UK Research
and Innovation

ARUA-UKRI GCRF Partnership Programme Research Excellence Call - Outline Proposals Je-S guidance for applicants

Call summary

The Research Excellence Call will seek to forge new relationships, create meaningful and productive linkages and secure synergies between the ARUA CoEs and UK GCRF awards and award holders, who together will build from existing activity to develop new proposals / projects explicitly aligned to the SDGs. Evidence used to review delivery on the overall aim and objectives of the call will include joint publications, joint supervisions, joint appointments, division of funding, leverage of additional funding from UK Higher Education Institutions.

Proposals should be firmly anchored in the existing expertise of the ARUA and UK PIs and Co-Is and clearly set out how they plan to connect and build upon that expertise to undertake new research.

Proposals will be assessed on: the excellence of research; the quality and strength of the proposed partnership; the potential to add significant value to existing ARUA and GCRF investments; the opportunities provided to African-based researchers to link into, build on and add to GCRF awards; the contribution to encouraging the participation of women in the research teams and addressing gender inequalities in the research.

Working through a "hub and spokes" model, proposals must also set out how applicants will work through ARUA members to reach out to and beyond less research intensive African universities and what benefits this is expected to bring.

Call type:
Outline proposal.

Closing date:
16:00 UK time on 15 August 2019.

Funding available:
Applicants can apply for up to £2m over a fixed three year period (1 April 2020 – 31 March 2023) using the Network Plus model or a standard collaborative research proposal model. All costs incurred in countries on the DAC list of recipients are eligible to receive 100% of the requested cost. Any UK costs requested will be awarded at 80% full economic cost (fEC) of the requested cost in line with standard UKRI rules.

How to apply:
Outline proposals submitted via Je-S.

Assessment process:
Outline proposals will be assessed by an independent panel.

Key commissioning dates:

14 June 2019	Outline Call announcement
End-June 2019	Outline Call opens in Je-S
15 August 2019 16:00 UK time	Call for Outline proposal closes
Mid-September 2019	Panel meeting for outline proposals
1 October 2019	Full Call opens for **invited** submissions only
21 November 2019 16:00 UK time	Full Call closes
November 2019 – January 2020	Internal checking of applications and peer reviews
Early February 2020	Panel meeting

| Late February / Early March 2020 | Funding decision is announced |
| I April 2020 | Awards start |

Contacts:

All queries about this call should be submitted to: gcrf@ukri.org

Contacts:
Anne-Mette Olesen, GCRF Policy Manager
Telephone: +44 (0) 1793 44 4599

Wendy Bown, GCRF Support Officer
Telephone: +44 (0) 1793 44 4421

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

Introduction

This guidance is created to assist applicants in the completion of their outline application. It is specific to this outline scheme and should be used in conjunction with the following information:

- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries) jeshelp@je-s.ukri.org or 01793 444164

  If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays). Out of hours: please leave a voicemail message.

  When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.
- **Scheme-specific guidance** https://www.ukri.org/research/global-challenges-research-fund/arua-gcrf-pp-for-capacity-building/

Other guidance:
- GCRF ODA guidance: https://www.ukri.org/files/funding/gcrf/gcrf-oda-guidance-pdf/

  GCRF Strategic Advisory Group: Criteria for GCRF Funding: https://www.ukri.org/files/legacy/gcrf-calls/gcrf-sag-criteria-for-gcrf-funding-pdf/
- Gender Equality in International Development: https://www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/
- Equality impact assessment: https://www.ukri.org/files/funding/gcrf/equality-impact-assessment-form-grta-call-pdf/
- UN Sustainable Development Goals: https://www.ukri.org/files/funding/gcrf/gcrf-oda-guidance-pdf/
- DAC list: http://www.oecd.org/dac/stats/documentupload/DAC_List_ODA_Recipients2014to2017_flows_En.pdf
- Research ethics: http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/

For further information contact:

Queries about this call should be submitted to: gcrf@ukri.org

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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 applications under this scheme must be completed and submitted through UKRI's Joint Electronic Submissions system (Je-S). To be able to do this the organisation must be registered (or self-registered) for Je-S, and the applicants must hold Je-S accounts.

Proposals can be submitted from the ARUA Centres of Excellence host universities which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other responsive mode schemes). A list of these organisations is available from the Je-S login page. The organisation will have previously set up the 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 helptext.
Please ensure that applicants select the 'Account Type: Research Proposal' and the option: 'An Applicant on a Standard or Outline Proposal' - see helptext.

If your organisation is registered, **it is recommended that applicants forward their application to the submitter pool at least 24 hours before the call deadline to allow sufficient time for the approval and final submission process.** The proposal must be submitted through Je-S to UKRI by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool – this means the proposal is still with the organisation but is **not** yet submitted to the research council. The final submission process is the responsibility of the host institution, and the UKRI cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants 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 application

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

Please note that **the deadline for Research Organisation submission of proposals is 16:00 on *15 August 2019*. You should allow sufficient time for completion of the Research Organisation submission process checks/ authorisation.** You can view all

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Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

Creating your proposal

To create your proposal:
1. Log in to Je-S.
2. On the Documents screen, select 'New Document'
3. On the Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted type in the outline call title (*ARUA Research Excellence Call*) and select from the list created. The remaining selection fields will be automatically populated.
4. Select the 'Create Document' button.

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 (green tick).

The details below are not an exhaustive step-by-step guidance, and we recommend 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 cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, select *ARUA-UKRI GCRF Partnership Programme - Research Excellence Call 2019*. Please note that the option will only be available once the call is live.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators if applicable. 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 take intellectual leadership of the project and manage the research; this individual will be the contact person for UKRI correspondence. All named investigators are responsible for ensuring that successful applications are undertaken and completed in the manner specified.

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 questioned is answered with "No" then a pop-up message will display, confirming that if the proposal is successful at a subsequent full call stage, 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.

UK co-investigators in business, civil society or government bodies
Please note that any researcher from an established business, civil society or government body based in the UK will be eligible to be listed as a **co-investigator** under *ARUA Research Excellence Call.*

International costs must not exceed 30% of the full 100% fEC cost of the grant. However, the total of these costs and the costs for UK co-investigators in business, civil society of government bodies must not exceed 30% of the full 100% fEC cost of the grant.

All costs incurred in countries on the DAC list of recipients are eligible to receive 80% of the requested cost. Any UK costs requested will be awarded at 80% full economic cost (fEC) in line with standard UKRI rules as per the following table:

Research Organisation Location	Direct Costs	Indirect (overheads and Institutional) costs
DAC list countries	Up to 100% eligible costs	Up to 30% of eligible direct costs
UK	Current fEC policy (80% direct & indirect)	

Please note that costs cannot be claimed from 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 applicant be short listed.

It is recommended that potential UK co-investigators from business, civil society or government bodies should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

All project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society costs' and must be entered into the costs section on Je-S as follows:

Co-investigator 'time' allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The co-investigator salary costs must then be entered under 'Other Directly Incurred Costs', as should all other claimed staff salaries and related costs associated with the UK Co-I's business or civil society body.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the proposal relate to the UK co-investigator's business, civil society or government body. Please note that UK co-investigator's business or civil society salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK co-investigator's business or civil society organisation.

Host/submitting institutions are reminded that for calls that encourage non academic COI's, that a suitable support structure should be in place to assist such individuals in registering for Je-S accounts and contributing to the research case.

International co-investigators
Please note that any academic researcher (PhD or equivalent) from an established International Research Organisation of comparable standing to an UKRI-eligible UK research organisation will be eligible to be listed as an international co-investigator under this call.

It is recommended that potential overseas based co-investigators should contact the UKRI case officer in the first instance if their organisation is not selectable as part of the Je-S person account registration process. If it is determined that the relevant organisation complies with the guidance above then Je-S Helpdesk (jeshelp@je-s.ukri.org) should be contacted to add them 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).

Applicants must also state clearly in the 'Justification for Resources' section of the Je-S form which costs in the application relate to international research organisations.

Please note that a 'Justification for Resources' attachment is not required for the Outline stage but will be required for outlines that are invited to the full proposal stage.

Objectives
The objectives of the proposed project should be listed in order of priority, and should be those that the investigators would wish UKRI to use as the basis for evaluation of work upon completion of any project grant awarded. *(4000 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 within the grant, and to work towards co-production of knowledge with research users where appropriate. It is vital that the economic and societal impact of all projects funded by UKRI is maximised.

Please address the following two questions:
- **Who will benefit from this research?** List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.
- **How will they benefit from this research?** Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.
- **What will be done to ensure that they have the opportunity to benefit from this activity?** Describe how you will communicate and engage with these

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stakeholder groups/ different audiences to ensure that they have the opportunity to benefit from the research.

Please note that this section may be published to demonstrate the potential impact of UKRI funded research. Please ensure confidential information is not included in this section. *(4000 character limit)*

Resource summary

All costs incurred in countries on the DAC list of recipients are eligible to receive 80% of the requested cost. Any UK costs requested will be awarded at 80% full economic cost (fEC) in line with standard UKRI rules as per the following table:

Research Organisation Location	Direct Costs	Indirect (overheads and Institutional) costs
DAC list countries	Up to 100% eligible costs	Up to 30% of eligible direct costs
UK	Current fEC policy (80% direct & indirect)	

All costs expected to be covered by UKRI funding should be included in this section; however, it is not expected that financial details will be precise at this stage. All prices and salaries should be calculated at current rates. Costs will need to be broken down as described in the 'Resource Summary' section of the Je-S help text for outline proposals.

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. *(4000 character limit)*

Project partners

If you have secured a commitment from another funding body or organisation to provide additional resources for this project, please give details of the organisation.

Notes and comments

Please note that this section is purely for use in drafting the proposal. Any notes/comments added will *not* be included in data submitted with this proposal.

Attachments

Attachments should be uploaded in Pdf (rather than Word) format, to reduce document corruption issues.

Document	Maximum page length	Je-S attachment type
GCRF Case for Support*	8 pages	Case for Support
Letter of support**	2 pages	Letter of support
PI's CV	2 pages	C.V.
ODA compliance statement	1 page	Non-UK Component
Gender Equality Statement	1 page	Non-UK component
Letter of support from CoE Director for PI	1 page	Letter of support - OPTIONAL

*The Case for Support must state clearly which model will be used (Network Plus model or a standard collaborative research proposal).

** Applicants must include a letter of commitment from the Pro-Vice Chancellor or equivalent of the lead organisation, including an outline of the proposed commitment from all partner organisations.

Proposal classifications
The information provided in this section will be used by us to identify appropriate 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 all UKRI councils. Therefore, if your area of expertise crosses the remits of more than one council you will now only need to provide the information once.

Submit your proposal

Please ensure that you have completed all attachments that are mandatory requirements against this specific call, although they may not be standard mandatory attachments on Je-S. After all mandatory sections have been completed, the submit button will appear across the top menu bar. 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 15 August 2019.**

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 Council.

Further enquiries
Enquiries relating to UKRI GCRF research funding rules and application procedures should be addressed to:

All queries about this call should be submitted to: gcrf@ukri.org

Contacts:
Anne-Mette Olesen, GCRF Policy Manager
Telephone: +44 (0) 1793 44 4599

Wendy Bown, GCRF Support Officer
Telephone: +44 (0) 1793 44 4421

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

Change log:

Name	Date	Version	Change
Anne-Mette Olesen	14/06/2019	1	N/A
Anne-Mette Olesen	01/07/2019	2	JeS screenshots added as Annex 1
Anne-Mette Olesen	10/07/2019	2	Page 8: Text removed under 'International co-investigators'.
Anne-Mette Olesen	30/07/2019	2	Page 8: Information added about optional letter of support for PI from CoE Director
Anne-Mette Olesen	30/07/2019	2	Page 8: Outline proposal form removed from required documents and in text. Page limit for Case for Support increased to 8 pages
Anne-Mette Olesen	30/07/2019	2	Page 7: Call name in Je-S corrected to: ARUA-UKRI GCRF Partnership Programme - Research Excellence Call 2019

Annex 1: Je-S screenshots for ARUA Research Excellence Call

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Scheme: Outline Proposal
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Organisation: ███████ Department: ███████

List the main objectives of the proposed research in order of priority [up to 4000 chars]

4000 character(s) remaining [maximum 4000], including spaces and returns
To check character counts, or edit longer text to the character limit, use the character count test page [opens in a new window]

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Impact Summary (please refer to the help for guidance on what to consider when completing this section) [up to 4000 chars]

4000 character(s) remaining [maximum 4000], including spaces and returns
To check character counts, or edit longer text to the character limit, use the character count test page [opens in a new window]

Resource Summary

E·S·R·C ECONOMIC & SOCIAL RESEARCH COUNCIL

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Summary Fund Heading	Full Economic Cost £	ESRC Contribution £	% ESRC Contribution
Directly Incurred			80 %
Directly Allocated			80 %
Indirect Costs			80 %
Exceptions			100 %
Total requested from ESRC			

Total cash contribution from Project Partners	
Total in-kind contribution from Project Partners	

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In simple terms please describe your proposed research in a way that it could be publicised to a general audience [up to 4000 characters].

4000 character(s) remaining [maximum 4000], including spaces and returns
To check character counts, or edit longer text to the character limit, use the character count test page (opens in a new window)

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https://uat.je-s.rcuk.ac.uk/Je52WebSite/secure/DocEdit/Attachments.aspx?did=2205E | Siebel Public Sector | News - UK Research and Innov... | A flexible working approach fo... | ukri.org | Je-5 Attachments | Convert | Select

File Edit View Favorites Tools Help

Oracle-Siebel | TruTime | KnowledgeBase | Calls & Schemes Monitori... | Condeco | LANDESK | Business Rules & Call Cale... | Old (Green) Je-S | Triaging Guidance | SIEBEL UAT | Team Spreadsheets | Pilots & BRs | Je-S Test | ESRC Correspondence Fol... | ESRC Guidance | ESRC UP & DA | EPSRC UP

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Document type:
Please Select
Case For Support (exactly 1)
C.V. (any number)
Letter of Support (any number)
Non-UK Components (2 or more)

Browse...

Please note: We only accept files of the following types as attachments:
- Adobe PDF (*.pdf)
- Postscript level 2 (*.ps) - On submission, converted and held as an Adobe PDF file
- Microsoft Word (*.doc/*.docx) - On submission, converted and held as an Adobe PDF file

Description:

100 character(s) remaining (maximum 100), including spaces and returns
To check character counts, or edit longer text to the character limit, use the character count test page (opens in a new window)

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Please note that notes/comments will not be included in data submitted with this proposal

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Please select at least one research area to describe the subject area in which the programme of study falls. If you select multiple areas, you are required to identify one of these as the primary area. The Qualifiers section should be used to indicate the approach, sector engagement or geographic dimensions relevant to the project.

Research Area:

Research Areas are the subject areas in which the programme of study may fall and you should select at least one of these. Once you have selected the relevant Research Area(s), please ensure that you set one as primary. To add or remove Research Areas use the relevant link below. To set a primary area, click in the corresponding checkbox and then the Set Primary Area button that will appear. Please select one or more Research Areas
Please select one or more Research Areas
Add New Research Areas

Qualifier:

Qualifiers are terms that further describe the area of study and cover aspects such as approach and geographical focus. Please ensure you complete this section if relevant. To add or remove Qualifiers use the links below.
Add New Qualifiers

Free-text Keywords:

Free-text keywords may be used to describe the programme of study in more detail. To add a keyword, you first need to search existing Research Areas by entering the keyword in the Search box and selecting the Filter button. If the keyword is adequately reflected by one of the terms displayed below, click in the corresponding checkbox then select Save. If no potential matches are displayed, or none of those displayed are suitable, select the Add New button followed by the Save button to add it as a descriptor. To add or remove those previously added use the links below.
Add New Free-text Keyword

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Please select as many Research Areas as are relevant to describe your programme of study, up to a maximum of five. You can either expand the relevant area(s) below, or enter a search term and select Filter to display possible matches. There are up to three levels of Research Area and you should, where appropriate, use the lowest available level. Once you have selected the relevant Research Area(s), please ensure that you set one as primary. To add a Research Area, click in the corresponding checkbox then select Save.

[   ] Filter
⊞ **Agri-environmental science**
⊞ **Animal science**
⊞ **Archaeology**
⊞ **Area Studies**
⊞ **Astronomy - observation**
⊞ **Astronomy - theory**
⊞ **Atmospheric physics and chemistry**
⊞ **Atomic and molecular physics**
⊞ **Bioengineering**
⊞ **Biomolecules and biochemistry**
⊞ **Catalysis and surfaces**
⊞ **Cell biology**

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Please select as many Qualifiers as are relevant. You can either expand the Qualifier type below, or enter a search term and select Filter to display possible matches. Refer to Helptext for a definition of each of the Qualifier types. To add a Qualifier, click in the corresponding checkbox then select Save.

[   ] Filter
☐ Qualifiers are Not Applicable
⊞ **Approach**
⊞ **Collaboration location region**
⊞ **Geographic Area**
⊞ **Project Engagement by Sector**
⊞ **Public Engagement Audience**
⊞ **Public Engagement Methodology**
⊞ **Time Period**

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