

Impact Acceleration Accounts 2023 Je-S guidance for applicants

This version: May 2022

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Impact Acceleration Accounts 2023

Call type:

Invitation for proposals

Closing date:

16:00 on 16 June 2022

Funding available:

100% fEC

How to apply:

Proposals are invited via Je-S attracting 100% fEC funding model

Assessment process:

This call will incorporate a peer review and panel meeting stage.

Key commissioning dates:

- Deadline for proposals – 16:00 on Tuesday 16 June 2022
- Panel meeting – w/c 21 November 2022
- Funding decision – Mid December 2022
- Fixed Grant start date – 1 April 2023

Contacts:

- impactaccelerationaccounts@esrc.ukri.org

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

We have removed a number of standard sections from the Je-S applications as they are not relevant to this call.

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 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. 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**
[ESRC web link](#)

For further information contact:

- impactaccelerationaccounts@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.

There are two possible categories of organisations from which proposals can be submitted:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S (including any recognised Independent Research Organisation*). A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>.

**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.*

**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 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.

- **Overseas organisations** cannot apply to this call.

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 16 June 2022.** 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 extend a 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.

(Reviewers will receive instructions to assume that changes that arise from the COVID-19 pandemic, post-submission, will be resolved and complications related to COVID-19 should not affect their scores.

Where an application is successful, any changes in circumstances that affect the proposal will be managed as a post-award issue.)

Creating your proposal

Log in to [Je-S](#).

From the Home Screen select Documents.

Select New Document then Select 'Call search' (highlighted at top of screen). When prompted, type in the call title '**ESRC Impact Acceleration Accounts 2023**' 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 the project title as "ESRC IAA 2023"
- The 'Proposal Call' will already be populated with the relevant call title; *ESRC Impact Acceleration Accounts 2023*.
- Your start date should be 1 April 2023. Your grant should be a proposed duration of 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) and any co-investigators (Co-Is) if applicable in this section

The PI must be a senior member of the institution, e.g. Pro-VC, institute director, or equivalent.

If the PI does not have the relevant disciplinary expertise, you may nominate a Co-I who does.

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

Applicants from separate organisations are not permitted.

When entering the PI or Co-I detail, you will be prompted to enter the “Total number of hours to be worked on the grant over the duration of the grant”, “Salary Rate”, “Contracted working week expressed at % of full time work”, and the “Total number of hours to be charged to the grant over the duration of the grant”. For the “Total number of hours to be worked on the grant over the duration of the grant” you will need to enter a figure of “1” or greater, but for all salary questions you are able to enter a figure of “0”.

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

Cannot apply to this call.

International co-investigators

Cannot apply to this call.

Objectives

List the 3 main objectives of your IAA. These should be your most important objectives from the “Aims and Objectives” section of the application form. *(4000 character limit)*

Summary

Please enter the following text into the Summary section of the Je-S application:

“IAAs are institutional funding to unlock the impact of the research base. They support a breadth of impact activities that allow funding to be used in flexible, responsive, and creative ways. IAAs provide research organisations with agility to make decisions about how to invest in ways that best suit institutional strategies and opportunities. The awards add value to existing funding and take advantage of new or unforeseen opportunities to facilitate the realisation of impact.”

Ethical information

This section must be comprehensively addressed. *(4000 character limit)*

Applicants must ensure the proposed activities 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.

We suggest that you enter the following text into this section:

“We confirm that all activities will be carried out to a high ethical standard and that all necessary ethical approval will be sought.”

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.

Estates and indirect costs

This section has been removed from the Je-S application as these costs cannot be claimed by IAAs.

Data collection

A Data Management Plan is not required for this call. Please enter the standard wording "N/A - as IAAs cannot be used to fund primary research" in this section.

Timetable

Please enter “0” in each box and then save this section.

User Reviewers

Nominate two non-academic/user reviewers. These people must not be from the same research organisation as any of the investigators on the project, and should not represent potential conflicts of interest. **Agreement should be sought from nominated reviewers before their details are submitted.** We may contact these reviewers to assist in the peer review of your proposal.

Proposals will not be disadvantaged by the absence of nominated reviewers.

Classifications (International in Nature)

You should answer “No” to this question.

User involvement

You do not need to complete this section.

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 (recommended font type; Arial or Garamond).

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

- Case for support

Important note: If you are unclear about whether you can include a specific attachment please contact impactaccelerationaccounts@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.

Case for support (maximum of 11 sides of A4)

This is the body of your IAA proposal. Please follow the Application Guidance document from the Funding Opportunity Page

Please complete the application template and upload this to Je-S as a “Case for support”. Refer to the “Assessment Criteria Guidance” document for full details on completing this form.

Proposal classifications

This section has been removed from the Je-S application for this call.

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 Tuesday 16 June**.

Commissioning timetable

- | | |
|-------------------------------------|-----------------------|
| • Call for proposals issued | 21 April 2022 |
| • Deadline for submitting proposals | 16:00 on 16 June 2022 |
| • Commissioning Panel meeting | w/c 21 November 2022 |
| • Decisions to applicants | Mid December 2022 |
| • Fixed Start Date | 1 April 2023 |

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:

- impactaccelerationaccounts@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

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).