ESRC Research Methods Development Grants (2020)
Je-S guidance for applicants

This version: April 2020

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Call summary

Call type:
Standard proposal

Closing date:
16:00 on 11 June 2020

Funding available:
£200,000 at 100% fEC per grant (of which ESRC will pay 80%)

How to apply:
Full proposals must be submitted via the Joint Electronic Submission System (Je-S) by 16:00 on 11 June 2020.

Assessment process:
This call will incorporate an expert panel meeting stage. Submissions under the ADR UK strategic steer will be assessed separately by the commissioning panel.

Key commissioning dates: (updated 6 April 2020)
- Call launch – 17 February 2020
- Intention to submit – 26 March 2020
- Deadline for proposals – 16:00 on 11 June 2020
- Panel meeting – September 2020
- Funding decision – October 2020
- Grant start date – 1 January 2021 – 1 March 2021

Contacts:
- Emily Nisbet, Grants Delivery Manager
  Email: MethodsDevelopment@esrc.ukri.org

Please read the full call specification for guidance before submitting your proposal.
Introduction
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**
- **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, helpdesk staff can be contacted Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays). Out of hours: please leave a voicemail message.

When reporting problems by email or telephone, please give your name, organisation and user id, 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:
- Emily Nisbet, Grants Delivery Manager
  Email: MethodsDevelopment@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 (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 possible 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*). Please refer to the UKRI eligibility webpage for further information. A list of these organisations is available on the [UKRI eligibility webpage](#).

*Please note that applicants based in UK NHS Trusts, Hospitals, Boards or GP Practices that are considering applying as the lead applicant to this call should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org or 01793 444164) to
ensure that their organisation is correctly registered on the Je-S system. If the organisation is not correctly Je-S registered, an email request for Je-S registration will be required from the organisation. **Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call.** Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.

- **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.

- 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, if it is an eligible function under this call (which may typically attract non-UK organisations). Please note the organisation only needs to be self-registered once, so it may become apparent in the self-registration process that the organisation is already listed on our database.

**Self-registration for organisations**

If you are interested in applying for the **ESRC Research Methods Development Grants (2020)** and 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](#).
- 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 with Je-S and 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 a personal Je-S account to enable you to prepare a proposal. Please navigate to the [Je-S homepage](#) and 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 will need to amend the organisation details of your existing account.
Je-S accounts for applicants
All principal and co-investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant. To get you started on creating an account please refer to the Je-S help text.
Please ensure that applicants select the ‘Account Type: Research Proposal’ and the option ‘An Applicant on a Standard or Outline Proposal’ - see help text.

It is recommended that applicants forward their proposal to the organisation submitter pool in good time (i.e. at least a week 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 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 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 capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

Before creating your proposal
Research proposals 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 11 June 2020. You should allow sufficient time for completion of the research organisation submission process checks/authorisation. There is a collective responsibility on both applicant and research organisation to ensure submission meets this deadline and therefore internal organisation submission issues is not considered an appropriate justification reason to extend a deadline. You can view all Je-S registered organisations via the UKRI eligibility webpage to ascertain whether the proposed submitting organisation is registered.

Your proposal will actually be sent to Je-S/ESRC from the submitter pool at your research organisation. 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 usually includes both an approver (ie head of department) and submitter pool (ie 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’).

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 Research Methods Development Grants (2020)* 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 (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 helpertext for additional information.

From 1 March 2020, applicants to all UKRI calls and schemes will no longer be required to complete an ‘Impact Summary’ within grant applications. Please refer to the ‘Frequently Asked Questions (FAQ)’ document for further 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: *ESRC Research Methods Development Grants (2020)*
• Your start date should not be before 1 January 2021. Your grant should be a proposed duration of no more than 18 months. **Please note: Grants funded under the ADR UK strategic steer must be completed by 31 March 2022.**
• 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 Council.

**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 take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

**Post will outlast project**
Select Yes or No. Please note, there is an expectation that the PI’s post will be in place for the duration of a funded project. This means if this question is answered with “No” then a pop-up message will display, confirming that if the proposal is successful it is the RO responsibility to ensure the PI’s post will be extended to match the project end date. By submitting the proposal, the RO is taking collective responsibility to comply with this request.

**UK co-investigators in business, third sector or government bodies**
Please note that any researcher from an established business, third sector or government body based in the UK will be eligible to be listed as a **co-investigator** under *ESRC Research Methods Development Grants (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). Please note that costs cannot be claimed from government bodies.

On receipt of the proposal, eligibility of business, third sector 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 a positive funding decision be taken.

It is recommended that potential UK co-investigators from business, third sector or government bodies should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org) 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).
All project costs relating to UK business or third sector co-investigators must be prefixed as ‘UK Co-I’s business or third sector costs’ and must be entered into the costs section on Je-S as follows:

Co-investigator ‘time’ allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The co-investigator salary costs must then be entered under ‘Other Directly Incurred Costs’ (please tick the ‘Is Exception’ box to ensure 100% costs claimed), as should all other claimed staff salaries and related costs associated with the UK Co-I’s business or third sector body.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the ‘Justification for Resources’ attachment of the Je-S form which costs in the proposal relate to the UK co-investigator’s business, third sector or government body. Please note that UK co-investigator’s business or third sector salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK co-investigator’s business or third sector organisation.

Host/submitting institutions are reminded that for calls that encourage non-academic Co-Is, 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 this scheme. However, the total of these costs as well as the costs for UK co-investigators in business, third sector or government bodies must not exceed 30% of the full 100% fEC cost of the grant.

It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk ([jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)) if their organisation is not selectable as part of the Je-S person account registration process. 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). Please ensure you initiate such discussions as soon as possible before the call closing date.

All costs associated with the international co-investigator - whether salary, fieldwork, equipment or travel and subsistence - should be entered as ‘Other Directly Incurred’ and should be marked as an ‘Exception’ using the tick box. All costs should also be prefixed with ‘Overseas:’.

Co-investigator ‘time’ allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the ‘Justification for Resources’ attachment of the Je-S form which costs in the proposal relate to international research organisations. Please note that
international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the international research organisation.

Objectives
List the objectives of your research in order of priority. (4000 character limit)

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. 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 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, including the applicants. 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)

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

Applicants must ensure the proposed research 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 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 research in the same field in 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. Please note the 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 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 project requires staff other than the team of investigators, 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 (e.g. investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

Costs for associated studentships are not eligible.

Resources
All resources requested must be fully justified in the 'Justification of Resources' attachment. The ESRC Research Methods Development Grants (2020) will provide up to 18 months’ funding with an overall limit of £200,000 (100% fEC) per grant. If successful, ESRC will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%. Grants funded under the ADR UK strategic steer must be completed by 31 March 2022.

T&S - add each item of Travel and Subsistence required for your project. This includes travel for both research activities and for those contributing to knowledge exchange and the delivery of impact activities. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. Please note that prior to travel overseas the grant holder must check with the Finance Office at the hosting Research Organisation to ensure that travel is permissible, and not against the advice of the Foreign and Commonwealth Office.

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

For items of equipment costing between £10,000 and the 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) are ineligible for this call.

**Social surveys** - Social survey costs which are being sub-contracted should be included under this section and are eligible for fEC exception funding at 100% (for the amount sought from the council). (See ‘other directly incurred costs’ section if surveys are to be done using in-house resources.)

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

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at the standard 80% fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

All project costs relating to UK business or third sector co-investigators must be prefixed as ‘UK Co-I’s business or third costs’. The co-investigator salary costs must be entered under ‘Other Directly Incurred Costs’ as should all other claimed staff salaries and related costs associated with the UK co-investigator’s business or third sector body, and should be marked as an ‘Exception’ using the tick box.

All costs associated with international co-investigators, 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. All costs should also be prefixed with ‘Overseas.’

All costs relating to UK business and/or third sector co-investigators and/or international co-investigators must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the ‘Justification of Resources’ attachment of the Je-S form which costs in the application relate to UK business, third sector or international research organisations. Please note UK business, third sector and international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK business, third sector or international research organisation.

**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**
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**
Collaborators who are not listed as co-investigators *must* be listed as 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 from each partner organisation must be included as an attachment via this section and must be dated within the last six months, and if applicable, must confirm the level of support specific to this proposal.

**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.

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

**User involvement**
If ‘Users’ have been/will be engaged with your research project, please specify the nature of their engagement. ‘Users’ are individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, 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. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the Case for Support attachment.

If ‘Users’ have been/will be engaged with your research project, please specify the nature of their engagement by selecting from the drop-down list:
- Design
- Execution
• Dissemination
• Training

There is also an option to record a ‘not applicable’ selection. It is a mandatory requirement that at least one option is selected.

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 (six A4 pages maximum)
• Justification of Resources (two A4 pages maximum)
• Data Management Plan (for grants planning to generate data) (three A4 pages maximum)
• CV(s) (two A4 pages maximum for each named researcher)
• Letter of Support (required if your proposal includes project partner/s)

List of publications, Letter(s) of Support, Final/Interim Report and Other are optional attachments and should be included where necessary.

From 1 March 2020, applicants to all UKRI calls and schemes will no longer be required to provide a ‘Pathways to Impact’ attachment. Impact remains a key element of both the application and assessment process across all ESRC calls and schemes and will be assessed as part of the Case for Support.

Important note: If you are unclear about whether you can include a specific attachment please contact MethodsDevelopment@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 six sides of A4)
This is the body of your research proposal. Its length should be commensurate with the scale of the project being proposed and must not exceed six pages. The attachment must include the following sections:
• The introduction should set the aims and objectives of the project 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.
• Applicants applying to the ADR UK strategic steer must indicate their intention to do so within the introduction of the Case for Support. In doing so they should state clearly how their proposal addresses a methodological need related to ADR UK’s core mission.
• The detailed methodological research questions to be addressed should be clearly stated.
Give a full and detailed description of the proposed research approach. Particular care should be taken to explain how the project meets the core requirements of the call.

Clearly state the framework and methods for analysis, and explain the reasons for their choice.

It is vital that the economic and social impact of all projects funded by ESRC is maximised. Consider potential beneficiaries and users involved in the development of the proposal and the delivery of the grant where appropriate. This should cover who will benefit from the proposed research, and the relevance of the research to these beneficiaries.

Explain what steps you will take to provide opportunities for users to benefit from your research, and to ensure that your research has maximum economic and societal impact.

Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.

Proposals containing a Case for Support exceeding 6 sides of A4 or not adhering to the specified format will not be considered.

The bibliography for references cited in the proposal should be attached under the ‘List of publications’ document; this should not include publications not cited in the proposal. A list of the most relevant and recent publications should be included in the applicant CVs.

**Justification of Resources (maximum of two sides of A4)**
A two-side A4 statement justifying that the resources requested are appropriate to undertake the research project. The justification of resources should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. 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 cut from any grant made.

Where proposals include a project partner that is making a contribution to the project, applicants must very clearly justify any costs requested that will be paid to the same project partner.

**Estate, Indirect and Infrastructure Technician costs do not need to be justified within the Justification of Resources.**

Please refer to Je-S for further guidance.

**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 Helptext.

**CV (maximum of two sides of A4 per person)**
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 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)**
For any new proposal, Principal and Co-Investigators must submit a progress report on their current awards which should match their impact and output records on Research Fish.

**Letter of Support (maximum of one side of A4)**
For proposals which include project partners, a letter of support is a required attachment and must be dated within the last six months. The letter of support must detail how the project partner will engage and contribute to the proposed project and how the methodological challenge is relevant to the work of the organisation (e.g. confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). It should also address how the partnership will enable and support economic and/or societal impact. General letters of support that are not essential for the successful conduct of the research should not be included.

**Proposal classifications**
The information provided in this section will be used by us 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.

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.

It is an essential requirement that your primary research area is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50% of the proposed programme of research is within ESRC remit. Please refer to the list of research areas that fall within ESRC remit for further information. Please note this information is used to
determine eligibility for ESRC funding and to assist in the selection of appropriate reviewers.

**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 on 11 June 2020**.

**Commissioning timetable** (amended 6 April 2020)

- Call launch: 17 February 2020
- Intention to submit: 26 March 2020
- Deadline for submitting proposals: 16:00 on 11 June 2020
- Commissioning Panel meeting: September 2020
- Decisions to applicants: October 2020
- Grant start date: 1 January 2021 – 1 March 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 to:

- Emily Nisbet, Grants Delivery Manager
  Email: MethodsDevelopment@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