Doctoral Training Partnerships 2024
Je-S guidance for applicants

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 Postgraduate Training and Development Guidelines 2022](#)
- **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 Doctoral Training Partnerships: 2024 – UKRI](#)

For further information contact:

- PGTFramework@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.

Proposals for a Doctoral Training Partnership can be submitted by all UK-based Research Organisations (ROs) that are eligible to receive research council funding for research and have the infrastructure in place to deliver postgraduate training

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 14 February 2023.** 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

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.

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 **Doctoral Training Partnerships 2024** 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.

Applicant

Enter the name of the proposed Doctoral Training Partnership (DTP) Director. The proposed DTP Director will be the main point of contact for any correspondence regarding the proposal.

The proposed Director should be a Professorial or, in exceptional cases, senior member of staff with appropriate experience and institutional standing so they can promote the interests of the DTP. For consortia proposals, the applicant should be from the lead institution.

Research organisation

Enter the name of the research organisation (RO) responsible for submitting the proposal. For proposals involving more than one RO, this must be the organisation who will manage the DTP on behalf of the partners.

Research organisations are only allowed to be part of one DTP proposal.

All UK-based ROs that are eligible to receive Research Council funding for research and have the infrastructure in place to deliver doctoral training are eligible to apply.

Collaborating organisations

For consortia proposals, please enter the name of each collaborating organisation. Please note that there is no limit to the number of collaborating research organisations, however, any named research organisation can only be part of one DTP proposal.

Note that letters of support are required as an attachment from each participating research organisation (see Attachments section)

Project details
- Your start date should be **1 October 2023** and duration should be **108 months**. This will enable pump-priming funding to be allocated from 1 October 2023 prior to the first cohort of students commencing on 1 October 2024. DTPs will receive funding for five consecutive cohorts, subject to a successful mid-term review, with the last starting in 2028
- '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 name of your DTP as the 'Project Title' (maximum limit of 150 characters)
- The 'Proposal Call' will already be populated with the relevant call title: **Doctoral Training Partnerships 2024**

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.

Project partners

If you have secured a substantial commitment from a non-academic organisation that will form part of the consortia bid for the delivery of training, the details of that support should be entered here. **It is important that all organisations that will be part of the DTP are identified.** If not, their contributions to the DTP cannot be reflected in our assessment process or in the summary of the project published externally, if it is funded. A Project Partner letter of support from each partner organisation confirming the level of support specific to this proposal must be uploaded via the Project Partner details screen (not in the attachments section). Project partner letters of support can be accepted as an email version,

but all letters of support **must** be signed by the relevant member of the Project Partner organisation and **must** be dated within six months of the proposal submission date.

Number of studentships requested
Please enter the number of ESRC funded studentships being requested. This is the total number that the partnership could support per cohort.

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

The ESRC places considerable importance upon the maintenance of high ethical standards in the development, conduct and reporting of the research and training it provides. Please outline the DTP's approach to identifying and considering the ethical implications of a doctoral research project(s).

The [ESRC's Framework for Research Ethics](#) contains a full explanation of our approach, with guidance for applicants.

Proposal classifications
The information provided in this section will be used by us to identify appropriate peer reviewers. 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.

It is an essential requirement that **the doctoral training provided is** in the social sciences. We encourage inter/multidisciplinary working both within and beyond the social sciences, as long as **at least 50%** of each studentship is within ESRC remit. Please refer to the list of [research areas that fall within ESRC remit](#) for further information. Please note this information is used to determine eligibility for ESRC funding.

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). Please see the [System Requirements, Formats and Safeguards](#) section of the [Je-S Handbook](#) for further guidance.

The following attachments must be uploaded as part of your proposal:
- Case for support, including three annexes
- CVs – for DTP Director and Deputy Director posts
- Other Attachment - Justification of Resources for Training Development and Placements Infrastructure

If applicable:
- Additional Information for Collaborative Bids (for consortia proposals)
- Letters of support from collaborating organisations (for consortia proposals)
- Project Partner Letters of support

Important note: If you are unclear about whether you can include a specific attachment please contact PGTFramework@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 12 sides of A4, plus three supporting annexes)
In composing the case for support, applicants must closely refer to the call guidance and Postgraduate Training and Development Guidelines 2022.

Please note that for consortia proposals, the information provided should cover all of the participating organisations where relevant. Information regarding the management and co-ordination of the consortium should be addressed within the additional information attachment for collaborative bids.

Applicants are advised to structure their case for support around the following headings, referring to the call guidance for more information on each section:
- Working in partnership
- Content and delivery of training
    - Conceptual, general and specialised research training
    - Research in practice
    - Capacity building in priority areas
    - Collaborative studentships and International engagement
    - Development needs analysis
    - Supervision
- Equality, diversity and inclusion
- Delivery, management and governance
- Internal allocation of studentships
- Monitoring progress and capturing impact

The case for support must include the following annexes:

Annex 1 – Research environment – for each discipline/subject included in the proposal *(maximum of one A4 side per discipline/subject)*
This should include outcomes of the Research Excellence Framework (REF) (metrics for output, environment and impact), supervisory capacity, completion rates, major grant funding or centres of excellence and other indicators that applicants consider demonstrate the quality of the research environment.

Annex 2 – Equality, Diversity and Inclusion Plan *(maximum of three A4 sides)*
To help to guide the development of this plan, Partnerships are encouraged to consider the following questions:

- How will the Partnership ensure that the training opportunities attract a wide range of applicants from different social, cultural and educational backgrounds? What is the

partnerships approach to making entry requirements more inclusive with greater focus on assessing potential?

- What progress indicators will the Partnership use to indicate/measure improvement in diversity and inclusion and why are these the most appropriate?

- How will the Partnership address EDI considerations when recruiting staff, students, advisors, and general community representation in areas of relevance to the Partnership (e.g. at conferences, workshops and reviews)?

- How will the Partnership ensure it captures diversity data through each stage of the recruitment process for doctoral candidates?

- What support systems will the Partnership have in place to protect individual's physical and mental health and wellbeing?

- How will the Partnership support career progression, particularly for those individuals who require a flexible working pattern due to personal circumstances, such as parenting or caring responsibilities, health-related reasons and cultural expectations?

- How will good practice be sought-out to evolve the Partnership's EDI approach over the DTP's lifetime? How will this good practice be captured and shared with the wider community?

Annex 3 – Cohort size justification and allocation of studentships *(maximum of two A4 sides)*
Justification on the specific cohort size being requested and how the partnership will support the cohort. Should also include details of co-funding arrangements(if relevant). Internal allocation processes should be detailed.

CV (maximum of two sides of A4 per person)
A CV for the proposed Director, Deputy Director and Training Lead must be included. This should include contact details, qualifications (including class and subject), details of experience in the development and delivery of doctoral training and other relevant experience, 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.

Other attachments:
Justification of resources – training development and placements infrastructure *(maximum of two sides of A4)*
A two-side A4 statement should be provided to set out the funding requested for the following:
- Development of new training and delivery approaches (up to a maximum of £150k)
- Administration costs for Research in Practice (up to a maximum of £40k per year)

The justification of resources should explain what resources are required and why, noting the structures and processes needed to develop these opportunities.

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

If applicable, Additional information for collaborative bids *(maximum of two sides of A4)*
The ESRC is keen to broaden the opportunities for organisations to deliver postgraduate training, and therefore have not put a limit on the number of organisations which can be involved in consortia arrangements. However, proposals must articulate a clear case for the size of the consortia, each collaborating organisation's participation in it and the added value of the consortia approach.

Proposals should set out the following additional information:
- Details of the partnership which includes the rationale for the collaboration and the perceived benefits of the collaboration.
- A clear strategy for how the collaboration will grow and mature over the accreditation period

We will be looking for evidence of strong institutional commitment and contributions from all of the collaborating research organisations involved within the proposal. We recognise that whilst some organisations will have well established collaborative arrangements already in place, for others this may be a new development which will take time to fully evolve and for partnerships to be consolidated or extended.

At a minimum level it is expected that collaborative bids will have a governance structure agreed and an interim structure in place at the proposal stage, and will have taken the first steps towards integrating aspects of the training provision.

Where collaboration is new or in the early stages of development, proposals should also include a schedule for the progression of the newly established partnership outlining plans for how the collaboration will grow and mature over the period of accreditation. This should include plans for monitoring the success of the collaborative arrangements and ensuring consistent offering for all students

If applicable, Letters of support – from collaboration organisations *(maximum of one side of A4 each)*
A letter of support from each collaborating organisation must be submitted as part of the proposal. Each letter should be on headed paper, signed and dated within six months of the proposal submission date and should address the following:
- The organisation's commitment to the DTP for the lifetime of the partnership and beyond
- The alignment to the organisation(s) strategy
- The organisation's contribution towards an appropriate management structure for the named DTP.

If applicable, Project Partner Letter of support *(maximum of one side of A4 per document)*
If applicable, a Project Partner letter of support from each partner organisation confirming the level of support specific to this proposal must be uploaded. Project partner letters of

support **must** be signed by the relevant member of the Project Partner organisation and **must** be dated within six months of the proposal submission date.

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 14 February 2023.**

Commissioning timetable

- Call for proposals issued   14 June 2022
- Deadline for submitting proposals   16:00 on 14 February 2023
- DTP Director interviews   June 2023
- Decisions to applicants   August 2023
- Grants commence   1 October 2023
- First cohort of students commence   1 October 2024

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:

- PGTFramework@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

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