

## ESRC AHRC UK South Korea SSH Connections Grants Je-S guidance for applicants

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**Call type:**

Non Standard FEC Grants

**Closing date:**

16:00 on 26 October 2021

**Funding available:**

£1.5 million at 100% non-standard FEC

**How to apply:**

Proposals are invited via Je-S, and may request up to £50,000 (direct costs paid at 100% - non-standard FEC) maximum period of 18 months

**Assessment process:**

Applications will be subject to a single-stage assessment, where they will be assessed through an open, competitive process, using quality as the primary assessment criterion

**Key commissioning dates:**

- Deadline for proposals – 26 October 2021
- Panel meeting – end November/ early December 2021
- Funding decision – December 2021
- Grant start date - no later than 1st February 2022

**Contacts:**

- Case officer: International Strategy Team  
Email: [UKSouthKoreaNetworking@esrc.ukri.org](mailto:UKSouthKoreaNetworking@esrc.ukri.org)

Please read the [funding finder text](#) 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:

(Please note that this is a joint ESRC-AHRC call, and applicants are invited to refer to the ESRC documents listed below as ESRC are leading on the call's administration and grant allocation process.)

- [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); 01793 444164

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/uk-and-south-korea-social-science-arts-and-humanities-connections/>

For further information contact:

- International Strategy Team  
Email: [UKSouthKoreaNetworking@esrc.ukri.org](mailto:UKSouthKoreaNetworking@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 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/>.

*\*IRO eligibility policy now includes Public Sector Research Establishments (PSREs). Such organisations that have been awarded eligibility status are treated as normal Research*

Organisations from an eligibility point of view. They can apply as the lead RO and will be funded under fEC rules (i.e. 80%) whether relevant applicant is PI or Co-I status.

*\*Also, 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 Tuesday 26 October 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 an 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. 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.

(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 (*UK South Korea Connections Grants*) 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; *UK South Korea SSH Connections Grants*. Please note that the option will only be available once the call is live.
- Your start date should not be no later than 1<sup>st</sup> February 2022. Your grant should be a proposed duration of no more than 18 months.
- Submission route – It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it to Council.

## Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) if applicable.

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC-AHRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

## 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.

**Third party data protection** - Applicants must ensure that they have obtained the permission of any other person named on the proposal form (for example any Co-Investigators or Project Partners) for the provision of their personal information to UKRI and the processing of their data by UKRI for the purpose of assessing the application and management of any funding awarded

### **UK co-investigators in business, civil society or government bodies**

Please note that any researcher from an established business, civil society or government body based in the UK will be eligible to be listed as a **co-investigator** under UK South Korea Connections Grants.

The ESRC-AHRC will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC). Please note that costs cannot be claimed from government bodies.

Proposals which include co-investigators from the UK business sector or from third sector organisations that engage in economic activity<sup>1</sup> must ensure that the involvement of these organisations complies with State Aid legislation. Proposals which include co-investigators from third sector organisations that are deemed **not** to engage in economic activity must provide evidence of this status in the Justification of Resources section of the proposal form.

On receipt of the proposal, eligibility of business, civil society or government body will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be taken.

It is recommended that potential UK co-investigators from business or civil society should create Je-S accounts as soon as possible once the call opens to allow sufficient time for the account(s) to be verified.

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

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<sup>1</sup> 1 "Economic activity' means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity." Department for Business Innovation & Skills, State Aid: The Basics Guide, July 2014 - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/443686/BIS-15-417-state-aidthe-basics-guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/443686/BIS-15-417-state-aidthe-basics-guide.pdf)

business or civil society organisation. Please note 'time' allocation, salary costs, equipment etc. cannot be funded under this networking call.

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

### **International co-investigators**

**Please note that the lead international collaborator** (academic researcher PhD or equivalent from an established international research organisation of comparable standing to an ESRC-AHRC eligible UK research organisation) **should be listed as a co-investigator under this scheme**. There may be more than one. International collaborators participating in the UK South Korea SSH Connections Grants but not listed as international co-investigators should be named in the case for support.

### **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, South Korea, 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 responsibilities of all named applicants. *(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 ESRC or AHRC. 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 and AHRC research grants.

### **Staff**

Staff costs are not eligible under this call.

### **Resources**

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

The overall budget for this call is £1.5 million. Awards may request up to **£50,000 (direct costs paid at 100%)** each for a maximum period of 18 months.

This is a non-standard fEC (full economic cost) call, and therefore applicants should apply for 100% of the direct costs of the activities which they wish to undertake. Travel and subsistence costs are eligible and are expected to constitute the majority of the requested costs. Conference costs, some consumables, costs for venue hire, catering, photocopying, printing costs and costs related to setting up websites or other digital platforms may also be included.

However, as this is a non-standard fEC call the grants are not intended to support single research projects and **cannot** be used to fund:

- Salary costs
- Investigator costs
- Items of equipment
- Other research costs

To evidence the commitment of South Korean researchers, **applicants are encouraged to demonstrate and quantify an appropriate level of in-kind support from South Korean project partners.**

**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.

**Equipment** - equipment costs are not eligible under this call.

**Social surveys** - social survey costs are not eligible under this call.

**Other directly incurred costs** – including justified; project specific consumables, costs for venue hire and setting up websites or other digital platforms.

Consultancy fees, equipment, recruitment and advertising costs are not eligible under this call.

**Other directly allocated costs** - costs including support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities are not eligible under this call.

### **Estates and indirect costs**

No estate and indirect costs can be applied for under this call but these are mandatory sections which have to be filled in. Please therefore enter in 0 values for these sections.

### **Project partners**

Although this activity is supported unilaterally at the funder level, applicants are encouraged to demonstrate and quantify an appropriate level of in-kind support from South Korean project partners, and as such there is an expectation that any activity will see co-investment at the researcher-to-researcher level.

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section.

### **Timetable**

Provide a clear timetable for the project and the intended progress of the networking 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. Complement but do not duplicate the information provided in the Data Management Plan as explained below.

## Classifications (International in Nature)

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. This could include the research area of focus, collaborations, data sets or any other notable international aspect of the research. You should answer yes if:

- Any significant part of the research is international, for example, if one or more work packages have an international component.  
**And/or**
- Either a Principal Investigator, Co-Investigator, Project Partner or any other organisation involved in the project is based overseas.

### If Yes, please complete free text box (maximum 1000 character limit)

Please detail the nature of the international aspect of the research and identify all countries involved.

- Where the research area of focus is international, explain the nature of this focus and all the countries involved.
- Where an international organisation is involved, please identify this organisation and the country(/ies) in which it is based.

## 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 preferred typefaces are Arial, Helvetica or Verdana.

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

- Case for support

- Justification of resources
- CV

List of Publications, Letter of Support, Proposal Cover Letter, Facility form, Final/Interim Report, Project Student Request 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 [UKSouthKoreaNetworking@esrc.ukri.org](mailto:UKSouthKoreaNetworking@esrc.ukri.org) for advice, as unrequested attachments can hinder the processing of your application. ESRC -AHRC 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)**

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

- The introduction should set the aims and objectives of the activity in context. It should briefly sketch the main work on which the activity will draw, with references. Any relevant policy or practical background should be included.
- The detailed gaps / questions to be addressed should be clearly stated.
- Give a full and detailed description of the proposed activity. Particular care should be taken to explain any innovation in the activity proposed.
- Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.
- The bibliography for references cited in the proposal should be attached under the 'list of publications' document; this should not include publications not cited in the proposal. A list of the most relevant and recent publications should be included in the applicant CVs.

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

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

### **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.

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

If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included. A covering letter summarising the major revisions must accompany the proposal.

Proposal cover letter attachment type can 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; provided they are essential to the successful conduct of the research (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 proposal 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 ESRC and AHRC 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.

## 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 26 October 2021**.

## Commissioning timetable

- Call for proposals issued 29 July 2021
- Deadline for submitting proposals 16:00 on 26 October 2021
- Commissioning Panel meeting end November/early December 2021
- Decisions to applicants December 2021

## Tracking your proposal

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

## Further enquiries

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

- International Strategy Team  
Email: [UKSouthKoreaNetworking@esrc.ukri.org](mailto:UKSouthKoreaNetworking@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)
- Telephone: 01793 444164

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).