ISCF Manufacturing Made Smarter Research Director 2020
Je-S guidance for applicants

Call summary

Call type:
Open

Closing date:
16:00 on 25 November 2020

Funding available:
£125,000 at 100% fEC

How to apply:
Proposals are invited via Je-S attracting the standard ESRC 80% funding contribution

Assessment process:
Applications for the MMS Research Director role will be assessed and shortlisted by an independent panel comprising of academics, business representatives and other stakeholders in January 2021. Shortlisted applicants will then be invited to a final interview panel in February 2021.

Key commissioning dates:
- Deadline for proposals - 25 November 2020
- Shortlisting panel – January 2021
- Interview panel – February 2021
- Research Director start date – March 2021

Contacts:
- Email: MMS@esrc.ukri.org

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.
- When reporting problems by email, 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

Please refer to the Manufacturing Made Smarter Research Director call specification:
https://esrc.ukri.org/files/funding/funding-opportunities/ukri-iscf-manufacturing-made-smarter-call-specification/

For further information contact:
- Email: MMS@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 UKRI's Joint Electronic Submissions (Je-S) system. To be able to do this the submitting organisation must be registered (or self-registered) for Je-S and the applicants must hold personal 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 Organisation*). 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.

*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 principal and Co- Research Directors 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 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 (ie 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 (UKRI) capture and process personal information in line with current UK data protection legislation. Our privacy notice provides more information around the processing of personal information, provides contact details for our Data Protection Officer and explains how to exercise your rights as a data subject.

UK Research and Innovation understands the importance of protecting personal information and is committed to complying with the General Data Protection Regulation 2016/679 (GDPR) and Data Protection Act (DPA) 2018. It is committed to fostering a culture of transparency and accountability by demonstrating compliance with the principles set out in the Regulation – as laid out in our Data Protection Policy (PDF, 137KB).

Before creating your proposal

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

Please note that **the deadline for research organisation submission of proposals is 16:00 on 25 November 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 extend a 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. If the call is open to a self registered organisation then the proposal is submitted direct to Je-S helpdesk. 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').

Creating your proposal

Log in to [Je-S](#).

From the Home Screen select Documents.

Select 'New Document' screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title (ISCF Manufacturing Made Smarter Research Director 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). Otherwise use a suitable reference of your choice. 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; ISCF Manufacturing Made Smarter Research Director 2020
- Your start date should not be before March 2021. Your grant should be a proposed duration of no more than five 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(s) (PI). Joint applications (including job shares) for Co-Research Directors are welcome where a clear split of responsibility is given. Please see below for further guidance.

Support staff are permitted.

Staff may be from more than one research organisation, but the PI must be from the organisation that submits the proposal and will administer the grant. For this call, that must be a UK organisation. If successful, the PI will be the Research Director, the contact person for UKRI correspondence and will take intellectual leadership of the role and manage its implementation.

It is mandatory that Principal Investigators answer positively to the question 'Post will outlast project?' as we expect the PI's post to be in place for the duration of the project.

Co-investigators

If submitting a joint application (including job shares), the Je-S application form will require that one of the Co-Research Directors will be listed as PI, the other will need to be listed as Co-I.

No Other Co-Is are allowed.

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

UK co-investigators in business, civil society or government bodies are not permitted for this call.

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 set out how the work done, as you have envisaged the role on your proposal, will contribute to knowledge, both within the UK and globally, including potential benefits to researchers across disciplines in the field and what will be done to ensure such benefits occur. Please also briefly summarise how the work will benefit other potential beneficiaries such as industry, service users and policy makers, including what specifically will be done to ensure such benefits occur. *(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 PI (and any other staff), setting out why it is necessary for that person to perform that 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 Principal Investigator, 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. 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

Co-Investigators are not permitted to be included in applications to this call.

Resources

All resources requested must be fully justified in the 'Justification' attachment.
The ISCF Manufacturing Made Smarter Research Director 2020 will provide up to 5 months of funding with an overall limit of £125,000 (100% fEC) per grant. 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%.

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.

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

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

Estates and indirect costs

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

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. **It is important that all organisations that are contributing either directly or indirectly to the intended research, are identified.** If not, their contributions to the project cannot be reflected in our assessment process or in the summary of the project published externally, if it is funded. 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.

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.

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.

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:
- Case for support
- Justification of resources
- CV

List of Publications, 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 MMS@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 six sides of A4)

This is the body of your research proposal. It must not exceed 6 pages and must include the following sections:

It is important to refer to the role description and person specification sections in the Call Specification https://esrc.ukri.org/files/funding/funding-opportunities/ukri-iscf-manufacturing-made-smarter-call-specification/ when completing this section.

It should fully expand upon:
- The structure of, and vision for, the role as you see it, including the leadership activities planned to achieve the role's aims and objectives and the proposed time commitment.
- The preliminary activities that will be carried out to prepare for undertaking the role.
- The future development of the role, including how its cross-disciplinary nature will be realised and under-represented disciplines drawn in.
- How you will work across the wider Manufacturing Made Smarter Challenge to promote impact, add value, ensure coherence of research across the portfolio and champion the Challenge across audiences and channels.
- The relationship you envisage to have with the Challenge Director and UKRI staff.
- Why you and any other members of staff included on the proposal are appropriate to carry out the role, including how you will work together to carry out the role coherently. Relevant policy, industry or practical background should be included, as well as reference to the person specification in the Call Specification.
- The ways in which connections between programme activity and policy and industry will be made e.g. through your connections with key stakeholders.
- The expected outputs, academic or those orientated to (potential) users, e.g. articles, papers, datasets, events, etc. Where possible, describe the expected impact.
- How you will approach developing the proposal for an MMS Network+.

If appropriate, a bibliography for references cited in the proposal should be attached as a 'list of publications' document; this should only include publications cited in the proposal. A list of the most relevant and recent publications should be included in the CV of academic staff.

Justification of resources (maximum of two sides of A4)
This is a statement explaining why the resources requested are required to undertake the role as you have described it, taking into account the nature and complexity of the work proposed. It should cite, and expand upon, all figures in the list of required resources for the Director role which you have provided in the Je-S form. If inadequate explanation is provided for an item that requires justification, no funding for that item will be provided should the proposal be successful. Applicants are not required to include any costs associated with the flexible fund in this document.

Please refer to the Je-S helptext and the 'Resources' section in this document for further guidance.

CV (maximum of two sides of A4 per person)
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.

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.

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

All current UKRI grant holders must submit a progress report on their current awards with any new application. Details should include the output records submitted by the applicant to the ResearchFish system.

Proposal classifications

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

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

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% of the proposed programme of research is within ESRC remit. Please refer to the list of [research areas that fall within ESRC remit](#) for further information. Please note this information is used to determine eligibility for ESRC funding and to assist in the selection of appropriate reviewers.

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 25 November 2020.**

Commissioning timetable
- Call launch – 30 September 2020
- Deadline for submitting proposals (Stage 1) – 16: 00 on 25 November 2020
- Shortlisting panel – January 2021
- Interview panel – February 2021
- Research Director start date – March 2021
- Mid-point review panel – June 2021
- Deadlines for full Network+ proposal (Stage 2) – July 2021

- Peer Review Panel – September 2021
- Network+ start date – late October 2021
- Grant ends – December 2024

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.

Further enquiries

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

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    Email: MMS@esrc.ukri.org

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

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) with telephone support available from 09.00am to 13.00pm.