

## Education Research Director Call 2021 Je-S guidance for applicants

This version: April 2021

Call Summary.....	2
Introduction .....	4
Joint Electronic Submissions (Je-S).....	4
Je-S accounts for applicants .....	5
Before creating your proposal.....	5
Organisation internal submission structure.....	5
COVID-19 Guidance for Applicants .....	6
Creating your proposal .....	6
Completing your proposal.....	7
Project details.....	7
Investigators.....	7
Co-investigators.....	8
Objectives .....	8
Summary.....	8
Academic beneficiaries .....	8
Staff duties.....	8
Ethical information .....	8
Other support.....	9
Related/previous proposals .....	9
Staff .....	9
Resources.....	9
Estates and indirect costs .....	10
Timetable.....	10
Data collection .....	10
User involvement.....	10
Attachments.....	11
Case for support (maximum of 6 sides of A4) .....	11
Justification of resources (maximum of two sides of A4) .....	12
CV (maximum of two sides of A4 per person) .....	12
Head of Department statement (maximum of 2 sides of A4).....	12
List of publications.....	12
Final/interim reports (maximum of three sides of A4) .....	12
Proposal classifications .....	12
Submit your proposal .....	13
Commissioning timetable.....	13
Tracking your proposal .....	13
Further enquiries .....	13

## **Call Summary**

The Research Director opportunity will be a five-year award starting ahead of the research programme and ending afterwards. This is to ensure that the Research Director will:

- Work closely with the ESRC Office, during the initial months of the award, to scope and develop a commissioning call for a 3 to 4 years' research programme of awards totaling up to £6.5 million (fEC); the call for these grants will be announced early in 2022.
- Provide leadership, coordination and add value across the range of the research programme with a view to enhance the programme's scientific, policy, practice, and societal contributions. This should include:
  - Strategic oversight of the programme to ensure overall coherence and intellectual leadership
  - Identify and lead on engaging with potential research users to ensure that research, where needed, is co-produced with and meets the needs of practitioners, policy makers, and other stakeholders
  - Build enduring connections between the research programme, policy and practice through established links with key stakeholders and user communities
  - Undertake synthesis, reviews and any other such activities that will add value to the research programme
- Act as a 'thought leader' beyond the portfolio of investments commissioned through the Education Priority. This should include:
  - Act as a key contact point with the authority to speak on the programme's research and engagement to ESRC Senior Leadership, key stakeholders, user communities and the media
  - Represent education research issues, to both internal and external audiences
  - Collaborate with the ESRC and UKRI to ensure the future sustainability and growth of the programme's impact activity via the establishment of co-funding partnerships and other such opportunities within and outside the UKRI environment.

### **Call type:**

Invitation for proposals

### **Closing date:**

16.00 on 8<sup>th</sup> June 2021

### **Funding available:**

£1,250,000 (100%) fEC and funded at 80%

**How to apply:**

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

**Assessment process:**

Applications for the Education Research Director role will be assessed and shortlisted by an independent panel comprising of academics held in July 2021. Shortlisted applicants will then be invited to a final interview.

**Key commissioning dates:**

- Deadline for proposals – 16.00 8<sup>th</sup> June 2021
- Interview Date – W/C 19<sup>th</sup> July 2021
- Funding decision – August 2021
- Grant start date – 6<sup>th</sup> September 2021

**Contacts:**

Email: [ESRCEducationResearchPriority@esrc.ukri.org](mailto:ESRCEducationResearchPriority@esrc.ukri.org)

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

## Introduction

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

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

**Je-S helpdesk** (for all Je-S system enquiries) [jeshelp@je-s.ukri.org](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

Please refer to the Education Research Director call:

<https://www.ukri.org/opportunity/education-research-director-opportunity/>

For further information contact:

- Email: [ESRCEducationResearchPriority@esrc.ukri.org](mailto:ESRCEducationResearchPriority@esrc.ukri.org)

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

## Joint Electronic Submissions (Je-S)

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

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 8<sup>th</sup> June 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. 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. 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 (UKRI) capture and process personal information in line with current UK data protection legislation. Our privacy notice provides more information around the processing of personal information, provides contact details for our Data Protection Officer and explains how to exercise your rights as a data subject.

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

### **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.

Panel members 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 Education 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; *Education Director Call 2021*.
- Your start date should not be before 6<sup>th</sup> September 2021. Your grant should be a proposed duration of no more than 60 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). Joint applications (including job shares) for Co-Research Directors are welcome where a clear split of responsibility is given. Please see below for further guidance.

Support staff are permitted.

Staff may be from more than one research organisation, but the PI must be from the organisation that submits the proposal and will administer the grant. For this call, that must be a UK organisation. If successful, the PI will be the Research Director, the contact person

for UKRI correspondence and will take intellectual leadership of the role and manage its implementation.

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

### **Co-investigators**

If submitting a joint application (including job shares), the Je-S application form will require that one of the Co-Research Directors will be listed as PI, the other will need to be listed as Co-I. No Other Co-Is are allowed.

### **Objectives**

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

### **Summary**

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

### **Academic beneficiaries**

Please summarise how your proposed 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. *(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 research will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.



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

### **Other support**

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

### **Related/previous proposals**

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

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

### **Staff**

If your project requires staff other than the Director and possible Co-Director 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).

### **Resources**

All resources requested must be fully justified in the 'Justification' attachment. The Education Research Director 2021 will provide up to 5 years or 60 months-funding with an overall limit of £1.25 million (100% fEC). If successful, ESRC will meet 80% of the full economic costs and the host institution is expected to support the remaining 20%.

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

**Conferences** - Predicted costs for conference attendance [will be funded] where the conference is named, justified and costed in the proposal. The justification should show how the conference will either directly benefit the research or facilitate future impacts of research. Justification must also be provided for the number of project members attending a conference. ESRC encourages early career researcher conference attendance where it can be demonstrated to be a key development opportunity.

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

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

best value for money is being achieved through using research organisation staff rather than external contractors.

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

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

### **Estates and indirect costs**

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

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

Your Research Office will be able to assist with this section.

### **Timetable**

Provide a clear timetable for the project and the intended progress of the research through the different stages. Your planned timetable can be expanded upon if necessary within your case for support.

### **Data collection**

Applicants must adhere to ESRC policy. Please refer to the full statement on data management planning and datasets deposition requirements for data intensive investments in the [ESRC Research Data Policy](#) and in the [Research Funding Guide](#). Explain clearly how you will meet these requirements if relevant to your proposal.

### **User involvement**

If 'Users' have been/will be engaged with your research project, please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your research from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the Case for Support attachment.

## **Attachments**

It is important that applicants **only submit the supporting attachments specified in this document**. We reserve the right to reject applications that do not include the required attachments or include attachments not specified in this guidance. Attachments should be uploaded as PDF (rather than word) to ensure automated conversion does not cause problems with maximum length. Attachments should be in font size 11 with 2cm margins

The following are mandatory Je-S attachments for this call:

- Case for support
- Justification of resources
- CV
- Letter of Support: Head of Department statement (maximum of 2 sides of A4)

List of Publications, Proposal Cover Letter, Facility form, 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 [ESRCEducationResearchPriority@esrc.ukri.org](mailto:ESRCEducationResearchPriority@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.

*Suggested guidance on main attachments below, please add additional guidance if required.*

### **Case for support (maximum of 6 sides of A4)**

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

- A thorough understanding of the education research landscape in the UK and internationally and an excellent track record of building effective relationships between academia, policy and practice including commitment to interdisciplinary collaborations (1 A4 page)
- Relevant experience in shaping and successfully leading a research programme or related research endeavours, within the thematic areas of the “Education: Improving Outcomes” priority, which include teaching and learning in compulsory education focusing on the role of teachers and/or the role of technology for teaching and learning; (2 A4 pages)
- A clear vision of how they will utilise their role as Research Director to help to deliver the various aspects of their role as detailed above including how they plan to work with the ESRC Office in the first months of their award to develop a call for the research programme and an initial proposal for how the flexible funding could be used to enhance the research programme. (3 A4 pages)

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. Panel members 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).

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

A two-side A4 statement justifying that the resources requested are appropriate to undertake the research 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 proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

### **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](#).

### **CV (maximum of two sides of A4 per person)**

A CV for each applicant, named research staff member and consultant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

### **Letter of Support: Head of Department statement (maximum of 2 sides of A4)**

The head of department at the Principal Investigator's institution must complete a statement supporting and approving the application supporting and approving the application.

### **Optional attachments to be provided where necessary**

#### **List of publications**

The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

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

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

### **Proposal classifications**

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

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

It is an essential requirement that your **primary research area** is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50% of the proposed programme of research is within ESRC remit. Please refer to the list of [research areas that fall within ESRC remit](#) for further information. Please note this information is used to determine eligibility for ESRC funding and to assist in the selection of appropriate reviewers.

### **Submit your proposal**

After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a **mandatory requirement to be completed for this specific call**. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above).

Please note that the proposal must be formally submitted by your organisation before **16:00 on 8<sup>th</sup> June**

### **Commissioning timetable**

- Call for proposals issued 13<sup>th</sup> April 2021
- Deadline for submitting proposals 16:00 on 8<sup>th</sup> June 2021
- Shortlisting panel July 2021
- Interviews July 2021
- Decisions to applicants August 2021
- Award start date 6<sup>th</sup> September 2021

### **Tracking your proposal**

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

### **Further enquiries**

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

- Email: [ESRCEducationResearchPriority@esrc.ukri.org](mailto:ESRCEducationResearchPriority@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](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).