

## ESRC-ADR UK No.10 Data Science Fellowships 2021 Je-S guidance for applicants

This version: Updated 28 May to remove references on page 8 to the 'Post Outlast Project' section which is not applicable for this scheme.

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## Call summary

### Call type:

Research Fellowship

### Closing date:

16:00 on Wednesday 2 June 2021

### Funding available:

£135,000 at 100% Full Economic Cost (fEC)

Successful applicants will be able to apply for additional project related costs identified during the fellowship, as well as funds to undertake knowledge exchange and impact activity. These costs will be up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC. Full details will be shared with successful applicants.

### How to apply:

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

### Special requirements:

**All applicants are required to attach the following as a mandatory document:**

Head of Department Statement (see page 16 for further details). The statement should confirm:

- That the research organisation holds Assured Organisational Connectivity (AOC) to the Secure Research Service and will maintain this for the duration of the project; or confirms the research organisation's commitment to obtain an AOC agreement.
- Commitment to support, if the applicant is successful, additional project related costs identified during the fellowship, as well as funds to undertake knowledge exchange and impact activity. These costs will be up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC.
- Commitment to provide appropriate mentorship support for Early Career Researcher applicants, including but not limited to generic project development, engagement and dissemination support.

**Please note that there are restrictions on eligible costs for this call** (see page 12 for further details).

**Mentorship support is required for Early Career Researcher applicants.** The function of the mentor is to provide appropriate support, including but not limited to generic project development, engagement and dissemination support, and (if necessary) project specific thematic, methodological or data support. If applicable, commitment to provide mentorship should be outlined in the Head of Department Statement (as above), and arrangements summarised in the Case for Support attachment.

### **Successful applicants are required to:**

- Be or become an Accredited Researcher of the Office for National Statistics Secure Research Service (ONS SRS) platform.
- Sign a secondment agreement between ESRC/ADR UK (the Funder), the Cabinet Office (the Department) and the relevant research organisation (the Employer). The secondee will be required to observe the provisions of the [Civil Service Code](#) and the Official Secrets Act 1989.
- Unless otherwise agreed, spend two days per month (pro rata) at the IODS offices.
- Pass a disclosure and barring security check.
- Meet all security requirements before you can be appointed. People working with government assets must complete [basic personnel security standard](#) checks. The level of additional security needed for this role is [Security Check](#) (SC). Please see the Cabinet Office [vetting charter](#).
- Follow the Government Digital Service [Data Ethics Framework](#).
- Complete a conflict of interest form before you can be appointed. It is a condition of the secondment that the secondee ensures to the best of their ability that in the course of their duties for the Department, there will be no conflict of interest or perception of such that will or may cause either embarrassment to, or difficulties for, the Employer or the Department.

### **Assessment process:**

Assessment will have two stages. All applications will be assessed and shortlisted by a panel of academic and non-academic experts. A maximum of eight applicants will be invited to attend an interview with panel members.

Interviews are expected to take place at the end of July 2021 via an online communications platform. When the call closes, all applicants will be informed of the final interview dates and when we expect to inform you if you have been shortlisted. We expect the funding decisions will be communicated by early August.

### **Key commissioning dates:**

- Applicant webinar – 12:30 on Wednesday 28 April 2021
- Deadline for proposals – 16:00 on Wednesday 2 June 2021
- Shortlisting Panel – anticipated early July 2021
- Interviews – Late July 2021 – final dates shared with all applicants at call close
- Funding decisions – by early August 2021
- Fellowship commences (3 month inception phase) – from 1 October 2021

### **Contacts:**

- Jon Carter, Rachel Kelley, Bea Lopez  
Email: [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)

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

## Introduction

This guidance is created to assist applicants to this scheme in the completion of their proposal. It is specific to this 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 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 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 is available on the UKRI Funding Finder.

For further information contact:

- Jon Carter, Rachel Kelley, or Bea Lopez  
Email: [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)

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

## Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through the Joint Electronic Submissions (Je-S) system. To be able to do this the organisation must be registered 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. A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>.

## Je-S accounts for applicants

All Fellows must have created a fellowship 'applicant' Je-S account (if you already have a Je-S account you can contact the Je-S Helpdesk to ask them to upgrade it to a fellowship account). Please refer to the [Je-S helptext](#). if setting up a new account.

## Before creating your proposal

Fellowship proposals may only be made on UKRI's Joint Electronic Submission (Je-S) forms.

Please note that the **deadline for research organisation submission of proposals is 16:00 on Wednesday 2 June 2021**. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**.

Your proposal will actually be sent to Je-S/ESRC from the submitter pool at your research organisation. **There is a further layer of administration between your submission of the proposal and the proposal being submitted to the ESRC, via Je-S**. The research organisation's submission route usually includes both an approver (i.e. head of department) and submitter pool (i.e. central finance office), and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted to the Je-S team (see also 'Tracking your proposal').

## Organisation internal submission structure

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be 'submitted' through the Je-S System to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

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

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 with 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

To create your proposal:

1. Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>
2. From the Home screen, select Documents, then select 'New Document'.
3. On the Add new document screen, select 'Call search' (highlighted at top of screen). When prompted type in the call title (ESRC ADR UK No 10 Data Science Fellowships 2021) and select from the list created. The remaining three selection fields will be automatically populated.
4. Select the 'Create Document' button.

Please note that **it is the applicant's responsibility to ensure that the proposal document 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 exhaustive step-by-step guidance, and we recommend that you refer to the Je-S help text for additional information. Please note you may return to edit saved documents at any time.

Within the Je-S Proposal document the following sections need to be completed by all applicants. For the four sections marked \* please copy the standard text provided under the relevant heading below.

## **Project details**

- Select organisation and department from drop-down lists (e.g. the research organisation where the fellowship will be held).
- ‘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). Your Project Title must be ‘ESRC ADR UK No.10 Data Science Fellowship 2021’.
- For Proposal Call, select ‘ESRC ADR UK No 10 Data Science Fellowships 2021’. Please note that the option will only be available once the call is live (This may have already been pre-populated into the form).
- Your start date should be 1 October 2021.
- Please enter the duration in whole months. The duration you enter should be no less than 16 months, up to a maximum of 18 months, and is dependent on the length of the Impact Phase you plan to undertake at the end of your fellowship (1-3 months).
- Submission route – It is recommended that once this initial section is completed and saved, that you 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 the Council.

## **Applicant**

There should be a single fellowship applicant for each proposal, to whom correspondence will be addressed. Enter the name of the applicant and details of the applicant’s research organisation and department.

On submission of the proposal the applicant does not necessarily have to be located at the research organisation that will administer the grant, however the administering research organisation will be required to submit the fellowship proposal and provide a Head of Department statement confirming their commitment to the project (see page 16 for further details).

In the event that an applicant moves Research Organisation before commencement of, or during the fellowship, the applicant's new Research Organisation will need to confirm the same commitment to the fellowship.

The applicant will take intellectual leadership of the project and manage the fellowship; this individual will be the contact person for ESRC correspondence. The named applicant is responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

**Please note:** This Je-S Guidance has been updated on 28 May to remove references on this page to the 'Post Outlast Project' section which is not applicable for this scheme.

### **Objectives\***

*Please copy the following standard text into the Objectives section of your proposal. Do not enter any additional text:*

The Fellow will collaborate with 10 Downing Street's data science team (I0DS) and the Office for National Statistics (ONS) to co-design research and produce analysis using new and existing linked administrative datasets to inform policy in priority policy areas; and to champion data science across central government and support wider knowledge exchange with researchers on effective policy collaboration and data analysis.

### **Summary\***

*Please copy the following standard text into the Summary section of your proposal. Do not enter any additional text:*

Collaborating with 10 Downing Street's data science team (I0DS) and the Office for National Statistics (ONS), the fellow will utilise linked administrative data created by government and public bodies across the UK to enable vital research to support better informed policy decisions and more effective public services.

Analytical projects will be co-designed during a three-month inception phase, followed by a 12-month placement with I0DS and ONS where fellows will produce analysis to inform policy in priority policy areas, using a range of administrative, survey and newly created linked datasets in the access-restricted ONS Secure Research Service funded by ADR UK.

Alongside undertaking specified research projects throughout the year, fellows will engage with stakeholders to champion data science across central government and support wider knowledge exchange with researchers on effective policy collaboration and data analysis and



will spend a further period of up to three months to enable approved knowledge exchange, impact and publication activity.

### **Academic beneficiaries\***

*Please copy the following standard text into the Academic Beneficiaries section of your proposal. Do not enter any additional text:*

The benefits from the Fellowship for the UK research environment will include:

- a) Increased awareness of the benefits of data science across central government, including support for wider knowledge exchange with researchers on effective policy collaboration and data analysis.
- b) Identification and development of new datasets as a useful research resource for future users, for example through sharing and creating guidance and code.
- c) Better understanding of government operations, data usage, research-ready datasets, and priority areas for research.
- d) Strengthened engagement between government and academia and the potential to influence future policy-academia collaborations.
- e) Insight into government analysis and policymaking.

### **Staff duties**

Summarise the duties of the Fellow (2000 character limit):

- **Inception phase for project set up, three months:**  
Fellows will remain based at their research organisations but may be required to travel to conduct a small number of inception meetings with ONS at either London, Newport, or Titchfield, subject to COVID restrictions. Inception meetings with I0DS will be conducted via video call. The expected time commitment from Fellows during this period is up to 0.2 FTE. During this phase, successful applicants will also be able to apply for up to £10,000 (funded at 80% fEC) further funding to support additional project-specific travel and subsistence costs to access data, additional project-specific mentorship and/or specific data training requirements that are not included in this original application.
- **Placement with I0DS and ONS, 12 months:**  
Placements can be undertaken full or part time (0.5 FTE minimum) and will commence once the project scope has been agreed, data secured and the opportunity requirements met (including security clearance). Fellows will usually be expected to spend two days per month (pro rata) at the I0DS offices in London.
- **Impact phase, up to three months:**  
Fellows will return to their home institutions, where they will be supported for an additional period to maximise knowledge exchange and impact through agreed wider engagement and publication activity. You can apply for funding to cover a period of up to three months at up to 0.2 FTE maximum commitment to undertake this

activity. Your plan for activities for this period will be further defined and agreed with IODS, ONS, ESRC and ADR-UK during the first six months of the Fellowship. Successful applicants will be able to apply for up to £5,000 fEC (funded at 80% fEC) to support additional costs to deliver the agreed work. Further details will be shared with successful applicants.

Applicants should clearly stipulate their time commitment for each phase throughout the fellowship, which will last up to 18 months, and are invited to outline their time commitment against the objectives and expectations of the role as set out in the Funding Opportunity, noting that up to 25 per cent of the Fellow's time during their 12 month placement with IODS and ONS will be reserved for activities that strengthen engagement between government and academia. All additional funds applied for during the fellowship must be within the stipulated time, duration and funding levels.

The role of any additional staff members involved in the project should also be summarised in this section. Due to the format of this fellowship, additional research staff (eg. Research Assistants) should not be included, however the following may be included:

- **Mentorship support** is required for applicants who are Early Career Researchers (ECR). If applicable, the mentor should be identified here.
- Any **administrative support** requirements should also be summarised in this section.

Ensure that it is clear why it is necessary for you to perform this role at the resource level you have requested.

## Timetable

A timetable is not required for this call, as all fellowships will be a total duration of up to 18 months, consisting of a 3-month inception phase, followed by a 12-month secondment, and concluding with an impact phase lasting up to three months. A full timetable including deliverables will be agreed with successful applicants during the inception phase.

For the purposes of submission, please do not complete this section.

## Ethical information

Ethical information is not required at application stage for this call. In order to submit, please go into this section and select the 'no' radio button and save.

Successful applicants will be required to comply with the [Government Digital Service Data Ethics Framework](#) and are required during the inception phase to prepare, submit and secure approval for applications for secure access to data (SAD). Under the Digital Economy Act (DEA) researchers are required to demonstrate that they have considered ethics before the application goes to the Research Accreditation Panel, by providing evidence of the project having been through their university's ethics board or, more commonly, through completion of an ethics self-assessment. [Comprehensive guidance](#) is available on the UK Statistics Authority's website.

Successful applicants will further be required to adhere to the [ESRC's Framework for Research Ethics](#) and to ensure that research is carried out to a high ethical standard. The [ESRC's Framework for Research Ethics](#) contains a full explanation of the ESRC's approach, with guidance for applicants.

### **Other support**

Support sought or received from any other source is not relevant for this call. In order to submit, please go into this section and tick the box marked 'other support is not relevant to this application' and save.

### **Related/previous proposals**

Please state whether your application under this call is related to any ESRC 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**

In addition to the applicant themselves, the following staff costs are eligible:

- A small amount of administrative support for the fellow may be acceptable, but will require sufficient justification in your Justification of Resources attachment.
- Mentorship support is required for Early Career Researchers applying to the call. Costs can be requested to support the Mentor's contribution to the fellowship.

If including any such additional support, staff details should be entered here under the appropriate fund heading:

'Directly Allocated staff' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g. the applicant). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. administrative support).

Please note that associated project studentships are not permitted for this call.

## Resources

All resources requested must be fully justified in the 'Justification of Resources' attachment.

The ESRC-ADR UK No.10 Data Science Fellowships 2021 will provide up to 18 months funding with an overall limit of £135,000 (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%.

The following costs are eligible for this call and may be included in your submission:

**T&S** - add each item of justified Travel and Subsistence required for:

- Meetings required as part of the inception phase. As a guideline, inception meetings with IODS will be conducted via video call. Travel may be required to conduct two to three inception meetings with ONS (at either London, Newport, or Titchfield) subject to COVID restrictions.
- Attendance at 10 Downing Street for two days (pro rata) per calendar month during the 12-month placement phase.
- Meetings with project partners. Travel may be required to conduct up to two meetings with ESRC (Swindon), ADR UK (Swindon) and ONS (at either London, Newport, or Titchfield) subject to COVID restrictions.

You should indicate the calculations upon which these figures are based in the 'Destination and Purpose' box.

**Other directly incurred costs** - Eligible costs under this heading include any additional costs associated with the requirements of the inception and placement phases of the Fellowship. This may include but is not limited to costs associated with caring responsibilities. Further costs associated with accessibility may be permissible and should be checked with the ESRC ([ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)) prior to submission.

**Please note** that successful applicants will be able to apply for additional project related costs identified during their fellowship, up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and funded at 80% fEC. This includes costs identified during the inception phase as required for successful completion of the placement phase of the fellowship (eg. T&S costs linked to accessing data and additional project-specific mentorship requirements and/or specific data training requirements), as well as costs to support knowledge exchange and impact related activity during the placement and impact phases. Full details on how these costs will be requested and approved will be shared with successful applicants. **Therefore such costs must not be requested at this stage.**

**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.

## **Data collection**

It is not expected that new data is collected for the ESRC-ADRUk I0DS Fellowships 2021 call. This section should be completed by answering 'No' to the mandatory question.

## **Project partners**

Project partners should not be included in your proposal.

## **Classifications (International in Nature)**

Due to the nature of this fellowship, research will not involve significant collaborative contributions from colleagues outside of the UK. This section should be completed by answering 'No' for this classification.

## **User involvement**

'Users' will be engaged throughout your fellowship and should be indicated against all stages in this section. 'Users' are those individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, commercial 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 in PDF (rather than Word) format, to reduce document corruption

issues. With the exception of letters of support, attachments should be in font size 12 with 2 cm margins.

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

- Case for support
- Justification of resources
- CV, including one-page summary publications list
- Head of Department statement
- Mentor CV (if applicable)

List of Publications (cited in your proposal), Letter of Support, Cover Letter, Final/Interim report and Other are optional and should only be included where necessary.

**Important note:** If you are unclear about whether you can include a specific attachment please contact [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org) for advice as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject applications that include attachments not permitted on this call.

### **Mandatory attachments:**

#### **Case for support (maximum of four sides of A4, or five sides of A4 if including mentorship)**

This is the body of your fellowship proposal. It must not exceed four sides A4 in 12 point font. **Early Career Researcher applicants may include one additional page A4 in 12 point font to cover mentorship information only.** All applicants must use the following headings:

- **Motivation in applying for this call;** in this section please outline why you are interested in becoming an ESRC-ADR UK No.10 Data Science Fellow, what you would hope to gain from the opportunity and how you see it fitting into your long-term research career.
- **Data science techniques and methods;** in this section please outline your particular expertise in and experience of applying data science techniques and methods, including working with novel datasets and assessing data quality and reliability. Applicants are additionally invited to outline any other expertise relevant to one or more of the cross-cutting government priorities listed in the call specification, or their experience of and approach to transferring existing expertise to new areas and topics.
- **Communicating complex information and analysis;** in this section please outline your experience and/or insights on translating complex analysis into meaningful, easily understood narrative in a non-academic context verbally and in writing (e.g. public policy engagement within or outside Government and politics; provision of expertise to non-academic users; writing reports or giving presentations

for the third sector. The examples given are purely for illustrative purposes and are non-exhaustive).

- **Using expertise in a non-academic context:** in this section please outline your experience and/or insights on using your expertise in a non-academic setting, including the challenges and opportunities of co-production and collaboration between research and non-academic partners (e.g. public policy, third sector and business). Applicants are additionally invited to share their understanding of the analytical needs of central government and how research expertise may be relevant to these.
- **Designing and leading Knowledge Exchange activity:** In this section please briefly outline:
  - your experience or insights into the challenges of effective knowledge exchange between research, policy and funder communities
  - your initial ideas for how to address the Fellowship's objectives through Knowledge Exchange activity during the placement and impact phases
  - your initial thinking on how you would approach refining and prioritising Knowledge Exchange opportunities during the first half of your placement.
- **Mentorship (if applicable):** It is a requirement that early career applicants are provided with appropriate mentorship by a more senior academic with relevant experience from within their institutions. If applicable, in this section (not exceeding one-page A4 in 12 point font) the mentor should be identified and mentorship arrangements summarised, including support towards generic project development, engagement and dissemination. A CV should be attached for any mentor included on the proposal. Applicants are asked to note that mentors are not subject to IODS security clearance and will not be able to access all resources and documents but will subject to being named on the [ONS Secure Research Service](#) project application (completed during the inception phase) and research accreditation have access to data held in the ONS Secure Research Service and publicly available materials.

Any bibliography for references cited in the proposal should be attached under the 'list of publications' attachment; this should not include publications not cited in the proposal. A list of the applicant's most relevant and recent publications should be included in the applicant CV.

Please pay close attention to the Assessment Criteria set out in the Funding Opportunity and use the Case for Support to ensure that all elements are addressed in full taking account of information provided elsewhere in the application.

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

A two-side A4 statement justifying the resources required to undertake the fellowship. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

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

### **CV, including one-page summary publications list (maximum of three sides of A4 per applicant)**

A two-page CV for the applicant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation and a record of research funded by the ESRC and other bodies. A one-page summary list of publications should also be included in this attachment.

The total number of pages for this attachment, including both the CV and publication list, should not exceed three A4 sides.

### **Head of department statement (maximum of one side of A4)**

The head of department at the host research organisation must complete a statement in support of the proposal. The statement should:

- if the applicant is not currently hosted at the RO, confirm that the applicant would be accepted into the department for the purpose of undertaking the proposed programme of work.
- explain how the proposed programme of work would fit in with the department's wider research programme.
- confirm that the research organisation holds Assured Organisational Connectivity (AOC) to the Secure Research Service and will maintain this for the duration of the project; or confirms the research organisation's commitment to obtain an AOC agreement.
- confirm commitment to support, if the applicant is successful, additional project related costs identified during the fellowship, as well as funds to undertake knowledge exchange and impact activity. These costs will be up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC.
- confirm commitment to provide (if applicable) appropriate mentorship support for Early Career Researcher applicants, including but not limited to generic project development, engagement and dissemination support.

Applicants are asked to note that the AOC must be in place prior to commencement of the 12 month placement phase.

### **Mentor CV, if applicable (maximum of two sides of A4)**

If the applicant is an Early Career Researcher, mentorship support is required. A CV should be attached for any mentor included on the proposal.

### **Optional attachments:**



## 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 applicant's most relevant and recent publications should be included in the applicant CV attachment (see section above).

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

Applicants on current ESRC awards must submit a progress report on their current awards with any new application which should match their impact and output records on ResearchFish.

## Cover letter/letter of support (maximum of one side of A4 per document)

Cover letters and letters of support should only be included in exceptional circumstances.

The cover letter attachment type can also be used to upload a declaration of interest <https://webarchive.nationalarchives.gov.uk/20200929010642/https://www.ukri.org/files/legacy/documents/declarationofinterests-applicants-pdf/>. Any private, personal or commercial interests relating to an application for funding to the ESRC must be declared.

Exceptionally letters of support can be submitted as part of a proposal. Only letters of support that are essential to the successful conduct of the research (e.g. confirming access to datasets, or confirming access to or use of the facilities provided by named organisations) can be submitted with an application. Letters of support can be accepted by email, and must be signed and dated within six months of the proposal submission date. General letters of support that are not essential for the successful conduct of the research must not be included.

## Proposal classifications

Please populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

The proposal classification area replaces the ESRC-specific discipline section, and is a harmonised (and expanded) structure agreed across UKRI. 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

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 Wednesday 2 June 2021**.

## Commissioning timetable

### Key commissioning dates:

- Applicant webinar – 12:30 on Wednesday 28 April 2021
- Deadline for proposals – 16:00 on Wednesday 2 June 2021
- Shortlisting Panel – anticipated early July 2021
- Interviews – Late July 2021 – final dates shared with all applicants at call close
- Funding decisions – by early August 2021
- Fellowship commences (3 month inception phase) – from 1 October 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:

- Jon Carter, Rachel Kelley, Bea Lopez  
Email: [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@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).