ESRC Centre Transition Review (invitation only)
Call specification

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Summary

ESRC centres transition funding provides graduated follow-on funding for centres coming to an end of their ESRC centre funding. It provides a lower level of funding for an additional three and five years to reduce the 'cliff edge' effects of a sudden drop-off in funding at the end of the centre grant and, at a minimum, maximise the impact of the research activity and investment to date.

The aims of the funding are to assist centres in maximising the impact and use of their research activities, methods and data developments to date, and in becoming more self-sustaining. While activities to maximise the impact of the research activity and investment to date should be a significant element of the proposed activities, it is intended that the funding allow considerable flexibility for PIs (centre directors) in shaping a programme of work to suit the proposed direction for the centre.

Centre transition funding is also designed to reflect the mutual benefits, to the ESRC and the centre's host research organisations (ROs), of supporting these high-profile and high-impact centres of excellence over a longer period. It is intended that this additional period of ESRC funding, while at a reduced level, will support the centre in securing the strategic and financial commitment of their research organisation, by requiring a minimum commitment from the RO.

It is also intended that this support could potentially help centre directors leverage further funding, over and above that minimum RO commitment, from other sources, to support them in establishing a sustainable funding model for the longer term, should they wish to pursue and develop their research activities further.

For this reason transition funding is designed to not only provide ESRC funding, but also embed centres in the strategic and financial planning of their host RO. Together the ESRC and RO contributions will 'co-fund' the full economic costs of the centre, establishing a new relationship between the ESRC and the RO in supporting the development of a sustainable funding model for the centre.

The centre can request from the ESRC up to 25% of the full economic costs (fEC) of the ESRC centre grant that is coming to an end. The exact ceiling amount that can be requested for your centre at 100% fEC will be confirmed by us on invitation to apply. The RO will also be required to demonstrate their strategic commitment to the centre through a minimum contribution that equates to, or exceeds, the full economic costs (ie 100% fEC) of the ESRC transition funding request.

The transition review will entail independent assessment of an application from the principal investigator (centre director), alongside supporting evidence of the centre's impact (using Researchfish data) and evidence of the RO minimum commitment. The application will inform a transition review interview panel.

ESRC centre directors will be invited to apply for centres transition funding towards the last year of their grant, unless the centre is part of a wider strategic review.
The timeline and deadline for application will be included in the letter of invitation to apply.

Background

What are ESRC centres?
ESRC centres are major ESRC strategic investments, funded at £2.5-10 million (100% of full economic costs) over five years. ESRC typically funds these investments, as standard, at 80% fEC.

In addition to taking forward an ambitious research agenda and making significant economic or societal impact, centres add value by increasing research infrastructure, building capacity, encouraging interdisciplinary working in social science and beyond, and enabling research collaboration in the UK and internationally.

ESRC centres policy
In 2017 ESRC announced some changes in the funding model for centres following an internal policy review. This review recognised the strategic value of ESRC centres as beacons of research excellence, with high impact nationally and internationally. Centres also have a distinct role in supporting the development of early career researchers and building new research capacity and infrastructure.

The review also recognised the imperfect funding policy that had been created by default through the necessary reduction in funding for centres, for budgetary reasons, which reduced the period of centre funding from a possible 10 years to five years. This meant that centres had been experiencing a ‘cliff-edge’ in their funding after five years and had not been able to maximise impacts, and build on their research activities in that period. It had also led to a reduction in centres funded by the ESRC and added pressures on Centres and Large Grants Competitions, reducing opportunities for new centres.

While budgetary constraints are ongoing, we will aim to run periodic Centre Competitions, typically every two years, to fund a limited number of centres for five year periods. The review proposed a number of changes in policy to foster and sustain centres’ excellence and impact over the longer term in this context, without reducing investment elsewhere. In particular, the funding model is designed to reflect the mutual benefits of supporting these high-profile, and high-impact centres of excellence over a longer period, not only for the ESRC, but also for the centre’s host research organisations (ROs). The model is explicitly designed to foster and sustain centres’ excellence and impact over the long term, beyond the life of ESRC funding, by leveraging RO commitment and embedding centres in the higher education funding landscape.

The new funding introduces graduated support over the longer term to help centres establish a self-sustaining funding model once ESRC funding comes to an end. A typical funding pathway for a new centre under this new policy would be as follows:

- **Centres competition funding**
  The centre is funded for five years following success in an open centres competition.

- **Transition Review**
  Towards the end of its grant the centre successfully applies for ESRC transition
funding for a further three to five years, which is supplemented by a commitment from their host research organisation.

- **Legacy ESRC centre status**
  
  Towards the end of the transition funding the centre applies for a further five year period of limited funding and recognition as an ESRC centre to help it leverage funding from other sources and in communicating and engaging with research users.

We anticipate that centres competitions will typically be held every two years. However, under new policy a centre would only be eligible to apply once for an open centres competition during the period of full centre competition grant (defined by the start and end date of the centre grant). The centre would also only be eligible to apply once for the open centres competition funding during the term of the transition funding (defined by the start and end date of the transition grant).

A small number of strategically valuable ESRC institutes that have been persistently successful in open centres competitions will also be provided with longer-term fully-funded support.

Further information on the ESRC centre policy changes, background and principles behind the funding model are detailed in our Centres Policy summary (https://esrc.ukri.org/funding/guidance-for-large-investments/esrc-centres-and-institutes/)

**The ESRC centre transition funding model**

Centres transition funding acknowledges that while ESRC is not in a position to fund existing centres in full for a further five years, an additional period of ESRC support at a lower level (meaning 25% of the ESRC centre grant coming to an end) would assist these centres in maximising the impact and use of their research activities, methods and data developments, and in becoming more self-sustaining.

Transition funding provides the opportunity for centres coming to an end of their centre grant to apply for follow-on funding for a further three to five years. Transition funding has been introduced by the ESRC, following a review of ESRC centres policy, in order to:

- reduce the ‘cliff edge’ effects of a sudden drop-off in funding at the end of a five year centre grant
- maximise the impact of the research activity and investment to date.

While activities to maximise the impact of the research activity and investment to date should be a significant element of the proposed activities, it is intended that the funding allow considerable flexibility for PIs (centre directors) in shaping a programme of activities, including research and capacity building, as well as impact generating, activities to suit the proposed direction for the centre.

The transition funding model is also designed to reflect the mutual benefits, to the ESRC and the centre’s host Research Organisations (ROs), of supporting these high profile, and high impact, centres of research excellence over a longer period. It is intended that this additional period of ESRC funding, while at a reduced level, will support the centre in securing the strategic and financial commitment of their Research Organisation, by requiring a minimum commitment from the RO.
It is also intended that this support could potentially help centre directors leverage further funding, over and above that minimum RO commitment, from other sources, to support them in establishing a sustainable funding model for the longer term, should they wish to pursue and develop their research activities further.

For this reason transition funding is designed to not only provide ESRC funding, but also embed centres in the strategic and financial planning of their host RO. Together the ESRC and RO contributions will ‘co-fund’ the full economic costs of the centre, establishing a strategic relationship between the ESRC and the RO in supporting the development of a sustainable funding model for the centre.

Further information on the ESRC centres policy review and funding model can be found online: https://esrc.ukri.org/funding/guidance-for-large-investments/esrc-centres-and-institutes/

**How much transition funding can be requested?**
The centre can request from the ESRC up to 25% of the full economic costs (fEC) of the ESRC centre grant that is coming to an end. The exact ceiling amount that can be claimed from the ESRC will be confirmed by us on invitation to apply. This ESRC request (at 100% fEC) cannot be higher than this offered ceiling. This ceiling is set to manage pressure on the ESRC budgets, as transition review is not a competitive process.

As ESRC funds at 80% fEC, the ESRC contribution grant value will equate to 20% of the full economic costs of the existing centre grant.

The RO will also be required to demonstrate their strategic commitment to the centre through a minimum contribution that equates to, or exceeds, the full economic costs (meaning 100% fEC) of the ESRC request.

This means that the ESRC is looking for, at least, a level of research activity in transition review proposals that would be supported by the co-funded minimum (meaning 45% of the full economic costs of the ESRC centre grant coming to an end).

**What costs will be covered by centres transition funding?**
The co-funded (from both ESRC and RO contributions) proposal costs should meet the needs of the programme of work proposed.

The ESRC will fund directly incurred costs only. In other respects, standard ESRC funding policies apply. This means that we will fund 80% of these costs (except for standard exceptions).

To establish a sustainable funding model for the centre the RO contribution will be required to fund the directly allocated and indirect costs of the proposal at a minimum alongside the remaining DI costs not funded from the ESRC request. Additional DI costs can also be funded by the RO if desired. The proposal must provide evidence that the full economic costs of the proposal are funded.

Please note that the time dedicated by all investigators and staff to the proposal should be listed in Je-S regardless of how funded.
Can the centre request more than the ESRC contribution ceiling or offer more than the RO minimum contribution?
The ESRC request cannot be higher than the offered ESRC grant ceiling. This is to manage pressure on the ESRC budget as this is not a competitive process. The RO contribution must equal, but can also exceed, the full economic costs of the ESRC request (meaning at 100% fEC).

Can the minimum RO contribution be supplemented from other funding sources?
The host RO (and partner ROs) must demonstrate their strategic commitment to the centre through the minimum contribution required (meaning to equal the ESRC requested amount at 100% fEC). It is assumed that the RO(s) will typically draw on quality-related (QR) funding in order to make this commitment. It is not necessary for the RO(s) to detail how these costs will be met from its funds but ESRC will consider the Institutional Letter of Support from the lead RO equivalent to a financial commitment, if transition funding is offered. The lead RO will sign on behalf of all ROs engaged and be responsible for ensuring commitments of partners ROs are met.

Over and above that minimum RO contribution, applications are welcome to provide evidence of additional support from other (non-higher education) partners. These can be evidenced in Project Partner Letters of Support. If relevant, the application should include brief letters of support from other sources of funding, detailing the contribution to the proposal, that should be demonstrably over and above the minimum RO contribution.

Can a centre based in an independent RO that does not have access to quality-related (QR) funding apply for transition funding?
If an existing ESRC centre is hosted by an independent RO, ESRC will require the same minimum RO contribution but will consider different arrangements for providing evidence of this strategic and financial commitment, and the sources of funding used. Where the RO has a specific funding agreement with the ESRC, in recognition of their different status, ESRC may consider paying other costs at its discretion. Please seek advice from the ESRC if your centre is hosted by an independent RO without access to quality-related funding.

Can the centre request less than the ESRC contribution ceiling (and consequently less RO contribution)?
Yes, if the proposal still meets the aims of the funding. The ESRC is looking for a level of research activity in Transition Review proposals that would be supported by the co-funded minimum (meaning 45% of the full economic costs of the ESRC centre grant coming to an end). But costs should meet the needs of the research and an exact match may not be feasible.

If the ESRC request is lower than the ceiling amount, the RO contribution can scale down accordingly (meaning the RO contribution should still equal, or exceed, the ESRC request at 100% fEC). The proposal must provide evidence that the full economic costs of the proposal are funded.

However, if the requested ESRC funding and/or full economic costs of the proposal (ESRC/RO contribution combined) are substantially lower than anticipated, applicants will need to justify why this lower request has been made. Assessors and the interview panel will consider whether the proposal meets the minimum aims of the funding. The interview
panel may also, in these circumstances, raise questions for the RO about its strategic commitment to the centre.

ESRC will check costings attachments on submission of the application and contact the PI to provide an opportunity to address any issues ahead of interview.

**Does the transition funding need to be costed at the same amount per year?**
The proposed costs (both ESRC and RO contributions) should meet the needs of the proposed activities. Costs do not need to be the same amount every year. A centre could, for example, budget to spend more in the initial years than in the later years to gradually tail-off activity, or to support the centre initially while it leverages further funding from other sources. However, a centre cannot claim more than 50% of the total ESRC contribution in any one year, and the ESRC contribution must be over a minimum of three years (and maximum five years). Centre directors should explain the proposed profiling of costs in the justification of resources attachment and may be asked to justify them in interview.

**Project partners**
If you have secured a commitment from another individual, (non-higher education) organisation or funding body to provide additional resources for this project, (meaning over and above the minimum research organisation contribution), a ‘project partner letter of support’ confirming the level of support specific to this proposal should be included as an attachment to the ‘project partner’ section on Je-S (not in the attachments section).

**Studentships**
Please note that associated (project) studentships cannot be funded through ESRC centres transition funding. The RO contribution to the project may include RO funded studentships. Transition funding would not prevent students funded by an ESRC Doctoral Training Partnership (DTP) or Centre for Doctoral Training (CDT) from linking with an area relevant to the activity of the centre. However, the studentship should not be treated as a displacement for the normal research support required on the grant. Studentships funded by the RO can be included in the minimum RO contribution.

**Eligibility**
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 (https://esrc.ukri.org/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/) for further information.

**Investigators**
Current PIs (centre directors) are eligible to apply for transition funding by invitation only. Please refer to the Je-S guidance and contact the ESRC if you propose to change PI ahead of or during transition funding. Standard processes around change of grant holder may apply (see our research funding guide, p37: https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/).
ESRC will fund PIs and Co-Is within the terms of centres transition funding (directly incurred (DI) staff only).

Directly allocated staff (DA), including PIs and Co-Is, will typically be funded through the RO contribution to centres transition funding. The name, number of hours worked over the duration of the grant, salary rate, contracted working week should be completed as requested on Je-S, excluding costs. Please pay close attention to Je-S guidance. International and third sector, business and public sector co-investigators and collaborators are welcome to be included in the ESRC request. Standard ESRC funding guidelines apply around eligibility of these co-investigators. Please see Je-S guidance for details.

**Capacity Building and Career Development**
We will be looking for evidence of a strong commitment to supporting the development of researchers at all stages of their career and capacity-building. ESRC would encourage centre proposals to consider the opportunities for career development for all proposed researcher – at all stages of their career - and would encourage the participation of Early Career Researchers in the transition funding application as co-investigators. Please refer to recent policy development around early career researchers in other ESRC funding schemes: https://esrc.ukri.org/skills-and-careers/postgraduate-careers/early-career-researchers/

**The ESRC Transition Review Process**
Transition Review is intended to be light touch for both applicants and Assessors as centres were selected through rigorous competition in open competition. Funding decisions will be based on a process of independent assessment and interview by senior academic peers and members of ESRC Council and Strategic Advisory Network. Centre directors should note that Transition Review is not a competitive process and applications will be judged on their own merits. The minimum RO contribution will also be a requirement of funding, providing evidence of the RO commitment to the centre.

The Transition Review process is as follows:

1) Invitation to apply
2) Submit application for transition review, including evidence of RO commitment – and update of Researchfish
3) Independent assessment
4) Feedback from assessors with Researchfish data summary provided to applicant ahead of interview
5) Application, assessment, Researchfish summary and an office report provided to the interview panel
6) Transition review interview panel
7) Decisions shortly after

**Invitation to apply**
ESRC centre directors will be invited to apply for centres transition funding as the centre approaches the final year of its existing grant, unless there is an ESRC strategic review in process affecting particular investments.

Applying for transition review will require the PI (centre director) to submit:

1) an application through Je-S
2) supporting attachments, including the centre director’s transition review report (case for support) and evidence of the research organisation’s financial and strategic commitment;
3) supporting evidence of the centre’s impact (using data submitted via Researchfish)

The letter of invitation to apply will include:
- Details of the maximum ESRC transition funding that can be requested from the ESRC
- The anticipated minimum RO contribution
- Timetable for submission of applications through the Je-S online system and update of Researchfish.

**Online application to Je-S**

To include:
1) A Je-S form requesting key information, ie through sections on: investigators and co-investigator details, objectives, summary, academic beneficiaries, staff duties, impact summary, ethical information, other support, staff, resources, project partners, data collection, timetable, data collection, classifications, user involvement. Please refer closely to the Je-S guidance as this is not a standard call.
2) A series of mandatory attachments, including:
   - Centre director’s transition review report (case for support) – 13 pages – see Annex 1 for details
   - Justification of resources – 2 pages
   - Pathways to impact – 2 pages
   - Institutional letter of support from the host RO – 1 page
   - Centres transition review costings attachment – 2 pages
   - CV (PI/ Co-Is only) – 2 pages max per person
3) Optional attachments – if relevant
   - Data management plan - 3 pages
   - Project partner letter of support – 1 page per partner
   - Research user letter of support - 1 page

Annex 1 details the content required in the centre director’s transition review report. The institutional letter of support from the lead RO will need to briefly outline how the centre is embedded into the strategy of the host RO (and any other ROs involved in the centre) and how, in the longer term, the work of the centre will be sustained by the relevant research organisation (financially and in other ways). If there is more than one RO supporting the centre, with a partner RO contributing to the total RO contribution (detailed in the application), the institutional letter of support should include details of the contributions of each institution to the total RO contribution outlining in brief, through a summary table, the costs to which each will contribute. The lead RO will sign on behalf of all ROs engaged and be responsible for ensuring commitments of partners ROs are met.

We will provide a transition review costings attachment template to outline the RO and ESRC contribution to costs as follows. We will also provide a ‘transition review Checklist for Applicants’ to help you complete the costings elements of the application correctly. Applicants should ensure that they pay close attention to specific guidance on completing their application in the ‘transition review Je-S Guidance notes for applicants’ as well as the assessment criteria set out in this call specification. Where guidance provided in these call
documents differs from generic Je-S help, the call-specific guidance should always be followed. We reserve the right to reject applications that have not paid care and attention in completing the proposal correctly and complying with all technical requirements. Please use the ‘transition review checklist for applicants’ provided on application to help you complete the costings elements of the application correctly.

The final submission process is the responsibility of the host institution, and the ESRC cannot accept responsibility for any delays which may occur.

**Updated Researchfish**

ESRC office will prepare data and summary reports of Researchfish data to be considered by assessors alongside the Je-S application. For this reason, the PI (centre director) will also be required to ensure that Researchfish entries reflect the activities of the centre (across all grants since the inception of the centre/Researchfish). The deadline for completing the update of Researchfish will be the same as for your application on Je-S.

Please note that while it is possible to edit/add outcomes on Researchfish at any time, ESRC can only use data that has been confirmed and submitted by the PI (Centre Director). Due to the annual Researchfish submission period currently being closed, ESRC will re-open your accounts to allow submission until **01/11/2019** for the purposes of the Transition review.

**Please ensure that you confirm and submit for the purposes of the Transition Review by the deadline for application in the letter of invitation to apply.**

This information will also be used for other purposes, including being published on the Gateway to Research website, so please ensure it is written for a non-specialist and public audience.

An important area of text to provide case studies of the centre’s impact is in the sections on ‘key findings’ and ‘narrative impact’.

- Guidance on completing the Key Findings section and completing the ‘Narrative Impact’ can be found at [https://esrc.ukri.org/funding/guidance-for-grant-holders/reporting/](https://esrc.ukri.org/funding/guidance-for-grant-holders/reporting/)

As when submitting research news you might wish to consider addressing, in plain English:

- For impacts - What was the ESRC research that led to this impact? What has changed and been achieved? Why is this important? Who has been affected? When did it happen? How did the impact come about? When did it happen? How did the impact come about? What evidence is there to back up the claim?
- For research findings - What are the findings? Why are the findings important?

Examples of the use of impact case studies by the ESRC – and how they could be communicated - can be found in:


For general guidance on communicating impact please refer to ESRC’s impact toolkit ([https://esrc.ukri.org/research/impact-toolkit/](https://esrc.ukri.org/research/impact-toolkit/)).

**Assessment of Applications**

Two independent academic Assessors with established expertise in the centre’s area will be asked to briefly assess the centre’s progress towards the objectives agreed with the ESRC, including the quality and impact of the work programme to date, and going forward, on the basis of the information provided in the application, and in a summary of impact data submitted to Researchfish (provided by ESRC office). The Review is intended to be light touch for both applicants and Assessors as centres were selected through rigorous competition in open competition. Reviewers will assess the proposal on the basis of the following assessment criteria:

1. Track record: research excellence and scientific impact to date.
2. Track record: capacity building, knowledge exchange and impact through engagement with research users
3. Track record: management of the centre
4. Planned programme of work: to support knowledge exchange and impact (required)
5. Planned programme of work: new research and capacity building activities (if applicable)
6. Value for money of proposal (ESRC and RO contributions together)
7. Sustainability and Institutional strategic commitment
8. Alignment with ESRC and UKRI strategic priorities

Assessors will also be asked to provide an overall judgement of the application by selecting one of the scores available using the four point scale below.

The assessors’ score and comments will provide advice to a transition review interview panel. The assessors’ review will make recommendations to the transition review interview panel on fundability and any issues for clarification or areas that might need to be addressed specifically in interview.

The ESRC office will also provide the interview panel with comments on the centre’s engagement and compliance with ESRC funding guidance.

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Brief reason for grade</th>
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<tbody>
<tr>
<td>4</td>
<td>Meets criteria - fundable</td>
<td>Clear evidence that the centre has been meeting objectives and the proposal meets the aims, and conditions*, of the funding.</td>
</tr>
<tr>
<td>3</td>
<td>Meets most criteria but requires minor amendments – fundable, but potentially subject to conditions</td>
<td>Evidence that the centre has been meeting objectives and the proposal meets the aims, and conditions*, of the funding, but minor amendments may be required.</td>
</tr>
</tbody>
</table>
Conditions refer in particular to the requirement that the RO has offered the minimum contribution.

Transition Review Interview Panel
The transition review interview panel will include academics with established expertise in the broad area of the centres going through the review process. These will typically be members of the ESRC Council/Strategic Advisory Network and ESRC Director of Research. The transition review interview will broadly address the above assessment criteria as well as any issues raised by the assessors in review.

Principal Investigators will be offered an opportunity to respond to reviewer comments in interview, and to any conditions requested by the panel post-interview.

Final reporting requirements
Centre directors should note:

Final report on the centre grant ending
1. The transition review application, if successful, replaces the need for a full final report for the full centre grant coming to an end at this juncture. If unsuccessful, the centre may be asked to submit a full final report under the existing terms of the grant coming to an end.
2. If successful, a Final report will be required at the end of transition funding to cover the full period of the centre’s funding since inception.
3. If successful in Centres Competition, and full funding supersedes transition funding, a short standard final report will be required.

Data Deposit
4. ESRC funding rules require grant holders to offer for deposit with the UK Data Service (UKDS) any data arising from their project within three months of the end date of the grant. This will remain a requirement unless agreed otherwise with UK Data Service (UKDS)/ your ESRC investment manager post-transition review.

Eligibility to apply for ESRC Open Centres Competitions
Centre directors should note that application for transition funding does not preclude the centre from applying to an ESRC Open Centres Competition in tandem. If successful in application for open centres competition funding, full funding would supersedes the transition funding. You should, however, outline in your transition proposal your planning should you be successful/ unsuccessful in the competition.

Centre directors should also note that under new ESRC centres policy a centre would be eligible to apply once for a centres competition during the period of their full centre competition grant (defined by the start and end date of the centre grant) and once again for
centres competition funding during the term of the transition funding (defined by the start and end date of the transition grant). This means during the eight to 10 year period of full centre and transition funding the centre can apply twice to the open competition. We anticipate that centres competitions will typically be held every two years.

**ESRC Investment Management**

It is expected that the centre will engage the ESRC pro-actively in its activities, with regular updates on activities and invitations to events and board meetings, and active engagement in developing communication and impact strategies amongst other activities.

Successful applicants to transition review will continue to be expected to follow branding guidelines of the ESRC ([https://esrc.ukri.org/about-us/visual-identity-and-logos/](https://esrc.ukri.org/about-us/visual-identity-and-logos/)) and any other funders when developing digital or printed material as part of the grant activity, such as including appropriate logos on websites or publications.

Annual progress review meetings will need to satisfy the ESRC that the RO commitment made in the application is being provided as proposed. Evidence that the RO is not supporting the project through the RO commitment as agreed, without clear justification, may result in suspension of further applications for ESRC funding from the RO.

**Further enquiries**

Please contact your investment manager copying in the transition review coordinator on centres.policy@esrc.ukri.org, if you have any questions about this process or ESRC research funding rules.

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
  Monday to Friday 09:00 to 17:00 (UK time, excluding public and other holidays)
Annex I: Centre director’s transition review report (case for support)

The Centre director’s transition review report provides the main body of the application, outlining both the track record of the centre and the proposed work programme. The centre director’s transition review Report should cover the full period of the centre’s operation, not just the most recent funding period, as well as plans for future activities being proposed. However, when giving examples of impact, centre directors may wish to focus in more detail on recent examples to which they wish to draw assessors’ attention and the activity being proposed. The report should include the following information:

Cover page (one page)
- ESRC Grant reference number:
- Name of centre:
- Centre Director (PI):
- Host research organisation:
- Existing Grant end date:
- Amount of ESRC Funding applying for*:
- Length of transition funding applying for (months):
  * Please refer to the ESRC contribution detailed in your invitation to apply for transition review

Part 1: Summary (two pages)
- Achievements to date
- Plans for the future

Part 2: Introduction – in brief (one page)
- General background to the centre (ie how the research group came together and the origin of the research programme)
- Overall size and distribution of the centre
- When the centre began and subsequent changes
- Special features of the centre (eg topic spread, capacity building activities)
- Overview of centre aims
- How the centre has contributed to the ESRC’s strategic priorities to date

Part 3: Key outputs and impacts to date (two pages)
Highlight the major impacts achieved by the centre that you wish to bring to the Assessors’ attention, including conceptual, instrumental, capacity building and networking impacts. This should include:
- three or four examples of outstanding science from the grant (meaning scientific impacts)
- three or four examples of high-impact activities that have been successful in building capacity and bringing the grant’s work to non-academic groups (meaning societal and economic impacts).

(Please ensure outputs and activities to which you refer are outlined in full on Researchfish – do not duplicate here. Main publications and other outputs (such as, software, datasets
etc) from the centre should also be listed separately on Researchfish. Please do not duplicate here.

The examples you include in this section should include evidence that supports the impact claim, either directing the Assessors’ attention to information to be found on Researchfish in a record (such as a recognition) or providing a narrative that links a number of activities recorded on Researchfish that have resulted in an important impact (including conceptual, instrumental and capacity building/networking impacts).

This section should outline the track record of the centre only. Next steps that will be taken, with the additional funding proposed, to ensure uptake and application of the research findings should be outlined in the Pathways to Impact attachment to accompany this report.

Part 4: The Director’s role and centre management (one page)
- Discuss how the management of the centre has led to research that has been of higher quality and impact than individual standalone projects would have been likely to achieve?
- Briefly describe and comment on any particular challenges, problems and unexpected events that were encountered and their impact on the centre - and their likely implications for the additional period of funding proposed.

Part 5: Outline Planned Programme of Work (six pages)
This section is equivalent to an outline phase application for ESRC funding. Relevant research context, theory and methods need not be outlined in detail. Rather the emphasis should be on the activities to be undertaken during transition funding, work packages proposed and plans to achieve impact outcomes intended. The programme of work proposed must be coherent with the aims and work of the centre to date.
- Aims and objectives of the proposed programme of work (and how they relate to the centre’s aims and ESRC’s aims in providing this funding)
- Planned programme of work to support academic and economic and societal impact (required)
- Planned programme of work to support new research and capacity building (if applicable)
- Alignment with ESRC and UKRI strategic priorities