested**. Resources associated with India should be listed and justified in the International Funding Agencies Resources Form. Please also note that eligible costs may be different between UKRI and ICSSR.

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

Funding of up to £1.3million is available from ESRC, with a maximum of £406,250 at 100% full economic cost (fEC) available per proposal, of which ESRC will contribute 80% fEC (£325,000) per proposal.

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.

Co-ordination and Knowledge Exchange – Successful applicants will be expected to attend a knowledge mobilization event with key policy stakeholders in India in early 2021. The funders will arrange this meeting and will provide the successful applicants with further details. All applicants should include in their budget travel costs for attending this meeting.

Equipment - Please note that UKRI will not fund items of equipment costing more than £10,000 (including VAT) for this call. Equipment under £10,000 (such as consumables) are accepted by UKRI from UK applicants. These should be listed within the 'Other Directly Incurred Costs' section on Je-S.

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

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

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at 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.

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 'Overseas.'

Please note international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the 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

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

Please note that information for UK project partners only should be entered on the Je-S form.

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

Timetable

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

Data collection

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

Reviewers (academic and user)

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

Proposals will not be disadvantaged by the absence of nominated reviewers.

Classifications

Please identify whether the 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 pages max)- **this should be jointly written**
- Justification of resources (two pages for the resources requested from ESRC)
- Pathways to Impact (two pages max)
- CV (two pages max for each named researcher)

- Management Plan (two pages max)
- Data Management Plan (three pages max)
- International Funding Agencies Resource form (includes two pages for justification of resources requested from ICSSR and CVs for all named researchers)

Important note: If you are unclear about whether you can include a specific attachment please contact UKIndiaTrade2019@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)

This is the body of your research proposal and must be jointly written between the UK and India collaborators in English. The case for support must not exceed six sides and must include the following sections:

- 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.
- The detailed research questions to be addressed should be clearly stated.
- Give a full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- Clearly state the framework and methods for analysis, and explain the reasons for their choice.
- 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 UK resources (maximum of two sides of A4)

A two-side A4 statement justifying that the resources requested are appropriate to undertake the research project. Please note that you will need to provide justification for only UK associated cost you are requesting in your proposal. 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 [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 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 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 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. Read more about our [expectations of the research we fund](#).

Please detail how the proposed research 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.

All applicants that are planning to generate data as part of their research grant should co-develop one Data Management Plan (DMP) as part of the proposal.

Governments and research funders across the globe are becoming increasingly aware of the value of digital research data and strongly support the creation of a robust and efficient environment for data stewardship internationally. The Indian and UK funding agencies believe that research data collected with the use of public funds should, to the fullest extent possible, be managed following the FAIR principles (Findable, Accessible, Interoperable, Reusable).

If the proposal involves the sharing of data across institutions or countries, applicants should outline what data will be shared across UK-India borders, how cross-border data sharing will be managed and how potential data sharing issues will be addressed to prevent delays to the delivery of the project. Please start this process as early as possible and consider the legal systems in both countries.

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.

CVs

A brief CV (maximum two sides of A4 per person, including publications) of every PI and Co-I named on the application (both UK and India) must be attached as a separate document. CVs for researchers, collaborators and Cooperation Partners are not allowed. CVs must include professional details for every PI and Co-I and a list of publications (maximum 10 publications mentioned per PI and Co-I).

Applicants should structure their publication lists as follows:

- a) Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance; book publications.
- b) Other publications, for example articles in publication outlets without scientific quality assurance, or Discussion Paper Series available on the internet.

International Funding Agencies Resources Form

It is a requirement for applicants to include the International Funding Agencies Resources Form under this call. This will form the main part of the ICSSR submission but it should also be submitted to ESRC.

Technical Appendix [optional] (maximum one side of A4 – attachment type ‘other’)

Technical information specific to the project may also be submitted as a separate attachment. Technical information includes: glossaries of technical terms, charts, diagrams and tables which help to clarify key points within the proposal, statistical formulae, and supporting material on methodological techniques (e.g. sampling methods, survey design). Such attachments must not exceed one A4 side in total. Copies of articles, working papers or general letters of support should not be included.

Proposal classifications

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

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

It is an essential requirement that your **primary research area** falls within ESRC remit. Please add further classifications from within the ESRC sciences as appropriate. Please note this information is used to determine eligibility for 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 GMT 5 December 2019**.

Commissioning timetable

- | | |
|-------------------------------------|---------------------------------|
| • Deadline for submitting proposals | 16:00 on 5 December 2019 |
| • Commissioning Panel meeting | March 2020 |
| • Decisions to applicants | April 2020 |
| • Grants start | May 2020 |

Tracking your proposal

There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the 'Show submission path' will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool or submitted to Council.

Further enquiries

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

- Paul Sanderson and Alexa Mills, ESRC
Email: UKIndiaTrade2019@esrc.ukri.org

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

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