

Peacebuilding and Resilience in an era of global health challenges: a bilateral research call to enhance understanding and support for mental health challenges in Colombia

Je-S guidance for applicants

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Call summary

This research call will provide funding for internationally competitive and cross-disciplinary research projects which address a broad range of areas related to mental health challenges in post-conflict societies. We would also encourage where possible, that research activities are co-designed with people with lived experience, community and health practitioners and other social actors in order to learn from different perspectives.

The call is structured under four overarching themes:

- Mental health conditions including PTSD and co-morbid conditions such as depression and anxiety
- Substance misuse and dependence
- Gender and interpersonal violence
- Mental health care systems and services

Call type:

Invitation for Proposals

Closing date:

16:00 on 27th August 2020

Funding available:

UK proposals can request up to £333,000 (80% fEC) per proposal (£416k at 100% fEC), for up to 36 months.

How to apply:

Please read the full call specification for guidance before submitting your proposal via the [Joint Electronic Submissions \(Je-S\) System](#).

Assessment process:

Due to the rapid response of this call, all eligible proposals will advance to a joint panel for assessment and a funding decision.

Key commissioning dates:

- Deadline for the Notification of Intent to Submit- 3rd August 2020
- Deadline for proposals – 27th August 2020
- Panel meeting – 23/24th September 2020
- Funding decision – November 2020
- Grant start date – before February 2021

Contacts:

- For UK science related queries, please contact ESRC:
Email: ColombiaNewton2020@esrc.ukri.org
- For Colombian science and submission related queries, please contact Minciencias:
<http://www.minciencias.gov.co/ciudadano/canal-pqrds>
- Please put the call title in the subject line of the enquiry box

- UK application submission difficulties please contact Je-S helpdesk
- Email: JeSHelp@je-s.ukri.org
- Phone: +44 (0) 1793 44 4164
- Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays)
- Out of hours: leave a Voice Mail message

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’](#)
- **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

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff are currently working remotely via email. If phone assistance is required a call back can be provided. Opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

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/funding/funding-opportunities/aoo-research-call-enhance-understanding-for-mental-health/>

Please note that applicants must submit a joint proposal to both UKRI and Minciencias in order to be considered under this call. Costs associated with the UK should be applied using UKRI’s Joint Electronic Submissions (Je-S) system. Costs associated with Colombia should be applied through the [Minciencias application system](#). Colombian partners are not required to register on Je-S, instead they should be listed in the International Funding Agencies Resources Form, which is a mandatory attachment for this call. This Je-S call guidance is primarily for UK submission.

For information and guidance on the submission of proposals from Colombian partners, please refer to [Minciencias](#). They may have different eligibility requirements and dates,

therefore please use your Colombian PI to contact Minciencias well ahead of the closing date.

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 (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised Independent Research Organisations*). A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>.

Please note that applicants based in UK NHS Trusts, Hospitals, Boards or GP Practices that are considering applying as the lead applicant to this call should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org or 01793 444164) to ensure that their organisation is correctly registered on the Je-S system. If the organisation is not correctly Je-S registered, an email request for Je-S registration will be required from the organisation. **Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call. Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.*

Je-S accounts for applicants

All UK 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. Je-S accounts should be created as soon as possible once the call opens to allow sufficient time for the account(s) to be verified. To get you started on creating an account please refer to the [Je-S helptext](#).

Please note, Colombian partners are not required to be added as applicants, they do not need to create a Je-S account. Instead, they will need to be listed in the [International Funding Agencies Resources Form](#), which is a mandatory attachment for this call. For further details, please refer to the 'Other attachments' section of this Je-S call guidance.

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. This does not apply for self-registered organisations. The proposal must be submitted through the Je-S System to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is

then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

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

Use of your personal information – UK Research and Innovation capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

Before creating your proposal

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

Please note that **the deadline for research organisation submission through Je-S is 16:00 on 27th August 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 is not considered an appropriate justification reason to a extend 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 (this does not include HEI's).

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](#).

From the Home Screen select Documents.

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title '**Post-Conflict Mental Health Colombia 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)
- The 'Proposal Call' will already be populated with the relevant call title; *Post-Conflict Mental Health Colombia 2020*.
- Your start date should not be before January 2021. 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) **from the UK only**.

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 ESRC 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.

Colombia investigators are not required to be entered as investigators on Je-S. However, they are required to be listed in the [International Funding Agencies Resources Form](#) attachment, which is a separate mandatory attachment for this call.

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

Please note that due to the cross-council nature of this initiative, ESRCs standard policy for non-academic Co-Is does not apply to this call and UKRI will not fund Co-Is or Researchers from business, civil society, or government through this call. Non-academic researchers may be involved as Project Partners.

International co-investigators

Please note, UK funding will allow for the inclusion of overseas co-investigators through the ESRC's policy but **researchers from Colombia cannot be included as co-investigators on this grant.**

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an ESRC-eligible UK research organisation will be eligible to be listed as an international co-investigator under this scheme. Please note that international costs must not exceed 30% of the full 100% fEC cost of the grant.

It is recommended that potential overseas-based co-investigators should follow the self registration for organisations instructions and should create personal Je-S accounts as soon as possible once the call opens to allow sufficient time for the account(s) to be verified

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:'.

International 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.

Please read the International Co-Investigator Policy for more information: <https://esrc.ukri.org/files/funding/guidance-for-applicants/international-co-investigator-policy-guidance/>

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, both within 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 partners from Colombia. 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)*

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.

The [ESRC's Framework for Research Ethics](#) contains a full explanation of our approach, with guidance for applicants.

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.

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

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).

Please note that Colombian staff should not be included under this section and should instead be listed in the [International Funding Agencies Resources Form](#).

Please also note that associated studentships are not eligible to be included under this call.

Resources

Please note that **only UK associated resources should be requested in the UKRI proposal submitted via Je-S**. Resources associated with Colombia should be applied through Minciencias. Please also note that eligible costs may be different between UKRI and Minciencias.

All resources requested must be fully justified in the 'Justification of Resources' attachment. This call will provide up to 36 months of funding with an overall limit of £416k (100% fEC) per grant. If successful, ESRC will meet 80% (£333k) of the full economic costs on proposals submitted and the 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.

Conferences - Predicted costs for conference attendance will be funded where the conference is named, justified and costed in the proposal. The justification should show how the conference will either directly benefit the research or facilitate future impacts of research. Justification must also be provided for the number of project members attending a conference. ESRC encourages early career researcher conference attendance where it can be demonstrated to be a key development opportunity.

Equipment - enter any items of equipment costing £10,000 or more (including VAT) in this section. The **actual level of funding sought from the ESRC** should also be entered in this section.

For items of equipment costing between £10,000 and UKRI equipment purchase threshold value (£115,000 excluding VAT), the research organisation will need to provide extra justification for these items in the 'Justification of Resources' attachment, providing evidence of an evaluation of the use of existing relevant capital assets. They will be expected to make a contribution towards the cost of the equipment in the order of 50% of the cost.

All requests for items of equipment costing above the UKRI equipment purchase threshold (£115,000) should be accompanied by a two-page business case (to be included as an attachment within the equipment screen and not the attachments section) outlining the strategic need for the equipment. UKRI will decide the strategic location for these items and will potentially fund them at 100%. The ESRC will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal.

For all items of equipment requested above the UKRI equipment purchase threshold (£115,000) three equipment quotations must be provided. Where you believe that there are less than three potential suppliers for an item you should explain this in the 'Justification of Resources' attachment and upload two blank documents as equipment quotes. For items of equipment which cost less than the UKRI equipment purchase threshold it is optional to provide quotations and up to three can be uploaded.

Social surveys - Social survey costs which are being sub-contracted should be included under this section and are eligible for fEC exception funding at 100% (for the amount sought from the council). (See 'other directly incurred costs' section if surveys are to be done using in-house resources.)

Other directly incurred costs - including justified; project specific consumables, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs.

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at the standard 80% fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

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 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 international research organisations. Please note 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.

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 case for support.

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

Please note that information for UK project partners only should be entered on the Je-S form.

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A Project Partner letter of support from each partner organisation, confirming the level of support specific to this proposal, must be uploaded via the Project Partner details screen (not in the attachments section). Project partner letters of support can be accepted by email, and must be signed and dated within six months of the proposal submission date.

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 and work plan.

Data collection

Applicants must adhere to ESRC policy. Please refer to the full statement on data management planning and datasets deposition requirements for data intensive investments in the [ESRC Research Data Policy](#) and in the [Research Funding Guide](#). 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 Newton Fund, 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.

Classifications (International in Nature)

Please answer Yes to this.

Please detail the nature of the international aspect of the research and identify all countries involved. You may take this information from your ODA statement.

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 Case for Support attachment.

Proposal classifications

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

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

It is an essential requirement that your **primary research area** falls within the remit of ESRC, MRC or AHRC. Please add further classifications from within the ESRC and MRC sciences as appropriate. Please note this information is used to determine eligibility for funding and to assist in the selection of appropriate reviewers.

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. Attachments should be uploaded as PDF (rather than word) to ensure automated conversion does not cause problems with maximum length. Attachments should be in font size 11 with 2cm margins

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

These attachments should also be sent to your Colombian PI to be included in the proposal submitted to Minciencias.

- Case for support- up to six pages A4
- Justification of UK applied for resources- up to two pages A4
- Data Management Plan- up to three pages A4 (for grants planning to generate data)
- CV- up to two pages A4 per named researcher
- Workplan – up to two pages A4, listed under 'Other' attachments
- International Funding Agencies Resources Form, listed under 'Other' attachments

These attachments do not need to be shared with your Colombian PI as they form part of UKRI's ODA assessment.

- Gender Equality Statement - up to one-page A4, listed under 'Non-UK Component' attachment
- ODA compliance statement- up to two pages A4, listed under 'Non-UK Component' attachment
- MRCs ethics template and signed human participation letter, listed under 'Other' attachments

List of Publications, Letter of Support, Proposal Cover Letter, Final/Interim Report should be included where necessary.

Important note: If you are unclear about whether you can include a specific attachment please contact ColombiaNewton2020@esrc.ukri.org for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject proposals that include attachments not permitted on this call.

Case for support (maximum of 6 sides of A4)

This is the body of your research proposal. It must not exceed *6 sides of A4* 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 research 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.
- The detailed research questions to be addressed should be clearly stated.
- Clearly state and describe both the framework and specific methods for analysis proposed, and explain the reasons for their choice. Particular care should be taken to explain any innovation in the methodology or methods, or how different methodologies or methods may be combined.
- If the research involves data collection or acquisition you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.
- The data, materials or information to be collected should be clearly stated, and the methods for achieving this explained. Where sampling is involved, the sampling frame, population and sample sizes, the sample design and arrangements for any pilot should be specified, and the reasons given for the procedures adopted. Where access to people or archives is needed, indicate clearly the records, population or samples to be consulted, and any permissions already obtained.
- It is vital that the economic and social impact of all projects funded by Newton is maximised. Consider potential beneficiaries and users involved in the development of the proposal, the social intervention component and the delivery

- of the grant where appropriate. This should cover who will benefit from the proposed research, and the relevance of the research to these beneficiaries.
- Explain what steps you will take, to provide opportunities for users to benefit from your research, and to ensure that your research has maximum economic and societal impact
 - a. Describe the social intervention and its design in terms of the relevance to the research theme
 - b. The nature of the collaboration, including how much it is a new or builds on existing collaboration, the complementarity of the partners and how this proposal builds on previous joint work, where applicable.
 - c. How the partnership represents a true collaboration between the you and your Colombian research teams, and the added value of this collaboration.
 - d. A description of how the proposed project will be managed across the international project team, including communication strategies, project leadership and decision-making
 - 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.

Justification of UK resources (maximum of two sides of A4)

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

Estates, Indirect and Infrastructure Technician costs do not need to be justified within the Justification of Resources.

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

Data Management Plan (maximum of three sides of A4)

If the research involves data collection or acquisition you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.

It is a requirement of the [ESRC Research Data Policy](#) that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, i.e. primary input into research and first-order results of that research, are going to be managed - starting from

planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-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 Helptext <https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCspecificRequirements.htm>

CV (maximum of two sides of A4 per person)

A brief CV (maximum two sides of A4 per person, including publications) of every PI and Co-I named on the application (both UK and Colombia) must be attached as a separate document. CVs for researchers, collaborators and Cooperation Partners are not allowed. CVs must include professional details for every PI and Co-I and a list of publications (maximum 10 publications mentioned per PI and Co-I).

Applicants should structure their publication lists as follows: a) Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance; book publications. b) Other publications, for example articles in publication outlets without scientific quality assurance, or Discussion Paper Series available on the internet.

List of publications (not mandatory)

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)

Principal and Co-Investigators on current UKRI awards must submit a progress report on their current awards with any new proposal which should match their impact and output records on Research Fish

Proposal cover letter/letter of support (maximum of one side of A4 not mandatory)

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). Letters of support can be accepted by email, and must be signed and dated within six months of the proposal submission date. 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.

Other attachments

Workplan or project timetable (maximum two sides of A4)

One page should be used for a diagrammatic work plan, for example a Programme Evaluation Review Technique (PERT) or Gantt chart. This should cover the project as a whole, detailing significant milestones and showing how different aspects of the project will link together and be managed.

International Funding Agencies Resources Form

It is a requirement for applicants to include the [International Funding Agencies Resources Form](#) under this call. Details of all named UK and Colombian applicants should be included in this form.

Medical Research attachments

All proposals are required to complete the following two attachments:

- [Ethics template](#)
- Human participation letter signed and dated from both PIs, maximum 2 sides of A4

If your proposal includes animal research, industrial medical partners or costs from the NHS then you will be required to produce the following attachments and read the following pieces of guidance:

- [MRC Industry Collaboration Agreement \(MICA\)](#) guidance notes and forms
 - Please attach as a 'other attachment' the MICA form if you think you qualify
- [UK National Health Service \(NHS\) Costs form](#) see section 3.5
- [Use of animals overseas guidance and forms](#) see section 4.4.6
 - Please attach as 'other attachment' an MRC Use of Animals Overseas letter (2 sides of A4 max) – signed by both the UK PI and the Colombian PI
 - Please attach as 'other attachment' MRC additional questions on use of rodents overseas

Further details regarding these documents can be found under the call's [Ethics Addendum](#)

Non- UK Component attachment

Gender Equality Statement (maximum of one side of A4)

To comply with the International Development (Gender Equality) Act 2014, applications must provide a Gender Equality Statement, outlining how applicants have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities. This must be no longer than a one page and is a mandatory attachment.

Applicants are required to address the below criteria, with an understanding that, depending on the nature of their research and innovation, not all questions will be applicable.

Criteria to address while considering gender impact:

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the

development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.

- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

Further guidance is available for applicants on [Gender Equality](#) and in [Frequently Asked Questions document](#).

ODA compliance statement (maximum of two sides of A4)

Funding within this call will be awarded in a manner consistent with [ODA guidelines](#). To comply with ODA requirements, all proposals must make clear how their primary purpose is to promote the economic development and welfare of Colombia.

Applicants must clearly articulate their impact plans, demonstrating how they meet ODA requirements throughout their ‘Case for support’ submission. 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 four questions in order:

1. Which country/ countries on the OECD DAC list of ODA recipients (DAC list) will directly benefit from this proposal and are these countries likely to continue to be eligible to receive ODA for the duration of the research? The primary beneficiary country should be Colombia, but your research might benefit secondary countries.
2. How is your proposal directly and primarily relevant to the development challenges of Colombia? Please provide evidence of the development need and articulate how the proposed activity is appropriate to address this need.
3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of Colombia?
4. What approach(es) you will use to deliver development impact within the lifetime of the project and in the longer-term such as a social intervention. Please consider the potential outcomes, the key beneficiary and stakeholder groups and how they will be engaged to enable development impact to be achieved. You may wish to expand on the details around

UKRI reserves the right to reject applications that do not respond to all four questions.

Further general advice for applicants on how to meet ODA requirements is provided by the ESRC and in the [Frequently Asked Questions document](#). Any queries about the ODA eligibility of projects should be raised with the ESRC office as indicated in the call specification document before submitting a proposal.

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 27th August 2020**.

Commissioning timetable

- Deadline for the Notification of Intent to Submit- 12.00 3rd August 2020
- Deadline for proposals – 27th August 2020
- Panel meeting – 23/24th September 2020
- Funding decision – November 2020
- Grant start date – before February 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) - eg owner, approval pool, submitter pool or submitted to Council.

Further enquiries

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

- Alexa Mills
Email: ColombiaNewton2020@esrc.ukri.org

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

- Minciencias grant submission platform
<https://plataformasigp.minciencias.gov.co:7003/FormularioProyectos/>

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

- Je-S helpdesk
Email: jeshelp@je-s.ukri.org
- Phone: +44 (0) 1793 44 4164
- Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays)
- Out of hours: leave a Voice Mail message

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff are currently working remotely via email. If phone assistance is required a call back can be provided. Opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).