Research jointly supported by the ESRC and FCDO

ESRC-FCDO Raising Learning Outcomes (RLO) in Education Systems Research Programme 2018 – 2021: Invite only

Tranche 5

Je-S guidance for applicants

Call summary

The Economic and Social Research Council (ESRC) and the Foreign, Commonwealth & Development Office (FCDO), formerly the Department for International Development (DFID), are launching Tranche 5 of the RLO Follow-on Fund 2018-2021 call. This call is open to all RLO Principal Investigators and Co-Investigators, both past and present i.e. RLO grants may be open or closed at the point of application. From Tranche 5, **this call is also open to Researchers named in original RLO grants** – this change is made with the particular intention to facilitate submissions from applicants based in the Global South. It is intended that the call be open for regular bi-annual tranches over its 3-year life span, and will focus on the following areas:

- **Workstream 1: Impact Enhancement:** Activities that build on and further the existing impact work of your RLO grant, to develop policy relevance and research user uptake.
- **Workstream 2: Research Augmentation:** Activities that explore any unexpected avenues which may have become apparent through the course of the grant.
- **Workstream 3: Capacity Building:** Activities which develop the capacities of academics and their institutions in the country of research, by building on existing capacity building links and initiatives.
- **Workstream 4: Cross-Grant Synthesis:** Collaboration between RLO researchers to synthesise research findings around a theme.

The invitation-only call is open to Principal Investigators (PIs) who have held a grant funded as part of the RLO programme. In addition, Co-Investigators (Co-Is) and Researchers named in RLO grants can also apply as a PI to this call, however they must have the express support of their original RLO grant's PI (see below for details). The original grant can be open or closed at the point that the Follow-on Fund application(s) are made and they will be awarded as separate grant(s) to the existing/completed RLO grant. Any researcher who has not been a PI, Co-I or named as a Researcher on an RLO-funded grant is not eligible to apply as a PI to this Follow on Fund. **All uninvited or ineligible applications will be rejected.**

Workstreams 1 – 3: Proposals are invited for grants with a full economic cost (fEC) value of between £25k and £100k for either workstreams 1, 2 or 3, or for any combination of these three workstreams. PIs, Co-Is and named Researchers are eligible to apply for a number of these grants, on multiple occasions. However the total amount of all awarded follow-on-fund grants linked to the original proposal must not in sum exceed £100k. Note that whilst cross-grant learning (where appropriate for inclusion) will be viewed positively, it is not a requirement for these workstreams and proposals within these workstreams must stand alone i.e. they cannot be co/inter dependent.

Workstream 4: Proposals are also invited from PIs, Co-Is and named Researchers working in collaboration with their counterparts on other RLO grants for workstream 4. These grants may also have a full economic cost (fEC) value of between £25k and £100k. Researchers can also apply for a number of these grants, on multiple occasions, and can collaborate with different projects in these applications.

The funders are extremely keen to encourage applications to workstream 4. Therefore *in addition* to the maximum of £100k allocable per grant in workstreams 1 – 3, a further £100k may be allocated to original RLO grants against workstream 4 (this makes a maximum of £200k across all 4 workstreams).

Given two or more teams will be working together on grants under workstream 4, the teams will need to designate one person from one of the teams to act as PI for the whole group. This PI will receive all funds for this grant, and be responsible for distributing this amongst the collaboration of teams on the grant. The collaboration of teams may split the funding however they see fit, but this intended split must be set out in advance in the budget documentation.

For example, a consortium of 3 research teams may apply for £100k of funds, with £40k budgeted for research team A, and £30k each budgeted for research teams B and C. If research team A is the designated grant PI, the total £100k will be awarded to research team A and they will be responsible for distributing the additional £60k to research teams B and C.

With regards to recording the maximum allocations to original RLO grants for workstream 4 (i.e. £100K per grant across the lifespan of the call), allocations will be recorded in line with submitted budget splits between research teams. This means the total Follow-on-Fund grant value will not be allocated against the grant's one designated PI.

Continuing the above example, this would be recorded as £40k against research team A, and £30k each against research teams B and C. Leaving team A open to make £60ks worth of additional applications, and research teams B and C the option to make £70K each worth of additional applications.

In summary, applicants from **each grant** may submit one or multiple proposals over the 3 year period from workstreams 1, 2 and 3 or any combination of these workstreams up to a sum of £100k **and** they can also submit a further one or multiple proposals over the 3 year period from workstream 4 in collaboration with colleagues from other RLO grants. Proposals outside of this value range for any workstream or combination of workstreams will not be accepted.

Applicants are invited to contact the office when planning to collaborate with their counterparts on other RLO grants for workstream 4 to discuss the distribution and allocation of funding.

Up to £2 million has been allocated for the length of the call. Projects may be up to a maximum of 2 years in duration. The call will be open twice a year, in bi-annual tranches (usually opened every 6 months). The fifth bi-annual tranche will open on Tuesday 10th November 2020 and close 16:00 (UK time) on Thursday 21st January 2021. The earliest start date for the fifth tranche will be 3rd May 2021. It is intended that the sixth and final tranche will open in May 2021, however the timing of this tranche will continue to be reviewed in response to the evolving situation regarding the global pandemic.

The call has been designed so that all grants will get an equal chance to access the Follow-on Fund if and when they are ready to do so. Proposals can be submitted at any point whilst the call is open but will not be assessed until the submission window has closed.

Call type:
invited only

Closing date:
16:00 on 21st January 2021 GMT

Funding available:
£2 million across all six tranches

How to apply:
Proposals are invited via Je-S

Assessment process:
An Assessment Panel.

Key commissioning dates:
- Deadline for proposals – 21st January 2021
- Assessment Panel meeting – March 2021
- Funding decisions – March/April 2021
- Grant start date – From 3rd May 2021

Contacts:
- eddev@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: +44 (0)1793 444164

The Helpdesk is usually open Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30 GMT (excluding public and other holidays).

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**
  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/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@rcuk.ac.uk or +44 (0)1793 444164

  If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can usually be contacted Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30 GMT (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

  When reporting problems 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**
  ukri.org/opportunity/esrc-fcdo-raising-learning-outcomes-follow-on-fund-jan-2021/

For further information please contact eddev@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). 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 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@rcuk.ac.uk or +44 (0)1793 444164) to ensure that their organisation is correctly registered on the Je-S system. If the organisation is not correctly Je-S registered, an e-mail request for Je-S registration will be required from the organisation. **Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call**. Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.*
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- **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.

Self-registration for organisations

If you are interested in applying for the ESRC-DFID RLO in Education 2018 - 2021 – Invite Only call and your organisation does not hold Je-S registration, please follow these instructions to self-register your organisation before creating a personal Je-S account.

- Firstly navigate to the Je-S homepage by selecting https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx
- Select the link 'self-registration for organisations'.
- Accept the Terms and Conditions that are displayed.
- Complete the 'Organisation' page. Please note there is a restriction on the number of characters available in the 'organisation name' field, and please note that words such as university should be entered in English.
- If a 'Potential Duplicates' page appears, please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (eg it may be shortened or a word such as 'university' may be either at the start or end of the name), so please check carefully to avoid creating a duplicate. If your organisation is on the list please select cancel, this means your organisation is already with Je-S and do not need to continue with this process. If your organisation is not registered and does not appear on the list then please select 'Next Step'.
- Check the details and select 'Create organisation'.

Registration of your organisation is now complete. You will now need to create a personal Je-S account to enable you to prepare a proposal. Please navigate to the Je-S homepage https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx and select the 'Create Account' link.

However, if you have used Je-S previously you will already have an account and you will not need to create a new one - but you will need to amend the organisation details of your existing account.

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

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 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 21st January 2021.** You should **allow sufficient time for completion of the research organisation submission process checks/authorisation.** You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

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 at https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx

Select 'Documents'
Select 'New Document'
Select 'Call Search'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title **ESRC-DFID RLO in Education 2018 - 2021 – Invite**

Only and select from the list created. The remaining three selection fields will be automatically populated, as shown below.

To find the council, document type and scheme combination for a particular call please use the call search.

`Call Search` (opens in a new window)

Select Council:
ESRC ▼

Select Document Type:
Standard Proposal ▼

Select Scheme:
Research Programmes ▼

Select Call/Type/Mode (optional):
ESRC-DFID RLO in Education 2018-21 – Invite Only ▼

Copy existing document?
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[Create Document] [Cancel]

Select the 'Create Document' button.

Please note that it is the applicant's responsibility to ensure that the proposal is created and submitted against the correct call (and consequently correct scheme). **If you are unable to select the call name above, please contact the Je-S Helpdesk.** 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)
- For 'Proposal Call', select **ESRC-DFID RLO in Education 2018 - 2021 – Invite Only**. Please note that the option will only be available once the call is live. **Please contact the Je-S Helpdesk if you cannot select this call name.**
- Your start date should not be before 3rd May 2021. Your grant should be a proposed duration of no more than 24 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-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.

This programme is **not** restricted to UK PIs, and the PI can be from anywhere in the world. Applicants from **non-UK research organisations** or proposals which include non-UK partnerships should refer to the call-specific document '**Costings guidance for non-UK institutions and partners**' for further guidance (ukri.org/opportunity/esrc-fcdo-raising-learning-outcomes-follow-on-fund-jan-2021/).

If applicable, enter the details of any co-investigators (Co-Is). Co-Is may be from any research organisation or institution, from any country. Co-Is and their institutions must be registered on Je-S to be selectable, but their organisations do not need to undergo the full registration process required of PI institutions.

It is recommended that potential non-UK based investigators contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) at least 5 working days prior to the call closing, 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 (non-UK applicants are obliged to initiate this process, via the login page).

Objectives

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

Summary

Provide a plain English summary of the work 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)*

This section should include (as appropriate):
- The context of the proposed work.
- 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 and your intended pathways towards achieving academic impact. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of research UKRI and FCDO-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 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. Contributions from project partners should not be entered here - they should be detailed in the project partners section.

Related/previous proposals
Please enter the **reference number** of your original **ESRC-FCDO (formerly DFID) Raising Learning Outcomes in Education Research grant.** Please also state whether your proposal under this call is related to any other proposals previously submitted to us. 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 'Staff- DI and DA Costs'. '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).

Please note: **Non-UK PIs** must enter their time allocation under 'Directly Allocated Staff' but should enter the salary rate as zero. All costs associated with non-UK PIs will need to be entered under 'Other Directly Incurred Costs' in the Resources section of the form and the 'Exception' box will need to be ticked for each item.

Non-UK Co-Investigator time allocation and salary costs should be entered under the standard Co-I section and marked as an 'Exception' using the Cost Type tick box. All other non-UK Co-I related costs, whether fieldwork, equipment or travel and subsistence, should be entered in the 'Other Directly Incurred' section, marked as exceptions (using the tick box), prefixed with 'Non UK', and marked as Co-I costs.

Please see guidance in the Resources section below and the **'Costings guidance for non-UK institutions'** for more detailed instructions (ukri.org/opportunity/esrc-fcdo-raising-learning-outcomes-follow-on-fund-jan-2021/)

Resources
The ESRC-DFID RLO in Education 2018 - 2021 – Invite Only call will provide up to 24 months funding with an overall limit of £100,000 (100% fEC) per grant. The funders' contribution for **UK applicants** is 80% of fEC.

For **non-UK institutions** the programme will support in full (100%) all the directly incurred costs of the research, and will varyingly contribute to indirect costs. Applicants from non-UK research organisations or proposals which include non-UK partnerships must refer to the document **'Costings guidance for non-UK institutions and partners'** for full guidance on this (ukri.org/opportunity/esrc-fcdo-raising-learning-outcomes-follow-on-fund-jan-2021/). Please note that most costs directly incurred by non-UK organisations

should be entered under 'Other Directly Incurred' costs and should be marked as 'Exceptions', using the tick box; please see note above regarding Non-UK Co-Investigator salary.

All resources requested must be fully justified in the 'Justification of Resources' attachment (see below). All costs must be specifically and clearly justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also identify clearly on the Je-S proposal and in the 'Justification for Resources' attachment any costs in the proposal which are directly incurred by non-UK organisations.

All costs must be entered at prices at the time of submission and inflation must **not** be included. Successful grants will have an allowance for inflation, calculated using standard indices.

The following sections provide guidance on how to enter different types of resource within the Je-S proposal, and any supporting documentation that may be required.

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.

Equipment (UK host institutions only) - 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.

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 project-specific consumables, publication costs (only where a UKRI block grant (https://www.ukri.org/funding/information-for-award-holders/open-access/open-access-policy/open-access-block-grants/) for open access publications is not available), 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 (unless this cost is incurred directly by non-UK organisations). 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 by using research organisation staff rather than external contractors.

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.

Costs associated with international co-investigators should be entered into the costs section on Je-S as outlined above and in the document **'Costings guidance for non-UK institutions and partners'**.

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

For UK research organisations: Estates and indirect costs are specific to each institution 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.

Applicants from **non-UK research organisations** or proposals which include non-UK partnerships should refer to the document '**Costings guidance for non-UK institutions and partners**' ukri.org/opportunity/esrc-fcdo-raising-learning-outcomes-follow-on-fund-jan-2021/.

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 project 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 letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this 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. Please note, a person cannot be named more than once, therefore the project partner contact cannot be one of the named Co-Investigators.

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 (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)

You should **not** nominate reviewers under this call as proposals will be reviewed by a pool of expert assessors.

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

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. It is vital that the economic and societal impact of all projects funded by UKRI is maximised. 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. 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 (six A4 pages max.)
- Justification of resources (two A4 pages max.)
- Data Management Plan (for grants planning to generate data) (three A4 pages max.)

- CV (two A4 pages max. for the Principal Investigator, the Co-Investigators and any named researcher)
- ODA Compliance statement
- Gender Equality statement

List of Publications, Letter of Support, Proposal Cover Letter, Facility form, Final/Interim Report, and Other are optional attachments and should be included where necessary.

Please note that a separate Pathways to Impact attachment is no longer required for submission to this funding opportunity. Applicants should ensure that impact plans are clearly articulated within the Case for Support and ODA Compliance statement as appropriate.

Important note: If you are unclear about whether you can include a specific attachment please contact eddev@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)

The case for support is the body of your grant/project proposal and should cover the main features of the research/work to be undertaken. It is essential that in developing your proposal you refer closely to the specification for this call ukri.org/opportunity/esrc-fcdo-raising-learning-outcomes-follow-on-fund-jan-2021/ and ensure that your proposal responds directly to the requirements set out in this.

Please identify in the first paragraph the workstream or workstreams that your proposal fits into.

The case for support should include as appropriate, but not limited to, the following:
- The introduction should set the aims and objectives of the project in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.
- Which workstream(s) are being covered and how they meet the additional criteria set out in the call specification for impact enhancement, research augmentation, capacity building and cross-grant synthesis, as appropriate.
- How the proposed activities build appropriately on activities conducted within the original research grant(s).
- Indicate the expected outputs, both academic and those orientated to (potential) users (articles, papers, datasets, events, etc.). Where possible, describe the expected impact.
- Explain how your plans will ensure that opportunities for users to benefit from your research, and thus for achieving economic and societal impact, will be maximised. It is important that the detail is realistic and appropriate to the particular country or countries for which the research is intended to benefit. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term.
- 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.

Justification of resources (maximum of two sides of A4)

A two-side A4 statement justifying that the resources requested are appropriate to undertake the 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 grant/project. 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.

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

Data Management Plan (maximum of three sides of A4)

It is a requirement of the ESRC Research Data Policy https://esrc.ukri.org/funding/guidance-for-grant-holders/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 and named research staff member 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 grant holders must submit a progress report on their current awards with any new application. Details should include a brief summary of the output records submitted by the applicant to the Researchfish system.

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

Where a Co-Investigator or Researcher named in the original research is the Principal Investigator a letter of support from the former Principal Investigator should be attached. This is mandatory.

A covering letter is optional and may accompany the proposal.

Letters of support are also optional and can be submitted as part of a proposal, provided they are essential to the successful conduct of the research (e.g. confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). 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.

Non-UK Components

ODA compliance statement (*maximum of one side of A4*)

Funding within this call will be awarded in a manner consistent with ODA guidelines. To comply with ODA requirements, all proposals should make clear how their primary purpose is to promote the economic development and welfare of a developing country or countries on the OECD DAC list of ODA recipients (DAC list). There are no priority countries. Proposals may relate to any country or countries on the DAC list except those which are flagged as likely to graduate from the list during the course of the proposed project. If a country is flagged as likely to graduate it should not be the primary focus of a proposal, although it can be included as an additional case study or comparison. In such proposals the primary purpose of the research should be to promote the development and welfare of a developing country not due to graduate from the list.

Applicants should clearly articulate their impact plans, demonstrating how they meet ODA requirements, throughout their 'Case for Support' submission. Each proposal must also include a mandatory attachment which explicitly demonstrates how it meets key ODA requirements. **The 'ODA compliance statement' must answer the following four questions in order:**

1. Which country / countries on the DAC list will directly benefit from this proposal?
2. How is your proposal directly and primarily relevant to the development challenges of these countries?
3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?
4. What approach(es) will you use to deliver development impact within the lifetime of the project and in the longer-term. Please consider the potential outcomes, the key beneficiary and stakeholder groups and how they will be engaged to enable development impact to be achieved.

UKRI reserve the right to reject applications that do not respond to all three questions. The one page 'ODA Compliance Statement' must be attached to your proposal as a **'Non-UK Components'** type attachment.

Any queries about the ODA eligibility of projects should be raised with the ESRC office before submitting a proposal.

Gender Equality Statement (*maximum of one side of A4*)

To comply with the International Development (Gender Equality) Act 2014, applications should provide a Gender Equality Statement, outlining how applicants have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities. This should be no longer than a one page and is a mandatory attachment.

Applicants are required to address the below criteria, with an understanding that, depending on the nature of their research and innovation, not all questions will be applicable.

Criteria to address while considering gender impact:
- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

The one page 'Gender Equality Statement' must be attached to your proposal as a **'Non-UK Components'** type attachment.

Proposal classifications

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

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 Thursday 21ˢᵗ January 2021 GMT.**

Commissioning timetable
- Call for proposals issued   10ᵗʰ November 2020
- Deadline for submitting proposals   16:00, 21ˢᵗ January 2021 GMT
- Assessment Panel meeting   March 2021
- Decisions to applicants   March/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) - 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 eddev@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: +44 (0)1793 444164

The Je-S Helpdesk is usually staffed Monday – Thursday 8:30 – 17:00, Friday 8:30 – 16:30 GMT (excluding public and other holidays).