

# ISCF Future Flight Research Director 2021 Je-S guidance for applicants

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## Call summary

### Call type:

Open

### Closing date:

16:00 on Thursday 22 April 2021

### Funding available:

£190,000 at 100% fEC. The ESRC will contribute 80% of fEC for most cost headings.

### How to apply:

Proposals are invited via Je-S attracting the standard 80% fEC funding model.

This call will open on 8 March 2021 and all associated call documentation will be visible. However, applicants will only be able to access the call form on Je-S from 29 March 2021. Applicants are welcome to start preparing applications prior to this date.

### Assessment process:

This call will incorporate a shortlisting panel meeting and interview stage.

### Key commissioning dates:

Deadline for proposals - Thursday 22 April 2021

Shortlisting Panel meeting – May 2021

Interview Panel meeting – June 2021

Grant start date – 1 July 2021

### Contacts:

Case officer: Sammy Field

Email: [ISCF@esrc.ac.uk](mailto:ISCF@esrc.ac.uk)

Telephone: 07724804660

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

## Introduction

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

- [ESRC Research Funding Guide](#)
- ESRC guidance on [‘How to write a good research grant proposal’](#)
- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word ‘Help’ in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries) [jeshelp@je-s.ukri.org](mailto: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 operating normally; 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 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**  
<https://www.ukri.org/opportunity/iscf-future-flight-research-director-2021/>

For further information contact:

Case officer: Sammy Field

Email: [ISCF@esrc.ac.uk](mailto:ISCF@esrc.ac.uk)

Telephone: 07724804660

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

### Je-S accounts for applicants

All principal and co-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](#).

### Before creating your proposal

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

Please note that **the deadline for research organisation submission of proposals is 16:00 on Thursday 22 April 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 a extend 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).

### Organisation internal submission structure

Your proposal will be sent to Je-S/ESRC from the submitter pool at your research organisation. (If the call is open to a self registered organisation then the proposal is submitted direct to Je-S helpdesk). There is a **further layer of administration between your submission of the proposal and the proposal being submitted to the ESRC, via Je-S.** The research organisation's submission route usually includes both an approver (ie head of department) and submitter pool (ie central finance office), and the ESRC cannot accept responsibility for any delay which may occur.

It is recommended that applicants forward their proposal to the organisation submitter pool in good time (ie at least a week before the call deadline) to allow a sufficient period for the approval and final submission process. This does not apply

for self-registered organisations. The proposal must be submitted through the Je-S System to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

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

We 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').

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.

## 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 (ISCF Future Flight Research Director 2021) 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; **ISCF Future Flight Research Director 2021**.
- Your start date should not be before **1 July 2021** and proposed duration of no more than 12 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

The Principal Investigator (PI) will be the proposed Research Director. Joint applications (including job shares) for Co-Research Directors are welcome where a clear split of responsibility is given. Please note Co-Investigators are not permitted on this call. Support staff are permitted, but for the purposes of the application form

one of the Co-Research Directors will need to be listed as PI, the other will need to be listed as Co-I.

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.

It is expected that the Research Director role will be at ~0.4 FTE.

### **Co-investigators**

Co-investigators are not permitted for this call.

However, joint applications (including job shares) for Co-Research Directors are welcome where a clear split of responsibility is given. If submitting a joint application, the Je-S application form will require that one of the Co-Research Directors will be listed as PI, the other will need to be listed as Co-I.

### **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**

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

### **International co-investigators**

International co-investigators are not permitted for this call.

### **Objectives**

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

### **Summary**

Provide a plain English summary of the role and 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)*

### **Academic beneficiaries**

Please summarise how your proposed work will contribute to knowledge, both within the UK and globally. This should include how your work 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 your work and give details of how they will benefit and how the outcomes of your work 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 work 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/work 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.

It is expected that the Research Director role will be at ~0.4 FTE (plus Estates and Indirect costs) and support staff will be up to a total of ~1.0 FTE (plus Estates and Indirect costs).

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

## Resources

All resources requested must be fully justified in the 'Justification' attachment. The ISCF Future Flight Research Director 2021 will provide up to 12 months funding with an overall limit of £190,000 (100% fEC) per grant. If successful, ESRC will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%.

**T&S** - add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

**Conferences** - Predicted costs for conference attendance [will be funded] where the conference is named, justified and costed in the application. The justification should show how the conference will either directly benefit the work you will be undertaking or facilitate future impacts of your work. 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.

**Flexible Fund** - A flexible fund is available to administer to research award holders to support them to meet the needs of investments in the wider Challenge portfolio and provide a mechanism for facilitating and utilising opportunities. This might include distribution of funds for small pieces of responsive research or synthesis to respond to emerging research questions that arise across the Challenge activities.

The ESRC will contribute 100% of costs for the flexible fund, and as such these costs should be marked as Exceptions.

Justification for this fund is not required in the 'Justification for Resources' section of the application, however, the 'Case for Support' should outline how the Research Director will work with the ESRC and the Future Flight Challenge team to put in place a clear process for the governance and distribution of funds.

**Equipment** - enter any items of equipment costing £10,000 or more (including VAT) in this section. The **actual level of funding sought from the ESRC** should also be entered in this section.

For items of equipment costing between £10,000 and UKRI equipment purchase threshold value (£115,000 excluding VAT), the research organisation will need to provide extra justification for these items in the 'Justification of Resources' attachment, providing evidence of an evaluation of the use of existing relevant capital assets. They will be expected to make a contribution towards the cost of the equipment in the order of 50% of the cost.

All requests for items of equipment costing above the UKRI equipment purchase threshold (£115,000) should be accompanied by a two-page business case (to be included as an attachment within the equipment screen and not the attachments section) outlining the strategic need for the equipment. UKRI will decide the strategic location for these items and will potentially fund them at 100%. The ESRC will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal.

For all items of equipment requested above the UKRI equipment purchase threshold (£115,000) three equipment quotations must be provided. Where you believe that there are less than three potential suppliers for an item you should explain this in the 'Justification of Resources' attachment and upload two blank documents as equipment quotes. For items of equipment which cost less than the UKRI equipment purchase threshold it is optional to provide quotations and up to three can be uploaded.

**Social surveys** - Social survey costs which are being sub-contracted should be included under this section and are eligible for fEC exception funding at 100% (for the amount sought from the council). (See 'other directly incurred costs' section if surveys are to be done using in-house resources.)

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

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at the standard 80% fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

**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 post, 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 post and the intended progress of the work 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 application. Complement but do not duplicate the information provided in the Data Management Plan as explained below.

### User involvement

If 'Users' have been/will be engaged with your work, please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the project. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your work 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 (max 6 A4 sides)
- Justification of Resources (max 2 A4 sides)
- CV (max 2 A4 sides per person)
- List of Publications
- Relevant final/interim reports
- Data Management Plan (max 3 A4 sides) – only mandatory if planning to generate data

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

**Important note:** If you are unclear about whether you can include a specific attachment please contact [ISCF@esrc.ac.uk](mailto:ISCF@esrc.ac.uk) for advice, as unrequested attachments can hinder the processing of your application. The 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 should be a self-contained description of the proposed work with relevant background and references and should not depend on additional information such as the inclusion of external links. Assessors are advised to base their assessment on the information contained within the application and are under no obligation to access such links (so they should not be used to provide critical information).

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

- An introduction setting the aims and objectives of the Future Flight Research Director role in context. Any relevant policy or practical background should also be included. A clear link must be made between the aims and objectives and the scope and theme of the call.
- The detailed areas to be addressed should be clearly stated and how these will be addressed.
- Provide details of how the proposed Research Director meets the person specification as set out in the Future Flight Call Specification.
- If the proposed work involves data collection or acquisition you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.
- The ESRC is committed to funding excellent work which is also adventurous, speculative and innovative, and with the potential for scientific and/or user impact. Where there are risks associated with such work 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 the 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 work, and the relevance of the work to these beneficiaries.

- Include details regarding the outcomes from the role, what steps you will take to make economic and social science research more accessible to the Future Flight Challenge Team and steps to develop longer term relationships between the social science community and aviation sectors, and to ensure that your work has maximum economic and societal impact.
- Include details of any potential for linkages to other activities (for example, those supported by other funding bodies in the UK or beyond) or for international collaboration.
- Include details of any capacity-building activities, if relevant.
- Include details of how the Research Director will work with ESRC and the Future Flight Challenge team to put in place a clear process for the governance and distribution of the 'flexible fund'.
- The data, materials or information to be collected should be clearly stated, and the methods for achieving this explained. Where sampling is involved, the sampling frame, population and sample sizes, the sample design and arrangements for any pilot should be specified, and the reasons given for the procedures adopted. Where access to people or archives is needed, indicate clearly the records, population or samples to be consulted, and any permissions already obtained.

### **Justification of resources (maximum of two sides of A4)**

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

**Estates, Indirect and Infrastructure Technician costs do not need to be justified 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, i.e. 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 the Research Director, any named research staff member(s) and consultant(s) 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 for each person.

### **List of publications**

The bibliography for references cited in the application 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 Investigators (and Co-Investigators, if a Co-Research Director is proposed) 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

### **Letter of support (maximum of one side of A4 per document)**

Exceptionally letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the proposed work (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 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.

### **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 work 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 your application must be formally submitted by your organisation before **16:00 on Thursday 22 April 2021**.

This call will open on **8 March 2021** and all associated call documentation will be visible. However, applicants will only be able to access the form on Je-S from **29 March 2021**. Applicants are welcome to start preparing applications prior to this date.

### Commissioning timetable

- |  |                        |
|--|------------------------|
| • Call launch                          | 8 March 2021           |
| • Application form opens on JeS        | 29 March 2021          |
| • Deadline for submitting applications | 16:00 on 22 April 2021 |
| • Shortlisting Panel meeting           | May 2021               |
| • Interview Panel meeting              | June 2021              |
| • Research Director start              | July 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:

Case officer: Sammy Field  
Email: [ISCF@esrc.ac.uk](mailto:ISCF@esrc.ac.uk)  
Telephone: 07724804660

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

- Je-S helpdesk  
Email: [jeshelp@je-s.ukri.org](mailto: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).