

**UKRI-JST Joint Call on Artificial Intelligence and Society
Je-S guidance for applicants**

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UKRI-JST Joint Call on Artificial Intelligence and Society Je-S guidance for applicants I

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Call summary

The Economic and Social Research Council (ESRC), Arts and Humanities Research Council (AHRC) and the Research Institute of Science and Technology for Society (RISTEX) of Japan Science and Technology Agency (JST-RISTEX), are pleased to invite high quality proposals between UK and Japanese researchers to explore the impact Artificial Intelligence (AI) technologies may have on society and the economy.

Key commissioning dates:

- Deadline for proposals – 16:00 UK time on 17 July 2019
- Panel meeting – late October 2019
- Funding decision – November 2019
- Grant start date – January 2020

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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 08:30am to 17:00 and Fridays 08:30 to 16:30 (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.

Please note that applicants must submit two separate proposals per application.

The UK proposal should be submitted via UKRI's Joint Electronic Submissions (Je-S) system and should detail all UK costs associated with the joint project. The Japanese proposal should be submitted via JST-RISTEX's submission system and should detail all Japanese costs associated with the joint project.

Although this guidance document is primarily focused on the UK submission, many components of the proposal should be the same as that submitted to JST-RISTEX. Any differences between the applications are detailed in the 'attachment' section of this Je-S guidance. Please contact JST-RISTEX directly with any queries about their submission process.

For further information contact:

- Joint AI and Society Team
Email: jointaisocietycall@esrc.ukri.org
Telephone: 01793 413012 or 01793 413174

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.

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 via UKRI's [eligibility guidance](#).

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.*

Je-S accounts for applicants

*** Please note that Japanese partners do not require a Je-S account.** Instead, they will need to be listed in the [International Application Form](#), which is a **mandatory attachment for this call**. For further details, please refer to the 'Other attachments' section of this Je-S guidance document.

All UK 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](#).

Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see [helptext](#). Please make sure applicants are registered in advance of submitting a proposal to allow a sufficient time (at least one week) for applicants to be registered in Je-S.

It is recommended that applicants forward their proposal to the organisation submitter pool in good time (ie 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 UKRI 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 captures and processes 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.

All personal data provided to UK Research and Innovation in connection with this bilateral call will be processed in accordance with current UK data protection legislation and the EU General Data Protection Regulations 2016/679 (GDPR) where appropriate. Data will be shared with RISTEX-JST, our partner funders in Japan. Further information on this call can be found on [our website](#). Further details can be found in the UK Research and Innovation [Privacy Notice](#).

Before creating your proposal

Research proposals may **only** be made on Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for research organisation submission of UK proposals is 16:00 UK time on 17 July 2019**. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**. You can view all Je-S registered organisations via [this page](#) 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 UKRI 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 'UKRI-JST Joint Call on Artificial Intelligence and Society' 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 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 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: ‘UKRI-JST Joint Call on Artificial Intelligence and Society’.
- Your start date should be between 1-31 January 2020. Your grant should be a proposed duration of no more than 36 months.
- 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) from the UK.

Investigators may be from more than one research organisation, but the PI on the UK proposal must be based at an eligible UK research organisation where the grant will be administered. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for 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.

Japanese partners should not be entered as investigators on the Je-S application. Instead, they are required to be listed in the [International Application Form](#), which is a separate mandatory attachment for this call.

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 UKRI-JST Joint Call on Artificial Intelligence and Society. Costs associated with Japanese co-investigators from a business, civil society or government body should be applied for in the

Japanese application submitted to JST-RISTEX, but details of these applicants should be included in the [International Application Form](#) attachment on the UK submission. For further details, please refer to 'Other attachments' section of this Je-S guidance document.

UKRI 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. Please refer to our specific [guidance document](#) for the inclusion of business, third sector or government body co-investigators for further information as there are very specific restrictions on what costs can be claimed for non-academic co-investigators.

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 a positive funding decision be taken.

It is recommended that potential UK co-investigators from business, civil society 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 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' (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 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 the 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 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

The focus of this call is to foster collaboration between UK and Japan researchers to advance social science, arts and humanities research in the area of artificial intelligence and its impact for society. **Therefore, the inclusion of international co-investigators beyond these countries is not permitted under this call.**

Objectives (*Information provided here should be the same in JST-RISTEX submission*)

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

Summary (*Information provided here should be the same in JST-RISTEX submission*)

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 (*Information provided here should be the same in JST-RISTEX submission*)

Please summarise how your proposed research will contribute to knowledge, within the UK, Japan 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 (*JST-RISTEX may have different requirements for this section – please make sure your Japanese counterparts check with them directly*)

Summarise the duties of the staff members that will be involved in your project, **including partners from Japan**. Ensure that it is clear why it is necessary for each person to perform their role at the resource level requested. (2000 character limit)

Impact summary (*Information provided here should be the same in JST-RISTEX submission*)

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 UKRI is maximised.

Please explain how your proposed research will contribute to the formation of a platform for multi-stakeholder interaction because this call aims to lead to practical implementation and policy recommendations. Please address the following questions (4000 character limit):

- **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 UKRI 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.

Ethical information (*Information provided here should be the same in JST-RISTEX submission*)
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 or AHRC research grants.

Staff (*Japanese partners should not be included here*)

If your project requires UK 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 (eg investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians).

Please note that associated studentships are not allowed to include under this call.

Resources

Please note that **only UK associated resources should be requested within the UK proposal submitted via Je-S**. Resources associated with Japan should be included in the JST-RISTEX submission, following JST-RISTEX's guidance. Please also note that there may be different rules regarding eligible costs between UKRI and JST-RISTEX and your Japanese collaborators should direct any queries to JST-RISTEX.

All resources requested must be fully justified in the 'Justification' attachment.

The UKRI-JST Joint Call on Artificial Intelligence and Society will provide up to 36 months funding. UK applicants may request between £360,000-£500,000 (100% fEC) per grant. If successful, UKRI will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%. Japanese applicants can apply for up to ¥30 million from JST-RISTEX.

Please note that proposals will be funded under this call subject to the UK funding being secured from the Fund for International Collaboration.

T&S - add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

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

For items of equipment costing between £10,000 and 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) should be accompanied by a two-page business case (to be included as an attachment within the equipment screen and not the attachments section) outlining the strategic need for the equipment. UKRI will decide the strategic location for these items and will potentially fund them at 100%. UKRI will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal.

For all items of equipment requested above the UKRI equipment purchase threshold (£115,000) three equipment quotations must be provided. Where you believe that there are less than three potential suppliers for an item you should explain this in the 'Justification of Resources' attachment and upload two blank documents as equipment quotes. For items of equipment which cost less than the UKRI equipment purchase threshold it is optional to provide quotations and up to three can be uploaded.

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 civil society co-investigators must be prefixed as 'UK Co-I's business or civil society 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 civil society body, and should be marked as an 'Exception' using the tick box.

All costs relating to UK business and/or civil society co-investigators must be specifically justified, and applicants must explain why such costs will help 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 application relate to UK business, civil society or international research organisations. Please note UK business, civil society 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, civil society 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

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 specific to this proposal must be included as an attachment via this section.

Timetable (*JST-RISTEX may have different requirements for their timetable – please make sure your Japanese counterparts check with them directly*)

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 UKRI 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.

Reviewers (academic and user)

Nominated reviewers are not permitted under this call so please do not complete these sections on the Je-S form.

Classifications

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. Given the nature of this call the answer should be ‘yes’, please briefly expand within the ‘Case for Support’ attachment.

User involvement

User engagement is strongly encouraged under this call. 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, civil society 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 pathways to impact attachment.

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. Please note that requirement from JST-RISTEX may be slightly different. Attachments that should be same as JST-RISTEX submission are highlighted below.

- Case for support (*should be identical in JST-RISTEX submission*)
- Justification of resources (*UKRI specific*)
- Pathways to Impact (*should be identical in JST-RISTEX submission*)
- Data Management Plan (for grants planning to generate data)
- UKRI-JST International Application Form (*should be identical in JST-RISTEX submission*)

List of Publications, Letter of Support and Final/Interim Report are optional and UKRI specific attachments and should be included where necessary.

Important note: If you are unclear about whether you can include a specific attachment please contact jointaisocietycall@esrc.ukri.org for advice, as unrequested attachments can hinder the processing of your application.

Case for support (maximum of six sides of A4) (*Information provided here should be the same in JST-RISTEX submission*)

This is the body of your research proposal. **Please note that an identical Case for Support must be submitted to both UKRI and JST-RISTEX.** The case for support must not exceed six sides and must include the following sections:

- The introduction should set the aims and objectives of the study 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.
- The detailed research questions to be addressed should be clearly stated.
- Give a full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- Clearly state the framework and methods for analysis, and explain the reasons for their choice.
- Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.
- 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 within the *International Application Form* attachment.

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. **Please note that you only need to provide justification for the costs associated with the UK component of the project as any costs associated with the Japanese component should be included in the application form submitted to JST-RISTEX.** 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.

Please refer to [Je-S for further guidance](#).

Pathways to Impact (maximum of two sides of A4) (*Information provided here should be the same in JST-RISTEX submission*)

Please note that an Pathways to Impact attachment must be submitted to both UKRI and JST-RISTEX. While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicants to ensure

that there are opportunities for users to benefit from your research, and thus for achieving economic and societal impact, are maximised.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general. User communities for UKRI research may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the 'Academic Beneficiaries' section of the Je-S form and the 'Case for Support' as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature. If you do not feel that your research has potential to achieve impact outside of academia, you should use the Pathways to Impact attachment to explain why this is the case. However, it is expected that applicants will have considered impact in its broadest economic and societal terms before coming to this conclusion. Applicants should note that while we recognise the value of this type of research, reviewers may comment on the applicant's reasoning during consideration of the proposal. Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term. Read more about our [expectations of the research we fund](#).

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page.

Data Management Plan (maximum of three sides of A4) (UKRI submission only)

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, ie 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.

UKRI recognises the importance of research data quality and provenance. Research data generated by UKRI-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.

CVs

Please note that for this call, information on CVs (for both UK and Japanese applicants) are requested as part of the [International Application Form](#), and we do not require a separate CV from applicants. Please upload a blank document for

the Je-S system to trigger all mandatory attachments are uploaded which will enable you to complete your submission.

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 within the *International Application Form* attachment.

Final/interim reports (maximum of three sides of A4) (only relevant for UK applicants)

All current grant holders must submit a progress report on their current awards with any new application. Details should include the output records submitted by the applicant to the Researchfish system.

Letter of support (maximum of one side of A4)

Exceptionally letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General letters of support that are not essential for the successful conduct of the research or do not confirm any specific contribution to the project should not be included.

Other mandatory attachments

[International Application Form](#) (*Information provided here should be the same in JST-RISTEX submission*). **Please note that it is requirement for applicants to include an International Funding Agencies Resources Form under this call.** Please select the 'Other Attachment' type to upload this document. Details of UK and Japanese applicants should be included in this form, as well as the total funding requested from UKRI and JST-RISTEX.

Applicant CV information should be included at the end of the form. On the UK side, CV information is required for the PI, all Co-Is and any other named researchers. On the Japanese side, CV information is only required for PIs, and any Co-Is with a significant role in the project. **CV information should be limited to two pages for each individual.** Further guidance is provided within the International Application Form attachment.

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, arts or humanities. We strongly encourage inter/multidisciplinary working both within and

beyond the social sciences, arts and humanities, as long as at least 50% of the proposed programme of research is within ESRC or AHRC remit. Please refer to the list of research areas that fall within [ESRC remit](#) or [AHRC remit](#) for further information.

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 UK time on 17 July 2019**.

Commissioning timetable

- | | |
|-------------------------------------|-----------------------|
| • Deadline for submitting proposals | 16:00 on 17 July 2019 |
| • Commissioning Panel meeting | November 2019 |
| • Decisions to applicants | Late November 2019 |
| • Grants start | January 2020 |

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 UKRI research funding rules and proposal procedures should be addressed to Chiaki Beis

- Joint AI and Society Team
Email: jointaisocietycall@esrc.ukri.org
Telephone: 01793 413012

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