

ESRC-NIHR Dementia Research Initiative 2018 Full proposal call (invitation only) Frequently asked questions (FAQs)

Please note that this document will only be updated to reflect those questions most frequently raised with the ESRC. It is highly recommended that potential applicants review this document before contacting the ESRC for advice. This document should be referred to in conjunction with the call specification document and Je-S guidance document.

Last updated: 23 May 2018

Eligibility

Who is eligible to apply to this call?

This invitation-only call is open to applicants who have been invited to submit a full proposal under the ESRC-NIHR Dementia Research Initiative 2018 call. All uninvited or ineligible applications will be rejected.

Who is eligible to apply for ESRC funding?

ESRC research funding is available for universities, colleges of higher education and independent research institutes in the UK approved by the ESRC. This includes all NHS Trusts, Hospitals, Boards, Primary Care Trusts and GP Practices. Please see the RCUK website for further information: <https://www.ukri.org/funding/how-to-apply/eligibility/>.

Details of eligibility are given in ESRC's research funding guide:

<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/> which you should read carefully before applying. Proposals can be submitted by people who are not established members of the proposed host research organisation (RO). In these circumstances by submitting the proposal the RO is confirming that, in the event of a grant, they guarantee to provide facilities for you as if you were an established member of staff for the duration of the grant.

Investigators

Is it possible for two academics to apply as joint principal investigators (PIs)?

No, there should be only one person named as PI on your proposal, and the proposal must be submitted from their research organisation. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC correspondence. However, all named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified, and there is nothing to prevent the PI sharing duties with co-investigators in practice.

Do all co-investigators have to be registered on Je-S?

Yes, for the full stage all co-investigators have to be registered on Je-S, including UK co-investigators in business, civil society or government bodies, patient and public involvement co-investigators and international co-investigators. Please ensure you leave enough time to register people as this task can take a few working days. For further help and assistance contact the Je-S helpdesk: <https://je-s.rcuk.ac.uk/Handbook/pages/JeSHelpdesk.htm>

Can retired co-investigators be included?

Yes, retired co-investigators can be included as long as this person has a contract with a research organisation (RO) eligible to receive funding from UKRI (<https://www.ukri.org/funding/how-to-apply/eligibility/>) and will be employed for the duration of the grant. We will expect this to be clarified in a letter from the RO stating its support of the person's involvement.

How many co-investigators can be included in a proposal?

While there is no limit to the number of co-investigators that can be included in a proposal, applicants should consider the management challenges involved with large numbers of co-investigators. Applicants should request the level of resources that are required and appropriate for the research, within the expectations of the call.

Do I have to provide CVs for non-academic co-investigators?

For co-investigators who are members of the public, patients, service users or carers please include an attachment to tell us about their knowledge, skills and experience relevant to this proposal. You are not required to provide a full CV. The summary for non-academic co-investigators must not exceed the page limit of two sides of A4. See the Je-S guidance for this call for further information on attachments.

Can I combine CVs and summaries for co-investigators into one attachment?

Yes, you can attach one document which contains multiple CVs and summaries of co-investigators for ease. Please make sure that individual CVs and summaries do not exceed the page limit as outlined in the full Je-S guidance.

Can applicants be involved in more than one proposal submitted to this call?

Yes. You must have the capacity to undertake all projects applied for, should they be successful. For any one investigator, the maximum amount of time that research councils will fund across all the projects they support is 1,650 hours a year (equivalent to 37.5 hours a week, 44 weeks a year). Councils accept the need for flexibility in relation to individuals because of the difficulties of estimating both time and the likelihood of success of proposals. They will seek assurance at organisation level that the costs paid for investigators are in balance with the total time attributed to grants.

Where can I find guidance on the inclusion of international co-investigators?

For guidance on the inclusion of international co-investigators, including eligible costs, please see: <https://esrc.ukri.org/funding/guidance-for-applicants/inclusion-of-international-co-investigators-on-proposals/>

Is International collaboration an expectation?

International collaboration is encouraged where appropriate in the context of the individual research proposal.

Costs

Can costs of the proposal change between the outline and the full call?

Costs should be broadly consistent with those submitted at the outline stage. We expect that the costs in the full proposal will not differ from the outline costs by more than 10%. The total cost must not exceed upper financial limit of the call: £5 million (at 100% full economic cost).

What costs can I apply for to support the involvement of patients and members of the public?

Full details on eligible costs to be included in proposals can be found in the ESRC's Research Funding Guide <https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/> and in the 'Guidance for applicants on involving patients, families and carers' document <https://esrc.ukri.org/funding/funding-opportunities/esrc-nihr-dementia-research-initiative-2018/>. Costs for PPI might include travel and subsistence, meeting costs and payment for the time that patients and members of the public commit.

Members of the public and people affected by dementia may be listed as co-investigators where they have a relevant understanding of dementia and contribution to make to the research project. Applicants will need to outline their approach and budget for patient and public involvement in their proposal. We will fund 100% of justified costs.

What are the limits for costs relating to UK business, third sector or government body co-investigators, PPI co-investigators and international co-investigators?

The combined costs associated with UK business, third sector or government body co-investigators, PPI co-investigators and international co-investigators should not exceed 30% of the overall cost of the grant (at 100% FEC).

What intervention and NHS costs can be included?

For guidance on including costs relating to interventions and NHS costs please refer to the 'Guidance on Interventions and NHS costs' document which can be found at: <https://esrc.ukri.org/funding/funding-opportunities/esrc-nihr-dementia-research-initiative-2018/>

Proposal attachments

Do I need to provide letters of support for project partners or studentships?

Yes, if you intend to include a project partner or studentships you will need to provide a letter of support outlining the collaboration and support. The letter should be targeted specifically to the project - a standard letter declaring support for the proposed work is not helpful. Please ensure that all letters of support are dated within three months and signed appropriately.

Can I attach a list of publications to my outline proposal?

The bibliography for references cited in the proposal 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 applicants should be included in the applicant's CV.

Can I include any other supporting attachments?

You may include relevant letters of support providing they clearly refer to specific support for elements of the project, rather than generic supporting statements. Letters of support are essential for some project activities (please see Je-S guidance or details).

Technical and some limited non-technical information specific to the project may also be submitted as a separate attachment under 'other' attachment. Technical information includes: glossaries of technical terms, charts, diagrams and tables which help to clarify key points within the proposal, statistical formulae, and supporting material on methodological techniques (such as sampling methods, survey design). Non-technical information that may be included in other attachments includes bibliographic details, summary approaches to any ethical issues and letters of support that are essential to the successful conduct of the research (such as access to datasets, or organisations). Such attachments must not exceed six A4 sides in total. Copies of articles, working papers or general letters of support should not be included.

Additional attachments must clearly fall under the above categories and should not be an extension of the Case for Support document.

Other

Where can I find guidance on the inclusion of associated studentships?

Applicants should give consideration to capacity building activities where appropriate which can include, but should not be limited to, the inclusion of associated studentships. For further information on including and costing associated studentships see ESRC associated studentships – <https://esrc.ukri.org/funding/guidance-for-applicants/associated-studentships/> and the ESRC postgraduate funding guide: <https://esrc.ukri.org/files/skills-and-careers/studentships/postgraduate-funding-guide/>. Associated studentships must be embedded in an ESRC Doctoral Training Partnership or Centre for Doctoral Training and study on an accredited pathway. Before submitting a full proposal that includes an associated studentship the applicant must obtain the support from the Director of the Doctoral Training Partnership or Centre for Doctoral Training, which must be confirmed in a letter of support submitted with the proposal. Applicants should note that up to three associated studentships may be applied for on any single proposal. A separate case for each associated studentship for which ESRC funds will be used must be submitted with the proposal.

Can associated studentships be embedded in an ESRC Centre for Doctoral Training (CDT) instead of an ESRC Doctoral Training Partnership?

Yes, provided that the studentship begins by October 2019 in order to fit with the funding cycle of the CDTs.

What level of institutional support for the project is required?

We will be looking for evidence of institutional commitment and contributions to hosting a grant, for example, through the provision of grant associated parallel activities and capacity building. This institutional commitment will need to be set out in the Case for Support in the proposal form. We have not identified a percentage in terms of the level of commitment required, however, institutional commitment should be appropriate for the level of funding requested. Some examples of institutional commitment may include: the appointment of

new lectureship posts, studentships, seminar and summer schools and quality accommodation.

Where can I get support for patient and public involvement?

There are a range of materials and sources of advice which applicants can draw upon. A separate set of guidance is available on our website which signposts existing information available to applicants. <https://esrc.ukri.org/funding/funding-opportunities/esrc-nihr-dementia-research-initiative-2018/>

What do you consider an early career researcher?

For this call we are taking a broad approach and do not have a fixed definition or time period. The overall intention is that these grants will enable people at the early career stage to move towards becoming independent researchers in this field. This should be clearly demonstrated in the proposal.

If I am unsuccessful under this call can I re-apply to another ESRC scheme with my idea?

ESRC does not allow the resubmission of any previously unsuccessful proposals (including outlines) unless you have been explicitly invited to do so. Further information on the ESRC resubmissions policy can be found at: <https://esrc.ukri.org/funding/guidance-for-applicants/resubmissions-policy/>.

Should you wish to apply to NIHR schemes, please contact the relevant NIHR Programme manager.

Will there be another ESRC or NIHR dementia call?

We do not currently anticipate any future phases of this call. Subject to quality, we expect to commit all the funding in this phase.