ESRC-MOST Networking Grants Call
Je-S guidance for applicants

Call summary:

Call type:
Networking Grants

Closing date:
16:00 GMT on Thursday 7th January 2021

Funding available:
The total budget for the UK component of this call is £250,000 (with ESRC meeting 80% of the full Economic Costs (fEC)) and an amount of NT$12,400,000 is available from MOST for the Taiwan component of the call (with MOST meeting 100% of costs). The UK component of a proposal may be a maximum of £31,000 (100% fEC – ESRC will meet 80% of fEC) and the Taiwan component of the proposal has an equivalent limit of NT$1,240,000 (funded at 100%).

How to apply:
Proposals are invited via Je-S attracting the standard 80% fEC funding model. A reminder that this call specification is for the UK component of the proposal only. A corresponding Taiwan component of the proposal must be submitted to MOST. See MOST website link for more details. **These two separate applications must contain a common document detailing the jointly develop programme of work (see Je-S guidance for details). Applications should have exactly the same titles to allow them to be easily matched.**

Please note: Proposals and associated documentation submitted to this call will be shared between ESRC and MOST for the purposes of funding and joint oversight of the commissioning process. A data sharing agreement will be agreed between ESRC and MOST.

Key commissioning dates:
- Deadline for proposals – 16:00 GMT Thursday 7th January 2021
- Panel meeting – February 2021
- Funding decision – April 2021 Grant start date – From May 2021

Contacts:
- ESRC: Emily Hancock, Joseph Turner and Caroline Curtis

  Email: UKTaiwanNetworking@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 righthand 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. Telephone opening hours are Monday to Friday 8.30am to 16:30pm (excluding bank holidays and other holidays).

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

- **Scheme-specific guidance**

For further information contact:
- ESRC: Emily Hancock, Joseph Turner and Caroline Curtis

Email: UKTaiwanNetworking@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 UKRI's Joint Electronic Submissions (Je-S) system. To be able to do this the organisation must be registered (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

There are two possible categories of organisations from which proposals can be submitted:

- 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 via https://www.ukri.org/funding/how-to-apply/eligibility/.

Please note that applicants based in UK NHS Trusts, Hospitals, Boards or GP Practices that are considering applying as the lead applicant to this call should contact the Je-S Helpdesk

(jeshelp@je-s.ukri.org or 01793 444164) to ensure that their organisation is correctly registered on the Je-S system. If the organisation is not correctly Je-S registered, an email request for Je-S registration will be required from the organisation. **Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call**. *Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.*

- **Overseas organisations** which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other research responsive mode schemes). A list of these organisations is available from the Je-S login page. The organisation will have previously set up the 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. 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. The proposal must be submitted through the Je-S System to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

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

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

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

Please note that **the deadline for research organisation submission of proposals is 16:00 GMT on Thursday 7th January 2021.** 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. 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.

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title (ESRC-MOST Networking Grants 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 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; ESRC-MOST Networking Grants Call
- Your start date should not be before May 2021. Your grant should be a proposed duration of no more than 18 months.
- Submission route – It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it to Council.

Investigators

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

Both the UK and Taiwan teams should have a Principal Investigator, who will share intellectual leadership of the project. The lead of Taiwan team must be listed as an international co-investigator.
Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

Post will outlast project

Select Yes or No. Please note, there is an expectation that the PI's post will be in place for the duration of a funded project. This means if this question is answered with "No" then a pop-up message will display, confirming that if the proposal is successful it is the RO responsibility to ensure the PI's post will be extended to match the project end date. By submitting the proposal, the RO is taking collective responsibility to comply with this request.

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 ESRC-MOST Networking Grants Call.
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 a positive funding decision be taken.

It is recommended that potential UK co-investigators from business or civil society should create Je-S accounts as soon as possible once the call opens to allow sufficient time for the account(s) to be verified.

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.

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 scheme. Please note 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 of 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 follow the Self registration for organisations instructions and should create personal Je-S accounts as soon as possible once the call opens to allow sufficient time for the account(s) to be verified.

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.

Please note that the lead of Taiwan component should be added as an international co-investigator in the proposal. Cost associated with the lead of Taiwan should be requested from MOST.

Objectives
List the objectives of your research in order of priority. *(4000 character limit)*

Summary
Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. Please note that this section will be made available on the Gateway to Research database, therefore applicants should ensure confidential information is not included in this section *(4000 character limit)*

Academic beneficiaries
Please summarise how your proposed activity will contribute to knowledge, both within the UK, Taiwan and globally. This should include how the activity 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 activity and give details of how they will benefit and how the results of the proposed activity will be disseminated. Also describe the relevance of the research to beneficiaries. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of research council-funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the helptext page linked to this Je-S section.

Staff duties
Summarise the duties of the staff members that will be involved in your project, including 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 activity will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

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

Other support

Enter details of any support sought or received from any other source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here - they should be detailed in the project partners section.

Related/previous proposals

Please state whether your application under this call is related to any proposals previously submitted to us. Please note the policy on 'invite only' resubmissions. You must detail the appropriate related proposal and its relationship here. Select 'Related Proposals', then 'Add New Related Proposal Item' before entering the details of any related proposals.

Please enter the reference numbers of any support sought or received from us in the past five years via the 'Previous proposals' section. Please note that this only relates to previous ESRC research grants.

Staff

If your project requires staff other than the team of investigators, their details should be entered here. 'Directly Allocated staff' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (eg investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians). It is also possible to capture Researcher salary costs under the exceptions (100% contribution) cost type, if they are international based.

Inclusion of associated (project) studentships is not permitted under this call.

Resources

All resources requested must be fully justified in the 'Justification' attachment.
The ESRC-MOST Networking Grants Call will provide up to *18 months* funding with the UK component of a proposal may be a **maximum of £31,000 (100 per cent full economic cost (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 UK component of your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. To avoid delays in processing your application, please provide a breakdown of travel and subsistence for each individual and each trip incurred by the project.

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 activity or facilitate future impacts of activity. Justification must also be provided for the number of project members attending a conference. ESRC encourages early career researcher conference attendance where it can be demonstrated to be a key development opportunity.

Equipment Equipment costs are not relevant to this call and should not be entered.

Social surveys social survey costs are not relevant to this call and should not be included.

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.

Classifications (International in Nature)

Please identify whether the activity will involve significant collaborative contributions from colleagues outside of the UK.

If Yes, please complete free text box (maximum 1000 character limit)
Please detail the nature of the international aspect of the activity and identify all countries involved.

- Where the potential research area of focus is international, explain the nature of this focus and all the countries involved.
- Where an international organisation is involved, please identify this organisation and the country(/ies) in which it is based.

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
- Data Management Plan (for grants planning to generate data)
- CV
- Taiwan Resources Summary and Justification: To be attached as "Other attachment". It is not highlighted as a mandatory Je-S attachment but **is mandatory** for this call.

List of Publications, Letter of Support, Proposal Cover Letter, Facility form, Final/Interim Report, Project Student Request 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 UKTaiwanNetworking@esrc.ukri.org for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject proposals that include attachments not permitted on this call.

Case for support (maximum of 6 sides of A4)

This is the body of your proposal and is the **common document between the Taiwan and UK submissions.** This should detail the jointly developed programme of work between the UK and Taiwan researchers. It must not exceed six sides and must include the following sections:

- An introduction setting the aims and objectives of the networking activities in context. This should briefly sketch the main work on which the network will draw, with references. Any relevant policy or practical background should also be included. A clear link must be made between the aims, objectives and scope of the call.
- The detailed gaps / questions to be addressed should be clearly stated.
- Give a full and detailed description of the proposed activity. Particular care should be taken to explain any innovation in the activity proposed.
- 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 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 network, and the relevance of the network to these beneficiaries.
- Explain what steps you will take, to provide opportunities for users to benefit from your network, and to ensure that your networking activities has maximum economic and societal impact.
- Indicate the expected outputs - both academic and those orientated to (potential) users (eg. articles, papers, datasets, events). Where possible, describe the expected impact.
- Include details of any potential for linkages to other research activities (for example, those supported by other funding bodies in the UK or beyond) or for international collaboration.

The planned participation policy; ie. the status and identity of proposed speakers and participants could be included here. It may be appropriate to list potential participants for individual seminars if focused on a particular theme. The lists may be indicative rather than a comprehensive list of individual participants; where appropriate details of the commitment of individuals should be included.

This section should also include plans for publicity of the seminars or network activities, and any follow-up action for maintaining contact with the participants.

Justification of resources (maximum of two sides of A4)

A two-side A4 statement justifying that the UK resources requested are appropriate to undertake the proposed activity. The justification of resources should explain why the resources for the UK component requested are appropriate for the activity proposed, taking into account the nature and complexity of the 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.

As this call is intended to support networking activities and are not intended to support substantive research projects, please provide a brief justification of Estates, Indirect and Infrastructure Technician costs within the justification of resources.

Please refer to Je-S for further guidance.

Data Management Plan (maximum of three sides of A4)

It is a requirement of the ESRC Research Data Policy that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, ie primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Helptext.

CV (maximum of two sides of A4 per person)

A CV for each applicant, named research staff member and consultant from **both UK and Taiwan** teams must be attached. 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)

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

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

If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included. A covering letter summarising the major revisions must accompany the proposal.

Exceptionally letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). Letters of support can be accepted by email, and must be signed and dated within six months of the proposal submission date. General letters of support that are not essential for the successful conduct of the research or do not confirm any specific contribution to the project should not be included.

Other attachments

Taiwan Resources Summary and Justification (maximum 2 sides of A4)

Please provide a brief summary of the resources to be requested for the Taiwan component from MOST, including a total Taiwan component costs and provide a justification of these. This is a **mandatory** attachment for all proposals submitted to this call but will not appear as one of the mandatory attachments on Je-S. The reason this attachment is included in the UK component of the project is so that the Panel can consider *value for money* of the proposals as a whole**.** All resources requested for the Taiwan component of the project should be detailed in the Taiwan application submitted to MOST. The ESRC will fund only the UK component of the project.

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 GMT on Thursday 7th January 2021.**

Commissioning timetable

- Opening date for submission of proposals - Tuesday 3rd November 2020
- Deadline for submitting proposals - 16:00 GMT Thursday 7th January 2021
- Commissioning Panel meeting – February 2021
- Decisions to applicants – April 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 proposal procedures should be addressed to:

- ESRC: Emily Hancock, Joseph Turner and Caroline Curtis

Email: UKTaiwanNetworking@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

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. Telephone opening hours are Monday to Friday 8.30am to 16:30pm (excluding bank holidays and other holidays).