

ESRC Research Methods Training Centre 2019-2024

Expression of Interest

Je-S guidance for applicants

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Introduction

This guidance is created to assist applicants wanting to submit an Expression of Interest (Eol) to the ESRC Research Methods Training Centre (RMTC) 2019-2024 call. Applicants wishing to submit a proposal to the ESRC Research Methods Training Centre 2019-2024 call must submit an Eol.

Eols will need to be submitted through Je-S. No attachments are required.

The Eol is specific to the current ESRC Research Methods Training Centre 2019-2024 call and should be used in conjunction with the following information:

- **Call-specific guidance**
<https://esrc.ukri.org/funding/funding-opportunities/research-methods-training-centre-2019-2024>
- **ESRC Research Funding Guide**
<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>

- **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, please email esrcresearchmethods@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 Eols under this call must be completed and submitted through UKRI's Joint Electronic Submissions system (Je-S). To be able to do this the organisation must be registered (or self-registered) for Je-S, and the applicants must hold Je-S accounts.

Eols can be submitted by UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised Independent Research Organisation). A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

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/SettingupajeSaccount/SettingupajeSaccount.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/SettingupajeSaccount/SettingupajeSaccount.htm>

If your organisation is registered, it is recommended that applicants forward their Eol 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 Eol 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.

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 Expression of Interest

Eols may **only** be submitted on the UKRI's Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for Research Organisation submission of an EOI is 16:00 on 29 November 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 Expression of Interest

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 call title 'ESRC Research Methods Training Centre 2019-2024 EOI Stage' and select from the list created. The remaining selection fields will be automatically populated.

Select the 'Create Document' button.

Completing your Expression of Interest

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 *ESRC Research Methods Training Centre 2019-2024*

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

- Your start date should be 1 October 2019. Your grant should have a proposed duration of 60 months.

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 be the centre director and 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 *ESRC Research Methods Training Centre 2019-2024 EOI Stage*

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, 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.

Please note that UK co-investigators' 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

Given the nature of the call, we would not usually expect to see International Co-Investigators (Co-Is) however this can be included exceptionally if a clear justification is provided.

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 provided there is clear justification. Applicants are reminded that international costs must not exceed 30% of the full 100% fEC cost of the grant. However, the total of these costs and the costs for UK co-investigators in business, civil society 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 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).

Objectives

The objectives of the proposed investment should be listed in order of priority. (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 briefly address the following questions. Full responses to these questions should be provided in your proposal rather than this EoI:

- **Who will benefit from the RMTC?** List any beneficiaries from the work of the RMTC, for example those who are likely to be interested in or to benefit from the proposed activities - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle, the co-production of training should maximise the benefit to the research community.
- **How will they benefit from the RMTC?** Describe the relevance of the investment to these beneficiaries, identifying the potential for impacts arising from the proposed investment.
- **What will be done to ensure that they have the opportunity to benefit from the work of the RMTC?** Describe how you will communicate and engage

with these stakeholder groups/ different audiences to ensure that they have the opportunity to benefit from the work of the RMTC.

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

Resource summary

The Eol call will be subject to the full Economic Cost (fEC) funding model. If successful, ESRC will contribute 80% of the costs requested, unless otherwise stated. For example, costs funded under exceptions will be funded at 100% fEC. The remaining balance must be guaranteed by the Research Organisation (see the ESRC Research Funding Guide for further details: <https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide>).

Due to the nature of this investment, we have expanded what costs can be claimed as Exceptions. Costs associated with academic staff will be funded in the usual way with ESRC contributing 80% of these costs. **All other costs are eligible to be claimed under Exceptions.** Please note that indirect and estate costs cannot be claimed for staff costs listed under Exceptions.

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 and **estimated** costs are acceptable.

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.htm>

Please list any contributions from potential project partners either cash or in-kind can be here.

Summary

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

Attachments

Please note that as this is an Eol, no attachments are required to be submitted.

Proposal classifications

It would 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 all UKRI councils. Therefore, if your area of expertise crosses the remits of more than one 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 work 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 Expression of Interest

After all mandatory sections have been completed, the submit button will appear across the top menu bar. The submit button will route your finalised Eol to the authorising facility within your organisation (as explained in the Registration section above). Please note that the expression of interest must be formally submitted by your organisation before **16:00 on 29 November 2018**.

Tracking your Expression of Interest

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 emailed to esrcresearchmethods@esrc.ukri.org

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