



UKRI Industrial Strategy Challenge Fund (ISCF)

Healthy Ageing Social, Behavioural and Design Research Programme Outline Stage

Je-S guidance for applicants

This version: May 2020

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Call summary

Call type:

Outline

Closing date:

16:00 on 7 July 2020

Funding available:

£9.5m (100% fEC)

How to apply:

Proposals are invited via Je-S attracting the standard 80% fEC funding model.

Assessment process:

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

Key commissioning dates:

- Deadline for proposals – 7 July 2020
- Panel meeting – 14 September 2020
- Invitations to full-stage – 28 September 2020

Contacts:

- Pete Henley or Huw Vasey
Email: ISCFHealthyAgeing@esrc.ukri.org

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

Introduction

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

- [ESRC Research Funding Guide](#)
- [ESRC guidance on 'How to write a good research grant application'](#)
- **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@rcuk.ac.uk

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Thursday 8.30-17.00, Friday 8.30-16.30 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

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

- **Scheme-specific guidance**
< Insert web link to call >

For further information contact:

- Pete Henley or Huw Vasey
Email: ISCFHealthyAgeing@esrc.ukri.org

Important: Where information and guidance issued in this document differs from the general guidance offered in these sources, you should adhere to the guidance in this document.

Joint Electronic Submissions (Je-S)

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

The category of organisations from which proposals can be submitted from is as follows:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised Independent Research Organisation*). A list of eligible organisations is available from [UKRI eligibility page](#). The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

**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 e-mail 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 principal and co-investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant. To get you started on creating an account please refer to the [Je-S helptext](#).

Please ensure that applicants select the 'Account Type: Research Proposal' and the option: 'An Applicant on a Standard or Outline Proposal' - see [helptext](#).

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 ESRC 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 7 July 2020. 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 outline call title **Healthy Ageing Social, Behavioural and Design – Outline 2020**) and select from the list created. The remaining selection fields will be automatically populated.
4. Select the 'Create Document' button.

Completing your proposal

The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (green tick).

The details below are not an exhaustive step-by-step guidance, and we recommend that you refer to the Je-S helptext for additional information.

Please note you may return to edit saved documents at any time.

Project details

- Select organisation and department from drop-down lists
- ‘Your Reference’ should be supplied by your research organisation (consult your Research Office). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, check **Healthy Ageing Social, Behavioural and Design – Outline 2020** is selected. Please note that the option will only be available once the call is open on 14 May 2020.
- The start date for the proposal must be 1 March 2021.
- The duration of the grant must not exceed 36 months.

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 ESRC correspondence. All named investigators are responsible for ensuring that successful applications are undertaken and completed in the manner specified.

Please note that it is mandatory that you answer positively to the question ‘Post will outlast project?’ To clarify, there is an expectation that the PI’s post will be in place for the duration of the project.

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 Healthy Ageing Social, Behavioural and Design – Outline 2020.

The ESRC 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 applicant be short listed.

It is recommended that potential UK co-investigators from business, civil society or government bodies should self-register their organisation as soon as possible if it is not selectable as part of the Je-S person account registration process. This can be done via the self-registration option on the Je-S login screen, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

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

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

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

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

International co-investigators

Please note that any academic researcher (PhD or equivalent) from an established International Research Organisation of comparable standing to an ESRC-eligible UK research organisation will be eligible to be listed as an international co-investigator under this call. Applicants are reminded that international costs must not exceed 30% of the full 100% fEC cost of the grant. However, the total of these costs and the costs for UK co-investigators in business, civil society or government bodies must not exceed 30% of the full 100% fEC cost of the grant.

It is recommended that potential overseas based co-investigators should self-register their organisation as soon as possible if it is not selectable as part of the Je-S person account registration process. This can be done via the self-registration option on the Je-S login screen, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

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

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)

Resource summary

The outline call will be subject to the full Economic Cost (fEC) funding model. If successful, ESRC will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%.

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

Summary

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

Project partners

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

Attachments

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

Case for support is the only mandatory Je-S attachment against outline proposals. Justification for Resources, CV and Other are optional attachments.

Case for support (maximum of five sides of A4)

The case for support should address the aims of the call as listed in the call details and should include:

- an outline of the project aims and methods;
- indicative work packages (including approximate timings), and;
- details of how the project will address the Programme aims as listed in the call details.

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

Justification of resources (maximum of one side of A4)

This statement should be used to justify the resources required to undertake the research project. Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. The Justification of resources should also include the indicative costs associated with stakeholder engagement, project administration and travel and subsistence to meet the requirements of the Programme.

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

CVs (maximum of two sides of A4 for each)

Summary CVs for the PI, co-applicants and named researchers may be attached. It should contain basic information about education, employment history and academic responsibilities.

Other attachment

Where possible, you should include letters of support from organisations involved in the engagement, impact and knowledge exchange activities of the project. These are optional at the outline stage, but are required at the full stage.

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.

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. Please note that the proposal must be formally submitted by your organisation before **16:00 on 7 July 2020**.

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 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.

Commissioning timetable

- | | |
|---|----------------------|
| • Call for proposals issued | 14 May 2020 |
| • Deadline for submitting proposals | 16.00 on 7 July 2020 |
| • Shortlisting Panel meeting | 14 September 2020 |
| • Decisions to applicants (outline stage) | 28 September 2020 |
| • Full stage (invite only) deadline | 5 November 2020 |
| • Commissioning Panel meeting | 20 January 2021 |
| • Mandatory grant start date | 1 March 2021 |

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 application procedures should be addressed to:

- Pete Henley or Huw Vasey
Email: ISCFHealthyAgeing@esrc.ukri.org

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

- Je-S helpdesk (Opening Hours: Monday – Thursday 8.30-17.00, Friday 8.30-16.30)
Email: jeshelp@rcuk.ac.uk