ESRC Leadership Co-ordinator for Brexit Priority Grants, UK in a Changing Europe and Co-ordinator for Governance after Brexit Programme

Je-S guidance for applicants

Introduction

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

- **ESRC Research Funding Guide:**
  www.esrc.ac.uk/RFG
- **ESRC guidance on 'How to write a good research grant proposal'**
  www.esrc.ac.uk/How-to
- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries)
  jeshelp@rcuk.ac.uk or 01793 444164

  If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9:00-17:00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voicemail message.

  When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.
- **Scheme-specific guidance**
  www.esrc.ac.uk/funding/funding-opportunities/esrc-leadership-co-ordinator-for-brexit-priority-grants-the-uk-in-a-changing-europe/

For further information contact:
Ann Jeffcott
Email: esrceuropeinitiative@esrc.ac.uk

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

Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through the Research Councils' Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S. A list of these organisations is available from the

Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

Je-S accounts for applicants

All Fellows must have created a Je-S account indicating that the purpose is to submit a fellowship proposal. To get you started on creating an account please refer to the Je-S System Helptext at https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/AccessingJeS.htm

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be 'submitted' through the Je-S System to ESRC 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.

Before creating your proposal

Fellowship 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 23 August 2017.** You should **allow sufficient time for completion of the research organisation submission process checks/authorisation.**

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 (for example - head of department) and submitter pool (for example - central finance office), and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted to the Je-S team (see also 'Tracking your proposal').

Creating your proposal

Log in to Je-S at https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted type in the call title '**BPG Leadership Co-ordinator'** and select from the list created. The remaining three selection fields will be automatically populated.

Select the 'Create Document' button.

Please note that **it is the applicant's responsibility to ensure that the proposal document 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 exhaustive step-by-step guidance, and we recommend that you refer to the Je-S helptext for additional information.

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

Project details
- Select organisation and department from drop-down lists (for example - the research organisation where the fellowship will be held)
- '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 'BPG Leadership Co-ordinator'. Please note that the option will only be available once the call is live.
- Your start date should not be before 1 December 2017. Your grant should be a fixed duration of 40 months.

Applicant
There should be a single fellowship applicant for each proposal, to whom correspondence will be addressed. Enter the name of the fellow and details of the fellow's research organisation and department. On submission of the proposal the fellow does not necessarily have to be located at the organisation that will administer the grant, however the administering organisation will be required to submit the fellowship proposal. The fellow will take intellectual leadership of the project and manage the fellowship; this individual will be the contact person for ESRC correspondence. The named fellow is 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 fellow's post will be in place for the duration of the project.

Objectives

List the objectives of your fellowship. *(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, including the fellow that will be involved in the project. Ensure that it is clear why it is necessary for you 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:
- **Who** will benefit from this research? List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.
- **How** will they benefit from this research? Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.

Please note that this section will be made available on the Gateway to Research database, therefore applicants should ensure confidential information is not included in this section

For further detailed guidance please access the helptext page linked to this Je-S section. *(4000 character limit)*

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 and workplan document.

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 (www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/) contains a full explanation of the ESRC's 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 new policy on 'invite only' resubmissions at www.esrc.ac.uk/resubmissions on the ESRC website. You must detail the appropriate related proposal and its relationship here. Select 'Related Proposals', then 'Add New Related Proposal Item' before entering the details of any related proposals.

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

Staff
If your project requires staff other than the fellow, 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 (for example - Investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (for example - researchers and technicians).

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

The Leadership coordinator for Brexit Priority Grants, UK in a Changing Europe and Coordinator for Governance after Brexit Programme will provide up to 40 months funding with an overall limit of £ 410,000 (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 justified Travel and Subsistence required for your Fellowship. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

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

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

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

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

Social surveys - Social survey costs which are being sub-contracted should be included under this section and are eligible for fEC exception funding at 100% (for the amount sought from the Council). The exception option should not be selected. (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.

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: Not applicable to this call

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

Reviewers: Not applicable to this call

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 those individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, commercial 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. Attachments should be uploaded in PDF (rather than Word) format, to reduce document corruption issues.

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

- Case for support
- Justification of resources
- Pathways to Impact
- Data Management Plan (for grants planning to generate data)
- CV
- Head of Department statement
- Workplan

Case for Support, Justification, Impact Plan, Data Management Plan (for grants planning to generate new data), CV, Head of Department statement and Workplan are the standard mandatory Je-S fellowship attachments.

List of Publications, Letter of Support, Cover Letter, Final/Interim report and Other are optional and should be included where necessary.

Important note: If you are unclear about whether you can include a specific attachment please contact esrceuropeinitiative@esrc.ac.uk for advice as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject applications that include attachments not permitted on this call.

Case for support - (*maximum of six sides of A4*)

This is the body of your fellowship proposal. It must not exceed *six* and must address the following:
- How you would co-ordinate the activities of the 25 UK in a Changing Europe Brexit Priority Grants, including:
    - liaising as appropriate with Brexit Priority Grant holders,
    - connecting and communicating findings and outcomes with users,
    - generating evidence and maximising the impact of the Grant's policy agenda through engagement with a range of policymakers (especially government departments) and stakeholders both in the UK and internationally;
- How you would support the activities of the UK in a Changing Europe initiative, and collaborate with the Director and Deputy Director accordingly; This will include working closely and meeting regularly with the UKICE Director
- How you would providing strategic and intellectual leadership over the ESRC's wider research plans in the area of democracy and governance, identifying synergies as appropriate and supporting the development of a cohesive portfolio;
- Demonstrate how your previous experience would contribute to finalising research priorities for the Governance after Brexit programme
- Detail how you would take forward the role of Coordinator for activity supported through the "Governance after Brexit "programme. This could include the following activities:
    - liaising as appropriate with grants funded as part of the new programme,
    - connecting and communicating findings and outcomes with users,
    - generating evidence and maximising the impact of the grants through engagement with a range of policymakers (especially government departments) and stakeholders both in the UK and internationally;

Justification of resources *(maximum of two sides of A4)*
A two-side A4 statement justifying the resources required to undertake the research project. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

Please refer to the joint Research Council Je-S helptext https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceoncompletingaFellowshi/AccompanyingDocumentation/ESRCspecificrequirements.htm for further guidance.

Pathways to Impact *(maximum of two sides of A4)*
While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for users to benefit from your research, and thus for achieving economic and societal impact, are maximised. It will be helpful if this is structured around the timeframe table detailed in the specification, focussing firstly on the Brexit Priority Grant work, and secondly on the Governance after Brexit work.

The Pathways to Impact is your opportunity to describe how the potential impacts of your fellowship 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, commercial 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, panel members may comment on the applicant's reasoning during consideration of the proposal.

Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term. A statement about our expectations of the research we fund is at www.esrc.ac.uk/impact-expectations.

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 www.esrc.ac.uk/datapolicy that all applicants planning to generate data as part of their award 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 award 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 award holder during the award period to enable their data to be exploited to the maximum potential for further research. For further guidance see Je-S Helptext.

CV *(maximum of two sides of A4 per applicant)*
A CV for the fellow 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 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.

Cover letter/letter of support *(maximum of one side of A4)*
Cover letters and letters of support should only be included in exceptional circumstances. If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included.

Exceptionally letters of support can be submitted as part of a proposal. Only letters of support that are essential to the successful conduct of the research (for example - confirming access to datasets, or confirming access to or use of the facilities provided by named organisations) can be submitted with an application. General letters of support that are not essential for the successful conduct of the research must not be included.

Head of department statement *(maximum of one side of A4)*
The head of department at the host research organisation must complete a statement in support of the proposal. The statement should:
- confirm that the applicant would be accepted into the department for the purpose of undertaking the proposed programme of work
- explain how the proposed programme of work would fit in with the department's wider research programme.

Other attachments
>A detailed workplan should be included as attachments type 'Other.' A maximum of **two sides of A4** can be used to highlight key milestones for the programme of work. This attachment must not be used to expand on the case for support. This should be based around the timeframe detailed in the specification focussing firstly in the role of Coordinator of the Brexit Priority Grants and secondly on the development of the "Governance after Brexit" programme and then on the coordination of the new programme.

Mentor's statement and CV: Not applicable to this call

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 replaces the ESRC-specific discipline section, and is a harmonised (and expanded) structure agreed with other Research Councils. Therefore, if your area of expertise crosses the remits of more than one Research Council you will now only need to provide the information once.

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 (www.esrc.ac.uk/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/) for further information.

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** 23 August 2017.

Commissioning timetable
- Call published   29 June 2017
- Closing date   16:00 23 August 2017
- Shortlisted applicants notified   mid-September
- Interviews (London)   early October
- Applicants informed of the outcome   mid-October
- Contract issued   mid-October
- Work starts   1 December 2017

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) for example - 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:

- Ann Jeffcott
  Email: esrceuropeinitiative@esrc.ac.uk

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

- Je-S helpdesk
  Email: jeshelp@rcuk.ac.uk
  Telephone: 01793 444164