



ACCELERATOR SCIENCE RESEARCH AND DEVELOPMENT OUTLINE CALL FOR CONSORTIA

Guidelines for applicants

January 2023

CLOSING DATE for outline proposals: 2nd March 2023 (4pm)

1. Introduction

- 1.1. STFC is taking a new approach to funding accelerator science following the recent publication of the [strategic framework for future accelerator science and technology development](#), and this framework will guide funding over the medium term.
- 1.2. Community consortia are invited to form and generate themed R&D programmes for a four-year programme of work, beginning in October 2023. Work should support the development of UK strengths directly aligned with the strategic framework priorities, with an emphasis on exploiting existing facilities and the sustainable construction and operation of the UK's and CERN's priority infrastructures.
- 1.3. STFC will support a few substantive (up to ~£1M/year) programmes. Outlines of these programmes will be considered by STFC to ensure fit to the strategic framework mission statement and themes, before inviting a subset to submit full proposals to be peer reviewed later in 2023. STFC is expecting a range of project sizes within proposed programmes of work.
- 1.4. STFC aims to support work in three themed areas:
 - LHC and its upgrades (including future machines), exploiting UK strengths aligned with the European Roadmap
 - novel acceleration technologies (exploiting CLARA, EPAC, and similar facilities)
 - the route to UK FEL capabilities¹
- 1.5. Successful outline proposals may be awarded with six months of preliminary funding from October 2023 – March 2024 and will be invited to submit a full proposal for peer review for the remaining 3.5 years of funding, beginning April 2024. Applicants should be mindful that it may not be possible to continue with the preliminary activities funded at the outline stage.
- 1.6. STFC appreciates the limited time that this opportunity presents to form consortia and develop new activities. However, the intention is to issue another four-year call in 2025 that will potentially enable new consortia to submit proposals.

¹ Please note that work towards a UK FEL capability is being supported through the recently announced UK-FEL preliminary infrastructure project and this will be taken into account when apportioning the overall funding envelope in the short term.

- 1.7. The closing date for full proposals is likely to be in early September 2023. Full proposals will be subject to further prioritisation.
- 1.8. An annual oversight point will allow for funded activities to be stopped and/or pivot towards new opportunities.
- 1.9. Standard STFC eligibility rules apply for applications. This document sets out the guidance for the call but should be read in conjunction with the [guidance for applicants](#).

2. Timetable

- 2.1. The timetable for the first stage of the review process will be as follows:

Opening date for outline proposals	19 th January 2023
Information webinar	26 th January 2023
Closing date for outline proposals	2 nd March 2023, 4pm
Review panel	April 2023
Feedback and full proposal invitations	May 2023
Expected closing date for full proposals	September 2023 (TBC)

- 2.2. The second stage of the process will involve successful outline proposal applicants being invited to submit a full proposal. Full proposals will undergo peer review and further prioritisation, with a project start date anticipated for 1st April 2024. As previously mentioned, six months of preliminary funding from October 2023 – March 2024 may be awarded at outline stage.

3. How to apply

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 outline grants. The following options should be selected in the JeS system when putting your proposal together:

Council:	STFC
Document Type:	Outline Proposal
Scheme:	Outline
Call:	Accelerator R&D Consortia Outline

- 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 outline proposal and supporting documentation is **2nd March 2023, 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:

- Outline case for support
- Financial template
- Data management plan (DMP)

3.3. Case for support

3.3.1. The outline case for support should describe the intended programme of work and its component projects. It should briefly address each of the [STFC assessment criteria](#) and should detail how the proposed programme of work aligns with the [strategic framework for future accelerator science and technology development](#).

3.3.2. It is important that the outline proposal describes the programme of work to be undertaken. As a research consortium please also specify the collaborators involved, detailing the key linkages, including industrial partners, and how responsibilities will be shared among the collaborators.

3.3.3. The case for support should detail the scientific objectives of the proposed programme and articulate the value and benefits of investing in the project. It should provide a work package breakdown, and include a short summary description of the work, the level of staff effort involved, and the overall cost of each package. The case should also include a narrative justification of resources to accompany the separate finance table.

3.3.4. A full risk register is not required at this stage, but please provide a brief description of the main risks to the projects (minimum five), explaining the severity of the risk and plans for mitigation.

3.3.5. As six months of preliminary funding may be awarded at this outline stage, the case for support should separate the four-year programme into two parts, 6 months from October 2023 – March 2024 and 3.5 years from April 2024. **Two A4 pages** may be included in the case for support to provide justification for the 6 months of preliminary funding and **10 A4 pages** can be included for the 3.5-year funding.

3.3.6. The case for support should be clear and concise with minimal technical jargon. It must be a PDF attachment, be written in Arial (or equivalent) size 11 font and have a minimum of 2cm margins around each page. **It must be no longer than 12 sides of A4 in total**. This outline proposal is not a full submission and the page limit reflects the shorter version of this submission.

3.4. Finance table

3.4.1. One outline JeS form should be submitted on behalf of the consortia. This only provides high level funding information and so, in addition to the outline JeS form we also require a financial table to be submitted, which provides a breakdown of the funding request by work package. Financial tables should be included as an annex within the case for support (not

included in the overall page limit) and the excel file must be emailed to STFC at pp@stfc.ac.uk by 2nd March, 4pm.

3.4.2. Costs must be sufficiently detailed to show that estimates are reasonable.

3.5. **Costings**

3.5.1. Details relating to grant costs can be found in the [costs we fund guidance](#).

3.6. **Justification of resources**

3.6.1. 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. The amount of resource required, however, does need to be justified. An explanation for all costs requested on the JeS form must be given in the case for support.

3.7. **Non-staff costs**

3.7.1. A case should be made for travel and subsistence and consumables. This should be included within the total case for support page limit.

3.7.2. Travel and subsistence: Applicants should request the full estimated cost required for each individual in line with the rules of their institution and include a justification of the request. Further information and examples of exceptions can be found in the [costs we fund guidance](#).

3.7.3. Other Directly Incurred (ODI) costs: When applying for ODI (consumable) costs, please ensure that the funds requested are clearly listed. Please refer to the [costs we fund guidance](#) when putting together the lists and ensure that these items are individually less than £10k (the threshold for consumables).

3.8. **Additional Information**

3.8.1. Where relevant, applicants must embed research specific impact within the case for support. Please see the [impact funding guidance](#) to determine what should be included in your proposal.

3.8.2. Applicants are required to provide a data management plan (DMP) and a grant will not be awarded without a suitable plan. The DMP is a standalone document and should be **no longer than two pages of A4**. Information on what to include can be found in the STFC [DMP guidance](#).

3.9. **Peer Review Process**

3.9.1. This is the first stage of a two-stage assessment process.

3.9.2. Outline proposals will be reviewed by a panel representing the accelerator physics programme and will include international members.

3.9.3. The panel will assess the proposals based on their alignment with the [STFC strategic framework for future accelerator science and technology development](#) and the [STFC assessment criteria](#). Although each area will be considered during the assessment process,

strategic fit and scientific and technical excellence are considered to be the most important and primary focus of the panel.

3.9.4. The panel will rank the proposals based on the assessment criteria and invite a small number to submit full proposals. Applicants will be provided with feedback and further guidance on completing a full proposal. Preliminary funding may also be awarded at this outline stage for the period October 2023 – March 2024.

3.9.5. The closing date for full proposals is likely to be in early September 2023. Full proposals will be subject to further prioritisation. Applicants should be mindful that it may not be possible to continue with the preliminary activities funded from the outline stage.

3.10 Enquiries

3.10.1 Enquiries can be directed to the following:

- Nicole Ashman, Programme Manager for Particle Physics, PP@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](#).