

## UKRI-FNR Lead Agency Agreement

### ESRC-FNR Specific Guidance

#### Introduction

This is a guidance document created to assist applicants with the specific guidelines for this call. Applicants should read this document in conjunction with the ESRC Research Grant Je-S guidance. The usual guidance for responsive mode applications applies, with the addition of the bullets below:

The aim of this guidance is to provide information on the call and outline the requirements specific to your application including how to add FNR investigators to the proposal.

For further guidance including information on submitting applications to Je-S, eligible costings, and International Co-Investigators, please see [ESRC Research Grant Je-S guidance](#).

#### INTER

A submission of the proposal by the Luxembourg PI to FNR needs to be made via INTER within 7 days of the application submission to ESRC. The FNR Project Plan form, FNR Budget form, FNR Budget Details form must be attached to the Je-S submission to ESRC.

#### Before creating your proposal

Research proposals may **only** be made on research councils' Joint Electronic Submission (JeS) forms.

Please note that this is an **open funding opportunity which operates to open deadlines**. Proposals may be submitted at any time via the ESRC Research Grants (Open Call) scheme until the termination of the UKRI-FNR agreement. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**. You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

We will receive and assess proposals on behalf of both organisations but FNR-nominated experts will be involved throughout. We aim for the assessment process to be completed within six months but due to the involvement of international reviewers this can sometimes take longer.

#### Creating your proposal

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

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title **Research Grants (Open Call)** 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) – for ESRC-FNR lead agency proposals, **the project title must being with the words ESRC-FNR.**
- For 'Proposal Call', select **Research Grants (Open Call)**.
- Your grant can be up to a maximum 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.
- Your start date should be at least eight months after your submission date to allow time for a decision to be made on your proposal.

### 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 UK-led (ESRC-funded) part of 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.

All Luxembourg-based applicants for whom funds are being requested from FNR must be listed as international co-investigators in Je-S. Please see “International Co-Investigators Section for more details.

Please note that it is mandatory that you answer positively to the question ‘Post will outlast project?’ To clarify, there is an expectation that the PI’s post will be in place for the duration of the project.

**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.

### **International co-investigators**

For proposals submitted under the ESRC – FNR Lead Agency Agreement, Luxembourg-based applicants whose costs are being sought from FNR should be entered as international co-investigators. Any such individuals must be eligible for funding from FNR as their costs **will not** be covered by the ESRC.

In the Je-S form, **Luxembourg co-investigator ‘time’ allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero.** The Resource Summary section in the Je-S form should not contain any costs associated with the Luxembourg team.

It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk ([jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

All costs associated with the Luxembourg team should be entered on the FNR budget form. This form, alongside the should then be uploaded to the Je-S proposal as an additional attachment and costs must be in accordance with FNR’s normal funding rules for proposals

**International co-investigators based outside of Luxembourg and not funded by FNR are eligible to receive costs from ESRC.**

The normal guidelines for international co-investigators applies within this call. Please see the [ESRC Research Grant Je-S guidance](#) for more information on how to enter international co-investigators on Je-S and associated eligible costs.

For additional detailed guidance on ESRC’s International Co-Investigators policy, including costing guidance, please see: <https://esrc.ukri.org/funding/guidance-for-applicants/inclusion-of-international-co-investigators-on-proposals/>

### **Resources**

All resources requested must be fully justified in the ‘Justification’ attachment., with specific reference to shared UK and Luxembourg costs. The ESRC-FNR Lead Agency Agreement will provide up to 60 months with funding ranging from £350,000 to £1 million (100% FEC) for the UK-

funded component of the proposal. If successful, ESRC will meet 80% of the eligible UK full economic costs on proposals submitted and the host institution is expected to support the remaining 20%. FNR will fund the costs associated with the Luxembourg part of the proposal.

### **Project partners**

This call allows for the inclusion of project partners. If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via 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. It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see [Je-S guidance](#).

The required format for the below documents follows the guidance for the responsive mode calls. Please see the [ESRC Research Grant Je-S guidance](#) for information on mandatory page lengths.

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

- Case for support
- Justification of resources
- Data Management Plan (for grants planning to generate data)
- CVs for all named researchers – both UK and Luxembourg based

The UK-based PI should submit the following documents as attachments with their Je-S application:

- FNR Project Plan
- FNR Budget Form
- FNR Budget Details

### **Reviewers (academic and user)**

Nominate two academic and 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 one of each 'type' of reviewer to assist in the peer review of your proposal. We encourage the inclusion of a Luxembourg reviewer.

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

**For additional information please see:**

- ESRC Research Funding Guide <https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>
- ESRC guidance on 'How to write a good research grant proposal' <https://esrc.ukri.org/funding/guidance-for-applicants/how-to-write-a-good-researchgrant-proposal/>

**Important note:** If you are unclear about whether you can include a specific attachment in your Je-S application please contact [international@esrc.ukri.org](mailto:international@esrc.ukri.org) for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject applications that include attachments not permitted on this call.