Science and Technology Facilities Council

PARTICLE PHYSICS GRANTS PANEL (PPGP) - EXPERIMENT RESPONSIVE PDRA CALL

Guidelines for applicants
August 2022

CLOSING DATE for proposals: 27 October 2022

1.   Introduction

1.1   Proposals are invited to apply for responsive PDRA posts in the area of experimental particle physics. This round is intended to complement the 2021 Consolidated Grants (CG) programme, recognising that reduced funding in the CG has had a negative impact on the exploitation of the UK particle physics programme.

1.2   The proposals must lie in the experimental areas where CG support is provided by the Particle Physics Grants Panel, namely for exploitation of running experiments, or for blue-skies R&D not focused on a specific experiment. They may be for new initiatives within or in addition to the existing programme, but proposals for PDRA positions for construction or project/experiment-focused R&D are not eligible. Support in these areas should be sought via the Projects Peer Review Panel.

1.3   You may apply for a maximum of four PDRA posts per group on a single proposal, which may be for a maximum of 2.5 years, for the period 01 April 2023 to 30 September 2025. Posts are not renewable. Funding for posts beyond this period will be considered as part of the next CG round in 2024.

1.4   No cost extensions for these posts may be requested but are limited to six months (so the extension can go up to March 2026).

1.5   STFC will only expect to see the principle investigator and the co-investigators who are providing support to the PDRA to be named on the JeS form and Form X. We would expect these positions to be on the grant in name only, with no costs associated with them.

1.6   The grants round and these guidelines have been developed to ensure that the process is:

- Transparent and accountable.
- Efficient, both in terms of the requirement for applicants, reviewers and STFC.
- Provides a timely outcome.

1.7   Standard STFC eligibility rules apply for applications. Funds will be issued through STFC Standard Grants. This document sets out the guidance for the call but should be read in conjunction with the [Guidance for Applicants](#)

1.8   UKRI recognises that the COVID-19 pandemic has caused major interruptions and disruptions across our communities and are committed to ensuring that individual applicants and their wider team, including partners and networks, are not penalised for any disruption to their career(s) such as breaks and delays, disruptive working patterns and conditions, the loss of on-going work, and role changes that may have been caused by the pandemic.

1.9   Panel members will be advised to consider the unequal impacts that COVID-19 related disruption might have had on the track record and career development of those individuals included in the proposal and will be asked to consider the capability of the applicant and their wider team to deliver the research they are proposing. Where disruptions have occurred applicants can highlight this within their application, if they wish, but there is no requirement to detail the specific circumstances that caused the disruption.

1.10   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 effects 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 with the relevant scheme guidelines, noting the above advice.

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

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

2.   Timetable

2.1.   The timetable for the review will be as follows:

Closing date for submissions	**27 October 2022, 4pm**
Experiment Review meeting	TBC Late November 2022
Science Board	December 2022
Outcome announced	January 2023
Grants commence	1 April 2023

3.   Applying for a responsive PDRA grant

This section should be read in conjunction with guidance in the Guidance for Applicants

3.1.   Submitting applications through the JeS system

3.1.1.   All proposals should be submitted online using the JeS login screen. This screen also has links to tutorials and system help. In the event of any queries relating to the JeS system please contact the JeS helpdesk directly by e-mail at: JeSHelp@je-s.ukri.org or by phone on: +44 (0)1793 444164. Applicants should use the JeS form for standard grants and should apply for a grant no greater than 2½ years duration. The following options should be selected in the JeS system when putting your proposal together:

Council:	STFC
Document Type:	Standard Proposal
Scheme:	Standard
Call:	PPGP Experiment Responsive RA Call 2022
Peer Review:	PPGP (Experiment)

3.1.2.   Failure to select the correct options may mean the proposal does not reach the correct Research Council or department and will ultimately result in your JeS proposal being returned.

3.1.3.   The deadline for the submission of the Experiment Responsive PDRA grant proposals and Form X is **27 October 2022, 4pm**.

3.1.4.   It is the responsibility of the PI to ensure that their institution's administration department submits the proposal before the submission deadline, and that they therefore submit the proposal to the administration department sufficiently far in advance of the deadline to allow for their internal approvals. Applicants can view the status of their proposal online by logging into the JeS system – STFC Office staff are unable to view the proposal until it is finally submitted by the institution' s administration department and has undergone initial checks by UKRI. Proposals cannot be submitted after the closing date.

3.2.   Additional documents required

3.2.1. In addition to the online application form which must be submitted through JeS, the following documents are required:

- o   Case for support
- o   Form X: staff details and programme/project participation (should not be submitted through JeS)

3.3.   Case for support

3.3.1. The case for support should outline the specific scientific aims which are well matched to the requested funding period and the scientific objectives of the group and what scientific return and impact of the research is expected should be made clear. A full and detailed case is required describing past research highlights (for existing posts), proposed future work and the resources requested. A complete overview of the proposal should accompany each grant application. All resources must be justified in the case for support. The entire case for support should be a maximum of **ten pages of A4.**

3.3.2. The Introduction should be no more than **two pages of A4** and should provide an overview for the group on how the programme has evolved since the CG submission in February 2021. Please can you also provide brief descriptions of any academics that are to be named on the proposal, detailing how they will support the post, and the percentage level of time required to support the post.

3.3.3. Each PDRA post requested should be a maximum of **two pages of A4** and should outline if the post is a continuation of an existing post or a new addition to the group, the track record of the post holder, impact of the planned work and a future outlook. This should also outline and justify any non-staff costs requested.

3.3.4. Standard STFC eligibility rules apply for the proposals, which can be found within the Guidance for Applicants.

3.3.5. The start date of the posts may be at any time during the period of the award. Travel and consumables for non-project-specific related costs may be requested.

3.4.   Costings

3.4.1. Details relating to grant costs can be found in the Guidance for Applicants.

3.5.   Justification of resources

3.5.1. All costs associated with the research proposal must be justified, with the exception of estates, indirects, and infrastructure technician costs, and the unit cost of TRAC-determined elements such as investigator salary costs or research facility charge-out costs, although the amount of resource required does need to be

justified. An explanation for all costs requested on the JeS form must be given in the case for support.

3.6. Non-staff costs

3.6.1. A case should be made, within the page limits outlined above for travel and subsistence, public engagement resources and consumables This should be included within the total case for support page limit. For information purposes, we have provided figures that the Grants Panel used during the last grants round to arrive at the non-staff cost awards. Please note that these are only indicative and will not necessarily be the figures used in this round. The total amount awarded for three years per FTE was:

- o Travel and subsistence   £3,300
- o Consumables (ODI)   £4,875

3.6.2. Travel and subsistence: Applicants should request the full estimated cost required for each individual in line with the rules of their institution, including a justification of the request. Support for journeys within the UK and overseas should be sought only where these are not directly connected with approved experiments which are funded through the experiments funding line. Funds may be requested to make visits to discuss new projects if these cannot be combined with other journeys.

3.6.3. Other Directly Incurred (ODI) costs: When applying for ODI (consumable) costs, please ensure that the funds requested are clearly listed for everyone. The cost of the items listed should agree with those provided in the JeS form. Please refer to the Guidance for Applicants when putting together these lists and ensure that these items are individually less than £10k (the threshold for consumables)

3.7. Additional Information

3.7.1. Impact Funding: Please see the Guidance for Applicants to determine what should be included in your proposal.

3.7.2. Data Management Plan (DMP): Applicants are not required to provide a data management plan unless they wish to do so. On this occasion you may refer to the DMP provide as part of the 2021 CG submission. Where you choose this option the JeS system will still ask you to provide a document, all that is necessary is to submit a dummy document referring to the Groups CG submission and provide the grant reference. Please note where providing a DMP, proposals must include an acceptable plan before a grant will be awarded. Details can be found in the STFC Guidance for Applicants.

3.8. Form X

3.8.1. Form X is intended to give the PPGP an indication of how posts will focus their effort. Please provide the details of posts requested by completing the Form X

using the Excel workbook provided and send it to the following email address: pp@stfc.ac.uk by 4 pm on 27 October 2022, 4pm.

3.8.2. Please note: Form X must be completed by financial year (i.e. from April to March). Effort should be given as a percentage of FTE. Where some columns cover only half a financial year, the maximum effort percentage noted in these cells should be 50%. Information should only be provided for the PDRA's requested.

3.8.3. Separate guidance is provided for completing Form X.

3.9. Peer Review Process

3.9.1. There will not be an external review process for this grants round, the proposals will be considered by the panel only. Two or three members of the PPGP will be allocated as "introducers" for each grant proposal. The lead introducers for your proposal may contact the PI by phone or e-mail if they have any points they wish to clarify.

3.9.2. Proposals will be assessed according to the STFC peer review criteria. Details of which can be found within the Guidance for Applicants

- Scientific excellence
- International competitiveness
- Strategic value within STFC Programme

3.9.3. A peer review meeting will take place to consider the proposals and make recommendations to Science Board at the December 2022 meeting.

3.10 Enquiries

3.10.1 Enquiries can be directed to the following staff at STFC:

- Mrs Jane Long: tel. 01793 442141, Jane.Long@stfc.ukri.org
- Miss Lindsay Clark: tel. 01793 442089, Lindsay.Clark@stfc.ukri.org

4. Other Useful Information

4.1. Cross-disciplinary or cross-council proposals

4.2. For advice on cross-disciplinary or cross-Council proposals please see: https://www.ukri.org/funding/how-to-apply/applications-across-research-council-remits/

4.3. Unconscious bias and the peer review framework

4.4. Details relating to equality and diversity can be found at: http://www.stfc.ac.uk/funding/promoting-equality-and-diversity/

4.5. Unconscious bias information can be found here: https://stfc.ukri.org/files/unconscious-bias-briefing/

4.6. Peer Review framework information can be found on the STFC Website.

4.7. Data Management Review Guidance: https://stfc.ukri.org/funding/research-grants/peer-review-and-assessment/data-management-review-guidance/

5. Research Fish

5.1. Details related to Research Fish can be found on the STFC Website.