

European Social Survey, Round 11 and 12

UK National Coordinator for the UK component of the European Social Survey

Please read the full ESS Round 11 Specification for participating countries
(ESS11 Survey Specification) accessible on the ESS ERIC website

V2 - April 2022

1 Summary

We are inviting proposals from individuals or teams to undertake the UK National Coordination of the next two rounds of the European Social Survey (ESS).

The National Co-ordinator (NC) for the UK will be appointed to work on both ESS Round 11 and Round 12. This will ensure continuity at the national level over two consecutive rounds of the ESS (which is in accordance with article 13.6 of the ESS European Research Infrastructure Consortium statutes (ERIC)). After a change of NC, the former NCs should act as a national point of information for previous rounds.

ESRC expects the NC to spend about six months full-time equivalent on their tasks in each 24 month round if they were involved in previous rounds, if they were not it is anticipated that NC role will require more time. A maximum of £162,500 (at full economic cost) is available for this competition and ESRC will contribute 80% of the cost.

Each ESS ERIC Member or Observer must appoint (or cause to be appointed) a National Co-ordinator and a survey agency. These appointments may or may not be located in a single institution. Either way, the appointees must be able to work successfully as a coherent team. The costs for national co-ordination and national fieldwork do not constitute a part of the ESS ERIC budget.

The NC will play a major role in selecting, contracting, briefing and liaising with a survey agency. The NC may be based at a survey agency. Where this is the case, and the survey agency wishes to tender for the survey work, then ESRC will run the survey tender process independently of the NC. If the NC is not based at a survey agency then there is the full expectation that the NC will run the tendering with ESRC representation. Some of the tasks outlined in the full Round 11 specification may be contractually transferred to the survey agency, but the responsibility for their delivery and for liaison with the Core Scientific Team must reside with the NC.

2 Background

In 2013, the European Social Survey, a biennial cross-national survey, became a European Research Infrastructure Consortium (ERIC). The ESS ERIC is hosted by the UK with its headquarters at City, University London. The main aims of ESS ERIC are:

- to chart stability and change in social structure, conditions and attitudes in Europe and to interpret how Europe's social, political and moral fabric is changing
- to achieve and spread higher standards of rigour in cross-national research in the social sciences, including for example sampling, data collection, reduction of bias and the reliability of questions
- to introduce soundly-based indicators of national progress, based on citizens' perceptions and judgements of key aspects of their societies

- to undertake and facilitate the training of European social researchers in comparative quantitative measurement and analysis
- to improve the visibility and outreach of data on social change among academics, policymakers and the wider public.

Under the ESS ERIC governance structure, the General Assembly shall have full decision making powers regarding the operations and management of the ESS ERIC. The General Assembly is assisted in this role by a Scientific Advisory Board, the Methods Advisory Board and a Finance Committee. In addition, the GA will work with ESS ERIC Director Rory Fitzgerald, who is based at ESS headquarters, City, University London. The ESS ERIC Director is supported by the Core Scientific Team (CST) and the National Co-ordinators Forum (or NC Forum).

The CST includes leading social scientists from six organisations: GESIS Mannheim (Germany), NSD Bergen (Norway), SCP The Hague (Netherlands), University of Leuven (Belgium), Universitat Pompeu Fabra (Spain), and University of Ljubljana (Slovenia). Meetings of the CST are chaired by the ESS ERIC Director.

Members, Observers and Guests of ESS ERIC have to ensure that the national costs for Round 11 can be fully met. This is an obligation for all groups of participating countries.

3 Scope

The tasks of the National Coordinator (sections 7, 8, 9, 10 and 11 of the ESS Round 11 Specification):

- Communicating with the CST and attending three NC Forum meetings per year (two virtual and one in-person).
- Selecting and liaising with the Survey Agency.
- Completing a Data Management Plan and signing a Data Processor Agreement with the ESS ERIC.
- Ensuring data protection, anonymity and confidentiality and full compliance with the General Data Protection Regulation (GDPR).
- Participating in questionnaire development, translation and pre-testing.
- Discussing available sampling frames and sampling procedures with the Sampling and Weighting Expert Panel (SWEP).
- Providing a sampling frame.
- Preparing and monitoring fieldwork in collaboration with the CST.
- Overseeing interviewer briefings.
- Depositing data and other deliverables to the ESS Data Archive and communicating with the ESS Data Archive.
- Adhering to national and institutional ethical procedures.
- Disseminating ESS findings and methodological outcomes.

For all further details and all background information please refer to the full ESS Round 11 Specification for participating countries.

For some tasks, there is overlap between the responsibilities of the NC and a survey agency (to be appointed in Autumn 2022). Both parties should conduct their activities within the timeframe outlined in the ESS Round 11 Specification.

4 Funding available

The maximum available amount for this competition is £162,500 (at 100% FEC, with ESRC contributing 80%). Applications for the NC should consider the recommended time commitment (about six months full-time in each 24 month round if they were involved in previous rounds). New NCs will require considerably more time. The NC may be based at a survey agency.

The ESRC will undertake a competitive tendering process to select the fieldwork element independently of the NC. The NC will play a major role briefing and liaising with the selected survey agency.

Applications should include a letter of support from their research organisation that states commitment to the ESS NC role.

Detailed information on eligible costs can be found in the ESRC's Research Funding Guide <https://www.ukri.org/publications/esrc-research-funding-guide/>. Proposals will need to show 100 per cent of full Economic Cost of the proposed research. The ESRC will meet 80 per cent of the full economic costs on proposals submitted.

All UK Higher Education Institutions are eligible to receive funds for research, postgraduate training and associated activities. The higher education funding councils for England, Wales, Scotland and Northern Ireland determine whether an organisation meets the criteria to be a Higher Education Institution.

Research institutes for which the Research Councils have established a long-term involvement as major funder are also eligible to receive research funding, from any Council. Independent research organisations (IROs) approved by ESRC are eligible to apply for ESRC funding. The current list of eligible IROs can be found here: <https://www.ukri.org/apply-for-funding/before-you-apply/check-if-you-are-eligible-for-research-and-innovation-funding/#contents-list>

5 How to apply

The application should be submitted to the Research Councils' Joint Electronic Submission System (Je-S) (<https://www.ukri.org/councils/esrc/guidance-for-applicants/how-to-submit-your-proposal/>) by May 23 2022

Please see the accompanying Je-S Guidance for further information. This provides details on the information that applicants will be required to submit as part of their proposal. All applicants should consult the ESRC Research Funding Guide

(<https://www.ukri.org/publications/esrc-research-funding-guide/>), which sets out the rules and regulations governing funding.

Furthermore, please see the Je-S handbook for more information (via the Help option on the Je-S website (<https://je-s.rcuk.ac.uk/Handbook/Index.htm>)).

6 Guidance on writing an application

Your application must include the following documents and content. When writing your proposal please make reference to the assessment criterion which can be found in section 7.

Case for Support (up to 12 pages)

This is the body of the application where you will describe why you have applied for this post and your suitability for the National Coordinator (and the suitability of the team if appropriate). Please consult the role purpose and duties as described in the ESRC Call Specification and the full ESS Round 11 Specification for participating countries. As a reference, this section should address:

- a. The introduction should set the aims and objectives of the NC in context
- b. How the skills, knowledge and experience of the National Coordinator(s) meet the specification
- c. Communication and dissemination plans
- d. Survey implementation
- e. How success and positive impact will be achieved and measured

Workplan (1 page)

A clear high-level timeline/Gantt chart for the activities to be undertaken relating to funding awarded in this grant. It should cover any relevant procurement, delivery and evaluation of fieldwork activities undertaken associated to the grant.

Justification for Resources (up to 2 pages)

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.

Risk Management Plan (up to 1 pages)

Please identify the key high-level risks to delivering the plans described in the case for support and describe your plans for mitigating said risks.

Data Management Plan (maximum of three sides of A4)

It is a requirement of the ESRC Research Data Policy that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, ie primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Helptext.

CV (maximum of two sides of A4 per person)

A CV for 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.

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

7 Assessment process

An independent assessment process will be led by the ESRC. Proposals will be assessed by a group of selected experts, encompassing academic and user expertise. Selected applicants will then be invited to attend an interview, with a panel comprised of selected panel members and representation from the ESRC Office. Interviews will take place during the summer of 2022 (June onwards) dependent on the availability of applicants and the panel.

8 Assessment criteria

Proposals will be assessed against the specific requirements of the ESS ERIC, as reflected in the full ESS Round 11 Specification for participating countries. Standard ESRC criteria will be considered, including the following 5 criteria:

1. **Quality:** Clear work plan with realistic and testable milestones, clear deliverables, convincing strategic management and a high probability of success. Risks to delivery and robust mitigation plans are clearly identified
2. **Impact:** The proposal demonstrates the investment's potential to deliver impact and long-term public benefit with a clear mechanism for how this will be achieved
3. **Value-for-money:** reasonable and fully justified costs for the specified project. The extent to which the proposal maximises the value-for-money. The likely benefits are proportionate to the total costs.
4. **Applicant:** the ability of the study individual/team to collectively deliver the proposal and whether the individual/team is sufficiently supported by the host organisation.
5. **Innovation:** The proposed investment supports innovation, or the development of innovative practices, in research data collection or data service provision

9 Additional grant conditions

If successful, the applicant will be awarded funds as part of funding for Round 11 and 12 of the ESS. As such, the conditions described in the Round 11 & 12 offer letter will apply. ESRC will consider further additional conditions following the peer review process, on the basis of the proposal and the panel recommendations.

10 Key dates

Issue call for proposals	18 th of April
Proposal submission deadline	30 th of May
Assessment of proposals	13 th of June
Interview*	WC 27 th of June
Decisions to applicants	7 th of July

National Co-ordinator commences	from August 2022 onwards
Appointment of Survey Agency	Likely from October 2022

* Please note that these dates are indicative and dependent on the availability of potential reviewers. ESRC aims to adhere to these timelines as far as possible, however it retains the right to change the timelines if necessary. In such circumstances ESRC will notify the applicant as early as possible.

11 Contacts

Please consult the ESRC specification, Je-S guidance and Research Funding Guide, as well as the full ESS Round 11 Survey Specification for participating countries, before addressing any future enquiries to:

- Shad Chokdar
Email: shahidur.chokdar@esrc.ukri.org

- Beccy Shipman
Email: Beccy.shipman@esrc.ukri.org

Enquiries relating to the Je-S application procedure should be addressed to the Je-S Helpdesk at:

- Email: JeSHelp@rcuk.ac.uk
- Phone: +44 (0) 1793 44 4164*
- Staffed Monday to Friday 8.30am - 5pm (excluding bank holidays and other holidays)
- Out of hours: leave a Voice Mail message.