

UK Research
and Innovation



UKRI-GCRF Collective Programme Climate Resilience Knowledge Manager Call Je-S guidance for applicants

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Call summary

The Economic and Social Research Council (ESRC), on behalf of UK Research and Innovation (UKRI) and the Department for International Development (DfID), are pleased to invite applications for the role of Climate Resilience Knowledge Manager.

Funding has been allocated from the [Global Challenges Research Fund](#) (GCRF) which is a £1.5 billion fund to support cutting-edge research which addresses the problems faced by developing countries. GCRF will address global challenges through disciplinary and interdisciplinary research and will strengthen capability for research and innovation within both the UK and developing countries, providing an agile response to emergencies where there is an urgent research need. GCRF forms part of the UK's Official Development Assistance (ODA) commitment, and funds will be awarded in a manner that fits with [ODA guidelines](#).

The role of the Knowledge Manager will be to support the Network Scoping teams, and the subsequent larger Climate Resilience Network Plus awards in line with the criteria set out in the call specification. The research will cover the compound elements of climate risk by revealing the interlinkages between policy sectors exposed to and propagating hazard, exposure and vulnerability components of risk. These contributions directly support the SDGs, GCRF aims and the UK Aid Strategy.

Exceptionally, for this call, applicants from established overseas research organisations are eligible to apply in addition to those from UK organisations that are eligible for UKRI funding.

Applications are invited up to a maximum value of **£480,000** (100% fEC) and **39 months** duration. Proposals should be submitted via the Joint Electronic Submission system (Je-S) by the **deadline of 16:00 UK time on 29 July 2020**. The successful award will be expected to commence on **1 January 2021**.

Introduction to Je-S

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](#)
- **Call-specific guidance**
- **Je-S help text** which 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)

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.

If you experience difficulties using Je-S or have questions regarding its use, contact:

- J-eS helpdesk
Email: jeshelp@je-s.ukri.org
Telephone: +44 (0)1793 444164

The helpdesk is open Monday-Thursday 08:30-17:00, Friday 08:30-16:30 (excluding bank holidays and other holidays). If calling out of hours, please leave a voice message.

When reporting problems by email or telephone, please provide:

- Name
- Organisation
- User ID
- Date and time of the issue
- What part of the form or system you were working on
- The nature of the problem.

Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through UKRI's Joint Electronic Submissions (Je-S) system. To be able to do this the organisation must be registered (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

There are three categories of organisations from which proposals can be submitted:

- **UK higher education institutions** and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised Independent Research Organisation*). A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>.
- **Overseas organisations** which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other research responsive mode schemes). A list of these organisations is available from the Je-S

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

- Overseas organisations which do not appear in the list of registered organisations may be **'self-registered'**. This can be done from the link on the Je-S login page.

Self-registration for organisations

If your organisation does not hold Je-S registration, please follow these instructions to self-register your organisation before creating a personal Je-S account:

- Firstly, navigate to the Je-S Homepage by selecting:
<https://je-s.rcuk.ac.uk/jes2webloginsite/login.aspx>
- Select the link 'self-registration for organisations'.
- Accept the Terms and Conditions that are displayed.
- Complete the 'Organisation' page. Please note there is a restriction on the number of characters available in the 'organisation name' field, and please note that words such as 'university' should be entered in English.
- If a 'Potential Duplicates' page appears, please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (eg it may be shortened or a word such as 'university' may be either at the start or end of the name), so please check carefully to avoid creating a duplicate. If your organisation is on the list please select 'Cancel' - this means your organisation is already registered with Je-S and you do not need to continue with this process. If your organisation is not registered and does not appear on the list, then please select 'Next Step'.
- Check the details and select 'Create organisation'.

Registration of your organisation is now complete. You will now need to create or updated your personal Je-S account to enable you to prepare a proposal.

1. Please navigate to the Je-S Homepage:
je-s.rcuk.ac.uk/jes2webloginsite/login.aspx
2. Select the 'Create Account' link.

However, if you have used Je-S previously you will already have an account and you will not need to create a new one, but you may need to amend the organisation details of your existing account.

If you have any problems or questions about this process, please contact:

- Je-S Helpdesk
Email: jeshelp@je-s.ukri.org
Telephone: +44 (0)1793 444164

Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays) If calling out of hours, please leave a voice message.

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

Je-S accounts for applicants

All lead 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 started on creating an account please refer to the [Je-S help text](#) and select 'Setting up a Je-S Account'. Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal'.

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 carry out 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) understands the importance of protecting personal information and is committed to complying with the General Data Protection Regulation 2016/679 (GDPR). It is committed to fostering a culture of transparency and accountability by demonstrating compliance with the principles set out in the Regulation. Click [here](#) to read UKRI's full GDPR Policy.

Before creating your proposal

Research proposals may **only** be made on UKRI's Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for research organisation submission of proposals is 16:00 on 29 July 2020**. There is a collective responsibility on both applicant and research organisation to ensure submission meets this deadline and therefore internal organisation submission issues are **not** considered an appropriate justification reason to extend a deadline.

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 can include both an approver (i.e. head of department) and submitter pool (i.e. 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').

Please note this does not apply to Self-registered Organisations submitting a proposal.

Creating your proposal

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

Select 'Documents'

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title **UKRI-GCRF Climate Resilience Knowledge Manager** and select from the list created. The remaining three selection fields will be automatically populated as follows:

Select Document Type: Standard Proposal

Select Scheme: ODA

Select Call/Type/Mode: UKRI-GCRF Climate Resilience Knowledge Manager

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 help text 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; **UKRI-GCRF Climate Resilience Knowledge Manager**
- Your start date should be **1 January 2021** with a proposed duration of **39 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 ESRC.

Investigators

Enter the name of the lead applicant in the Investigators section.

Please note that, exceptionally for this call, the applicant can be from an established overseas research organisation. The applicant will take intellectual leadership and manage the activities of the grant; this individual will be the contact person for research council correspondence.

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 post will be in place for the duration of the project.

Applicants can be involved in proposals to more than one GCRF call, providing they have the time available to commit to them should all be successful.

Objectives

List the objectives of your proposal in order of priority. *(4000 character limit)*

Summary

Provide a plain English summary of how you propose to carry out the Knowledge Manager role 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 proposal could contribute to knowledge, both within the UK and globally. This should include how this 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 Climate Resilience networks could be disseminated. *(4000 character limit)*

Please note that these sections may be published to demonstrate the impact of UKRI and DfID-funded research. Please ensure confidential information is not included.

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

Staff duties

Summarise the activities and duties relating to the applicant and those of any support staff that will be involved. Ensure that it is clear why it is necessary for each person to perform their role at the resource level you have requested. *(2000 character limit)*

Ethical information

This section must be comprehensively addressed. (4000 character limit)

Applicants must ensure the proposed work 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 work commences and all risks are minimised.

The ESRC's Framework for Research Ethics: <https://esrc.ukri.org/funding/guidance-for-applicants/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 other research in the same field in the past three years. Complete all fields for support either received or pending a decision.

Related proposals

Please state whether your application under this call is related to any proposals previously submitted to us, noting the [ESRC policy on 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

If your application requires staff other than the lead applicant, 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. 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable.

Please note that all costs directly incurred by **non-UK organisations** should be entered under 'Other Directly Incurred' costs and should be marked as 'Exceptions', using the tick box.

Associated studentships will **not** be funded through this call.

Resources

Applications are invited up to a maximum value of **£480,000** (100% fEC) for **39 months duration**. If successful, ESRC will contribute 80% of the fEC for UK applicants with the host institution supporting the remaining 20%.

For International applicants, the programme will support in full (100%) the directly incurred costs and, in the case of developing countries, contribute to indirect costs. Please refer to the document '**Costings guidance for non-UK institutions and partners**' for full guidance on this. Please note that all costs directly incurred by non-UK organisations

should be entered under 'Other Directly Incurred' costs and should be marked as 'Exceptions', using the tick box.

All resources requested must be fully justified in the 'Justification of Resources' attachment (see below). All costs must (as far as possible) be specifically and clearly justified, and applicants should explain why such costs are required. Applicants must also identify clearly on the Je-S proposal and in the 'Justification for Resources' attachment any costs in the proposal which are directly incurred by non-UK organisations.

All costs must be entered at prices at the time of submission and inflation must **not** be included. The successful grant will have an allowance for inflation, calculated using standard indices.

The following sections provide guidance on how to enter different types of resource within the Je-S proposal, and any supporting documentation that may be required.

T&S - add each item of Travel and Subsistence required for your proposal. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment – equipment totalling £10,000 or more is **not** permitted for this call. Any items of equipment below £10,000 should be entered under the 'other directly incurred costs' section and be fully justified.

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

International Staff

All costs associated with international applicants and other staff, 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. To enable UKRI to meet transparency and external audit requirements all overseas costs must be entered into this section using the format 'Organisation: Country: Cost Category: Cost Description'.

For example:

University of Nairobi: Kenya: Staff: 1 x PDRA

University of Nairobi: Kenya: Travel and Subsistence: 4 x flights

University of Nairobi: Kenya: Other Directly Incurred Costs: 5 x Workshops including catering and accommodation

Any overhead/indirect costs associated with developing* (i.e. on the DAC list) country staff should be entered under 'Other Directly Incurred Costs' and can be **up to 20%** of the total direct costs (e.g. staff costs, T&S, conferences) incurred by that organisation. The overhead/indirect cost must be entered as a separate cost line and should be marked as an 'Exception' using the tick box. Indirect costs must be clearly prefixed with 'Overseas - developing country indirect cost'. Please note that overhead/indirect costs cannot be claimed for staff from developed (i.e. not on the DAC list) countries or those likely to graduate from the DAC list during the course of the project.

*From 2020/21, the UK's partnerships with **China and India** under the Global Challenges Research Fund and the Newton Fund will have a renewed focus on delivering global development impact. The UK will continue to work in close partnership with these countries on cutting-edge research, with the primary objective of delivering benefit to developing countries around the world, as well as secondary benefits in the UK, China and India. It is expected that international applicants from China and India will make a significant contribution to their own research costs, including covering their own overheads.

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 (UK ROs only)

Estates costs - these costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.

Indirect costs - these include non-specific costs charged across all projects based on estimates that are not otherwise included as directly allocated costs. They include the costs of the research organisation's administration such as personnel, finance, library and some departmental services.

Estates and indirect costs are specific to each institution 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 estates and indirect costs. 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 and should be entered under 'Other directly incurred costs.' Your Research Office will be able to assist with this section.

Applicants from **non-UK research organisations** should refer to the document 'Costs incurred by non-UK institutions and partners'. Your Research Office will be able to assist with this section.

Timetable

Provide a timetable for the progress of the proposed activities through the different stages. Your timetable can be expanded upon if necessary, within your case for support.

Data collection

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

Classifications

As your proposed work is likely to involve significant collaborative contributions from colleagues outside of the UK, respond 'yes' and expand within the 'Case for Support' attachment.

Proposal classifications

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

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
- Justification of resources
- CV
- Gender Equality Statement

List of Publications, Letters of Support, Proposal Cover Letter, Facility form, Final/Interim Report, Data Management Plan and Other are optional attachments and should be included where necessary.

Important note: If you are unclear about whether you can include a specific attachment please contact climateresilience@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 6 sides of A4)

This is the body of the proposal and your opportunity to showcase your relevant expertise based on the role specification and assessment criteria as described in the call specification. You should clearly articulate how your proposed activities will develop and communicate a 'bigger picture' view of the research being undertaken within the Climate Resilience programme, and how you will identify on-going and emerging gaps and continuing research challenges.

Below are some examples of the type of information you may wish to include. This list is certainly not exhaustive, and you are encouraged to include as much information as possible to build a good case for support:

- Clearly articulate how you propose to work with the successful network scoping teams, giving examples of where you have engaged with multiple, multidisciplinary projects previously.
- Explain how you intend to approach assisting with the co-design of the networks and how you can use your experience of collaborating with multiple stakeholders to encourage and provide direction to the scoping teams.
- List any relevant, scientific, policy or practical background along with a list of DAC list countries you have worked in and agencies you have worked with.
- The network scoping team leads will be working towards using the outputs from their grants to lead to a future Network Plus proposal, you should describe how your skills and expertise will be able to assist in this.

Justification of resources (maximum of two sides of A4)

A two-side A4 statement justifying that the resources requested are appropriate to support the scope of the role. The justification of resources should explain why the resources requested are appropriate for the activities proposed, taking into account the nature and complexity of the scope of the potential network formation. 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 queried and may delay funding.

Please refer to Je-S for further guidance: <https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCSpecificRequirements.htm>.

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, i.e. primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Help text.

CV (maximum of two sides of A4 per person)

A CV for each applicant and named 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 UKRI, DfID 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 by the applicant should be included in the applicant CV.

Final/interim reports (maximum of three sides of A4)

If the applicant holds any current awards, they must submit a progress report for each of those awards with any new proposal which should match their impact and output records on Research Fish

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

Letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (e.g. confirming access to datasets or confirming access to or use of the facilities provided by named organisations).

Although general letters of support normally should not be included, it is recommended that non-UK applicants attach a letter from their research organisation indicating their support of the applicant throughout the length of the award.

Any letters of support should be attached to your proposal as **'Other'** type attachment.

Gender Equality Statement (maximum of one side of A4)

To comply with the International Development (Gender Equality) Act 2014, applications must provide a Gender Equality Statement, outlining how applicants have taken meaningful yet proportionate consideration as to how their work will contribute to reducing gender inequalities. This must be no longer than one page and is a mandatory attachment.

Applicants are required to address the below criteria, with an understanding that, not all questions will be applicable.

Criteria to address while considering gender impact:

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

The one page 'Gender Equality Statement' must be attached to your proposal as a **'Non-UK Components'** type attachment. Further guidance for applicants on Gender Equality Statements is available here (<https://www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/?previewid=AAD79E4C-C9AC-4C05-95755433C3D197BC>)

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 UK time on 29 July 2020**

Commissioning timetable

- | | |
|---------------------------------------|-------------------------------|
| • Call for proposals issued | 23 June 2020 |
| • Deadline for submitting proposals | 16:00 UK Time on 29 July 2020 |
| • Shortlisting Panel meeting | September 2020 |
| • Interviews | Early October 2020 |
| • Decisions to applicants | Mid October 2020 |
| • Start date for successful proposals | 1 January 2021 |

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 proposal procedures should be addressed by email to:

climateresilience@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: +44 (0)1793 444164

Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays) If calling out of hours, please leave a voice message.