



ESRC/Alan Turing Institute Joint Fellowship Scheme 2019

Je-S guidance for applicants

Version: March 2019

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Introduction

This is a guidance document created to assist applicants to this scheme in the completion of their application. It is specific to this 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 or 01793 444 164.

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 voice message.

When reporting problems by email or telephone, please supply the following information: 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](#)
- For further information contact:
 - Claire Dyball
Email: esrcturing@esrc.ukri.org
Telephone: 01793 413 003

Important: Where information and guidance issued in this document differs from the general guidance offered in these sources; this document should be adhered to.

Joint Electronic Submissions (Je-S)

All applications under this scheme must be completed and submitted through the Research Council's Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered (or self registered) for Je-S and the applicants must hold Je-S accounts.

The categories of Organisations from which proposals can be submitted, is as follows:

- 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 applicants 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 System Helptext](#).

Please ensure that applicants select the Account Type: Research Proposal and the option: “An Applicant on a Fellowship 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 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 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.

Before creating your application

Research applications 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 06 June 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

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/Turing Fellowships 2019** and select from the list created. The remaining three selection fields will be automatically populated.

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.

The left hand column Document Menu lists all the sections associated with this call and clearly identifies which ones are mandatory (green tick).

The details below are not 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 cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
Please note: Please include the following prefix depending on which theme you are applying under '**Urban**' or '**Public Policy**'.
- For Proposal Call, select **ESRC/Turing Fellowships 2019**
Please note that the option will only be available once the call is live.

Applicant

Enter the name of the applicant (eg the individual who is applying for the Fellowship Post). Applicants must meet the Council's eligibility requirements for the Fellowship scheme to which they are applying

Applicants do not have to be established members of staff at the submitting organisation and can apply in their own right as long as they are supported by the organisation in question. All named applicants are responsible for ensuring that successful applications are undertaken and completed in the manner specified.

Please note that it is expected that you answer 'positively' to the question 'Post will outlast project?' To clarify, there is an expectation that the applicant's post will be in place for the duration of the fellowship.

Objectives

List the objectives of your research. *(4000 character limit)*

To list those relevant individuals, groups or organisations (ie researchers from outside research discipline, companies, public sector organisations etc) that are likely to be interested in or benefit from the proposed research. Please indicate any longer-term impacts the research may have in the areas indicated.

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. *(4000 character limit)*

Academic beneficiaries

Please summarise how your proposed research will contribute to knowledge, both within the UK and globally. This should include how the research will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the research to beneficiaries. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of Research Council funded research. Please ensure confidential information is not included in this section

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

Staff duties

Summarise the duties of the staff members that will be involved in your project. 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

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 benefit from the research.

Please note that this section may be published to demonstrate the potential 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.

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)

[The ESRC's Framework for 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.

Related/previous proposals

If your application under this scheme is related to any proposals previously submitted to the ESRC (please note the new 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 the ESRC in the past five years via the 'Previous proposals' section. Please note that this only relates to previous ESRC research grants.

Staff

Other than the Fellow and the Post Doc Researcher there should be no other staff on the proposal.

Please note: Associated Studentships are not permitted.

Resources

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

T&S - add each item of justified Travel and Subsistence required for your Fellowship and the Post-Doctoral Researcher. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. As per the call specification, travel and subsistence can be claimed for travel between the host RO and Turing, if the host RO is based outside London, and also for conferences, events, and training.

Equipment - enter any items of equipment costing between £10,000 and £121,588 (inclusive of VAT) in this section. 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 per cent of the cost. The full cost **less** any contribution is **the actual level of funding sought** should be entered in this section.

Costs in excess of £100,000 will require three equipment supplier quotes to be attached (this is optional for equipment items which cost between £25,000 and £100,000).

Other Directly Incurred Costs - including specified consumables, publication costs, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs.

Exceptional costs - Items of equipment costing over £121,588 (inclusive of VAT). For these items a business case in the format provided should be completed. This business case is in addition to any case for support, but should be included at the end of the Case for Support attachment.

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.

Social Surveys - this covers investigation about the characteristics of a given population by means of collecting data from a sample of that population and estimating their characteristics. These surveys contribute to the advancement of science and informing public policies. Their outputs are available for use by the research communities adhering to cross-council principles on access to research outputs.

Social surveys which are sub contracted should be included under Exception Equipment. Where social survey work is proposed to be done using in house resources these costs should be included under Directly Incurred Equipment.

For more details please see the appropriate [Je-S help text](#). Please note that from 1 May 2011 changes in Equipment (and social survey) requests on Research Council grants came into effect. Further information and guidance on how to request funding for equipment can be found in the 'Changes to requests for equipment' document on the [Je-S website](#). (The necessary changes to the Je-S system have not yet been made, and so information is given on how to apply currently.)

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 (QA) process should apply their own estate and indirect costs. Non Research Organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where Research Organisations have not yet developed their own rates.

Your Research Office will be able to assist with this section.

Project partners

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

Data collection

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](#).

Classifications

Will the research involve significant collaborative contributions from colleagues outside of the UK, whether or not funded by ESRC.

Strategic priorities

ESRC's strategic plan identifies seven areas of strategic challenge for economic and social research. These challenges build on existing research, help consolidate knowledge but also recognise emerging key areas for social science. You must consider if your research project falls within one or more of ESRC's Strategic Challenges.

Applicants should note that no funds are 'ring fenced' for these Strategic Challenge areas and applications that fall outside of these areas will not be disadvantaged. The only criteria for funding will be the overall scientific quality of the application and its potential for high scientific and/or user impact.

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, third sector 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.

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
- Workplan

'Case for Support', 'Justification', 'Pathways to Impact', 'Data Management Plan' (for grants planning to generate data) 'CV' and 'Head of Department Statement', are the standard mandatory Je-S attachments

'List of Publications', 'Letter of Support', 'Proposal Cover Letter', 'Facility form', 'Final/Interim Report' and 'Other' are optional attachments.

Important note: If you are unclear about whether you can include a specific attachment please contact esrcturing@esrc.ukri.org 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 (Standard Proposals) (maximum of 6 sides of A4)

This is the body of your research proposal. It 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.

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](#) 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, commercial private sector, third sector 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, then 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 ESRC recognises the value of this type of research, reviewers may comment on the applicant’s reasoning during consideration of the application. 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 [ESRC’s expectations](#) of the research it funds provides more information.

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 per applicant*)

All applicants planning to generate data as part of their award must include a Data Management Plan. Data Management Plan should be used as an opportunity to describe how the data is going to be managed, starting from planning for research and through the life-cycle of the grant. It is a generic requirement that research data generated by ESRC-funded research must be well-managed by the award holder during the whole award period to enable their data to be exploited to the maximum potential for further research.

It is expected that Data Management Plan will include the following points:

Existing data

If you are creating new data sources as part of this project please explain why existing data sources cannot be re-used. If you envisage purchasing or re-using others' data sources please explain how the data will be sharable.

Information on data

Please provide a brief description of the data which you envisage creating. Your description should include how the data will be collected (description and methods), the file/data formats in which it will be collected and an indication of how it will be documented, managed and stored.

Quality assurance

Please briefly describe the procedures for quality assurance that will be carried out on the data collected. Quality issues to be addressed could be at the time of data collection, data entry, digitisation or data checking. For example include: documenting the calibration of instruments, the collection of duplicate samples, data entry methods, data entry validation techniques, methods of transcription.

Backup and security

Please describe the data back-up procedures that you will adopt to ensure the data and metadata are securely stored during the lifetime of the project. You may need to discuss your institution's policy on backups. If your data is sensitive in any way you should discuss appropriate security measures which you will be taking. Methods of version control should also be stated.

Ethical issues

If you consider that there will be ethical issues which may cause difficulties in data sharing please explain your strategies for dealing with these issues, for example by discussing archiving with interviewees, gaining specific consent from participants to archive data, anonymising data. It is expected that informed consent to share and archive research data is gained from participants.

Expected difficulties in data sharing

If you expect any obstacles to data sharing please explain their causes and possible measures you are going to apply to overcome those.

Copyright/Intellectual Property Rights

Please state who will own the copyright and IPR of the data that you will generate. Explain how you plan to deal with permissions to share data you have created which is derived from data which you do not own.

Responsibilities

Please indicate who within your research team will be responsible for data management, metadata production, dealing with quality issues and the final delivery of data for sharing or archiving. If several people will be responsible state their roles and responsibilities. For collaborative projects explain the coordination of data management responsibilities across partners.

Preparation of data for sharing and archiving

Please outline your plans for preparing and documenting data for sharing and archiving with the affiliated data support service working with the Research Council, ie Economic and Social Data Service. Please identify any additional plans for data sharing, if any.

Other issues

Are there any other issues relating to data management or sharing, including additional costs that you would like to raise?

CV (maximum of two sides of A4 per applicant)

A CV for each applicant and named research staff member must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

List of publications

The bibliography for references cited in the proposal should be attached.

Proposal cover letter/letter of support (maximum of 1 side of A4)

If this proposal is a resubmission to the ESRC, the appropriate cover letter(s) must be included.

Other mandatory attachment:

Workplan

A detailed workplan should be included as attachment type 'Workplan.' 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. The workplan should include the percentage time to be spent at Turing and the associated travel and subsistence costs for the Fellow.

Proposal classifications

The information provided in this section will be used by ESRC 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.

This 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.

Submit your proposal

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 06 June 2019**.

Commissioning timetable

| | |
|-----------------------------------|---------------------------------------|
| Call for proposals issued | 5 March 2019 |
| Deadline for submitting proposals | 16.00 on 06 June 2019 |
| Interviews and Panel meeting | 19 September 2020 |
| Decisions to applicants | End September 2020 |
| Fellowship Start Date | No later than the end of January 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 with 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 Dyball
Email: esrcturing@esrc.ukri.org
Telephone: 01793 413 003

Enquiries relating to technical aspects of the Je-S form should be addressed to: jeshelp@je-s.ukri.org or 01793 444 164.