

ESRC-IRC UK/Ireland Networking Grants Je-S guidance for applicants

Call summary	2
Introduction	3
Joint Electronic Submissions (Je-S).....	3
Je-S accounts for applicants	4
Before creating your proposal.....	4
Creating your proposal	5
Completing your proposal.....	5
Project details.....	5
Co-Investigators.....	6
Objectives.....	7
Summary	7
Academic beneficiaries	7
Related/previous proposals	7
Staff	7
Resources	8
Project partners	9
Classifications	9
User involvement.....	9
Attachments.....	9
Case for support (maximum of three sides of A4).....	10
Ireland Budget Form	10
CV (maximum of two sides of A4 per person)	11
List of publications.....	11
Final/interim reports (maximum of three sides of A4)	11
Proposal cover letter/letter of support (maximum of one side of A4).....	12
Proposal classifications	12
Submit your proposal	12
Commissioning timetable.....	12
Tracking your proposal	12
Further enquiries	13

Call summary

Call type:

Networking grants

Closing date:

16:00 on Wednesday 17 June 2020

How to apply:

Proposals are invited via Je-S, and may request up to £10,000 in UK costs and €11,800 in Irish costs (direct costs paid at 100% - non-standard fEC). UK costs should be included in the Je-S form while Irish costs should be included in the Ireland Budget Form attachment.

Key commissioning dates:

- Opening date for submission of proposals on Je-S portal – Monday 2 March 2020
- Closing date for submission of proposals – 16:00 on Wednesday 17 June 2020
- Assessment period – July 2020
- Applicants informed – August 2020
- Projects commence from – October 2020
- Projects conclude – October 2021

Contacts:

- ESRC:
Chris Butcher / Sam Reilly
Email: ukirelandnetworking@esrc.ukri.org
Telephone: 01793 867839
- IRC:
Chiara Loda / Jennifer Cassidy
Email: socialscience.network@research.ie

Please read the full call specification for guidance before submitting your proposal.

Introduction

This is a guidance document created to assist applicants to this call in the completion of their proposal. It is specific to this call and should be used in conjunction with the following information:

- [ESRC Research Funding Guide](#)
- ESRC guidance on [‘How to write a good research grant proposal’](#)
- **ESRC-IRC UK/Ireland Networking Grants Call Specification** (downloadable from the call page: <http://research.ie/funding/uk-ireland-social-sciences-networking-grants/>)
- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word ‘Help’ in the top right-hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries)
JeSHelp@je-s.ukri.org or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted 8.30 – 17.00 Monday to Thursday and Fridays 8.30 – 16.30 (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:

See the Call Specification document.

For further information contact:

- ESRC
Chris Butcher / Sam Reilly
Email: ukirelandnetworking@esrc.ukri.org
Telephone: 01793 867839

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, both from the UK and Ireland, must hold Je-S accounts.

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

- UK and higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised

Independent Research Organisation*). A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>.

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 [Je-S helptext](#).

Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see [helptext](#).

It is recommended that applicants forward their proposal to the organisation submitter pool in good time (ie. at least a week before the call deadline) 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 (UK only) authorised to approve the proposal and do the final stage of submission. At this stage, no formal institutional endorsement is required from Irish applicants.

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 ESRC. 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 ESRC.

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 UKRI research councils' Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for research organisation submission of proposals is 16:00 on 17 June 2020**. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**.

There is a collective responsibility on both applicant and research organisation to ensure submission meets this deadline and therefore internal organisation submission issues are not considered an appropriate justification reason to extend a deadline. You can view all Je-S registered organisations via page <https://www.ukri.org/funding/how-to-apply/eligibility/>, 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](#).

Select 'Documents' then select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title (ESRC-IRC UK/Ireland Networking Grants 2020) and select from the list created. The remaining three selection fields will be automatically populated.

Select the 'Create Document' button.

It is the **applicant's responsibility to ensure that the proposal is created and submitted against the correct call** (and consequently correct scheme). We will **not accept** proposals for processing that are not submitted using the above call route.

Completing your proposal

The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

The left-hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed).

The details below are not an exhaustive step-by-step guidance, and we recommended that you refer to the Je-S helptext for additional information.

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

Project details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use "Your reference" to help distinguish easily between proposals in users' Current Documents lists. The reference is intended to be a unique identifier for the proposal, and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- Enter 'Project Title' (maximum limit of 150 characters)
- For 'Proposal Call', check that ESRC-IRC UK/Ireland Networking Grants 2020 is displayed. Please note that the option will only be available once the call is live on 2 March 2020.

- Your start date should not be before August 2020. Your grant should be a proposed duration of no more than 12 months.
- Once you have saved the Project Details section 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 the ESRC.

Principal Applicant and Co-Applicant

Enter the name of the principal investigator (PI) and any co-investigators (Co-I) if applicable.

Both the UK and Irish research teams should have a Principal Investigator, who will share intellectual leadership of the project. Due to technical reasons for the award processes only, **the UK PI should be listed as the PI in the Je-S form, whilst the Irish PI must be listed as a co-investigator.** This categorisation will not affect the Irish researchers' autonomy and leadership of proposed activities.

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

As salary costs are not applicable for this call please make sure that zero costs are added in the relevant section on the application form.

Post will outlast project

Select Yes or No. Please note, there is an expectation that the PI's post will be in place for the duration of a funded project. This means if this question is answered with "No" then a pop-up message will display, confirming that if the proposal is successful it is the RO responsibility to ensure the PI's post will be extended to match the project end date. By submitting the proposal, the RO is taking collective responsibility to comply with this request.

Co-Investigators

The project team may also include a number of additional Co-Investigators from eligible UK and ROI research organisations.

Please note that all Irish researchers (academic researcher PhD or equivalent from an established Republic of Ireland research institution), including the Irish Co-PI **should be listed as an Co-Investigators under this scheme.** There may be more than one.

While the UK Co-PI will be responsible for submission procedures, all other researchers involved in the proposal, including the Irish Co-PI, will also need to be registered on Je-S in order to be included in the proposal.

To register (and therefore be selectable on Je-S) the prospective co-investigator should firstly email the Je-S Helpdesk (JeSHelp@je-s.ukri.org) confirming that they are applying to be a co-investigator on an ESRC grant proposal being submitted by a UK research organisation. They should include the full name and full postal address of their international

research organisation. The Je-S Helpdesk will then check to ensure their research organisation is on the Je-S database and then reply to the international co-investigator directing them on how they can create the required Je-S registered account. The account will be registered once third-party verification (Helpdesk will accept verification from the submitting organisation) has been received. In order to minimise administrative burdens and costs to both applicants and ESRC staff, formal recognition will only be pursued should a positive funding decision be taken.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the proposed 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.

Objectives

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

Summary

Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. Please note that this section will be made available on the Gateway to Research database, therefore applicants should ensure confidential information is not included in this section *(4000 character limit)*

Academic beneficiaries

Please summarise how your proposed activity will contribute to knowledge, within the UK, Ireland and globally. This should include how the activity will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the activity to beneficiaries. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of UKRI-funded activity. Please ensure confidential information is not included in this section.

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

Related/previous proposals

Please state whether your application under this call is related to any proposals previously submitted to us. Please note the [policy on 'invite only' resubmissions](#). You must detail the appropriate related proposal and its relationship here. Select 'Related Proposals', then 'Add New Related Proposal Item' before entering the details of any related proposals.

Please enter the reference numbers of any support sought or received from us in the past five years via the 'Previous proposals' section. Please note that this only relates to previous ESRC research grants.

Staff

Staff costs are not eligible under this call and should not be included.

Resources

Awards may request up to **£10,000 in UK costs and €11,800 in Irish costs (direct costs paid at 100%)** each for a maximum period of 12 months. We expect to fund between 6-12 awards from this call, with the variance depending on the amounts requested and the quality of applications received. All resources requested must be fully justified in the 'Justification' attachment.

The UK Co-PI is responsible for completing the resources section on the Je-S form. **Cost lines should only include items associated with the UK project team, which must not exceed £10,000.** All costs associated with the Irish project team must be entered separately into the Irish Budget form. More guidance on the budget form is available below.

This is a non-standard fEC (full economic cost) call, and therefore applicants should apply for 100% of the direct costs of the activities which they wish to undertake. Travel and subsistence costs are eligible and are expected to constitute the majority of the requested costs. Conference costs, costs for venue hire, catering, photocopying, printing costs and costs related to setting up websites or other digital platforms may also be included.

However, as this is a non-standard fEC call the grants are not intended to support single research projects and **cannot** be used to fund:

- Salary costs
- Investigator costs
- Items of equipment and social surveys
- Other research costs

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support must be entered in the project partner section of the application form. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section.

T&S (UK Only) - add each item of Travel and Subsistence required for the UK component of the project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. To avoid delays in processing your application, please provide a breakdown of travel and subsistence for each individual and each trip incurred by the project.

Other directly incurred costs (UK only) – Including project specific consumables, costs for developing websites and venue hire (when justification is provided as to why the host RO, Co-I or project partner organisations are not able to provide appropriate venues), can be included.

Equipment – equipment costs are not eligible under this call and should not be included.

Social surveys – social survey costs are not eligible under this call and should not be included.

Consultancy fees, equipment, recruitment and advertising costs are also not eligible under this call and should not be included.

Project partners

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section. Project Partners cannot come from the Research Organisation of the PI or Co-Is.

Classifications

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

User involvement

If 'Users' have been/will be engaged with your activity, please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the activity. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your activity 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:

- Case for support
- Ireland Budget Form (attached as 'Other Attachment' type; see below)
- Justification of resources
- CV

List of Publications, Letter of Support, Proposal Cover Letter, and Other are optional attachments and should be included where necessary.

Important note: If you are unclear about whether you can include a specific attachment please contact ukirelandnetworking@esrc.ukri.org for advice, as unrequested attachments

can hinder the processing of your application. ESRC reserve the right to return or reject proposals that include attachments not permitted on this call.

Case for support (maximum of three sides of A4)

This is the body of your proposal. It must not exceed three sides and must include the following sections:

- An introduction setting the aims and objectives of the study in context. This should briefly sketch the main work on which the network will draw, with references. Any relevant policy or practical background should also be included. A clear link must be made between the aims and objectives and the scope and theme of the call.
- ESRC is committed to funding excellent research which is also adventurous, speculative and innovative, and with the potential for scientific and/or user impact. Where there are risks associated with such research please outline any measures which will be taken to mitigate them.
- It is vital that the economic and social impact of all projects funded is maximised. Consider potential beneficiaries and users involved in the development of the proposal and the delivery of the grant where appropriate. This should cover who will benefit from the proposed network, and the relevance of the network to these beneficiaries.
- Explain what steps you will take, to provide opportunities for users to benefit from your network, and to ensure that your networking activities has maximum economic and societal impact.
- Indicate the expected outputs - both academic and those orientated to (potential) users (e.g. articles, papers, datasets, events). Where possible, describe the expected impact.
- Include details of any potential for linkages to other research activities (for example, those supported by other funding bodies in the UK or beyond) or for international collaboration.
- Include details of any capacity-building activities. The format of the network, which should be appropriate to the aims and objectives of the proposal.

The planned participation policy; i.e. the status and identity of proposed speakers and participants could be included here. It may be appropriate to list potential participants for individual seminars if focused on a particular theme. The lists may be indicative rather than a comprehensive list of individual participants; where appropriate details of the commitment of individuals should be included.

This section should also include plans for publicity of the seminars or network activities, and any follow-up action for maintaining contact with the participants.

Ireland Budget Form

All networking costs attributable to the Irish component of the project must be listed in the Ireland Budget Form, under the relevant headings. These costs cannot exceed €11,800.

The Irish Co-PI is responsible for the completion of this attachment.

The Budget Form should detail all costs associated with the ROI researchers in the relevant tables. Genuine joint costs should be evenly divided in the appropriate table with 50% of the

overall item cost detailed in the budget table and the other 50% attributed to the UK and inserted into the Je-S form. If the project team considers a collaborative cost to be more beneficial to one side than the other, they can divide the cost as to how they deem appropriate.

As outlined in the call specification document, the following costs are **INELIGIBLE**:

- Salary costs
- Investigator costs
- Grant-associated studentships
- Items of equipment
- Other research costs, such as fieldwork, surveys and data collection, transcription costs or research assistance

Further instructions can be found on the Ireland Budget Form, downloadable from the call page: <http://research.ie/funding/uk-ireland-social-sciences-networking-grants/>

The completed budget form should be uploaded via Je-S as attachment type: Other Attachment.

ESRC will share this document alongside the rest of the proposal documentation with IRC after the call closing date.

Justification of resources (maximum of two sides of A4)

A two-side A4 statement justifying that the resources requested are appropriate to undertake the project. The justification of resources should explain why the resources requested are appropriate for the activity 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.

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

CV (maximum of two sides of A4 per person)

A CV for each applicant and named research staff member must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list 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.

List of publications

The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

Final/interim reports (maximum of three sides of A4)

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

Proposal cover letter/letter of support (maximum of one side of A4)

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.

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

Proposal classifications

The information provided in this section will be used by ESRC to identify appropriate peer reviewers. It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

The Proposal classification area is a harmonised (and expanded) structure agreed with other UKRI councils. Therefore, if your area of expertise crosses the remits of more than one UKRI council you will now only need to provide the information once.

Submit your proposal

After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a **mandatory requirement to be completed for this specific call**. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above).

Please note that the proposal must be formally submitted by your organisation before **16:00 on 17 June 2020**.

Commissioning timetable

- Opening date for submission of proposals on Je-S portal – Monday 2 March 2020
- Closing date for submission of proposals – 16:00 on Wednesday 17 June 2020
- Assessment period – July 2020
- Applicants informed – August 2020
- Projects commence from – October 2020

Tracking your proposal

There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the 'Show submission path' will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) – e.g. owner, approval pool, submitter pool or submitted to the ESRC.

Further enquiries

Enquiries relating to ESRC research funding rules and proposal procedures should be addressed to:

- Chris Butcher / Sam Reilly
Email: ukirelandnetworking@esrc.ukri.org
Telephone: 01793 867839

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 – Thursday 8.30 – 17.00 Friday 8.30- 16.30