



Industrial Strategy Challenge Fund Healthy Ageing Challenge Research Director

Je-S Guidance for Applicants

Version: August 2019

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Call summary

UK Research and Innovation (UKRI) is inviting applications for the post of Research Director for the Industrial Strategy Challenge Fund (ISCF) Healthy Ageing Challenge. This call is being led by the Economic and Social Research Council (ESRC) in collaboration with the Arts and Humanities Research Council (AHRC).

The Research Director will provide strong, authoritative leadership on an £10.53 million programme of social science and arts and humanities research for the Healthy Ageing Challenge. They will be responsible for the coherence of research across a portfolio of research activity as well as linking with other Healthy Ageing activities funded. A substantive part of their role will be to lead and co-ordinate the forthcoming Social, Behavioural and Design Research Programme (SBD RP), in which research projects will address key issues facing the older population and ways in which support and care can be delivered effectively.

Of the £10.53 million research programme, £1.22 million of funding is available for this call. This includes £730,000 available for the Research Director post across 48 months, and £490,000 for a flexible funding pot to be distributed by the Research Director. These figures are presented at 100% fEC and ESRC will contribute 80% of fEC.

The funding for the Research Director post is expected to cover the Research Director's salary costs, support staff and leadership activities. The flexible fund will be available to the Research Director to administer to award holders to meet the needs of investments in the wider Challenge portfolio and facilitate opportunities to enhance the evidence base.

Key commissioning dates:

- Call for proposals open – 19 August 2019
- Intention to submit deadline – 23 September 2019
- Deadline for submissions – 15 October 2019
- Shortlisting panel meeting – 8 November 2019
- Shortlisted candidates notified – 11 November 2019
- Interviews – 20 November 2019
- Applicants notified of outcomes – December 2019
- Appointment publicly announced – January 2020
- Start of post – January 2020

Contacts:

Further information is available from:

- Josie McGregor and Evie Bate
Email: ISCFHealthyAgeing@esrc.ukri.org
Phone: 01793 413094 or 01793 413175

Introduction

The first link will take you to a Call Specification document created to assist applicants to this particular call when completing their proposal. It should be used in conjunction with the general information at the subsequent links:

- Scheme-specific guidance <[link](#)>
- [ESRC Research Funding Guide](#)
- [ESRC guidance on 'How to write a good research grant proposal'](#)
- **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, the helpdesk staff can be contacted Monday to Friday 8.30-16.30 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.

Important: Should information and guidance issued in this document differ from the guidance offered in any of the above sources, please adhere to the guidance given in this document.

Joint Electronic Submissions (Je-S)

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

Please note that applicants based in UK NHS Trusts, Hospitals, Boards or GP Practices who are considering applying as Principal Investigator on this call should contact the Je-S Helpdesk (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 registered, an e-mail request for Je-S registration will be required. **Please allow at least six weeks prior to the call closing date for the Je-S organisation registration process. Please also ensure that any new personal Je-S accounts associated with individuals to be named on the proposal are requested at least seven working days before the proposal submission.*

Je-S accounts for applicants

Once your organisation is registered, to prepare a proposal you will need a personal Je-S account. If you have used Je-S before you will already have a personal account – you will therefore not need to create a new one, but you might need to amend the organisation details and email address on your existing account. If you have not used Je-S before, please navigate to the [Je-S homepage](#) and select the ‘Create Account’ link.

Before they can be found in Je-S searches and added as an applicant, all principal investigators must have a personal Je-S account that has been verified by a third party. To create 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](#).

Use of your personal information

UK Research and Innovation (UKRI) capture and process personal information in line with current UK data protection legislation. Our [privacy notice](#) provides more information around the processing of personal information, provides contact details for our Data Protection Officer and explains how to exercise your rights as a data subject.

UK Research and Innovation understands the importance of protecting personal information and is committed to complying with the General Data Protection Regulation 2016/679 (GDPR) and Data Protection Act (DPA) 2018. It is committed to fostering a culture of transparency and accountability by demonstrating compliance with the principles set out in the Regulation – as laid out in our [Data Protection Policy \(PDF, 137KB\)](#).

Before creating your proposal

Please note that **the deadline for host organisation submission of proposals is 16:00 on 15 October 2019. You must allow sufficient time before that deadline for your research organisation to complete its 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.

Important: Please submit your proposal in good time before the call deadline, to allow a sufficient period for your organisation’s submitter pool to approve and finally submit the proposal to us. When an applicant submits the completed proposal to their organisation’s submitter pool notification is sent to the ‘submitter’, who is the person authorised by that organisation to approve the proposal (e.g. head of department) and complete the final stage of submission (e.g. research finance office). The applicant will receive email confirmation that the proposal has been received by the Submitter Pool - this means the proposal is still with the applicant’s organisation and has not yet been finally submitted to the research council.

We **strongly** advise applicants to check that they receive email confirmation from the Je-S System confirming final submission to the research council (see also ‘Tracking your proposal’ below).

The final submission process is the responsibility of the host institution and we cannot accept delayed proposals.

Creating your proposal

Research proposals may only be made on Research Council Je-S forms.

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 (ISCF Healthy Ageing Research Director 2019) and select from the list created. The remaining three selection fields will be automatically populated.

Select the 'Create Document' button.

It is the **applicant's responsibility to ensure that the proposal is created and submitted against the correct call**. We will **not accept** proposals that are not submitted using the specified call route.

Completing your proposal

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

The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (i.e. by a red cross, turning to a green tick when completed).

The details below are not an exhaustive step-by-step guide and we recommended that you refer to the Je-S helptext for additional information.

Please note you can 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). Otherwise, use a suitable reference of your choice. Use 'Your reference' to help distinguish easily between proposals in users' Current Documents lists. The reference is a unique identifier for the proposal and is unrelated to the reference an organisation would be asked to provide if a grant were awarded.
- Enter your chosen 'Project Title' (maximum limit of 150 characters)
- For 'Proposal Call', select '**ISCF Healthy Ageing Research Director 2019**'; this option will only be available to select once the call goes live on 19th August 2019.
- Your start date should be 01 January 2020. Your grant's proposed duration should

be no more than 48 months.

- Submission route – It is recommended that once this initial section is completed, applicants check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters/approvers, in which case please ensure that they will be available to process the application and submit it to us before the call closing deadline.

Investigators

Enter the name of the Principal Investigator (PI). Please note Co-Investigators are not permitted on this call. Support staff are permitted.

Staff may be from more than one research organisation, but the PI must be from the organisation that submits the proposal and will administer the grant. For this call, that must be a UK organisation. If successful, the PI will be the Research Director, the contact person for UKRI correspondence and will take intellectual leadership of the role and manage its implementation.

It is **mandatory** that Principal Investigators answer positively to the question ‘Post will outlast project?’ as we expect the PI’s post to be in place for the duration of the project.

Co-investigators

Co-investigators are not permitted for this call. Please do not include Co-investigators in the proposal.

Objectives

List the objectives of your proposal in order of priority. The objectives should be those that the investigator would wish us to use as the basis for evaluation of work, upon completion of any grant awarded. *(4000 character limit)*

Summary

Provide a plain English summary of the role you propose to carry out, in a language appropriate for publication to a general, non-academic audience. *(4000 character limit)*

Beneficiaries

Please set out how the work done, as you have envisaged the role on your proposal, will contribute to knowledge, both within the UK and globally, including potential benefits to researchers across disciplines in the field and what will be done to ensure such benefits occur. Please also briefly summarise how the work will benefit other potential beneficiaries such as industry, service users and policy makers, including what specifically will be done to ensure such benefits occur. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of UKRI research council-funded projects. 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 PI (and any other staff), setting out why it is necessary for that person to perform that role at the resource level you have requested. (2000 character limit)

Impact summary

Please consider carefully how best to build links and contacts with the potential beneficiaries throughout the activity, and how best to work towards co- production of knowledge with service users where appropriate. It is vital that the economic and societal impact of all projects funded by UKRI is maximised.

Please address the following three questions (4000 character limit):

- **Who will benefit from this activity?** List the likely potential parties who will be impacted by this role as you envisage it, for example those who are likely to have an interest in, or to benefit directly or indirectly from, the role.
- **How will they benefit from this activity?** Describe the relevance of the role as you envisage it to those parties, identifying the potential for impacts arising from the proposed work.
- **What will be done to ensure that potential beneficiaries benefit from this role?** Describe how you will communicate and engage with stakeholder groups/ different audiences to ensure that they have the opportunity to benefit from the work. Please be specific as to the ways in which you plan to do this.

Please note that this section may be published to demonstrate the potential impact of UKRI Council-funded projects. 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.

Ethical information

This section must be addressed. (4000 character limit)

Identify any potential ethical and/or health and safety issues that might arise when carrying out the role as you envisage it. Applicants must ensure the proposed role will be carried out to a high ethical standard. Please clearly state how any potential ethical and health and safety issues have been considered and will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

The ESRC's [Framework for Research Ethics](#) 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 this or other

work in the same field, within the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here - they should be detailed in the 'project partners' section.

Related/previous proposals

Please state whether your application under this call is related to any proposals previously submitted to us. 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.

Staff

If your project requires staff other than the Principal Investigator, 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 (e.g. researchers and technicians).

Co-Investigators are not permitted to be included in applications to this call.

Associated (project) studentships are not permitted to be included in applications to this call.

Resources

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

Whilst the funding available for the post is £1.22 million (100% fEC) across 48 months, of which ESRC will contribute 80%, the main justification and break down should be for the costs associated with the Director role. These are capped at £730,000 at 100% FEC. This funding is expected to cover the following costs:

- Research Director at ~0.4 FTE plus associated Estates and Indirects
- Support Staff up to a total of ~1.0 FTE across posts plus Estates and Indirects
- Directly Incurred costs e.g. leadership activities, travel and subsistence, arranging workshops and meetings

The Director will also administer a flexible fund of £490,000 (100% fEC). This fund should be applied for under the 'Directly Incurred – Other' heading. The specifics of this funding will not be known at the point of application and therefore the applicant is not required to provide a justification for costs associated with this flexible fund in their application. It is however expected that the applicants discuss how this fund will be governed and the potential uses in their Case for Support.

Applicants are permitted a degree of flexibility in the funds that they request, for example the level of time commitment of the Research Director and/or support staff, but should contact

the ESRC Office using the contact details at the end of this document to discuss any significant deviations from the above.

T&S - add each item of Travel and Subsistence required for your project. In the 'Destination and Purpose' box, indicate the calculations upon which each figure is based.

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

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

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

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

Social surveys – Costs of social surveys that are being carried out by external parties should be included under this section; these costs are eligible for 'Exception' funding at 100% fEC (see 'other directly incurred costs' section if surveys are to be done using in-house resources.)

Other directly incurred costs -These include, but are not limited to, costs of project-specific consumables, consultancy fees, equipment costing less than £10,000 fEC, recruitment and advertising costs.

Costs for social survey work to be done using in-house resources should be included under this section; these costs will be funded at the standard 80% fEC rate. Any such costs will need justification as to why the work should not be subject to external competition. Benchmarking or other data should be provided to show that best value for money is being achieved compared to that available by instructing external parties to carry out the work. If external parties are to be instructed to carry out the social survey work, please see 'Social surveys' above.

Other directly allocated costs – can include support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

Estates and indirect costs - Estate and indirect costs are specific to each research organisation and do not require justification in your case for support.

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates. Your Research Office will be able to assist with this section.

Project partners

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A letter of support, dated within the 6 months immediately prior to application submission, must be attached from each partner organisation listed in this section, confirming the level and type(s) of support they are committing to the proposed project.

Timetable

Provide a clear timetable for the project and the intended progress of the role. If necessary, your planned timetable can be expanded upon within your case for support.

Data collection

Applicants must adhere to UKRI policy. Please refer to the full statement on data management planning and datasets deposition requirements for data intensive investments in the [UKRI Research Data Policy](#) and in the Research Funding Guide. Explain clearly how you will meet these requirements if relevant to your proposal.

Classifications

Please identify whether the research will involve significant collaborative contributions from colleagues outside the UK. If 'yes', please expand within the 'Case for Support' attachment.

User involvement

If 'users' will be engaged with your project, please specify the nature of their engagement and whether each has yet been approached. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the work. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your work from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should use the Pathways to Impact attachment to expand upon how the proposed work will be managed to engage users and beneficiaries.

Attachments

Please upload attachments in PDF (rather than Word) format, to ensure that unsupported

font type issues do not cause problems with maximum length requirements; please see [Je-S helptext](#).

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

- Case for support
- Justification of Resources
- Pathways to Impact
- CVs for the Principal Investigator and any other named staff

The following attachments are mandatory and must be uploaded as 'Other Attachments':

- Head of Department statement for the Principal Investigator
- Letter of Support from any Project Partners committing resources to the project (where applicable)

If you are unclear about whether you should include a particular attachment please contact ISCFHealthyAgeing@esrc.ukri.org for advice.

Case for support (maximum of six sides of A4)

This is the body of the research proposal. It must not exceed six A4 sides. It is important to refer to the role description and person specification sections in the Call Specification [<link>](#) when completing this section.

It should fully expand upon:

- The structure of, and vision for, the role as you see it, including the leadership activities planned to achieve the role's aims and objectives and the proposed time commitment.
- The preliminary activities that will be carried out to prepare for undertaking the role.
- The future development of the role, including how its cross-disciplinary nature will be realised and under-represented disciplines drawn in.
- How you will work across the wider Healthy Ageing Challenge to promote impact, add value, ensure coherence of research across the portfolio and champion the Challenge across audiences and channels.
- The relationship you envisage to have with the Challenge Director and UKRI staff.
- Why you and any other members of staff included on the proposal are appropriate to carry out the role, including how you will work together to carry out the role coherently. Relevant policy, industry or practical background should be included, as well as reference to the person specification in the Call Specification.
- The ways in which connections between programme activity and policy and industry will be made e.g. through your connections with key stakeholders.
- The expected outputs, academic or those orientated to (potential) users, e.g. articles, papers, datasets, events, etc. Where possible, describe the expected impact.
- The ways in which you will work with the ESRC to govern the distribution of the flexible funding and be accountable for the coherence of research across the Challenge.
- An initial proposal for how the flexible funding could be used to enhance the evidence base to meet the needs of investments across the Challenge portfolio.

If appropriate, a bibliography for references cited in the proposal should be attached as a 'list of publications' document; this should only include publications cited in the proposal. A

list of the most relevant and recent publications should be included in the CV of academic staff.

Justification of resources (maximum of two sides of A4)

This is a statement explaining why the resources requested are required to undertake the role as you have described it, taking into account the nature and complexity of the work proposed. It should cite, and expand upon, all figures in the list of required resources for the Director role which you have provided in the Je-S form. If inadequate explanation is provided for an item that requires justification, no funding for that item will be provided should the proposal be successful. Applicants are **not** required to include any costs associated with the flexible fund in this document.

Please refer to the [Je-S helptext](#) and the 'Resources' section in this document for further guidance.

Pathways to Impact (maximum of two sides of A4)

It is expected that applicants will have considered impact in its broadest terms. The Impact Summary section of the Je-S form is for applicants to explain who in general will benefit from the work. The Pathways to Impact attachment is for explanation as to what the applicants will do to ensure that opportunities for users to benefit from the work, and thus for achieving economic and societal impact, are maximised. There is an expectation that the Director will work across the Healthy Ageing Challenge as a whole in order to maximise impact and add value more widely. This document should demonstrate how this will be achieved e.g. being a channel for communications of the research within the Challenge.

This attachment is specific to users and beneficiaries of the work who are outside the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general. User communities may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

Engaging users in your work from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should use the Pathways to Impact attachment to expand upon how the proposed work will be managed to engage users and beneficiaries.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment, but in the beneficiaries section of the Je-S form, and the 'Case for Support' as appropriate.

Impact can take many forms, can manifest at different stages in the process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term. A [statement](#) about our expectations of the work we fund is available.

For further detailed guidance please access the relevant attachment Je-S helptext page.

CV (maximum of two sides of A4 per person)

A CV for the Principal Investigator and any named staff member must be included. This should include, as appropriate, contact details, qualifications (including class and subject), academic and professional posts held since graduation, academic responsibilities, experience of project management, a summary list of the most relevant and recent publications. This document should not exceed two A4 sides.

List of publications

A bibliography relating only to any references cited in the proposal should be attached. Publications not cited in the proposal should not be included here. A summary list of the most relevant and recent publications by academic staff should be included on their CV.

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

All current UKRI grant holders must submit a progress report on their current awards with any new application. Details should include the output records submitted by the applicant to the ResearchFish system.

Letter of support not from a Project Partner (maximum of one side of A4)

Exceptionally, letters of support, dated within the 6 months immediately prior to application submission, can be submitted as part of a proposal provided they are essential to the successful conduct of the proposed work (e.g. confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General letters of support that are not essential for the successful conduct of the proposed work or do not confirm any specific contribution to the project should not be included.

Other attachments

Head of Department statement (maximum of 2 sides of A4)

The head of department at the Principal Investigator's institution must complete a statement supporting and approving the application.

The statement should:

- Confirm that the applicant would be accepted into the department for the purpose of undertaking the proposed programme of work
- Explain how the proposed programme of work would fit in with the department's wider research programme
- Outline how the proposed programme of work fits with institutional plans to develop research strategy and leadership.

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 see 'Tracking your proposal' below.

Applicants must submit the proposal in good time to allow for the host organisation to complete its final approval and submission process by the call deadline. Applicants should contact their institution's Research Office early, for advice regarding submission timing.

The proposal must be formally submitted by the host organisation before 16:00 on 15 October 2019.

It is the applicant/host organisation's responsibility to meet the call deadline; we cannot accept proposals that are submitted late.

Commissioning timetable

- Call for proposals open – 19 August 2019
- Intention to submit deadline – 23 September 2019
- Deadline for submissions – 15 October 2019
- Shortlisting panel meeting – 8 November 2019
- Shortlisted candidates notified – 11 November 2019
- Interviews – 20 November 2019
- Applicants notified of outcomes – December 2019
- Appointment publicly announced – January 2020
- Start of post – 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 where in the organisation submission chain the proposal currently is located (and thus who holds current responsibility) e.g. owner, approval pool, submitter pool or submitted to Council.

Further enquiries

Please direct any queries to:

- Josie McGregor and Evie Bate
Email: ISCFHealthyAgeing@esrc.ukri.org
Phone: 01793 413094 or 01793 413175

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