Large Grants competition 2018
Je-S Guidance notes for applicants

Introduction
This guidance is created to assist applicants in the completion of their outline proposal. It is specific to this outline scheme and should be used in conjunction with the following information:

- **ESRC research funding guide**
  https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/

- **ESRC guidance on ‘How to write a good research grant application’**
  https://esrc.ukri.org/funding/guidance-for-applicants/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). Please note this call specific Je-S guidance supersedes the generic Je-S help text in the specific sections stated below.

- **Je-S helpdesk** (for all Je-S system enquiries)
  jeshelp@rcuk.ac.uk or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9:00-17:00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

When reporting problems by email or telephone, please give your name, organisation and userid, the date and time, what part of the form or system you were working on, and the nature of the problem.

- **Scheme-specific guidance**
  [https://esrc.ukri.org/funding/funding-opportunities/large-grants-competition-2018](https://esrc.ukri.org/funding/funding-opportunities/large-grants-competition-2018)

For further information contact:

- ESRC Large Grants team
  Email: largegrants@esrc.ac.uk

**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 applications under this scheme must be completed and submitted through the research councils’ 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.

Proposals can be submitted by:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S. A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

**Je-S accounts for applicants**

All 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 at [https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/AccessingJeS.htm](https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/AccessingJeS.htm)

Please ensure that applicants select the ‘Account type: research proposal’ and the option: ‘An applicant on a standard or outline proposal’ – see help text [https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/AccountType.htm](https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/AccountType.htm)

If your organisation is registered, it is recommended that applicants forward their application to the submitter pool at least 24 hours before the call deadline to allow sufficient time for the approval and final submission process. The proposal must be submitted through 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.

**Before creating your application**  
Research applications may only be made on research councils’ Joint Electronic Submission (Je-S) forms.

Please note that the deadline for research organisation submission of proposals is **16:00 on 14 June 2018.** You should allow sufficient time for completion of the research organisation submission process checks/ authorisation. You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

**Creating your proposal**
- Log in to Je-S at [https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx](https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx)
- Documents screen: Select ‘New document’
- Add new document screen: Select ‘Call search’ (highlighted at top of screen). When prompted type in the outline call title **Large Grants 2018** and select from the list created. The remaining 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 (green tick).

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)

• Your start date should be from 1 October 2019. Your grant should have a proposed duration of between 36 and 60 months.

• For ‘Proposal call’, select Large Grants 2018

Please note that the option will only be available once the call is live.

Investigators
Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) if applicable. 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 (https://www.ukri.org/funding/how-to-apply/eligibility/).

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.

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 (Co-Is) under this call.

The ESRC will fund 100% of eligible and 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 important to note that the combined costs for UK business, third sector or government body Co-Is and international Co-Is must not exceed 30% of the of the full 100% fEC cost of the grant.) Please note that costs cannot be claimed for government bodies.

On receipt of the proposal, eligibility of business, civil society or a 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-Is from business, civil society or government bodies should contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) 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-Is are obliged to initiate, via the login page).
All costs must be 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-Is business, civil society or government body. Please note that UK co-investigator’s business or civil society salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK Co-Is business or civil society organisation. Further detail of these costs will be expected in full proposals.

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-I under this scheme. 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. (It is important to note that the combined costs for international Co-Is, and UK business, third sector and government body Co-Is must not exceed 30% of the of the full 100% fEC cost of the grant.)

It is recommended that potential overseas-based Co-Is should contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) 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-Is 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 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-I’s 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**

The objectives of the proposed project should be listed in order of priority, and should be those that the investigators would wish the Council to use as the basis for evaluation of work upon completion of any project grant awarded. *(4000 character limit)*

**Impact summary**

Applicants are required to consider carefully how best to build links and contacts with potential beneficiaries and users of the research at the earliest possible stages of research design and development, and to work towards co-production of knowledge with research users where appropriate. In addition to knowledge exchange and impact strategies that focus on particular user groups and/or specific named beneficiary organisations, we strongly encourage public engagement activities which bring together researchers and the wider public.
Consideration of, and advance planning for, knowledge exchange (KE) and strategies to maximise economic and/or societal impact should be clearly set out. In the impact summary, applicants should present initial plans for developing an impact strategy, promoting knowledge exchange, public engagement and effective communication with key stakeholders. We encourage the submission of creative and innovative pathways to impact. The resources required to undertake effective knowledge exchange will need to be accurately reflected and fully costed at the full proposal stage. We recommend that a minimum of 10% of the overall budget should be dedicated to deliver the activities outlined in the impact summary.

Helpful resources include the ESRC’s impact toolkit (https://esrc.ukri.org/research/impact-toolkit/) and results from the ESRC’s series of impact evaluations (https://esrc.ukri.org/research/research-and-impact-evaluation/analysis-and-scoping/).

Please address the following questions:

- **Who will benefit from this research?** List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research – both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators’ immediate professional circle carrying out similar research.

- **How will they benefit from this research?** Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.

- **What will be done to ensure that they have the opportunity to benefit from this activity?** Describe how you will communicate and engage with these stakeholder groups/different audiences to ensure that they have the opportunity to benefit from the research.

Please note that this section may be published to demonstrate the potential impact of research council funded research. Please ensure confidential information is not included in this section. *(4000 character limit)*

It is important to consider the potential impact of your research from the beginning of your programme. To help you with this, we have developed a step-by-step guide (https://esrc.ukri.org/research/evaluation-and-impact/developing-an-impact-strategy/). To be effective, all communication, engagement and impact activities must be planned in detail and properly resourced. **To this end it is recommended that approximately 10% of the overall budget should be dedicated to delivering the project’s impact strategy as outlined in the Pathways to Impact attachment.**

**Resource summary**

Applications to the Large Grants Competition should apply for between 36 and 60 months funding with an overall budget of between £1 million and £2.5 million. Applicants should provide details of the full Economic Cost (fEC) of the project. If successful, ESRC will meet 80% of the full economic costs on proposals submitted (exceptions apply), not exceeding £2.5 million, and the host institution is expected to support the remaining 20%. **Please note:** this ESRC investment includes indexation costs (for the duration of the project) and any additional eligible 100% exception costs claimed (for example, 100% costs
incurred as a result of the inclusion of eligible third sector or business co-investigators). Applicants should take these additional costs into account when submitting their proposals and are advised to speak to their research office for support in completing their resource costings.

All justified costs 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. All prices and salaries should be calculated at current rates. Costs will need to be broken down as described in the ‘Resource Summary’ section of the Je-S help text for outline proposals: https://je-s.rcuk.ac.uk/Handbook/pages/OutlineProposals/ResourceSummary/ResourceSummary.htm

Summary
Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. (4000 character limit)

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 confirming the level of support will be required as part of the full stage proposal. Details of the organisation(s) and their intended contribution to the project should be included at this outline stage.

Notes and comments
Please note that this section is purely for use in drafting the proposal. Any notes/comments added will not be included in data submitted with this proposal.

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: https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm

A case for support is the only mandatory Je-S attachment against outline proposals. However the attachments below are also mandatory for this call and must be included (the Je-S system will not prompt you to include these documents, it is your responsibility to ensure this detail is included):

- Case for support (four A4 pages max)
- Justification of resources (one A4 page max)
- CV (two A4 pages max. for each named researcher)
- Other attachments (mandatory) - list of key publications (one A4 page max).

Important note: If you are unclear about whether you can include a specific attachment please contact largegrants@esrc.ac.uk 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 four sides of A4 (minimum font size 11 with 2cm margins)**

The case for support is the body of your research proposal. It must not exceed four sides and should cover the main features of the research. Include details of any potential for linkages to other research activities (for example, those supported by other funding bodies in the UK or overseas).

The case for support must include:

- an introduction that sets out the aims and objectives of the research in context. It should briefly sketch the main work on which the research will draw. Any relevant policy or practical background should be included.
- the research questions you will address. These should be written out clearly in plain English.
- a description of the proposed research methods and explanation of the reasons for their choice. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- a clearly stated framework and methods for analysis, including an explanation of the reasons for their choice.
- the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.

Using up to one page of the four sides in the ‘case for support’ attachment, applicants must include:

- a management plan explaining how they will provide leadership to a potentially diverse group of academic and (as appropriate) non-academic collaborators, how the proposed programme of activities and its outputs will be managed, and the role and function of any advisory or management groups. This section should include how various work-streams in the proposal will be co-ordinated and managed and briefly detail project management resources and administrative support. Please explain how the grant’s leadership will provide adequate operational capabilities and resources to meet the demands of the research.
- an outline of your commitment and plans regarding capacity-building and the professional development of researchers at all stages of their career. This detail will need to be further developed at the full phase of the call.

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 (https://esrc.ukri.org/funding/guidance-for-applicants/research-ethics/) contains a full explanation of our approach, with guidance for applicants.

Please refer to the Je-S help text [https://je-s.rcuk.ac.uk/Handbook/pages/OutlineProposals/Attachments/ESRCSpecificGuidance.htm](https://je-s.rcuk.ac.uk/Handbook/pages/OutlineProposals/Attachments/ESRCSpecificGuidance.htm) for further guidance.
Justification of resources *(maximum of one side of A4)*
This statement should be used to justify the resources required to undertake the research project. Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. This should not be a list of resources but justification as to why these resources are required.

Please refer to the Je-S helptext https://je-s.rcuk.ac.uk/Handbook/pages/OutlineProposals/Attachments/ESRCSpecificGuidance.htm for further guidance.

CVs *(maximum of two sides of A4 for each)*
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.

Other attachments *(mandatory for this call)*

List of key publications *(mandatory for this call)*
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 CVs.

Proposal classifications
The information provided in this section will be used by us to identify appropriate reviewers. It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide comprehensive detail of the areas of expertise and research of your proposal.

The proposal classification area is a harmonised (and expanded) structure agreed with other research councils. Therefore, if your area of expertise crosses the remits of more than one research council you will now only need to provide the information once.

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: https://esrc.ukri.org/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/

Submitting your proposal
Please ensure that you have completed all attachments that are mandatory requirements against this specific call (you are responsible for checking this as some mandatory attachments for this call are not standard mandatory attachments on Je-S).
After all mandatory sections have been completed the submit button will appear across the top menu bar (please ensure at this stage that all mandatory attachments for this call have also been uploaded, these include the justification of resources, CV’s, RO letter of support and alist of key publications. 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 14 June 2018.

Commissioning timetable

- Outline call announced – 16 April 2018
- Closing date for outline proposals – 14 June 2018
- Shortlisting meeting for outline proposals – September 2018
- Full call (invitation only) open – September 2018
- Full call close – November 2018
- Commissioning panel meeting – April 2019
- Decisions to applicants – May 2019
- Grants commence – October 2019

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) – for example: owner, approval pool, submitter pool, or submitted to Council.

Further enquiries

Enquiries relating to ESRC research funding rules and application procedures should be addressed to:

- ESRC Large Grants team
  Email: largegrants@esrc.ac.uk

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

- Je-S helpdesk
  Email: jeshelp@rcuk.ac.uk
  Telephone: 01793 444164