

ESRC International Public Policy Observatory 2020 Je-S guidance for applicants

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Introduction	1
Joint Electronic Submissions (Je-S).....	2
Je-S accounts for applicants.....	2
Before creating your proposal.....	3
Creating your proposal	3
Completing your proposal.....	3
Project details.....	3
Investigators.....	4
UK co-investigators in business, civil society or government bodies.....	4
International co-investigators	5
Objectives	5
Impact summary.....	5
Resource summary.....	6
Summary.....	6
Attachments.....	6
Proposal classifications	6
Submitting your proposal.....	7
Tracking your proposal	7
Further enquiries	7

Introduction

This guidance is created to assist applicants wanting to submit a proposal to the ESRC International Public Policy Observatory (IPPO) 2020 call. Proposals will need to be submitted through the UKRI Je-S.

This Je-S guidance is specific to the current ESRC IPPO 2020 call and should be used in conjunction with the following information:

- **Call-specific guidance**
<https://esrc.ukri.org/files/funding/funding-opportunities/ippo-call-specification/>
- **ESRC Research Funding Guide**
<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>
- **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 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted 8.30 – 1700 Monday to Thursday and 8.30 to 16.30 Friday UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice 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.

For further information, please email: ESRCPolicyImpact@esrc.ukri.org

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

Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through UKRI's Joint Electronic Submissions 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.

Standard ESRC eligibility rules apply. Principal investigators on proposals to this call must be based at a UK institution eligible for Research Council funding; see the UKRI website for [a list of eligible organisations](#). For further information please see [ESRC's Research Funding Guide](#). However, if in doubt of eligibility, please refer to the FAQs which can be downloaded from the ESRC website: <https://esrc.ukri.org/files/funding/funding-opportunities/ippo-faqs/> or contact [the office](#).

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 Je-S and added as an applicant. 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'.

Before creating your proposal

Proposals may **only** be submitted on the UKRI's Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for Research Organisation submission of a proposal is 16:00 on 15 September 2020**. You should allow sufficient time for completion of the Research Organisation submission process checks/ authorisation.

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 'International Public Policy Observatory 2020' and select from the list created. The remaining 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 (red cross).

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 *International Public Policy Observatory 2020*. Please note that the option will only be available once the call is live.
- Your start date should be no later than 23 October 2020. Your grant should be for a 24 month duration.

Investigators

Enter the name of the principal investigator (PI) and any 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 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.

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

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

Please note that any researcher from an established business, civil society or government body based in the UK will be eligible to be listed as a **co-investigator** under the *International Public Policy Observatory 2020 call*.

The ESRC will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC). Please note that costs cannot be claimed from government bodies.

On receipt of the proposal, eligibility of business, civil society or government body will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should applicant be short listed.

It is recommended that potential UK co-investigators from business, civil society or government bodies should contact the [Je-S Helpdesk](#) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page). As all Investigators and Co-Investigators will need to be Je-S registered, we would

encourage you ensure that this process is completed sooner rather than later.

All justifiable project costs relating to UK business or civil society co-investigators must be entered into the costs section on Je-S as follows: under the standard 'Directly Allocated' section. Please tick the 'Exception' box to ensure 100 per cent costs claimed.

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

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 will be eligible to be listed as an international co-investigator under *International Public Policy Observatory 2020*.

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

It is recommended that potential international co-investigators should contact the [Je-S Helpdesk](#) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page). As all Investigators and Co-Investigators will need to be Je-S registered, we would encourage you ensure that this process is completed sooner rather than later

All justifiable project costs relating to international co-investigators must be entered into the costs section on Je-S as follows: under the standard 'Directly Allocated' section. Please tick the 'Exception' box to ensure 100 per cent costs claimed.

Objectives

This information will be captured in the Business Plan attachment (see Attachments section for further details) – please leave this section on the Je-S form empty.

Resource summary

The proposal will be subject to the full Economic Cost (fEC) funding model. If successful, ESRC will contribute 80% of the costs requested, unless otherwise stated. For example, justified costs funded under exceptions will be funded at 100% fEC. The remaining balance must be guaranteed by the Research Organisation (see the [ESRC Research Funding Guide](#) for further details).

All costs expected to be covered by ESRC funding should be included in this section; however, it is not expected that financial details will be precise at this stage and **estimated** costs are acceptable.

Costs will need to be broken down as described in the 'Resource Summary' section of the [Je-S help text for outline proposals](#).

Summary

This information will be captured in the Business Plan attachment (see Attachments section for further details) – please leave this section on the Je-S form empty.

Project Partners

This information will be captured in the Business Plan attachment (see Attachments section for further details) – please leave this section on the Je-S form empty.

Attachments

Please note that there is one **mandatory** attachment for this call; the Business Plan, but this is **not** a mandatory Je-S attachment. Therefore, please ensure it is included as your application will not be considered without this attachment. Please upload the Business Plan under other attachments in Je-S. The template for the Business Plan is available on the call website at <https://esrc.ukri.org/funding/funding-opportunities/announcement-international-public-policy-observatory/>. The focus of the Business Plan is on setting out high level indicative thinking on the vision for the IPPO and the overarching approach to delivering this; detailed plans are not expected at this stage and will be developed in partnership with ESRC and others during the initial 6 month inception phase.

Please complete the Business Plan template in minimum font size 11. Suggested word count for each section is indicated as guidance only. The maximum total length for applicant submitted content is 3000 words (excl. our guidance/ titles) which must be presented across a total of no more than 10 sides of A4.

Please **do not** attach any other attachments, this may lead to your proposal being deemed ineligible for processing. For example, please do not attach CVs or a Justification of Resources, instead please complete the relevant sections of the Business Plan that relate to these attachments. To note full justification of resources will be required for the application invited to submit a full proposal.

Proposal classifications

It would 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.

Please refer to the [list of research areas that fall within ESRC remit](#) for further information.

Submitting your proposal

After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please do not press the submit button before the mandatory Business Plan is attached. The submit button will route your finalised proposal to the authorising facility within your organisation. Please note that the proposal must be formally submitted by your organisation before **16:00 on 15 September 2020**.

If your organisation is registered, it is recommended that applicants forward their proposal 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.

Tracking your proposal

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

Further enquiries

Enquiries relating to ESRC research funding rules and application procedures should be emailed to ESRCPolicyImpact@esrc.ukri.org

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

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