Digital Innovation for Development in Africa (DIDA)

Seed fund Network proposals

Je-S guidance for applicants

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Call summary

UKRI invites proposals to the Global Challenges Research Fund (GCRF) first stage Digital Innovation for Development in Africa (DIDA) call. Stage one will focus on building Africa focussed Networks with UK partners that bring together research, innovation and other partners. These Networks are expected to build new relationships and stimulate novel research and innovation ideas and activities that will enable partners to apply for funding to deliver a co-developed and fully realised project in stage two. This call will have three thematic areas of focus and applicants can apply to any strand.

It is expected that a total of £3m will be available for seed funded DIDA Networks with individual projects up to a 12 month duration costing between £100,000 - £150,000 (100% fEC). This initial round of seed funding is available to establish Networks across a range of partners. Researchers from African or UK-based eligible Research Organisations are able to lead these Networks.

Once the awarded Networks have commenced, they will be eligible to apply to a second competitive call that will fund six to eight projects up to a maximum of £19m over three years, costing between £1m to £3m each.

Owing to the scope of this call, it is expected that businesses in both the UK and Africa will play a key role in many of these Networks. Applicants are encouraged to approach industry during the first year of funding where the proposed Network does not already include a business partner and their inclusion is pertinent. UKRI’s aim is to allow business-led proposals to be eligible in the second stage, should a Network deem this the best course of action.

Call type:
Full proposal.

Closing date:
16:00 UK time on 12 November 2019.

Funding available:
Applicants can apply for between £100,000 to £150,000 (100% fEC) over a fixed one year period (12 January 2020 – 11 January March 2021) using the Network model. All costs incurred in countries on the DAC list of recipients are eligible to receive 100% of the requested cost. Any UK costs requested will be awarded at 80% full economic cost (fEC) of the requested cost in line with standard UKRI rules.

How to apply:
Proposals submitted via Je-S.
Assessment process:
Proposals will be assessed by an independent panel.

Key commissioning dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2019</td>
<td>Call announcement</td>
</tr>
<tr>
<td>11 September 2019</td>
<td>Call opens in Je-S</td>
</tr>
<tr>
<td>12 November 2019 16:00 UK time</td>
<td>Call for proposal closes</td>
</tr>
<tr>
<td>Mid-January 2020</td>
<td>Expert panel meeting</td>
</tr>
<tr>
<td>February 2020</td>
<td>Funding decision is announced</td>
</tr>
<tr>
<td>March 2020</td>
<td>Awards start</td>
</tr>
<tr>
<td>March/April 2020</td>
<td>Workshops (Africa)</td>
</tr>
<tr>
<td>November 2020</td>
<td>Deadline for second call</td>
</tr>
<tr>
<td>Early January 2021</td>
<td>Awards for second call start</td>
</tr>
</tbody>
</table>

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

Ruth McQuitty, International Development Policy Manager
Telephone: +44 (0) 1793 44 4380

Charles Clerck, GCRF Support Officer
Telephone: +44 (0) 1793 44 4273

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

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

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

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

When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

Other guidance:

- **GCRF ODA guidance**:  

GCRF Strategic Advisory Group: Criteria for GCRF Funding:  

- **Gender Equality in International Development**:  

- **Equality impact assessment**:  

- **UN Sustainable Development Goals**:  

- **DAC list**:  

- **Research ethics**:  
  [http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/](http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/)
Important: Where information and guidance issued in this document differs from the general guidance offered in these linked sources, you should adhere to the guidance in this document.

Joint Electronic Submissions (Je-S)

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

Proposals can be submitted from institutions in Africa previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other responsive mode schemes). A list of these organisations is available from the Je-S login page. Organisations, principal investigators, co-investigators and their organisations not currently registered will have to do so a minimum of two weeks before the call closing date.

Je-S accounts for applicants

All principal and co-investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant. To get you started on creating an account please refer to the Je-S help text.

Please ensure that applicants select the ‘Account Type: Research Proposal’ and the option: ‘An Applicant on a Standard or Outline Proposal’ - see help text.

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

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool – this means the proposal is still with the organisation but is not yet submitted to the research council. The final submission process is the responsibility of the host institution, and the UKRI cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted to the research council.
Use of your personal information – UK Research and Innovation capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

**Before creating your application**

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

**Please note that the deadline for Research Organisation submission of proposals is 16:00 on 12 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 the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

**Creating your proposal**

To create your proposal:

1. Log in to Je-S.
2. On the Documents screen, select ‘New Document’
3. On the Add new document screen: Select ‘Call search’ (highlighted at top of screen). When prompted type in the call title (*Digital Innovation for Development in Africa (DIDA)*) and select from the list created. The remaining selection fields will be automatically populated.
4. 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). **Please do not select any other UKRI or GCRF call. 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 (green tick).

The details below are not an exhaustive step-by-step guidance, and we recommend that you refer to the Je-S helptext for additional information.
Please note you may return to edit saved documents at any time.

**Project details**
- Select organisation and department from drop-down lists
- ‘Your Reference’ should be supplied by your research organisation (consult your Research Office). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters). Please refer to the ODA transparency and reporting section in the call text.
- For Proposal Call, select Digital Innovation for Development in Africa (DIDA). Please note that the option will only be available once the call is live.

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

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for UKRI correspondence. All named investigators are responsible for ensuring that successful applications are undertaken and completed in the manner specified.

**Letters of Support**
Principal Investigators may be based anywhere in Africa or the UK and Co-investigators may be based anywhere in the world, but, additionally for this call, all Principal Investigators from Africa and Co-investigators from overseas and the UK must submit a ‘Letter of Support’ from their organisation. This is to ensure comparability of standing between international organisations and UKRI recognised UK research organisations, and to ensure the organisation’s commitment to the project.

Letters of Support must:
- Be dated within the last three months, on headed paper, and a maximum of 1 sides of A4 paper
- Be signed by the Pro-Vice-Chancellor for research (or equivalent authority)
- Confirm the institution is able to meet the eligibility and, if relevant, assurance requirements
- Provide a contact email address for due diligence checks and agree to provide information to UKRI if required
For African organisations that have not already undergone UKRI due diligence checks, this letter should summarise the organisation’s support for the project, confirm that they agree to provide information to the Research Councils when requested and are able to meet the eligibility and assurance requirements identified in the list below:

| Ability to deliver | • provide evidence of a strong track record of maximising the wider impact and value of its research to the benefit of local economies and society;  
|                   | • have a cohort of researchers (normally a minimum of 10) with sufficient capacity to deliver research and a demonstrated track record. This should include a significant number of publications in journals and/or monographs with key academic publishers, and/or other outputs that have been subject to peer review. Journal quality should consider benchmark measures appropriate to the regional context and research disciplines;  
|                   | • have a track record of staff, while employed at the organisation, leading or co-leading innovative research projects in the previous five years including, if applicable, directing postdoctoral researchers and/or research students; and  
|                   | • have sufficient financial support for research at the organisational level to ensure the availability of essential infrastructure and the long-term sustainability of research activity, as evidenced by research project income across all projects totaling at least £100k pa over the previous three years.  
| Governance and control | • be a higher education organisation, public laboratory, or nonprofit research intensive organisation;  
|                       | • have a governing board with independent representation appointed to jointly oversee the management of the whole organisation;  
|                       | □ have satisfactory processes for preventing, detecting, reporting and responding to allegations of fraud, bribery and corruption;  
|                       | □ have satisfactory processes for the effective collection, management, analysis and dissemination of data;  
|                       | □ have satisfactory processes in place that meet Research Integrity and Ethics requirements, including processes for dealing with allegations of misconduct;  
|                       | □ be subject to an independent annual audit; and  

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- have measures in place to prevent and mitigate conflict of interest which could affect employees or governing board members participation in decision-making.

| Financial stability | • be permitted by their country’s Government to receive funding from foreign sources;  
|                     | • have a bank account that is in its legal name; and that can be reconciled to the finance management system;  
|                     | • have a basic finance management system that can be used to reconcile the bank account, to record all cash and payments ensuring that all transactions can be individually identified and provides suitable storage for supporting documentation; and  
|                     | • have satisfactory procedures in place for making payments for per diem, travel advances or review of receipts and subsequent reimbursement of expenses for approved official travel. |

| Sub-contract Management | • Ensure there is a policy in place to sufficiently manage subcontractors including provisions for ensuring their compliance with Research Council terms and conditions. |

If the proposal is successful at the panel assessment stage, DAC-listed international research organisations which have not already undergone UKRI due diligence check within the last 3 years will be required to complete a UKRI Overseas Due Diligence Questionnaire. More details on the Due Diligence requirements will be made available following the panel assessment.

Those African organisations that have undergone UKRI due diligence are required to note the date when this check was carried out in the supporting letter.

Any further project partners listed on the call (i.e. who are not listed as Co-I host organisations) must also supply a letter of support outlining their involvement with the Network and confirm any in kind or financial contributions they will be contributing to the Network.

**Post will outlast project**
Select Yes or No. Please note, there is an expectation that the PI’s post will be in place for the duration of a funded project. This means if this questioned is answered with “No” then a pop-up message will display, confirming that if the proposal is successful at a subsequent full call stage, it is the RO responsibility to ensure the PI’s post will be extended to match the project end date. By submitting the proposal, the RO is taking collective responsibility to comply with this request.
Objectives
The objectives of the proposed project should be listed in order of priority, and should be those that the investigators would wish UKRI to use as the basis for evaluation of work upon completion of any project grant awarded. (4000 character limit)

Impact summary
Applicants are required to consider carefully how best to build links and contacts at the concept and development stage of the proposal with the potential beneficiaries and users to be involved within the grant, and to work towards co-production of knowledge with research users where appropriate. It is vital that the economic and societal impact of all projects funded by UKRI is maximised.

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

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

Resource summary and UK & Overseas Costs
All costs incurred in countries on the DAC list of recipients are eligible to receive 100% of the requested cost. Any UK costs requested will be awarded at 80% full economic cost (fEC) in line with standard UKRI rules as per the following table:

<table>
<thead>
<tr>
<th>Research Organisation Location</th>
<th>Direct Costs</th>
<th>Indirect (overheads and Institutional) costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAC list countries</td>
<td>Up to 100% eligible costs</td>
<td>Up to 20% of eligible costs</td>
</tr>
<tr>
<td>UK</td>
<td>Current fEC policy (80% direct &amp; indirect)</td>
<td></td>
</tr>
</tbody>
</table>

Last updated 20/08/2019
All costs expected to be covered by UKRI funding should be included in this section. All prices and salaries should be calculated at current rates. Costs will need to be broken down as described in the ‘Resource Summary’ section of the Je-S help text for standard proposals.

Please note that costs cannot be claimed from government bodies.

On receipt of the proposal, eligibility of business, civil society or government body partners 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 the applicant be short listed.

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

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

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

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

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

**Costs for international principal and 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 principal or co-investigator under this call.
It is recommended that potential overseas-based principal or co-investigators should contact the UKRI case officer in the first instance if their organisation is not selectable as part of the Je-S person account registration process. If it is determined the relevant organisation complies with the guidance above then Je-S Helpdesk (jeshelp@je-s.ukri.org) should be contacted to add them to the Je-S database, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

GCRF will fund 100% of the justified costs for international principal and co-investigators from countries on the OECD DAC list of ODA recipients (DAC list). International costs should be submitted under Other Directly Incurred costs and marked as Exceptions.

UKRI expects these fully justified costs associated with DAC-listed country investigators’ involvement in the project to exceed 30% of the overall cost of the grant (at 100% fEC). No upper limit will be applied, though all costs will need to be fully justified.

If a principal or co-investigator is from a country flagged as likely to graduate from the DAC list during the course of the project this should be treated as a country NOT on the DAC list.

The overhead rate for DAC list country Investigators is up to 20% of direct costs. Please note that only DAC list country Investigators are eligible for 20% of international salary related costs as overheads/indirect costs and that this does not apply to non-DAC list country Investigators.

**Other eligible / ineligible costs**

Third sector organisations (e.g. NGOs, charities and other non-profit civil society organisations) are eligible to receive a contribution to their costs on the project funded by the research councils. Any non-staff costs must be reasonable; indirect costs and overheads are not allowed. The total costs associated with all third-sector project partners, however, must not exceed 20% of the total Network award (100% fEC).

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

Capital or infrastructure expenditure is not an eligible cost for this call. Individual items of equipment above £10,000 are not an eligible cost for this call. Fees and/or stipends associated with Masters and PhD studentships are not eligible under this call; however, Network-specific travel and subsistence associated with students may be included.
The first stage is not intended to support research. Research activities such as staff time for research, consumables or access to equipment are not an eligible cost for this call. Government bodies are not eligible for funding.

All staff costs must be based on basic local salaries (i.e. not day rates).

The following costs may not be included as direct costs for this call and therefore must be included in the requested indirect costs:

- Charges for office or laboratory space
- Electricity, heating, lighting
- Telephone and basic communication costs (unless there is need for significant project based activities such as phone interviews)
- Routine photocopying and printing (Large print runs such as publications or workshop papers may be charged to the grant)
- Standard Office computing, including desktop and laptop computers and associated software. Individual items of computing equipment may not be charged to a grant (High performance computing facilities which are linked to a specific research task may in some circumstances be charged to the grant – for further clarification please check with UKRI)
- Office support staff (e.g. finance staff, basic secretarial support, computing support staff). Project managers can be claimed as a direct cost on the grant
- Continuing Professional Development for staff

Summary
Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. (*4000 character limit*)

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

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

Attachments
Attachments should be uploaded in Pdf (rather than Word) format, to reduce document corruption issues.
<table>
<thead>
<tr>
<th>Document</th>
<th>Maximum page length</th>
<th>Je-S attachment type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCRF Case for Support</td>
<td>5 pages</td>
<td>Case for Support</td>
</tr>
<tr>
<td>Justification of Resources</td>
<td>2 pages</td>
<td>JOR</td>
</tr>
<tr>
<td>Letter of support*</td>
<td>1 page per letter</td>
<td>Letter of support</td>
</tr>
<tr>
<td>CV (for PI and Co-Is)</td>
<td>2 pages (each)</td>
<td>C.V.</td>
</tr>
<tr>
<td>Pathways to Impact</td>
<td>3 pages</td>
<td>Pathway to impact</td>
</tr>
<tr>
<td>ODA compliance statement</td>
<td>1 page</td>
<td>Non-UK Component</td>
</tr>
<tr>
<td>Data management plan</td>
<td>½ - 3 pages (see template)</td>
<td>Data Management Plan</td>
</tr>
<tr>
<td>Gender Equality Statement</td>
<td>1 page</td>
<td>Non-UK component</td>
</tr>
</tbody>
</table>

**Proposal classifications**

The information provided in this section will be used by us to identify appropriate reviewers.

It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

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

**Submit your proposal**

Please ensure that you have completed all attachments that are mandatory requirements against this specific call, although they may not be standard mandatory attachments on Je-S.

After all mandatory sections have been completed, the submit button will appear across the top menu bar. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above). Please note that the proposal must be formally submitted by your organisation before **16:00 on 12 November 2019**.

**Tracking your proposal**

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

**Other Useful Guidance Documents**

- GCRF ODA guidance
- Pathways to Impact
- Data Management Plan template
- Gender Equality in International Development
- UN Sustainable Development Goals
- DAC list
- Research ethics
- Je-S System
- Je-S Helpdesk
- Setting up a Je-S account
- Equality Impact Assessment (PDF, 233KB)

**Further enquiries**

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

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

Contacts:
Ruth McQuitty, International Development Policy Manager
Telephone: +44 (0) 1793 44 4380

Charles Clerck, GCRF Support Officer
Telephone: +44 (0) 1793 44 4273

Enquiries relating to technical aspects of the Je-S form should be addressed to:
- Je-S helpdesk
  Email: jeshelp@je-s.ukri.org
  Telephone: 01793 444164

**Change log:**

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</tr>
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<td>Ruth McQuitty</td>
<td>30/10/2019</td>
<td>2</td>
<td>Page 2, clarification that the limit of £150,000 is the 100% fEC figure.</td>
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<tr>
<td>Ruth McQuitty</td>
<td>30/10/2019</td>
<td>2</td>
<td>Page 3, dates updated to match the call text.</td>
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<td>2</td>
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