



## ESRC Legacy Centre Status Review – Invitation Only

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## Call summary

### Call type:

Invitation only

### Closing date:

Please see letter of invitation

### Funding available:

£100,000 over five years (max £30,000 in any 12 month period)

### How to apply:

Proposals are invited via Je-S

*(Please ensure all DI costs are marked as 'exceptions' under the Other DI fund heading to attract 100% funding model. DA staff costs should be entered as detailed below and will be paid at 80%)*

### Assessment process:

This call will incorporate an internal review stage. Proposals will be judged on the centre's track record and planned programme of work (<https://esrc.ukri.org/funding/guidance-for-applicants/impact-innovation-and-interdisciplinarity/>).

### Key commissioning dates:

Please refer to your letter of invitation

Legacy Centre grants will typically start the day after the end date of the existing centre or transition funding grant. Please contact your investment manager if you have queries on grant start date requests.

### Contacts:

Please contact the Legacy Centre Status Review coordinator or your ESRC Investment Manager on [centrespolicy@esrc.ac.uk](mailto:centrespolicy@esrc.ac.uk), 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@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk)  
Telephone: 01793 444164  
Monday to Thursday 08.30 to 17.00, Fridays 8.30-16.30 (UK time, excluding public and other holidays)

**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**  
<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>
- **ESRC guidance on ‘How to write a good research grant proposal’**  
<https://esrc.ukri.org/funding/guidance-for-applicants/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)  
[ieshelp@rcuk.ac.uk](mailto:ieshelp@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 user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

- **Scheme specific guidance**  
<https://esrc.ukri.org/funding/guidance-for-large-investments/legacy-centre-status/>

For further information please contact the Legacy Centre Status Review coordinator on [centrespolicy@esrc.ac.uk](mailto:centrespolicy@esrc.ac.uk) or your investment manager.

**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 the UKRI’s Joint Electronic Submissions (Je-S). 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.

There is one possible category of organisation from which proposals can be submitted:

- 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 help text 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 help text <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupajeSaccount/SettingupajeSaccount.htm>

It is recommended that applicants forward their proposal to the organisation submitter pool in good time 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 ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool - this means the proposal is still with the organisation but is **not** yet submitted to the research council. The final submission process is the responsibility of the host institution, and 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 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 proposal

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

Please note that **the deadline for research organisation submission of proposals is detailed in your letter of invitation to apply**. 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.

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 (i.e. head of department) and submitter pool (i.e. central finance office), and the ESRC 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 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 Legacy Centres Call – invitation only 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 help text for additional information.

Please note you may return to edit saved documents at any time.

### **PLEASE NOTE Non-standard completion of costs information**

- Costs requested from the ESRC should be entered in the 'Resources' section of the Je-S form but all DI costs should be entered under Other Indirect Costs and marked as an 'exception' to ensure that eligible costs are requested at 100% fEC.
- If DA staff costs are requested, these can only be paid at 80% fEC.
- You must also detail the way in which these costs will be profiled per financial year in the Legacy Centres Status Review costings attachment provided and include it as an attachment. Please note that ESRC will do its best to match the requested costing profile; the profile is likely to be slightly different as ESRC will hold a final payment in the last quarter of the grant pending receipt of the final expenditure statement.

### **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)

- For 'Proposal Call', select Legacy Centres Call-invitation only. Please note that the option will only be available once the call is live. The date that this will be live will be included in your letter of invitation to apply.
- Your start date should not typically be on or before the end date of the ESRC centre or transition grant coming to an end. Legacy Centre grants will typically start the day after the end date of the existing centre or transition funding grant. Details of these dates will be provided in your letter of invitation. Please contact your investment manager if you have queries on grant start date requests.
- Your grant should be a proposed duration of no more and no less than 60 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

This funding is not intended to fund research or *ad hoc* engagement activities (such as day to day relationship building meetings with stakeholders) . Typically Principle Investigators (Centre Directors) are not expected to be requesting costs for their time. Research staff costs should not be requested unless required to support communications/ knowledge exchange activities that require specialist research expertise or as a secondment to a user organisation.

However, ESRC require the name of the principal investigator (PI) and any principle co-investigators (Co-I) to be included in the application – as supporting evidence of the ongoing credibility and sustainability of the Centre applying for Legacy Centre Status. This also ensures that we can check for conflicts of interest. Please ensure that you also include CVs for those named in the application.

- **Please note** the PI and named Co-Is whose CVs you are including in application for Legacy Centre Status (but not funding) should be entered as normal under the appropriate DI or DA section but the time allocation/ salary rate should be entered as zero.

If you are, *as an exception*, claiming costs for a co-investigator to undertake *structured, / planned* knowledge exchange activities (such as events, workshops etc that go beyond day to day engagement) that require specialist research expertise or as a secondment to a user organisation, costs should be recorded as follows:

- Directly Incurred PI/ Co-I staff costs should be entered under 'Other Directly Incurred Costs' (please tick the 'Is Exception' box to ensure 100% costs claimed).
- Directly Allocated PI or Co-I time and costs should be entered as normal (and will receive the 80% fEC funding model.)

N.B. As a guide, we would expect all staff costs combined to amount to no more than a maximum of a third of the total value of the grant (at 100% fEC) requested.

The credibility, nature, and intended outcomes (e.g. outputs and benefits to the user organisation) of the secondment or specialist knowledge exchange activities must be included in the justification for resources section.

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI should be the centre director and will take intellectual leadership of the project, even if the activities are largely conducted by other members of the centre team; the PI will be the contact person for ESRC 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.

Please contact the ESRC if you propose to change PI ahead of application for Legacy Centre Status or apply for Legacy Centre Status with a new PI. Standard processes around change of grant holder may apply (see ESRC Research Funding Guide, p37: <https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>).

If the application proposes a new PI (centre director) at the start of the award, the new PI may be named as PI on the Je-S application. Whether a new PI is intending to take over the centre at the start or during the award, the application should very briefly outline succession planning in the attached preliminary final report. It will be important that the application demonstrates clear continuity in the work programme of the centre regardless of change of PI, so that the application is demonstrably not associated with a new centre.

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

Please note that names of co-investigators from an established business, civil society or government body based in the UK can be listed as a **co-investigator** – as supporting evidence of the ongoing credibility and sustainability of the Centre applying for Legacy Centre Status.

If you wish to claim costs for an co-investigator in business, civil society or government bodies to undertake planned support for knowledge exchange, communications/ translation or user capacity building activities, costs should be entered under 'Other Directly Incurred Costs'

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:

If costs related to activities are requested, the Co-I 'time' allocation and salary costs must be entered under the standard Co-I section but entered under 'Other Directly Incurred Costs' (please tick the 'Is Exception' box to ensure 100% costs claimed).

If the Co-I is included solely for the purposes of Legacy Centre Status Review (and not funding) please enter the time allocation and salary rate as zero.



The costs associated with the participation of the UK Co-I's business or civil society body must then be entered under 'Other Directly Incurred Costs' (please tick the 'Is Exception' box to ensure 100% costs claimed).

N.B. All PI, Co-I and staff costs combined should only amount to a maximum of a third of the total value of the grant (at 100% fEC) requested.

In addition, the project costs associated with these types of Co-I contributions must not exceed 30% of the total value of the ESRC grant. (It is important to note that the **combined** costs for *International* co-investigators, and *UK Business, Third Sector and Government Body* Co-investigators must not exceed 30% of the total value of the ESRC grant.)

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the knowledge exchange/ impact and/ or user capacity building activities proposed. 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 staff costs cannot be claimed for 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 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@rcuk.ac.uk](mailto: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).

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.

Please see specific guidance on requesting these costs to ensure you have met ESRC requirements. <http://www.esrc.ac.uk/files/funding/guidance-for-applicants/inclusion-of-uk-business-third-sector-or-government-body-co-investigators-on-esrc-proposals/>

### **International co-investigators**

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an ESRC-eligible UK research organisation will be eligible to be named as an international co-investigator – as supporting evidence of the ongoing credibility and sustainability of the Centre applying for Legacy Centre Status.

Co-investigator 'time' allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero.

This funding is not designed to primarily fund international research networking opportunities, for which there are other opportunities for funding <https://www.ukri.org/research/international/international-funding-opportunities/>.

However, costs incurred by the international Co-I are eligible when international engagement is part of the centre's proposed knowledge exchange, user capacity building and impact generating activities. All costs associated with the international co-investigator –such as travel and subsistence - should be entered as 'Other Directly Incurred' and should be marked as an 'Exception' using the tick box. All costs should also be prefixed with 'Overseas:'.

The ESRC will fund 100% of justified project costs(except staff costs) incurred in participating in the legacy centre funded activities, however, international costs must not exceed 30% of the overall cost of the grant (at 100% fEC). (It is important to note that the **combined** costs for *International* co-investigators, and *UK Business, Third Sector and Government Body* Co-investigators must not exceed 30% of the total value of the ESRC grant.)

It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk ([jeshelp@rcuk.ac.uk](mailto: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). Please ensure you initiate such discussions as soon as possible before the call closing date.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the project. Applicants must also state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the proposal relate to international research organisations.

Please see other specific guidance on inclusion of International co-Investigators <http://www.esrc.ac.uk/files/funding/guidance-for-applicants/international-co-investigator-policy-guidance/>

### **Objectives**

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

### **Summary**

Provide a plain English summary of the activities 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 and that it is suitable for communication with a non-specialist audience (4000 character limit)

### **Academic beneficiaries**

Please summarise how your proposed activities will contribute to pathways to impact for the research conducted to date and / or user capacity building, both within the UK and globally. This should include how the activities will benefit other researchers in the field (based in Research Organisations) 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 activities being undertaken and give details of how they will benefit and how the learning from the proposed activities will be disseminated. Also describe the relevance of the activities to beneficiaries. (4000 character limit)

Please note that this section may be published to demonstrate the impact of council-funded research. Please ensure confidential information is not included in this section and that it is suitable for communication with non-specialist audiences.

For further detailed guidance please access the help text page linked to this Je-S section.

### **Staff duties**

Summarise the duties of the staff members that relate to the Legacy Centre funded activities and wider centre activity whether or not you are requesting staff costs to deliver an activity. Please make it clear which staff are associated with the activities to be funded and their relationship to those engaged in wider activities.

Ensure that it is clear why it is necessary for *each person to be funded* to perform this role at the resource level you have requested. (2000 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 and engaged in the activities and to work towards co-production of knowledge with research users where appropriate. It is vital that all projects funded by ESRC maximise the opportunities to have an impact on improving economic and societal outcomes and this is the core aim of this funding.

Please address the following three questions (4000 character limit):

- **Who will benefit from the proposed activities?** List any beneficiaries from the activities, for example those who are likely to be interested in or to benefit from the proposed activities - both directly and indirectly.
- **How will they benefit from these activities?** Describe the relevance of the activities to these beneficiaries, identifying the potential for impact on social and economic outcomes 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 activity.

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 and that it is suitable for communication with non-specialist audiences.

For further detailed guidance please access the helptext page linked to this Je-S section.

### **Ethical information**

This section must be comprehensively addressed. (4000 character limit)

Applicants must ensure the proposed activities 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 (<https://esrc.ukri.org/funding/guidance-for-applicants/research-ethics/>) contains a full explanation of our approach, with guidance for applicants.

### **Resource summary**

The resource summary on Je-S is populated automatically. Please check that this summary has identical figures to those included in the 'summary of resources' sheet in the Legacy Centre Status Review costings attachment

### **Other support**

Enter details of any support sought or received from any other source for this or other research or knowledge exchange/ impact/ capacity building activities 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 at <https://esrc.ukri.org/funding/guidance-for-applicants/resubmissions-policy/> on the ESRC website. 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 research grants.

### **Staff**

Limited (DI or DA) staff costs/fees may be requested to provide administrative or communications support for the impact-generating and capacity building activities proposed. As a guide, we would expect total staff costs to be no more than a maximum of a third of the total value of the grant (at 100% fEC) requested.

This funding is not designed to support research staff, visiting researchers or technicians but limited staff costs may also be requested to support secondment to a user organisation. The credibility, nature, and intended outcomes (e.g. outputs and benefits to the user organisation) of the secondment must be justified.

- If your project requires Directly Incurred staff costs to undertake an activity, their details should be entered under 'Other Directly Incurred' in the 'Resources' section and be marked as an exception to attract the 100% fEC funding model. 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable.
- Directly Allocated staff costs can also be included but these will only be funded at 80% fEC.

### **Associated (project) studentships**

Associated (project) studentships are not eligible for this call.

### **Resources**

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

Legacy Centre Status and funding will be provided for 60 months with an maximum total ESRC grant value of £100,000. Please note we will fund DI costs at 100% fEC. Limited DA staff costs may be requested but will be paid at 80% fEC. No more than £30,000 may be requested in any 12 month period. The profile of costs requested must be detailed in the 'Legacy Centre Status Review costings' attachment – see template instructions for specific guidance.

### **Other Directly Incurred costs**

It is anticipated that most costs requested under this funding will be entered in this section.

Costs that can be claimed under 'Other Directly Incurred' costs, include Travel and Subsistence costs (including destination and purpose), project specific consumables, consultancy fees, and any Directly Incurred staff costs claimed under the terms of the funding and must be fully justified.

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' (not including staff costs unless justified). All costs associated with international co-investigators, should also be prefixed with 'Overseas'. All costs relating to UK business and/or civil society co-investigators and/or international co-investigators must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the 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 ensure that you mark all costs you request as an 'Exception' using the tick box to claim these at 100% FEC.

### **Equipment, social survey and estates and indirect costs**

These costs are not eligible for this funding. Unless exceptionally agreed with the ESRC this section should be entered with a **nil request**.

### **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 'Project Partner 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 (not in the attachments section).

### **Timetable (optional)**

The format of this section is unlikely to be appropriate for your planned activity. Please include an equivalent timetable for the proposed activities within your outline of proposed activities in the Pathways to Impact attachment.

### **Data collection (optional)**

Data collection is not intended to be funded through legacy centre funding but applicants must adhere to ESRC policy on data management planning and datasets deposition requirements for data intensive investments in the ESRC Research Data Policy (<https://esrc.ukri.org/funding/guidance-for-grant-holders/research-data-policy/>) and in the Research Funding Guide (<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>). Explain clearly how you will meet these requirements if relevant to your proposal.

### **Reviewers (academic and user)**

There is no need to nominate reviewers for this call as we will approach assessors to provide independent review, as outlined in your letter of invitation to apply.

### **Classifications**

Please identify whether the activities will involve significant collaborative contributions from colleagues outside of the UK. If 'yes' please expand within the 'Case for Support' attachment.

### **User involvement**

Please specify the nature of 'users' engagement with your activities. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the research. Users may include researchers based in user organisations. 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; <https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm>

The following are mandatory Je-S attachments for this call:

#### Legacy Centre Status Review

- Case for support for status– track record - up to 3 pages
- Centre director’s preliminary final report – as per standard guidance Centre or Group Director’s Final Report Guidelines (<https://esrc.ukri.org/funding/guidance-for-large-investments/>) – 12-25 pages (please upload as ‘other’ attachment)
- Institutional letter of support from the host RO – up to 2 pages
- CVs – 2 pages max per person
- Sustainability Plan – 1 page only (please upload as ‘other’ attachment)

#### Legacy funding

- Pathways to impact –and impact generating activities - up to 3 pages
- Justification of resources – 2 pages
- Legacy centres status review costings attachment – 1 page pdf attachment (please upload as ‘other’ attachment)

#### Optional attachments – if relevant

- Project partner letter of support – 1 page per partner
- Research user letter of support - 1 page
- Other final/interim reports
- List of publications

**Important note:** If you are unclear about whether you can include a specific attachment please contact your investment manager or [centrespolicy@esrc.ac.uk](mailto:centrespolicy@esrc.ac.uk) for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject proposals that include attachments not permitted on this call.

#### **Case for support – track record (maximum of three sides of A4)**

This is the body of your application for Legacy Centre status only. It must not exceed three pages and must include the following sections to summarise the track record of the centre, in particular in achieving impact, to date. Please reference the preliminary final report attachment for further detail:

- General background to the centre (i.e. how the research group came together and the origin of the research programme)
- Overview of centre aims
- Special features of the centre (e.g. topic spread, capacity building activities)
- When the centre began, overall size and distribution of the centre - and subsequent changes
- How the centre has contributed to the ESRC’s strategic priorities to date
- Key outputs and impacts to date - including conceptual, instrumental, capacity building and networking impacts. This should include:
  - three or four examples of outstanding science from the grant (ie 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 (ie societal and economic impacts).

- The management of the centre to ensure greater coherence across the work programme and impact than individual standalone projects.

### **Sustainability plan (maximum of one A4 side)**

ESRC Legacy Centre funding is intended to constitute a minor contribution to the total resources available to an already self-sustaining centre. The funding should be used to facilitate additional activities to supplement the centre's wider activities. It is important that the centre can demonstrate its sustainability as a centre, and, at a minimum, a credible plan for using the Legacy Centre Status to support a centre's ongoing sustainability. The sustainability plan should demonstrate the supplementary nature of legacy funding to the centre's overall activity by outlining the planning to support the wider activities of the centre during the five year period. This sustainability plan be included as an attachment and should outline:

- 1) An overview of the full scale of activities being undertaken / planned by the centre over the 5 year period
- 2) Your sustainability planning process to date and your approach to sustainability planning to guide the centre going forward.
- 3) How the centre is currently sustained financially.
- 4) How the centre's full activities will be sustained over the next 5 years.

This plan could include other funding or in kind support already received from the RO and / or other funding sources, and sources of support and funding that you propose to exploit or apply to in future. In describing current and future funding, this may include income from:

- a. Teaching (split across UG/PGT/PGR) and professional development courses
- b. Grants (including details of sources of funding received to date/ and reasoning around sources to be applied for)
- c. QR income
- d. Other (This could include ways in which you intend to generate income for the centre through other related activities not funded through the legacy grant) to support further research or impact generating or capacity building activity e.g. income generated through training/ professional development/ methods course, consultancy)

Where relevant, applicants should provide evidence of additional support from (non-research organisation) partners as Project Partner Letters of Support (<https://je-s.rcuk.ac.uk/Handbook/pages/OutlineProposals/ProjectPartners.htm>), detailing the contribution to the centre's wider work or the proposal and should be included as an attachment to the 'project partner' section on Je-S (not in the attachments section).

Applicants should detail the strategic contribution of the RO in terms of planning and managing the sustainability of the centre (and any financial support provided -a., b. or c. above) in then institutional letter of support.

### **Centre directors' final report (between 12 and 25 sides of A4)**

This provides additional supporting evidence of the centre's your track record in application for Legacy Centre Status. The preliminary centre director's final report should cover the full



period of the centre's operation, not just the most recent funding period. 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. The examples of impact you include should support the impact claim made in your Key findings and Narrative Impact sections on Researchfish. Centre directors should note the full guidelines to use when undertaking the final report which are available on the [ESRC website](#). Please outline in your final report how networking, planning and management systems have allowed you to respond to unexpected opportunities and challenges to date.

You will have the opportunity to update your final report for reporting purposes after decisions have been made, if needed.

### **Institutional letter of support (maximum of two A4 sides)**

The Institutional Letter of Support should be attached as a 'letter of support' on Je-S. This institutional letter of support from the host RO should briefly (one page) outline:

- How the centre is embedded into the strategy of the host RO (and any other ROs involved in the centre).
- How in the longer term the work of the centre will be sustained by the relevant research organisation

This may refer to the research priorities of the institution or other strategic considerations influencing the support of the institutions engaged in supporting the centre. The letter should be dated within six months of the submission date and be signed by the Pro-Vice chancellor of research (or equivalent role) from the lead organisation. Eligibility requirements for legacy status or funding do not include a minimum financial commitment from the RO. However, evidencing convincing sustainability planning for the centre will be important in establishing the centre's ongoing credibility as an ESRC centre. This planning may include support from the RO as well as other sources of funding.

### **CV (maximum of two sides of A4 per person)**

Please provide summary CVs for PI/ Co-Is relevant for consideration of the Centre's credibility for legacy centre status. Please also provide summary CVs for any other **staff members** names on the grant funding request. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a shortlist of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides per person.

### **Pathways to Impact – and proposed impact generating activities (maximum of three sides of A4)**

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 applicant to ensure that opportunities for users to benefit from the Legacy Centre funding, and thus for achieving economic and societal impact, are maximised. The programme of work proposed must be coherent with the aims and work of the centre to date. The Pathways to Impact is your opportunity to describe how the activities will support additional impacts from your research to date. This section provides the opportunity to outline:

- a) How you will approach engaging research users during the Legacy Centre funding period and
- b) The specific activities you propose to undertake

You should include details of:

- The aims and objectives of the proposed activities. It should briefly outline the research to which these activities relate (these could be past, present or future activities where these relate to scoping new activity with stakeholders).
- Outline the relevant policy or practical background.
- Evidence of the need for, or interest from stakeholders, in these activities.
- Give a description of the proposed activities and the reasons for their choice.
- A brief outline of how the activities will contribute to maximizing the potential for impact from the research activities of the centre to date – or ongoing.
- An outline of how the proposed programme of activities and its outputs will be coordinated and integrated with the wider work of the centre, including the engagement of centre leadership and any advisory or governing groups.
- Please also outline in brief in how you intend to use networks, systems and processes, or adapt/ develop them, to enable you to adapt swiftly to opportunities and changes in the research landscape.
- The bibliography for key references cited in the proposal should be attached under the 'list of publications' attachment.
- Please indicate if you think that your proposal may be eligible for [Overseas Development Aid](#) related funding.

This attachment is specific to outlining how you will achieve the aims of the Legacy Centre funding in terms of engaging with users and beneficiaries of the research who are outside of the academic research community. User communities for ESRC 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.

In describing plans to maximise impact, applicants should consider what is achievable and expected during the Fellowship period. If you do not feel that your activities have 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 work, assessors may comment on the applicant's reasoning during consideration of the proposal and may consider the centre ineligible for this type of ESRC funding.

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. A statement about our expectations of the research we fund is at <https://esrc.ukri.org/funding/guidance-for-applicants/impact-innovation-and-interdisciplinarity/>.

Please detail how the proposed project will be managed to engage users and beneficiaries and increase the likelihood of impacts. Applicants should consider the range of stakeholders who have potential influence on your success in achieving impact and their current level of engagement and interest in the research, to help you shape your impact generating approaches.

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

### **Justification of resources (maximum of two sides of A4)**

A two-side A4 statement justifying that the resources requested are appropriate to undertake the activities. The justification of resources should explain why the resources requested are appropriate for the activities proposed, taking into account the nature and complexity of the 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.

Detailed proposals for planned activity for the first two years should be provided. To allow for flexibility to respond to opportunities, plans for the following three years may be provisional on application, outlining likely activities, the detail of which may be agreed in year two with your ESRC investment manager.

For further guidance, please refer to the Je-S guidance: <https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCspecificRequirements.htm>

### **List of publications (maximum of one side of A4)**

The bibliography for references cited in the funding proposal only should be attached. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

### **Other final/interim reports (maximum of three sides of A4)**

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

### **Final report on the transition funding grant ending**

- If your centre is currently receiving transition funding: the preliminary version of the Final report included in this application for Legacy Centre Status is also a requirement of transition funding and will cover the full period of the centre's funding since inception. If successful in applying for Legacy Centre Status, a short update on the final months may be requested at a later date.
- Final reporting on the outcome of the Legacy Centre Status grant will be the same as for standard ESRC grants <https://esrc.ukri.org/funding/guidance-for-grant-holders/>.

### **Project partner letter of support (maximum of one side of A4 per partner) (Optional – if relevant)**

If you have secured a commitment from another individual, (non-higher education) organisation or funding body to provide additional resources for this project, the details of that support should be entered in the 'project partner' section of the online Je-S form.

Please note that the 'Project Partner letter of support' from each partner organisation confirming the level of support specific to this proposal must also be included as an attachment in the **project partner section** not in the attachments section on Je-S. Project partner letters of support should be dated and no more than 6 months old.

**Research user letters of support to evidence impact (*maximum of one side of A4 per partner*) (*Optional – if relevant*)**

If you wish to evidence the impact of the centre through a letter of support from a research user with whom the centre works closely you may attach a 'Research User Letter of Support'. This can be uploaded as an 'other attachment' and detail the ways in which you have engaged with the research user and any evidence that the work of the centre has had an impact on their decision-making or practice. Letters may also be provided where they are essential to the successful conduct of the activities (e.g. confirming access to datasets, or confirming access to or use of the facilities provided by the named organisations). General letters of support that are not essential for the successful conduct of the activities or do not confirm the impact of the centre on their work should not be included.

**Proposal cover letter (*maximum of one side of A4*) (*Optional – if relevant*)**

If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included. A covering letter summarising the major revisions must accompany the proposal.

**Legacy Centre Status Review costings attachment (*maximum of two A4 sides*)**

Please outline the profile of the payment of costs requested from ESRC (evidencing no more than £30,000 in any 12 month period has been requested). Please use the Legacy centre Review costings attachment which includes further guidance on how to complete the sections. Centre directors should explain the proposed profiling of costs in the justification of resources attachment.

**Proposal classifications**

The information provided in this section will be used by us to monitor our funding. 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. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50% of the proposed programme of activities 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. Please note this information is used to determine eligibility for ESRC funding.

**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).

We would strongly encourage you to use the 'checklist for applicants' provided before you submit your application.

Please note that the proposal must be formally submitted by your organisation before **16.00 on the date indicated in your letter of invitation**.

### **Commissioning timetable**

Please see your letter of invitation to apply.

### **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**

Please contact the call coordinator for this Legacy Centres Status Review at [centrespolicy@esrc.ac.uk](mailto:centrespolicy@esrc.ac.uk) with any enquiries relating to your application.

Enquiries relating to technical aspects of the Je-S form should be addressed to:

- Je-S helpdesk  
Email: [jeshelp@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk)  
Telephone: 01793 444164