CHANSE Knowledge Exchange Facilitator (KEF)
Support knowledge exchange for CHANSE digital transformations research

Je-S guidance for applicants

Call summary

Call type:
Research Grant

Closing date:
16:00 on 26 July 2022

Funding available:

The maximum cash contribution from the funders is £205,000. This is expected to support provision of the knowledge exchange facilitator role for three and a half years. CHANSE will fund 100% of the full economic cost of your project, unless you are based in the UK. Projects based at UK organisations will be funded at 80% of the full economic cost in line with standard UK policies.

How to apply:
Proposals are invited via Je-S

Assessment process:
Assessment will have two stages. All applications will be assessed and shortlisted by a panel. A shortlist of applicants will be invited to attend an interview with panel members.

Key commissioning dates:
- Call open – 31st May
- Deadline for proposals – 26 July 2022
- Panel meeting – Late August 2022
- Interviews –29th August – 9th September 2022
- Funding decision – Late September/Early October 2022
- Grant start date – 1st December 2022 at the latest

Contacts:
Case officer: Hannah Oliver
Email: CHANSE_KEF@esrc.ukri.org

Please read the full UKRI Funding Finder entry for this call and supplementary costings guidance before submitting your proposal.

Introduction

This is a guidance document created to assist applicants to this call in the completion of their proposal on UKRI's Joint Electronic Submissions (Je-S) system. Je-S is the system UKRI uses for receiving grant applications. The guidance 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 can be contacted by phone or email. The Je-S helpdesk is available 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.

For further information contact:
- Name: Hannah Oliver
  Email: CHANSE_KEF@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)

The scheme is administered by ESRC-UKRI on behalf of the CHANSE consortium. Applications therefore must be made through the UKRI Joint Electronic Submission (Je-S) system https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx. **Please be aware that the Principal Investigator and any Co-Investigators will need to be registered on Je-S – please allow plenty of time to complete this process in advance of submission (we advise a week).**

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.

The PI must be based at an established organisation with the capacity to undertake high quality research. This means an institution that possesses an existing in-house capacity to

host a grant and to carry out research that materially extends and enhances the national or international research base, and is able to demonstrate an independent capability to support the conduct of the specified work.

Lead institutions which are not currently recognised to hold UK Research Institutions grants will have to complete UKRI Due Diligence checks before any grant can be confirmed. In these instances, it is likely to take approximately 8 weeks for the appropriate to checks to be undertaken before the grant could start.

The Research Organisation may be based anywhere in the world, though please note the requirements regarding experience of the European knowledge exchange landscape.

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 submission of proposals is 16:00 on 26 July 2022.**

If you are submitting from a Je-S registered organisation, you should **allow sufficient time for completion of the research organisation submission process checks/authorisation. There is a collective responsibility on both applicant and research organisation to ensure submission meets this deadline and therefore internal organisation submission issues is not considered an appropriate justification reason to a extend deadline.** You can view all Je-S registered organisations via page https://www.ukri.org/funding/how-to-apply/eligibility/, to ascertain whether the proposed submitting organisation is registered (this does not include HEI's).

Organisation internal submission structure

Self-registered organisations on Je-S:

If you are self-registered on Je-S then the proposal is submitted direct to ESRC.

Je-S registered organisations:

If you are from a Je-S registered organisaiton, 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.

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 (CHANSE Knowledge Exchange Facilitator (KEF) 2022) 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; *CHANSE Knowledge Exchange Facilitator (KEF) 2022.*
- Your start date should be 1st December 2022. Your grant should be a proposed duration of 42 months (3.5 years).
- 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 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

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*

The Gateway to Research website has been developed by the UK Research and Innovation (UKRI) to enable users to search and analyse information about publicly funded research. This website enables easy access to information about current research projects and outcomes of past projects.

Academic beneficiaries

Please summarise how your proposed research will contribute to knowledge. 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 council-funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the helptext page linked to this Je-S section.

Staff duties

Summarise the duties of the staff members that will be involved in your project, including the applicants. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested. In this section, you should illustrate that the applicants each have sufficient time to undertake this project when their other time commitments are taken into account.

It is essential that the Je-S proposal names all institutions, known individuals and/or project roles involved in the bid, to ensure costs requested in the budget can be appropriately linked to these. The staff duties section of the Je-S form may be the most appropriate place to enter this information. Including this information only within attachments is insufficient for these purposes.[1] *(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.

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[1] Please note this does not mean that all partner institutions will need to be registered on Je-S: this requirement only applies to the institutions of the principal investigator (PI) or co-investigators (Co-Is).

Related/previous proposals

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

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

Staff

If your project requires staff other than the team of investigators, their details should be entered here. 'Directly Allocated staff' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (eg investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians).

Please see supplementary costing guidance for information on how to include staff costs.

Please note, studentships (PhDs) are not eligible under this call.

Resources

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

The maximum cash contribution from the funders is £205,000. This is expected to support provision of the knowledge exchange facilitator role for three and a half years. CHANSE will fund 100% of the full economic cost of your project, unless you are based in the UK. Projects based at UK organisations will be funded at 80% of the full economic cost in line with standard UK policies. All costs must be entered in pounds sterling (£). You must use a current exchange rate, and identify the rate used in the 'Justification for Resources' attachment.

For all proposals the full economic costs of the proposed research must be entered into the budget sections of the form as instructed in the Je-S helptext. The Je-S form was originally developed for proposals from UK research organisations and hence automatically calculates the 80 per cent UKRI contribution. All project costs relating to non-UK institutions must be prefixed as **'non-UK'** so that we know to award the full 100%

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.

It is important to note that where non-UK costs are specified, these refer to the costs incurred by non-UK institutions, and **not** overseas travel and expenses incurred by members of UK institutions.

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

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

To enable UKRI to meet transparency and external audit requirements all overseas costs must be identified in the free text box using the format 'Organisation(eg Overseas RO): Country (Oversea Country) Cost Category (eg staff/T&S/other DI costs) Cost Description (eg PDRA/flights/workshops etc)

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
The claiming of estate and indirect costs are specific to each country and research organisation. Many research organisations do not request these. You should follow the typical approach for your research organisation. Costs do not require justification in your case for support.

UK Only: 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.

Non-UK institutions and partners may charge **indirect costs** on staff salary and other staff-related costs (i.e. statutory contributions analogous to UK National Insurance or Superannuation contributions). Indirect costs cover the following category of costs:
- Building and premises costs
- Basic services and utilities
- Any clerical staff and equipment, maintenance or operational costs not already included under other staff headings
- Costs of the research organisation's administration such as personnel, finance, library and some departmental services.

Indirect costs may **not** be charged in relation to non-staff related direct costs, e.g. equipment, consultancies and conferences as well as travel and subsistence costs.

A rate of **up to 20%** of staff salary and other staff-related costs, should be applied for indirect costs and entered under the "Other Directly Incurred Costs" section of the Je-S form.

If your proposal is recommended for funding, UKRI may ask for evidence of the costing basis for all direct and indirect costs, and budgets may be reduced if costs are considered excessive.

Timetable

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

Data collection

Applicants must adhere to ESRC policy. Please refer to the full statement on data management planning and datasets deposition requirements for data intensive investments in the [ESRC Research Data Policy](#) and in the [Research Funding Guide](#). Explain clearly how you will meet these requirements if relevant to your proposal. Complement but do not duplicate the information provided in the Data Management Plan as explained below.

Classifications (International in Nature)

This section helps UKRI identify awards that are international in nature. Please identify the international nature of your proposal. 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.

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
- Justification of resources
- CV
- PI Research Organisation letter of support

Important note: If you are unclear about whether you can include a specific attachment please contact CHANSE_KEF@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 four sides of A4)

This is the body of your research proposal. It must not exceed four sides of A4. This is the body of your proposal. It should describe your proposed initial strategy and activities, and identify why you and/or your wider team (as applicable) are best suited to the role. It should address the following points:

- Overall strategy for knowledge exchange and strengthening the cohesion of the programme.
- Plans for potential activities which would support the implementation of this strategy
- Expected outputs
- Success indicators – how you will know your strategy has been successful
- Why you, as the Knowledge Exchange Facilitator, are suited to deliver the objectives of this call. (This should be supported by CVs – see below).
- What additional expertise/support would be needed to deliver your proposal, and how you/your team fulfil this. (This should be supported by CVs – see below).

Justification of resources (maximum of two sides of A4)

The justification of resources should explain why the resources requested are appropriate for the proposal, 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 awarded.

Proposals which include co-investigators from third sector organisations that are deemed not to engage in economic activity must provide evidence of this status within the Justification of Resources statement.

This attachment should clearly identify what proportion of their time, the named knowledge exchange facilitator will devote to the proposal (minimum requirement .20 FTE for 3.5 years); costs of this and planned activities/outputs; and why this represents value for money.

Applicants must also state clearly in the 'Justification for resources' attachment which costs in the proposal relate to non-UK institutions and therefore attract the 100 per cent direct cost rate. **Where sufficient justification is not provided for any item it may be cut from any successful award**. Please refer to appropriate Je-S helptext (https://je-s.rcuk.ac.uk/Handbook/Index.htm) for further details.

Estates, Indirect and Infrastructure Technician costs do not need to be justified within the Justification of Resources.

Please refer to Je-S for further guidance.

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

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.

PI Research Organisation letter of support *(maximum of two sides of A4 per document)*

This letter should provide an assurance that the Principal Investigator's research organisation will support them during the lifetime of the award and that their contract will be in place for the duration of the project (if they have a fixed term contract or are a visiting or honorary fellow). It should be provided by the Head of Department, or whomever is the relevant authority in their organisation depending on national regulations. The letter should be a maximum of two sides of A4, and should be signed, dated and on headed paper.

The PI Research Organisation letter of support should be uploaded as the document type 'Letter of Support'.

Proposal classifications
Populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of the area of expertise of your proposal.

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 July 2022.**

Commissioning timetable
- Call open – 31st May 2022
- Deadline for proposals – 26 July 2022
- Panel meeting – Late August 2022
- Interviews –29th August – 9th September 2022
- Funding decision – Late September/Early October 2022
- Grant start date – 1st December 2022 at the latest

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:
- Name: Hannah Oliver
  Email: CHANSE_KEF@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 can be contacted by phone or email. The Je-S helpdesk is available Monday to Thursday 8.30am - 5.00pm, Fridays 8.30am - 4.30 pm (excluding bank holidays and other holidays).