



ESRC Legacy Centre Status Review Application checklist

This is non-standard funding which requires non-standard financial information on Je-S and in attachments.

This checklist is for applicants' use to help complete the Legacy Centre Status Review application on Je-S correctly without common administrative errors.

Please refer to detailed instructions in the Legacy Centre Status Review Je-S guidance and in the Legacy Centre Status Review Costings Attachment on how to complete the information required for legacy centre funding.

This checklist does not need to be submitted with your application.

Je-S Proposal		
	Y/N	Notes
On Je-S, please check you have selected the correct call - ESRC Legacy Centres Call - invitation only?		
Are the full economic costs/total value of the requested cost no more than £100,000 (100% fEC) and £30,000 per 12 month period?		
Is the duration requested no more than 60 months?		
Grants will typically start <i>the day after the end date</i> of your existing full centre or transition centre funding grant. If that does not apply to you, have you discussed your proposed start date with the centres co-coordinator and your investment manager?		
Are all principal investigators and co-investigators registered with Je-S?		
Please ensure your total individual time commitment and that of any co-investigators - on this and any other ESRC funded projects - is no more than, 37.5 hours per week?		
Directly Incurred costs should typically include travel and subsistence costs related to KE and impact generating activities. Please ensure you are claiming 100% fEC costs correctly: Have all directly incurred costs been entered as ' <i>other directly incurred costs</i> ' and have you ticked the box to mark it as 'exceptions' on Je-S?		
Recommended - Have you included attendance costs to enable participation of the centre director (and co-directors) with the		

network of other ESRC centres such as at an annual investment directors meeting?		
<p>Staff costs/fees. If these are included in your costs, please check:</p> <ul style="list-style-type: none"> • Are these costs no more than a third of the total value of the amount requested? • Are costs only included to provide administrative or communications support, user capacity building, knowledge exchange and impact-generating and activities? • Are all <i>directly allocated</i> staff costs entered as normal – i.e. at 80% fEC? • Are all directly incurred staff costs entered as exceptions (see above)? • Please consider contacting the ESRC office to check your costs before submission. 		
<p>Secondments to user organisations. If these are included in your costs, please check the following:</p> <ul style="list-style-type: none"> • Are all directly allocated costs entered as normal – i.e. at 80% fEC? • Are all directly incurred staff costs entered as exceptions (see above)? • Are these costs – when added to staff costs - no more than a third of the total value of the amount requested? • Please consider contacting the ESRC office to check your costs before submission. 		
Equipment, social survey and estates and indirect costs are not eligible for this funding. Please ensure they are not included.		
ESRC associated studentship(s) are not permitted under this call. Please check you have not included them.		
Legacy Centre Status Costings Template		
Please check that all costs included in the Je-S online proposal form and the Legacy centre status costings attachment are the same and are fully justified in the ' Justification of resources ' attachment		
Please ensure that you start your costings in the quarter in which the legacy funding would start (i.e. you change the number of the first column in the template to the appropriate quarter for your proposed start date) - see template instructions for further details.		
Je-S Proposal Attachments		

<p>Have all of the relevant attachments been uploaded as PDFs?</p> <p>Please ensure all attachments are in a minimum font size 11 and have 2cm margins on all sides.</p>		
<p>Have you uploaded the centre director's preliminary final report? (please upload as 'other' attachment) <i>mandatory</i></p> <p>Is the report no more than 25 sides A4?</p>		
<p>Have you uploaded the Case for support? (up to three sides A4) <i>mandatory</i></p>		
<p>Have you uploaded the Sustainability plan? (one side A4) <i>mandatory</i> (please upload as 'other' attachment)</p>		
<p>Have you uploaded the Pathways to impact? (three sides A4) <i>mandatory</i></p>		
<p>Have you uploaded the Justification of Resources? (two sides A4) <i>mandatory</i></p> <p>Does this include a full breakdown on all requested costs?</p> <p>Does this include a detailed proposal for the first two years of funding and a provisional costing for the further 3 years?</p>		
<p>Have you uploaded the Legacy centre review costings attachment (one side A4) <i>mandatory</i> (please upload as 'other' attachment).</p>		
<p>Have you included CVs for all named researchers on the grant and all of the Co-I and PIs involved in the centre? (two sides A4 each) <i>mandatory</i></p>		
<p>Have you uploaded the Institutional letter of support as 'letter of support' - signed and dated within 6 months of the application submission date? (two sides A4) <i>mandatory</i></p>		
<p>If relevant, have you uploaded a Data management plan? (three sides A4) <i>optional</i></p>		
<p>If relevant, have you uploaded letters of support from project partners to Je-S in the <i>project partner</i> section and not in the attachments section? (two sides A4) <i>optional</i></p>		
<p>If relevant, have you uploaded letters of support from research users as 'other attachment'? (two sides A4) <i>optional</i></p>		
<p>Has your proposal been approved and submitted to the ESRC by your institution?</p>		