Secondary Data Analysis Initiative open call

Je-S guidance for applicants

Introduction

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

> **ESRC Research Funding Guide**
> https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/
> **ESRC guidance on 'How to write a good research grant proposal'**
> https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/
> **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 or 01793 444164

> If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted via telephone Monday to Thursday 8.30am - 5.00pm, Fridays 8.30am - 4.30 pm (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, research 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 and FAQs**
> https://esrc.ukri.org/funding/funding-opportunities/secondary-data-analysis-initiative-sdai-open-call/

For further information email sdai@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 proposals under this call must be completed and submitted through the Research Councils' Joint Electronic Submissions (Je-S). To be able to do this the research organisation must be registered (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

Proposals can be submitted by UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S and eligible for responsive mode funding. A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

Je-S accounts for applicants

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 at https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm

Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see helptext https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm#Account_Type

Before creating your proposal

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

Please note that the Secondary Data Analysis Initiative (SDAI) is an open date call and whilst proposals can be submitted at any time, potential applicants must be mindful of the timetable for meetings of the Grant Assessment Panels (GAPs).

You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

Your proposal will actually be sent to Je-S/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 (ie head of department) and submitter pool (ie 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').

Organisation internal submission structure

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be 'submitted' through the Je-S System to 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 authorized 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 UKRI.

Use of your person 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.

COVID-19 Guidance for Applicants

- **Accounting for the unknown impacts of COVID-19**

UKRI acknowledges that it is a challenge for applicants to determine the future impacts of COVID-19 while the pandemic continues to evolve. Applications should be based on the information available at the point of submission and, if applicable, the known application specific impacts of COVID-19 should be accounted for. Where known impacts have occurred, these should be highlighted in the application, including the assumptions/information at the point of submission. There is no need to include contingency plans for the potential impacts of COVID-19. Requests for travel both domestically and internationally can be included in accordance to the relevant scheme guidelines, noting the above advice.

(Reviewers will receive instructions to assume that changes that arise from the COVID-19 pandemic, post-submission, will be resolved and complications related to COVID-19 should not affect their scores.
Where an application is successful, any changes in circumstances that affect the proposal will be managed as a post-award issue.)

Creating your proposal

Log in to Je-S at https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx Documents screen:

Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title **SDAI open call** 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 research organisation would be asked to provide if a grant were awarded.

- Enter 'Project Title' (maximum limit of 150 characters)

- For 'Proposal Call', select 'SDAI open call'.

- Your grant should be a proposed duration of no more than 24 months.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-I) 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 proposals are undertaken and completed in the manner specified.

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

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 the Research Grants (open call).

The ESRC will fund 100 per cent of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30 per cent of the overall cost of the grant (at 100 per cent fEC). Please note that costs cannot be claimed for government bodies.

Proposals which include co-investigators from the UK business sector or from third sector organisations that engage in economic activity[1] must ensure that the involvement of these organisations complies with State Aid legislation. Proposals which include co-investigators from third sector organisations that are deemed **not** to engage in economic activity must provide evidence of this status in the Justification of Resources section of the proposal form.

On receipt of the proposal, eligibility of business, civil society or government body will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be taken.

It is recommended that potential UK co-investigators from business, civil society or government bodies should contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) 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).

---

[1] 1 "'Economic activity' means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity." Department for Business Innovation & Skills, State Aid: The Basics Guide, July 2014 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/443686/BIS-15-417-state-aidthe-basics-guide.pdf

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 and salary costs must be entered under the standard 'Co-Investigator' section. (Please tick the 'Exception' box to ensure 100 per cent costs claimed). Other staff related costs whether, fieldwork, equipment or travel and subsistence should be entered in the 'Other DI' Section as exceptions and marked as Co-I costs.

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

Host/submitting institutions are reminded that for calls that encourage non-academic Co-Is, a suitable support structure should be in place to assist such individuals in registering for Je-S accounts and contributing to the research case.
For additional detailed guidance on ESRC's UK business, third sector or government body Co-Investigators policy, including costing guidance, please see:
https://esrc.ukri.org/funding/guidance-for-applicants/inclusion-of-uk-business-third-sector-or-government-body-co-investigators-on-proposals/

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. Please note that international costs must not exceed 30 per cent of the full 100 per cent fEC cost of the grant.

It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) 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).

International co-investigator salary costs should be entered under the 'Co-Investigator' section and should be marked as an 'Exception' using the tick box. Other staff related costs whether, fieldwork, equipment or travel and subsistence should be entered in the 'Other DI' Section as exceptions and marked as Co-I costs.

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.

For additional detailed guidance on ESRC's International Co-Investigators policy, including costing guidance, please see: https://esrc.ukri.org/search-results/?keywords=Inclusion+of+international+co-investigators+on+proposals&siteid=esrc

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. (4,000 character limit) This section should include the following:

- The context of the research.
- Its aims and objectives.
- Its potential applications and benefits.

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 *(2000 character limit)*

Summarise the duties of the staff members that will be involved in your project, including the applicants. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested. (*2000 character limit*)

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 (https://esrc.ukri.org/funding/guidance-for-applicants/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. The full economic costs (i.e. 100% costs) of such support should be identified.

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 proposal under this call is related to any proposals previously submitted to us. Please note the ESRC policy on 'invite only' resubmissions (see https://esrc.ukri.org/funding/guidance-for-applicants/resubmissions-policy/). 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). It is also possible to capture Researcher salary costs under the exceptions (100% contribution) cost type, if they are international based.

Please note: Time allocation and salary costs associated with non-UK Co- investigators must be entered under 'Co-Investigator' section and the 'exceptions' box will need to be ticked. All other international Co-Investigator associated costs whether, fieldwork, equipment or travel and subsistence should be entered in the 'Other DI' Section as exceptions and marked as Co-I costs. Please see guidance on the Resources section below.

Associated (grant-linked) studentships are not permitted in this call.

Resources

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

The **SDAI open call** will provide up to 24 months funding with an overall limit of £300,000 (100 per cent fEC) per grant. If successful, ESRC will meet 80 per cent of the full economic costs on proposals submitted and the host research organisation is expected to support the remaining 20 per cent.

An explanation of the cost headings can be found in the Je-S helptext under the Costings heading within Standard Proposals:

https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/Costings.htm.

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

The following paragraphs provide guidance on how to enter different types of resource within the Je-S proposal, and any supporting documentation that may be required. For more detailed guidance see the relevant Je-S helptext.

Travel and Subsistence - add each item of travel and subsistence required for your project. This includes travel for both research activities and for those contributing to knowledge exchange and the delivery of impact activities. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. Please note that prior to travel overseas the grant holder must check with the Finance Office at the hosting Research Organisation to ensure that travel is permissible, and not against the advice of the Foreign and Commonwealth Office (www.fco.gov.uk).

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 the OJEU threshold value (net of VAT £113,057), 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 per cent of the cost.

All requests for items of equipment costing above the OJEU threshold value (net of VAT £113,057) 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. RCUK will decide the strategic location for these items and will potentially fund them at 100 per cent. 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 with a value over the OJEU threshold value (net of VAT) 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 OJEU threshold but more than £25,000, it is optional to provide quotations and up to three can be uploaded.

Social Survey costs are not allowable under this call.

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

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

Justified costs associated with gaining access to data such as fees and charges, should be included here and addressed specifically in the justification for resources.

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. Eligible non-HEIs 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.

Where an individual will be working away from the Research Organisation on long-term secondment for a period in excess of six months during the project, estates costs should not be charged for the period of secondment. No reduction should be made for shorter term absence.

Project partners

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. Each project partner added to the proposal must hold a letter of support from each partner organisation confirming the level of support specific to this proposal. This must be included

as an attachment 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.

Data collection

Data collection is not permitted under this call. However, new datasets may be created, for example through data linkage.

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 (https://esrc.ukri.org/funding/guidance-for-grant-holders/research-data-policy/) and in the Research Funding Guide (https://esrc.ukri.org/funding/guidance-for-applicants/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.

Reviewers (academic and user)

Nominate two academic and two non-academic/user reviewers. These people must not be from the same research organisation as any of the investigators on the project, and should not represent potential conflicts of interest. **Agreement should be sought from nominated reviewers before their details are submitted**. We may contact one of each 'type' of reviewer to assist in the peer review of your proposal.

Classifications

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. If 'yes' please expand within the 'Case for Support' attachment.

User involvement

'Users' are individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, commercial private sector, civil society or the wider public in general. Engaging users in your research from its conception and development and throughout the research lifecycle 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.

If 'Users' have been/will be engaged with your research project, please specify the nature of their engagement by selecting from the drop-down list:
- Design
- Execution
- Dissemination
- Training

There is also an option to record a 'not applicable' selection. It is a mandatory requirement that at least one option is selected.

Attachments

It is important that applicants **only submit the supporting attachments specified in this document**. We reserve the right to reject proposals that do not include the required attachments or include attachments not specified in this guidance. It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance: https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm

The following are mandatory Je-S attachments for this call:
- Case for support
- Justification of resources

- CV
- List of Publications

Data Management Plan, Letter of Support, Proposal Cover Letter, Final/Interim Report and Other are optional attachments and should be included where necessary.

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

Case for support (maximum of six sides of A4)

This is the body of your research proposal. It must not exceed **six** sides of A4 and must include the following sections:
- The introduction should set out the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should also be included.
- The detailed research questions to be addressed should be clearly stated.
- A full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- The framework and methods for analysis. This must include details of the choice of data and justification of their inclusion. Please note, information relating to the analytical strategy of the proposal and how it will deal with issues of data quality (for example missing data) should also be detailed in this section and not in the data management plan.
- ESRC is committed to funding excellent research which is also adventurous, speculative and innovative, and with the potential for scientific and/or user impact. Where there are risks associated with such research please outline any measures which will be taken to mitigate them.

- It is vital that the economic and social impact of all projects funded by ESRC is maximised. Consider potential beneficiaries and users involved in the development of the proposal 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.
- The expected outputs both academic and those directed at (potential) users (articles, papers, datasets, events, etc.) Where possible, describe the expected impact.
- The bibliography for references cited in the proposal should be attached under the 'list of publications' document; this should not include publications not cited in the proposal. A list of the most relevant and recent publications should be included in the applicant CVs.
- 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 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.

Proposals which include co-investigators from third sector organisations that are deemed **not** to engage in economic activity must provide evidence of this status within the Justification of Resources statement.

Please refer to the joint Research Council Je-S helptext https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCSpecificRequirements.htm for further guidance.

Data Management Plan (maximum of three sides of A4 per applicant)

Primary data collection will not be funded under this call. However, new datasets created through data linkage are permitted. In such instances, the applicants must submit a data management plan as part of their proposal. Please note, the data management plan should be used to address issues related to the storage, quality assurance and sharing of such data and not for information on the analysis of the existing datasets.

It is part of ESRC's Research Data Policy (https://esrc.ukri.org/funding/guidance-for-grant-holders/research-data-policy/) that datasets generated as part of ESRC-funded research, including through data linkage, should be available for re-use and thus deposited in an

appropriate repository where possible. Please discuss how this data will be shared with the relevant ESRC Data Research Centre or UK Data Service (UKDS) prior to your application and detail this in your data management plan.

CV (maximum of two sides of A4 per applicant)

A CV for each applicant, named research staff member and consultant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

Early Career Researchers should include the submission date of their PhD thesis and a clear statement explaining how they meet the eligibility requirements for this call. Dates of career breaks should also be provided if relevant.

List of publications

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. There is no formal page limit for this attachment, although as a general rule up to 3 sides of A4 would suffice.

Final/interim reports (maximum of three sides of A4)

All current grant holders must submit a progress report on their current grants with any new application. Details should include the output records submitted by the applicant to the Researchfish system. The progress reports must not exceed three A4 sides per project. As part of this all current and past award holders must ensure that the output records for current and past awards on Researchfish are up-to-date, as this information might be taken into account.

Proposal cover letter/letter of support (maximum of one side of A4)

Letters of support are required where data is being accessed through the Big Data Network (BDN) 2 Centres, or data is being used which is not normally available for research purposes or where such data is being linked. This is to provide clarification where there are ambiguities surrounding access to the dataset(s), in order to offer assurances that if a proposal is successful the dataset(s) will be accessible. Letters of support can be accepted by email, and must be signed and dated within six months of the proposal submission date by the issuing organisation.

For such proposals, applicants must obtain approval from the approvals panel prior to submitting their proposal and include proof of this via a letter of support. For proposals seeking to access non-open data from the BDN2 Centres, applicants are required to contact the relevant data research centre and obtain approval from the relevant approvals body prior to submitting a proposal. Applicants should include proof of this via a letter of support.

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.

Proposal classifications

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

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

It is an essential requirement that your **primary research area** is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50 per cent of the proposed programme of research is within ESRC remit. Please refer to the list of research areas that fall within ESRC remit (https://esrc.ukri.org/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/) for further information. Please note this information is used to determine eligibility for ESRC funding and to assist in the selection of appropriate reviewers.

There are three parts to the harmonised classification:

1. **Research Areas**

   These should be used to indicate the subject area(s) or disciplines relevant to the proposal. Research Areas are structured on three levels. For some subject areas all three levels have been defined, for others only two levels. The top level – Research Area – should be used to navigate to the relevant subject areas. Select the subject area(s) at the second level and/or third level where this is available. Please try to select terms at the lowest level to describe the subject area. Select up to five second-level Research Areas. Within the second-level Research Areas make as many selections at the third level as required. Once you have selected the relevant Research Area(s), please ensure that you set one as primary.

2. **Qualifiers**

   Qualifiers are terms that further describe the area of research. They are grouped by type, for example Approach (methodological approach), Geographic Area, or Theoretical Methods. Select as many Qualifiers as are relevant to enable the Research Councils to gain a more detailed understanding of the area of research/study.

3. **Free-text**

   Keywords Free-text Keywords may be used to describe the subject area of the proposal in more detail.

For more guidance on how to enter Research Areas, Qualifiers and Free-text Keywords on the Je-S form please refer to the appropriate Je-S help text.

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).

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 emailed to sdai@esrc.ukri.org

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

- Je-S helpdesk
  Email: jeshelp@rcuk.ac.uk Telephone: 01793 444164