

Productivity Network Plus Guidance notes for applicants

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Introduction

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

- **ESRC Research Funding Guide**
www.esrc.ac.uk/RFG
- **ESRC guidance on ‘How to write a good research grant application’**
<http://www.esrc.ac.uk/How-to>
- **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@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.

For further information contact:

- Email - productivity@esrc.ac.uk
- Trudie Keene - 01793413066
- Charlie Dormer - 01793413020
- Annie Gibney - 01793413158

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.

The following are eligible 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. 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 helptext at <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 helptext <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 17 May 2017. 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>
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 'Productivity Network' and select from the list created. The remaining selection fields will be automatically populated.

Select the 'Create Document' button.

Completing your proposal

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

The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (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)

- For Proposal Call, select 'Productivity Network'
- 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 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 applications are undertaken and completed in the manner specified.

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

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

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

The ESRC will fund 100 per cent of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30 per cent of the overall cost of the grant (at 100 per cent fEC). Please note that costs cannot be claimed from government bodies. On receipt of the proposal, eligibility of business, civil society or government body will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should applicant be short listed.

It is recommended that potential UK co-investigators from business, civil society or government bodies should contact the Je-S Helpdesk (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-applicants are obliged to initiate, via the login page).

All project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society 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', as should all other claimed staff salaries and related costs associated with the UK Co-I's business or civil society 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, 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-investigator's business or civil society organisation.

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

International co-investigators

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an ESRC-eligible UK research organisation will be eligible to be listed as an international co-investigator under this call. Applicants are reminded that international costs must not exceed 30 per cent of the full 100 per cent FEC cost of the grant.

It is recommended that potential overseas based co-investigators should contact the ESRC case officer in the first instance if their organisation is not selectable as part of the Je-S person account registration process. If it is determined that the relevant organisation complies with the guidance above then Je-S Helpdesk (jeshelp@rcuk.ac.uk) should be contacted to add them 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).

Applicants must also state clearly in the 'Justification for Resources' section of the Je-S form which costs in the application relate to international research organisations.

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 at the concept and development stage of the proposal with the potential beneficiaries and users to be involved within the grant, and to work towards co-production of knowledge with research users where appropriate. It is vital that the economic and societal impact of all projects funded by ESRC is maximised.

Please address the following three 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 detail how the legacy of proposed activity will be managed to engage beneficiaries and increase the likelihood of its impact in providing lasting value to participants, stakeholders and the wider social science community.

The ESRC expects that the network we fund will have identified the potential impacts of their research on policy and practice, and will actively consider how these can be maximised and developed. 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 (<http://www.esrc.ac.uk/research/evaluation-and-impact/developing-an-impact-strategy>). (4000 character limit)

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.

Resource summary

The outline call will be subject to the full Economic Cost (fEC) funding model. If successful, ESRC will meet 80 per cent of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20 per cent.

All costs expected to be covered by ESRC funding should be included in this section; however, it is not expected that financial details will be precise at this stage. 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 funding body or organisation to provide additional resources for this project, please give details of the organisation.

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

Attachments should be uploaded in Pdf (rather than Word) format, to reduce document corruption issues.

Case for support is the only mandatory Je-S attachment against outline proposals. Justification for Resources and CVs are optional attachments.

Case for support (maximum of three sides of A4)

The case for support 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) or for international collaboration.

It should set out the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw. The research questions to be addressed should be clearly stated.

Please refer to the joint Research Council Je-S helptext <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.

Please refer to the joint Research Council 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)

Summary CVs for the PI, co-applicants and named researchers may be attached. It should contain basic information about education, employment history and academic responsibilities.

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 a comprehensive description of your area of expertise.

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 per cent** 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: <http://www.esrc.ac.uk/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/>

Submit your proposal

Please ensure that you have completed all attachments that are mandatory requirements against this specific call, although they may not be standard mandatory attachments on Je-S. 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 note that the proposal must be formally submitted by your organisation before **16.00 on Tuesday 17 May 2017**.

Commissioning timetable

- Call for proposals issued 16 March 2017
- Deadline for submitting proposals 16.00 on 17 May 2017
- Decisions to applicants/Invite Full Proposals July 2017

Tracking your proposal

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

Further enquiries

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

- Email: productivity@esrc.ac.uk
- Trudie Keene: 01793 413066
- Chris Carlton: 01793 411505
- Annie Gibney: 01793 413158

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