



## ESRC Outline Productivity Institute Call Je-S guidance for applicants

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## **Call summary**

### **Call type:**

Outline

### **Closing date:**

16:00 on 13 Nov 2019

### **Funding available:**

£32.4 million at 100% fEC

### **How to apply:**

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

### **Assessment process:**

This call will incorporate an expert assessment panel shortlisting stage.

### **Key commissioning dates:**

- Deadline for proposals – 13 Nov 2019
- Shortlisting decision – Jan 2020 (exact date TBC)
- Submission date for invited full proposals – Mar 2020 (exact date TBC)

### **Contacts:**

- Case officer Claire Feary
- Email: [productivity@esrc.ac.uk](mailto:productivity@esrc.ac.uk)

The Productivity Institute will not be subject to the [ESRC Research Institutes](#) policy.

**Please ensure you have adhered to this and other call-specific guidance (e.g. the outline call specification and Frequently Asked Questions) before submitting your proposal.**

## Introduction

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

- [ESRC Research Funding Guide](#)
- [ESRC guidance on 'How to write a good research grant application'](#)
- **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 userid, the date and time, what part of the form or system you were working on, and the nature of the problem.
- **Scheme-specific guidance**  
[Funding call web page](#)

For further information contact:

- Audrey Sharp  
Email: [productivity@esrc.ac.uk](mailto:productivity@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 applications under this scheme must be completed and submitted through UKRI's Joint Electronic Submissions system (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 (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.
  - Public Sector Research Establishments (PSREs) are now also eligible to apply to SPF programmes. If PSREs wishing to apply have not previously applied for UKRI funding and are not currently designated IRO status they will be required to complete an eligibility form to ensure they have the required research capacity, systems and controls in place to manage the research and grant funding. See <https://www.ukri.org/funding/how-to-apply/eligibility/> for further information.

*\*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 e-mail request for Je-S registration will be required from the organisation. **Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call.** Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.

## 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 Joint Electronic System (Je-S) and added as an applicant. It is recommended that all accounts are created well in advance of the call closing date (minimum seven days). 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](#).

If your organisation is registered, it is recommended that applicants forward their application to the submitter pool at least **24 hours before the call deadline** to allow sufficient time for the approval and final submission process. The proposal must be submitted through Je-S 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 the ESRC cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants 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 application

Research applications may **only** be made on Joint Electronic Submission (Je-S) forms.

Please note that **the deadline** for Research Organisation submission of proposals to the research councils is **16:00 on 13 Nov 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.

## Creating your proposal

To create your proposal:

1. Log in to [Je-S](#).

2. On the Documents screen: 'Select Document' to the left of the screen and then select 'New Document'
3. On the Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted type in the outline call title Productivity Inst Outlines and select from the list created. The remaining selection fields will be automatically populated.
4. Select the 'Create Document' button.

## Completing your proposal

The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

Please note the mandatory sections for Je-S have a red cross (that change to a green tick once fields are completed). There may also be attachments that are mandatory for this call that are not mandatory in Je-S, please refer to the call specification and the details below under the 'attachments' section for further details.

The details below are not an 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
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, select *Productivity Inst Outlines*. Please note that the option will only be available once the call is live.

### Investigators

Enter the name of the principal investigator (PI) and co-investigators (Co-Is), if applicable. Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful applications 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 at a subsequent full call stage, 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.

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

Co-investigators from business, civil society and government bodies, including HEI management and professional services are encouraged.

Please note that any researcher from an established business, civil society or government body **based in the UK**, who is making a significant contribution to the conduct of the research, will be eligible to be listed as a **co-investigator** under the *Productivity Inst Outlines* call.

It is recommended that potential UK Co-I's from business, civil society or government bodies should contact the Je-S Helpdesk ([jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)) if their organisation is not selectable as part of the Je-S person account registration process. This contact should be made in good time, before the call close date, to ensure the Co-I organisation is selectable as part of the PI and Host RO proposal submission. The Co-I organisations will be added to the Je-S database, which will allow relevant selection as part of the required person account registration process (that Co-I's are obliged to initiate, via the login page).

All project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society costs' and must be entered into the costs section on Je-S as follows:

Co-investigator 'time' allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The co-investigator salary costs must then be entered under 'Other Directly Incurred Costs', as should all other claimed staff salaries and related costs associated with the UK Co-I's business or civil society body.

All costs must be specifically justified in the Staff Duties section of the Je-S form. Applicants must also state clearly in the 'Justification for Resources' attachment which costs in the proposal relate to the UK co-investigator's business or civil society body.

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

The ESRC will fund 100% of justified costs, however, the combined project costs associated with these types of Co-I's and international Co-I's (detailed below) must not exceed 30% of the overall cost of the grant (at 100% fEC).

### **International co-investigators**

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an ESRC-eligible UK research organisation, who is making a significant contribution to the conduct of the research, will be eligible to be listed as an international co-investigator under this call. Applicants are reminded that international and UK co-investigators in business and civil society costs must not exceed 30% of the full 100% fEC cost of the grant.

It is recommended that potential international co-investigators should contact the ESRC case officer in the first instance if their organisation is not selectable as part of the Je-S person account registration process. If it is determined that the relevant organisation complies with the guidance above then the Co-I should contact the Je-S Helpdesk ([jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)) to request that they are added to the Je-S database which will allow

relevant selection as part of the required person account registration process (that Co-Is are obliged to initiate, via the login page).

Applicants must also state clearly in the 'Justification for Resources' attachment which costs in the application relate to international Co-I costs.

### **Objectives** (4000 character limit)

Please respond with proposals that address the requirements and objectives shown in the call specification. Bidders may add further research and innovation objectives, but should ensure their proposals address the objectives and requirements specified by ESRC.

### **Impact summary** (4000 character limit)

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.
- **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 co-produce and benefit from the research.

Please ensure confidential information is not included in this section.

### **Resource summary**

The outline call will be subject to the full Economic Cost (fEC) funding model. 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%.

All costs expected to be covered by ESRC funding should be included in this section and should cover all requirements including estimated costs of knowledge exchange, project management and evaluation; however, it is not expected that financial details will be precise at this stage. All prices and salaries should be calculated at current rates. Costs will need to be broken down as described in the ['Resource Summary' section of the Je-S help text for outline proposals](#).

### **Summary** (4000 character limit)

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 ensure confidential information is not included in this section.

### **Project partners**

If you have secured a commitment from another funding body or organisation to provide additional resources for this project and providing a specific contribution (either direct or indirect) to the research project, please complete all fields in this section.

### **Notes and comments**

Please note that this section is purely for use in drafting the proposal. Any notes/comments added will *not* be included in data submitted with this proposal.

### **Attachments**

All attachments should be submitted using a PDF format and Arial, Gill Sans or Garamond font, with a minimum font size of 11.

It is important that applicants **only submit** the supporting attachments specified in this document. More 'attachment' detail is provided below. The following are **mandatory** attachments for this call:

- Case for support, (not exceeding four sides of A4, with one side of the four pages to be used for the list of publications cited in the proposal),
- Justification of resources (not exceeding one side of A4)
- CV attachment for all researchers (**one** document **only** to be submitted to include **all** named researchers CVs). A maximum two page CV should be provided for the PI and Co-Is on the proposal and a **one** page CVs for other named researchers. Applicants must use the CV template attached at page 12.
- Host research organisation letter of support (**one** document, not exceeding two sides of A4).

**Important note:** No other attachments should be included. If you are unclear about whether you can include a specific attachment please contact [productivity@esrc.ac.uk](mailto:productivity@esrc.ac.uk) for advice. ESRC reserves the right to reject proposals that include attachments not permitted on this call.

**Case for support** (*maximum of four sides of A4 with one page of the four sides to be used for the list publications cited in the proposal*)

The case for support should cover the main features of the research and innovation activities. Include details of any potential for linkages to other research activities (for example, those supported by other funding bodies in the UK or overseas) or for international collaboration. The detail provided should be relevant, clear, succinct and persuasive, and clearly address the objectives and requirements of the call.

The case for support must include:

- The aims and objectives of the Institute's work, with a description of how the project will deliver the required call objectives, as stated in the call specification.

- Evidence of strong institutional support (not duplicating detail provided in the Host RO letter of support by providing any further relevant detail).
- Concise details of the intended multi/inter-disciplinary approach, which should match the discipline(s) and researchers in the proposal and provide justification for that choice.
- Concise details of the intended leadership approach in regard to a potentially diverse group of academic and (as appropriate) non- academic collaborators,
- Concise details outlining the proposed commitment to capacity-building and the professional development of researchers/collaborators at all stages of their career.
- Concise details of the expected outputs both academic and those orientated to (potential) users (not duplicating the detail provided in the impact summary section of the Je-S form).
- In addition to the three sides of A4 allowable for the case for support, applicants should include a list of publications cited in the proposal.

All detail submitted here will need to be further developed at the full phase of the call should applicants be shortlisted and invited to submit a full stage proposal, where a detailed 12 page case for support will be required.

Please refer to the [Je-S helptext](#) for further technical guidance.

**Justification of resources** (*maximum of one side of A4*)

At the outline stage we do not expect applicants to be able to provide full details of the costs required. However the indicative costings required to undertake the research project should be as accurate as possible and concisely justified. Please explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. This should not be a list of resources but justification as to why these resources are required.

Please refer to the [Je-S helptext](#) for further technical guidance.

**CVs** (*maximum of two sides of A4 for the PI and Co-is and one side of A4 for other named researchers*)

Please note that **all** researcher CVs (including the PI and Co-I CVs) must be added into **one attachment**. Applicants will not be able to add individual CVs and we recommend that all CVs are collated into one document in good time before the call closes.

Applicants **must** use the CV template (Annex 1 – pg. 12) for the individual CVs of the research team. Each CV should include evidence of the researchers' track record, CV's should concisely demonstrate that the team involved in the proposed project has the appropriate mix of skills, expertise and experience to carry out the research. This is particularly important for multi-disciplinary proposals.

Research team CVs should include concise details highlighting where the researchers' previous work has contributed to the UK's competitiveness or to improving quality of life. Individual CVs should also include details of relevant past collaborative work with policy/industry and/or with other relevant beneficiaries.

CVs should also include details of: contact information, qualifications, academic and professional posts held, most recent publications (within the last 5 years) in refereed journals (relevant to the project) and a record of research funded by the ESRC and other project relevant bodies.

**Host research organisation letter of support** (*maximum of two sides of A4*)

The host research organisation (RO) letter of support should demonstrate the institutional support that will be provided to sustain the institute during and beyond the life time of the grant.

The host organisation should provide evidence of how the independence and multi-disciplinary nature of the Institute will be safeguarded, and how sustainability will be practically supported.

The host RO letter of support must be printed on headed paper and signed by a senior authority within the host institution. Any proposals submitted without this letter of support will be rejected.

Please **DO NOT** include any other attachments when submitting your proposal.

**Proposal classifications**

The information provided in this section will be used by us to identify appropriate 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 all UKRI councils. Therefore, if your area of expertise crosses the remits of more than one 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.

**Submit your proposal**

Please ensure that you have completed all attachments that are mandatory requirements against this specific call, although they may not be standard mandatory attachments on Je-S. After all mandatory sections have been completed, the submit button will appear across the top menu bar. 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 13 Nov 2019**.

## Commissioning timetable

- Outline proposal submission deadline 16:00 on 13 Nov 2019
- Shortlisting decision to applicants Jan 2020 (precise date tbc)
- Invited full proposal submission deadline March 2020 (precise date tbc)
- Expected project start date 01 Sept 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) - e.g. owner, approval pool, submitter pool, or submitted to Council.

## Further enquiries

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

- Claire Feary  
Email: [productivity@esrc.ac.uk](mailto:productivity@esrc.ac.uk)

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

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

**TITLE FIRST NAME LAST NAME**

**Institutional Address/Department · Phone**

**Email · LinkedIn Profile · Twitter/Blog/Portfolio**

**TRACK RECORD**

Concise examples of previous scientific excellence relevant to the field of productivity research.

Concise examples of previous success in multi-inter disciplinary work.

Concise examples of previous success in designing, managing and funding ambitious programmes of research and knowledge exchange.

Concise examples of non-academic impact in relevant fields

**INDICATORS OF SCHOLARLY ESTEEM**

For example current memberships of editorial boards, policy forums, recent prizes and other relevant accomplishments.

**RELEVANT RECENT PUBLICATIONS**

**PROFESSIONAL POST HELD**

DATES FROM – TO

JOB TITLE, ORGANISATION

**QUALIFICATIONS**