



ARUA-UKRI GCRF Partnership Programme - Research Excellence Call – full proposals (invited only) Je-S guidance for applicants

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ARUA-UKRI GCRF Partnership Programme: Research Excellence Call - full proposals (invited only)

Under this Call, UKRI aims to support six awards over three years for up to £2 million each, subject to proposals reaching the required quality threshold, up to a total of £12m. The six successful proposals will be selected to ensure they form a balanced portfolio. 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 awards will be expected to adhere to UKRI Grant Terms and Conditions.

UKRI support will build on the support provided by ARUA host universities for costs for their CoE(s), including the CoE Director's salary.

This Call aims to build on the support provided through the first Capacity Building Call and provide opportunities for African-based research teams and UK-based GCRF grant-holders to co-create new projects that address the UN Sustainable Development Goals and/or CoE themes through a programme of research collaboration. Proposals must build on current investments by GCRF and ARUA and should make clear how they will build on, and not duplicate, the support provided through the ARUA–UKRI Capacity Building Call.

Call type:

Invitation for full proposals

Closing date:

16:00 on 21 November 2019

Funding available:

£2 million

How to apply:

UKRI invites PIs who successfully submitted an outline proposal under this Call to submit their full proposal based on their outline proposal in Je-S, either as a Network Plus model or as a standard collaborative research grant.

Assessment process:

This call will incorporate a peer review and panel meeting stage.

Key commissioning dates:

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
1 April 2020	Awards start

Contacts:

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

Contacts:

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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:

- **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/>

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

Possible category of organisation: Submissions can only be made by ARUA host universities at which the invited PI is based and employed:

- **Overseas organisations** which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other research 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.

Overseas Co-Is registered with self-registered organisations will be processed by UKRI.

To get started on creating an account please refer to the [Je-S helptext](#). When creating an account, 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 (i.e. at least a week 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 UKRI by the institution's nominated contacts. **Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter pool' 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 16:00 on 21 November 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 page <https://www.ukri.org/funding/how-to-apply/eligibility/>, to ascertain whether the proposed submitting organisation is registered.

Please note that the ESRC is hosting this Call administratively only in JeS for UKRI GCRF. Your proposal will actually be sent to 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 UKRI, 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 UKRI 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](#).

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-UKRI GCRF Partnership Programme - Research Excellence* 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)
- The 'Proposal Call' will already be populated with the relevant call title: *ARUA-UKRI GCRF Partnership Programme - Research Excellence*
- Your start date should not be before 01 April 2020 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, 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

Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) 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 proposals 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 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.

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-UKRI GCRF Partnership Programme - Research Excellence*. The UKRI will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC). 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 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@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' (please tick the 'Is Exception' box to ensure 100%

costs claimed), 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 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.

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 scheme.

If potential overseas-based co-investigators find that their organisation is not selectable as part of the Je-S person account registration process, it is recommended that they self-register their organisation first and then create their Je-S account. To do this please click the link 'self-registration for organisations' on the Je-S login page and fill out the details. Once completed it is possible to create a person Je-S account and find and select this self-registered organisation.

All costs associated with the international co-investigator - whether salary, fieldwork, equipment or 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:'.

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

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 international research organisations. Please note that international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the international research organisation.

Objectives

List the objectives of your research 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 research will contribute to knowledge within Africa, the UK and globally. This should include how the research 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. (4000 character limit)

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 helptext page linked to this Je-S section.

Staff duties

Summarise the duties of the staff members that will be involved in your project, including the applicants. 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

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 (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 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 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 council-funded research. 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.

Ethical information

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

Applicants must ensure the proposed research 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.

Applicants may refer to <http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>

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. 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](#). 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.

Staff

If your project requires staff other than the team of investigators, their details should be entered here. 'Directly Allocated staff' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g. investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

Resources

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

The ARUA-UKRI GCRF Partnership Programme - Research Excellence will provide up to 36 months' funding with an overall limit of £2m per grant. If successful, UKRI will meet up to 100% for research organisations based in DAC list countries, and 80% of direct and indirect costs for UK research organisations where the UK host institution is expected to support the remaining 20%.

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.

Other directly incurred costs - including justified; project specific consumables, consultancy fees, equipment costing less than £10,000, recruitment and advertising 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'. The co-investigator salary costs must be entered under 'Other Directly Incurred Costs' as should all other claimed staff salaries and related costs associated with the UK co-investigator's business or civil society body, and should be marked as an 'Exception' using the tick box.

All costs associated with international co-investigators, whether salary, fieldwork, equipment or travel and subsistence should be entered as 'Other Directly Incurred Costs' and should be marked as an 'Exception' using the tick box. All costs 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 research 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 note UK business, civil society and international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK business, civil society or international research organisation.

Other directly allocated costs - including support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

Estates and indirect costs

Estate and indirect costs are specific to each research organisation, and do not require justification in your Justification of Resources.

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

Your Research Office will be able to assist with this section.

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.

Timetable

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

Data collection

Applicants must adhere to UKRI policy. Please refer to the 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.

Complement but do not duplicate the information provided in the Data Management Plan as explained below.

Beneficiary countries

As a requirement, which is integral to the UKRI GCRF Collective Programme, 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 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](#).

The following are Je-S attachments for this call:

Document	Maximum page length	Je-S attachment type	Mandatory
Case for Support	8 pages	Case for Support	Mandatory
PI's CV	2 pages	C.V.	Mandatory
Cols' CVs	2 pages per CV	C.V.	Mandatory
Workplan	1 page	Workplan	Mandatory
Justification of Resources	3 pages	Justification of Resources	Mandatory
Pathways to Impact	2 pages	Pathways to Impact	Mandatory
Letter of support from ARUA CoE host university	2 pages	Letter of support	Mandatory
Letters of Support	2 pages per letter	Letter of support	Mandatory
Letter of support from CoE Director for PI	2 pages	Letter of support	Mandatory if PI is not the CoE Director

ODA compliance statement	1 page	Non-UK Component	Mandatory
Gender Equality Statement	1 page	Non-UK component	Mandatory
Safeguarding Statement	1 page	Non-UK component	Mandatory
Data Management Plan	2 pages	Data management plan	Mandatory
Cover letter	1 page	Proposal cover letter	Optional

Important note: If you are unclear about whether you can include a specific attachment please contact gcrf@ukri.org for advice, as unrequested attachments can hinder the processing of your application. UKRI reserves the right to return or reject proposals that include attachments not permitted on this call.

For guidance on attachments please see the Call Text.

Proposal classifications

The information provided in this section will be used by us 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 21 November 2019**.

Tracking your proposal

Once submitted, to view your proposal in Je-S please select 'Documents', 'Standard Proposal' and then tick 'Show documents submitted to Council', you will then see any submitted proposals and be able to 'Open' in read-only form this 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 research funding rules and proposal procedures should be addressed to: gcrf@ukri.org

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