ESRC Inclusive Ageing Outline Call 2021 Je-S guidance for applicants

Inclusive Ageing Outline Call 2021

The initiative aims to attract a range of collaborative proposals on ageing. Projects funded will:

- deliver interdisciplinary research that develops and diversifies research in the field of ageing improve understanding of under-researched groups
- take a lifecourse approach to understanding later life inequalities, that considers intersectional experiences
- build inclusive partnerships between researchers and a range of stakeholders, contributing to a wider discussion around inclusive ageing
- use enhanced understanding of inequalities to develop actionable solutions including suggested interventions in policy and practice, to make ageing more inclusive
- develop research capacity through the research process
- engage with people with lived experience of issues relevant to ageing (costs associated with this are permitted).

Call type:
Outline

Closing date:
16:00 on 08 June 2021

Funding available:
Award range: £500,000 - £2,000,000 at 80% fEC

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

Assessment process:
These outlines will be reviewed by a specially convened panel, with expertise across different disciplines relevant to ageing. Shortlisted outline proposals will be invited to submit a full application through Je-S in September.

Key commissioning dates:
- Deadline for proposals – 08/06/2021
- Panel meeting – September 2021
- Shortlisting decisions – September 2021
- Full proposal deadline – December 2021
- Grant start date -June 2022

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

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

Introduction

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

- [ESRC Research Funding Guide](#)
- [ESRC guidance on 'How to write a good research grant application'](#)
- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)

Je-S helpdesk (for all Je-S system enquiries) jeshelp@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 hours are Monday to Thursday 8.30am - 5.00pm, Fridays 8.30am - 4.30 pm ` (excluding bank holidays and other holidays).

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

- **Scheme-specific guidance**
  < insert link to call spec web page>

For further information contact:
- Ann Jeffcott and Jennie Timlett
- Email: esrcinclusiveageing@esrc.ukri.org

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

Joint Electronic Submissions (Je-S)

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

Organisations from which proposals can be submitted are:

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

Please note that applicants based in UK NHS Trusts, Hospitals, Boards or GP Practices that are considering applying as the lead applicant to this call should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org or 01793 444164) to ensure that their organisation is correctly registered

*on the Je-S system. If the organisation is not correctly Je-S registered, an e-mail request for Je-S registration will be required from the organisation. **Please allow at least six weeks for the Je-S registration process, prior to the closing date of the call**. Additionally, please ensure that all personal Je-S accounts associated with individuals expected to be named on the proposal have been requested at least seven working days before the proposal will be submitted.*

Je-S accounts for applicants

All principal and co-investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant. To get you started on creating an account please refer to the Je-S helptext.
Please ensure that applicants select the 'Account Type: Research Proposal' and the option: 'An Applicant on a Standard or Outline Proposal' - see helptext. 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.

Before creating your application

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

Please note that **the deadline for Research Organisation submission of proposals is 16:00 on *08 June 2021*. You should allow sufficient time for completion of the Research Organisation submission process checks/ authorisation. It will not be possible to submit proposals after the set 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. However, eligible HEIs are not listed on this page

Creating your proposal

To create your proposal:
1. Log in to Je-S.
2. From the Home Screen, Select Documents to the left of the screen and then select New Document
3. On the Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted type in the outline call title (*Inclusive Ageing Outline Call 2021*) and select from the list created. The remaining selection fields will be automatically populated.
4. Select the 'Create Document' button.

Organisation internal submission structure

As your organisation is registered it is recommended that applicants forward their application to the submitter pool at least 24 hours before the call deadline to allow sufficient time for the approval and final submission process. This does not apply to self registered organisations, who submit direct to Council. The proposal must be submitted through Je-S to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

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

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

COVID-19 Guidance for Applicants

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

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

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

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

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

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

Project details
- Select organisation and department from drop-down lists
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.

- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, select *Inclusive Ageing Outline Call 2021*. Please note that the option will only be available once the call is live (this may have already pre-populated into the form).
- Please enter desired start date and duration of research

Investigators

Enter the name of the principal investigator (PI) and any co-investigators if applicable. Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful applications are undertaken and completed in the manner specified.

Please note: You cannot be a principal investigator (PI) on more than one proposal submitted to this call. More than one PI may be deemed ineligible for funding.

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 questioned is answered with "No" then a pop-up message will display, confirming that if the proposal is successful at a subsequent full call stage, 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 *Inclusive Ageing Outline Call 2021*.

The ESRC will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC). Please note that costs cannot be claimed from government bodies.
On receipt of the proposal, eligibility of business, civil society or government body will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should applicant be short listed.

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

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 costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the proposal relate to the UK co-investigator's business, civil society or government body. Please note that UK co-investigator's business or civil society salary costs should only be claimed where

clear justification is provided as to why this cost cannot be met by the UK co-investigator's business or civil society organisation.

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

Further guidance on the [inclusion of business, third sector and government body CO-I's is available here.](#)

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

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

International co-investigators should be listed in the same way as UK co-investigators. It is recommended that potential international co-investigators should create Je-S accounts as soon as possible, 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 .](#)

If you are unsure on the eligibility of a potential international co-investigator you should contact the ESRC case officer in the first instance.

Objectives
The objectives of the proposed project should be listed in order of priority, and should be those that the investigators would wish UKRI to use as the basis for evaluation of work upon completion of any project grant awarded. *(4000 character limit)*

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

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

We encourage people with lived experience to be part of the research process and welcome eligible costs being included under relevant headings. Further guidance will be provided for shortlisted proposals. Note that PWLE are not eligible to be co-investigators under this call.

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

Project partners
If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. This information needs to cover an indication of the support that will be provided rather than specific commitment details. A letter of support from each partner organisation confirming the level of support will not be required as part of the outline stage proposal but will be required should your application be invited to progress to the full call stage.

Attachments

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 (3 A4 pages max)
- Justification of resources (1 A4 page max)
- CV (2 A4 pages max. for each named researcher)

Case for support (maximum of three sides of A4)

The case for support should cover the main features of the research. Include details of any potential for linkages to other research activities (for example, those supported by other funding bodies in the UK or overseas) or for international collaboration.

- The introduction should set the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw. Any relevant policy or practical background should be included.
- State how the proposed research fits into the initiative specification and what contribution it will make to the initiative.
- The research questions to be addressed should be clearly stated.
- Give a full description of the proposed research methods and the reason for their choice. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- If the research involves use of existing datasets clearly identify which ones; if the research involves new data collection or acquisition demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.
- Include approach to collaboration across stakeholders, and to interdisciplinarity.
- Explain the approach to engagement of people with lived experience in the research process.
- Explain how the proposed research would have an impact and improve inclusivity.
- Outline the approach to career development and capacity building within the award.

- Summarise ethical considerations and how these will be addressed. More detailed information on ethical considerations will be required at the full proposal stage should you be shortlisted.

Additional points to consider are:
- ESRC is committed to funding excellent research which is also innovative, and with the potential for scientific and/or user impact. Where there are risks associated with such research please outline any measures which will be taken to mitigate them.
- It is vital that the economic and social impact of all projects funded by ESRC is maximised. Consider potential beneficiaries and users involved in the development of the proposal and the delivery of the grant where appropriate. This should cover who will benefit from the proposed research, and the relevance of the research to these beneficiaries.
- Explain what steps you will take, to provide opportunities for users to benefit from your research, and to ensure that your research has maximum economic and societal impact.
- Indicate the expected outputs - both academic and those orientated to (potential) users (eg articles, papers, 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.

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

Justification of resources *(maximum of one side of A4)*
This statement should be used to justify the resources required to undertake the research project. Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed.

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

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

CVs (maximum of two sides of A4 for each)
Summary CVs for the PI, co-applicants and named researchers may be attached. It should contain basic information about education, employment history and academic responsibilities.

Proposal classifications
The information provided in this section will be used by us to identify appropriate reviewers.

It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

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

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.

Submit your proposal

Please ensure that you have completed all attachments that are mandatory requirements against this specific call, although they may not be standard mandatory attachments on Je-S. After all mandatory sections have been completed, the submit button will appear across the top menu bar. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above). Please note that the proposal must be formally submitted by your organisation before **16:00 on 08 June 2021.**

Commissioning timetable
- Call for proposals issued   25 March 2021
- Deadline for submitting proposals   16.00 on 08 June 2021
- Commissioning Panel meeting   September 2021
- Shortlisting decisions to applicants   September 2021
- Deadline for full proposals   December 2021

Tracking your proposal
There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the 'Show submission path' will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool, or submitted to Council.

Further enquiries
Enquiries relating to ESRC research funding rules and application procedures should be addressed to:

- Ann Jeffcott and Jennie Timlett
  Email: esrcinclusiveageing@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. Opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays)