

ARUA – UKRI GCRF Partnership Programme Je-S guidance for applicants for the Call:

Partnership Programme for Capacity Building with ARUA Centres of Excellence

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Introduction

This is a guidance document created to assist applicants to the GCRF 'Partnership Programme for Capacity Building with ARUA Centres of Excellence' Call, in completing their proposal. It is specific to this call and should be used in conjunction with the following information:

- **UKRI Global Research Challenge Fund (GCRF) background**
<https://www.ukri.org/research/global-challenges-research-fund/>
- **GCRF ODA Guidance**
<https://www.ukri.org/files/legacy/gcrf-calls/gcrf-oda-guidance-pdf/>
- **Due Diligence Guidance**
<https://www.ukri.org/files/funding/due-diligence-guidance-for-ukros-pdf/>
-
- **Je-S System**
<https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>
- **Je-S help text** is available in every page of the 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@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

Please see the Call document on the UKRI web page, under GCRF, and ARUA – UKRI GCRF Partnership Programme for Capacity Building:
<https://www.ukri.org/research/global-challenges-research-fund/>

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 research councils' Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

There is one possible category of organisation from which proposals can be submitted: The ARUA Centres of Excellence host universities. These host universities must be registered on Je-S.

A list of registered organisations is available from the Je-S login page. If the host university is not registered, 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

The principal investigator 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 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 the research councils 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 carry out 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.

Before creating your proposal

Research proposals may **only** be made on research councils' Je-S forms.

Please note that the deadline for research organisation submission of proposals is **16:00 BST on 30 April 2019**. 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 / the research councils 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 research councils, via Je-S**. The research organisation's submission route usually includes both an approver (for example, head of department) and submitter (for example, central

finance office), and the research councils 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 **ARUA CoEs PP Capacity Building** 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.

This is the screen correctly filled in for creating a proposal form for this Call:

Call Search (opens in a new window)

Select Council:

ESRC

Select Document Type:

Standard Proposal

Select Scheme:

UKRI

Select Call/Type/Mode (optional):

AURA COEs PP Capacity Building (Invite Only)

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.

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 **ARUA CoEs PP Capacity Building**.
- Your start date should not be before **1 September 2019**. Your grant should be a proposed duration of **no more than 36 months**.
- Submission route – It is recommended that once this initial section is completed, you check the submission path (via Document Actions tab) to see if the proposal has been 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 UKRI.

Investigators

Enter the name of the principal investigator (PI). 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 research council correspondence. The named PI is 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.

Objectives

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

Summary

Provide a plain English summary of the project 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.

This section should clearly capture how the context, aims and objectives, and potential application and benefits of the project are directly and primarily relevant to the problems of developing countries. *(4000 character limit)*

Academic beneficiaries

Please summarise how your proposed research will contribute to knowledge, both within the UK and globally. This should include how the project 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 research to beneficiaries.

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

For further detailed guidance please access the help text page linked to this Je-S section. (4000 character limit)

Staff duties

Summarise the duties of the Centre Manager (please see section 'Scope' below) who will be involved in your project. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested. (2000 character limit).

Impact summary

It is vital that the economic and societal impact of all projects funded by UKRI GCRF is maximised. For this call, the primary focus is on impact that benefits the economic development and welfare of a developing country or countries.

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

- **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 investigator's 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 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 research council-funded research. Please ensure confidential information is not included in this section.

It is important to consider the potential impact of your research from the beginning of your programme. To help you with this, a step-by-step guide may be found here: (<http://www.esrc.ac.uk/research/evaluation-and-impact/developing-an-impact-strategy>).

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

Ethical information

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

Applicants must ensure the proposed project 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.

Please refer to the ESRC's Framework for Research Ethics (<http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>) which helps applicants to consider ethics issues during the complete lifecycle of a project and includes information and guidelines on good research conduct and governance.

Other support

Enter details of any support sought or received from any other source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision.

Staff

For the ARUA contribution to this Partnership Programme, the host university is expected to provide salary costs for the CoEs, including for the Director, along with annual cash support towards the core budget, see also the section 'Scope' below.

Associated studentships will not be funded through this call.

Resources

All resources requested must be fully justified in the 'Justification' attachment. Proposals are invited for a duration of up to 36 months.

Scope

As a guide 70% of the funds should be used for capacity building and networking, 20% maximum for scoping studies, and 10% maximum for administration including support for the Advisory Board. Within this framework activities may include:

- Researcher and PhD student enhancing activities (including secondments, exchanges and travel to UK institutions)
- Research scoping studies
- Workshops and networking
- Other collaborative activities
- 20% indirect costs

Collaborative activities should be widely available and we encourage the involvement of early career researchers and students to help capacity building.

Awards under this call are not a vehicle for supporting single research projects and cannot be used to fund:

- Salary costs and bursaries other than support towards a centre manager (within the 10% maximum ceiling for overall administration costs).
- Consumables
- Items of equipment
- Other research costs – major research projects or equipment costs will not be allowed.

T&S - add each item of Travel and Subsistence required for your project. You should

indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment – equipment costs are not allowed under this Call.

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.

Mandatory attachments are:

- Letter of Support from the VC of university hosting the Centre of Excellence outlining and confirming their contribution (max 2 pages A4, upload as 'Proposal Cover Letter')
- Letters of support from each of the spokes universities confirming their support and engagement (max 1 page A4)

Timetable

Provide a clear timetable for the project and the intended progress of the project through the different stages. Your planned timetable can be expanded upon if necessary within your case for support.

Data collection

UKRI recognises the importance of research data quality and provenance. Research data generated by UKRI-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Help text and UKRI common principles on data policy: <https://www.ukri.org/funding/information-for-award-holders/data-policy/common-principles-on-data-policy/> Explain clearly how you will meet these requirements if relevant to your proposal. This should complement, but not duplicate, the information provided in the Data Management Plan as explained below.

Beneficiary countries

As part of GCRF requirements, your research should address challenges faced by developing countries or territories, please select all those that apply from the list of beneficiary countries. Please only select countries where you expect your research to have real or direct benefit.

User involvement

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

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

- Case for Support (max 8 pages A4)
- Full academic CV for the Director of the CoE (max 2 pages A4, including publications)
- Justification of Resources (max 2 pages of A4)
- Pathways to Impact (max 2 pages A4)
- Letter of Support from the VC of university hosting the Centre of Excellence, outlining and confirming their contribution (max 2 pages A4, upload as 'Proposal Cover Letter')
- Letters of support from each of the spokes universities confirming their support and engagement (max 1 page A4)
- ODA compliance statement (max 1 page A4)
- Management plan and detailed breakdown of the project workflow (i.e. a Gantt chart)

The following are optional and should be included where appropriate:

- Data Management Plan (max 2 pages A4)
- Cover Letter (max 2 pages A4, upload as 'Other Attachment')

Important note: If you are unclear about whether you can include a specific attachment please contact gcrf@rcuk.ac.uk for advice, as unrequested attachments can hinder the processing of your application. The research councils reserve the right to return or reject proposals that include attachments not permitted on this call.

Case for support (maximum of 8 pages of A4)

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

- Short summary of the project [circa 4000 characters]
- Project aims and description of how the CoE proposes that the funding under the Partnership Programme will develop their capacity and programmes and deliver activities, through a hub and spoke model, in line with the Partnership Programme Aims as set out in III
- Proposed collaborative activities (i.e. a detailed project description, highlighting the importance, excellence, novelty and development relevance. Applicants should provide a background to introduce the work, as well as a full description of the proposed programme while also identifying any risks and mitigation strategies)
- Ethics
- Work plan
- Statement of added value: Indicate the benefit of the proposed collaboration to UKRI, GCRF, ARUA and the SDGs

Justification of resources (maximum of 2 pages of A4)

This is 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 project proposed, taking into account the nature and complexity of the research 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 the joint research council Je-S <https://je->

[s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCspecificRequirements.htm](https://www.esrc.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCspecificRequirements.htm) for further guidance.

Pathways to Impact (*maximum of 2 pages of A4*)

While 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 your research, and thus for achieving economic and societal impact, are maximised. It is important that the pathways to impact are realistic and appropriate to the particular developing country or countries which the research is intended to benefit.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community.

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 and the 'Case for Support' as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for a project of this nature. If you do not feel that your project has 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. Impact can take many forms, be 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 www.esrc.ac.uk/impact-expectations.

To be effective, all communications, engagement and impact activities must be planned in detail and properly resourced. Please detail how the proposed project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

When completing the attachment, please consider and address the following:

- Clear mapping of beneficiaries and target audiences
- Analysis of demand for research outputs
- Strategy for engagement with target audiences
- Methods for communication and engagement
- Opportunities for collaboration
- Monitoring and evaluation of impact plan activities.

For further detailed guidance please access the relevant Je-S help text page.

Data Management Plan (*maximum of 2 pages of A4*) - optional

UKRI recognises the importance of research data quality and provenance. Research data generated by UKRI-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Help text and UKRI common principles on data policy: <https://www.ukri.org/funding/information-for-award-holders/data-policy/common->

[principles-on-data-policy/](#)

CV (maximum of 2 pages of A4 for CoE Director)

A CV for the CoE Director 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 UKRI and other bodies. This should not exceed two A4 pages. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

Letter of support from the VC of university hosting the Centre of Excellence (maximum of 2 pages of A4)

The letter should clearly outline and confirm the host university's contribution.

ODA compliance statement (maximum of 1 page of A4)

This call is funded through the Global Challenges Research Fund (GCRF). GCRF forms part of the UK's Official Development Assistance (ODA) commitment, which is monitored by the Organisation for Economic Cooperation and Development (OECD) (www.oecd.org). ODA-funded activity focuses on outcomes that promote the long-term sustainable growth of countries on the OECD Development Assistance Committee (DAC) list (www.oecd.org/dac/stats/daclist.htm).

Funding within this call will be awarded in a manner consistent with official ODA guidelines (www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm). To comply with ODA requirements, all proposals must make clear how their primary purpose is to promote the economic development and welfare of a developing country or countries on the DAC-list.

GCRF ODA guidance is available here: <https://www.ukri.org/files/legacy/gcrf-calls/gcrf-oda-guidance-pdf/>

Applicants must clearly demonstrate how they meet ODA requirements throughout their 'Case for support' and 'Pathways to impact'. Each proposal must also include a mandatory attachment which explicitly demonstrates how it meets key ODA requirements. **The 'ODA compliance statement' must answer the following three questions in order:**

1. Which country / countries on the DAC-list will directly benefit from this proposal?
2. How is your proposal directly and primarily relevant to the development challenges of these countries?
3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC-list?

The response to each question must be clearly labelled with the relevant question number. No word limits are set for responses to individual questions, but the ODA compliance statement as a whole must not exceed one page of A4. The research councils reserve the right to reject applications that do not respond to all three questions. The one page 'ODA Compliance Statement' must be attached to your proposal as **'Non-UK Components'** type attachment.

Proposal classifications

The information provided in this section will be used by us in the assessment process. 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 research councils. Therefore, if your area of expertise crosses the remits of more than one research council you will now only need to provide the information once.

For this call it is an essential requirement to add the names of the country/countries involved in the research as a free-text keyword as well as the acronym 'GCRF'.

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 BST on 30 April 2018**.

Key dates

February 2019	Call is launched with Invitation to Submit
30 April 2019, 16:00 BST	Call closes
May 2019	Internal checking of applications
Late June- early July 2019	Expert assessment panel meets
Late July - Early August 2019	Funding decision is announced
1 September 2019	Awards start

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 proposal procedures should be addressed to:

Email: gcrf@rcuk.ac.uk

Anne-Mette Olesen, GCRF Policy Manager
Telephone: +44 (0) 1793 44 4599
Email: Anne-Mette.Olesen@rcuk.ac.uk

Wendy Bown, GCRF Support Officer

Telephone: +44 (0) 1793 44 4421

Email: Wendy.Bown@rcuk.ac.uk

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

Je-S helpdesk

Email: jeshelp@rcuk.ac.uk

Telephone: +44 (0)1793 44 4164

Version control

Name	Date	Version	Change
Anne-Mette Olesen	28/02/2019	1	N/A