

ADR England

Research Community Catalysts

Joint Electronic Submissions (Je-S) guidance for applicants

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1. Funding opportunity summary

ADR UK (Administrative Data Research UK) invites applications for the ADR England Research Community Catalysts funding opportunity.

This pilot is a new approach which aims to encourage the research use of [ADR England Flagship Data](#) in partnership with the What Works for Early Intervention & Children's Social Care (WWEICSC), Youth Futures Foundation (YFF), the Centre for Transforming Access and Student Outcomes in Higher Education (TASO), Evaluation Task Force (ETF), and the Economic and Social Research Council (ESRC). **This will be in the form of three Research Community Catalyst awards from between around £670,000 to £970,000 (100% full economic cost unindexed):**

1. [ADR England Research Community Catalyst for Children at Risk of Poor Outcomes](#) (co-funded by WWEICSC)
2. [ADR England Research Community Catalyst for Youth Transitions](#) (co-funded by YFF and TASO)
3. [ADR England Research Community Catalyst for Evaluation](#) (co-funded by the ETF and ESRC)

ADR UK will fund 80% of the full economic costs (FEC) subject to [ESRC's funding policy](#). Awards should start no later than January 2024 and must conclude by 31-March 2026. The deadline to apply is 6 June 2023 at 16:00.

Please read the [main funding opportunity specification](#) and theme-specific annexes ([children at risk of poor outcomes](#), [youth transitions](#), [evaluation](#)) carefully before making an application.

Deadline for applications:	6 June 2023
Funding Opportunity type:	Research Grants
Funding available (100% Full Economic Cost):	Theme 1: Children at Risk of Poor Outcomes: £732,092 Theme 2: Youth Transitions: £672,085 Theme 3: Evaluation: £972,122
How to apply:	Proposals are invited via Je-S using the standard 80% FEC funding model. Please note that if you plan to apply for more than one theme, you must submit a separate application package for each theme.

2. Quick application link

Form title	Link
Je-S form (ADR England grant application)	Je-S site login

3. Assessment process

Once accepted, following basic office checks, proposals will be sent to a panel of independent expert reviewers. If demand is high or there are conflicts of interest, additional reviewers may be approached. Applications will be reviewed and scored by at least two members of the panel based on the Assessment Criteria in the Funding Finder advertisement.

Applications deemed of sufficient quality and value for money based on the Assessment Criteria may be invited for interview. The panel will then produce a final ranked list of applications and make funding recommendations for each of the three themes for ratification by ESRC and the relevant co-funder(s).

3.1. Key commissioning dates

- Deadline for Je-S proposals: 6 June 2023 at 16:00
- Decision to fund communicated: Late October 2023

For successful applicants only:

- Latest grant start date: 31 January 2024

4. Introduction

This guidance is created to assist applicants to the ADR England Research Community Catalysts funding opportunity in the completion of their proposal. It is specific to this scheme 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 / 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. Opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (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.

Important: Where information and guidance issued in this document differs from the general guidance offered in the above sources, you should adhere to the guidance in this document.

5. Joint Electronic Submissions (Je-S)

All proposals under the ADR England Research Community Catalysts funding opportunity must be completed and submitted through the Joint Electronic Submissions (Je-S) system. To

be able to do this, the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

5.1. *Je-S registration for organisations*

UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S. A list of these organisations is available via the [UKRI website](#) and from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

5.2. *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. To get you started on creating an account please refer to the [Je-S helptext](#).

[Use of your personal information](#) – UKRI 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.

5.3. *Before creating your proposal*

Proposals may **only** be made on UKRI's Joint Electronic Submission (Je-S) forms.

Please note that there is a further layer of administration between your submission of the proposal and the proposal being submitted to the ESRC via Je-S. Your proposal will actually be sent to ESRC from the submitter pool at your organisation.

Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. 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 ESRC.

The 'submitter' is the person in the organisation authorised to approve the proposal and do the final stage of submission. The organisation's submission route usually includes both an approver (the head of department) and submitter pool (the central finance office).

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the deadline to allow a sufficient period for the approval and final submission process. The proposal must be 'submitted' through the Je-S System to ESRC by the institution's nominated contacts before the funding opportunity deadline.

As the final submission process is the responsibility of the host institution, **ESRC cannot accept responsibility for any delay** which may occur at this stage. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted to the Je-S team (see also Section 5.10: 'Tracking your proposal').

Please note that the deadline for research organisation submission of proposals is 16:00 on 6 June 2023. **You should allow sufficient time for completion of the research organisation submission process checks/authorisation (as detailed above).**

5.4. Creating your proposal

To create your proposal:

1. Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>
2. From the Home screen, select Documents, then select 'New Document'
3. On the Add new document screen, select 'Funding Opportunity search' (highlighted at top of screen). When prompted type in the Funding Opportunity title 'ADR England Research Community Catalysts' and select from the list created. The remaining three selection fields will be automatically populated.
4. Select the 'Create Document' button.

Please note that it is the applicant's responsibility to ensure the proposal document is created and submitted against the correct funding opportunity (and consequently correct scheme).

We will not accept proposals that are not submitted using the above funding opportunity route.

5.5. 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 funding opportunity and clearly identifies which ones are mandatory (red cross, turning to green tick when completed).

The details below are not exhaustive step-by-step guidance, and we recommend that you refer to the [Je-S helptext](#) for additional information.

Please note you may return to edit saved documents at any time before submission.

Project details

- Select organisation and department from drop-down lists (such as the research organisation where the grant will be held)
- 'Your Reference' should be supplied by your research organisation (consult your research office). If your research 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 'Proposal funding opportunity', select 'ADR England Research Community Catalysts'. Please note that the option will only be available once the funding opportunity is live (this may have already been pre-populated into the form)
- It is likely that the earliest possible start date will be December 2023
- 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.

Applicant

Enter the name of the principal investigator (PI) and any co-investigators (Co-I) 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; 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.

For further detailed guidance on these roles and how to enter details on the Je-S form please access the [Je-S helptext](#).

UK co-investigators in business, civil society, or government bodies

Proposals can also include co-investigators from UK business, policy, or civil society. Given the objectives and assessment criteria, we encourage non-academic co-investigators from a government department or intermediary evidence body. This is not essential although meeting the selection criteria is. [Standard ESRC eligibility rules](#) apply.

The ESRC will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% FEC). Please note that costs cannot be claimed from government bodies.

On receipt of the proposal, eligibility of business, civil society, or government body will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be taken.

Potential UK co-investigators from business, civil society, or government bodies should contact the Je-S helpdesk (jeshelp@rcuk.ac.uk) 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 project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society costs' and must be entered into the 'Costs' section on Je-S as follows: Co-investigator 'time' allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The co-investigator salary costs must then be entered under 'Other directly incurred costs' (please tick the 'Is exception' box to ensure 100% costs claimed), as should all other claimed staff salaries and related costs associated with the UK Co-I's business or civil society body.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the proposal relate to the UK co-investigator's business, civil society, or government body. Please note that UK co-

investigator's business or civil society salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK co-investigator's business or civil society organisation.

Host/submitting institutions are reminded that for calls that encourage non-academic Co-Is, a suitable support structure should be in place to assist them in registering for Je-S accounts and contributing to the research case. For additional detailed guidance on ESRC's UK business, third sector, or government body co-investigators policy, including costing guidance, please see: [Inclusion of UK business, third sector or government body co-investigators on proposals](#).

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 research organisation's responsibility to ensure the PI's post will be extended to match the project end date. By submitting the proposal, the research organisation 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 (such as 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 project. (4000-character limit)

Summary

Provide a plain English summary of the work 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. (4000-character limit)

Applicants should be explicit with the dataset(s) required for their project.

Academic beneficiaries

Please summarise how your proposed work will contribute to knowledge, both within the UK and globally. Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed work will be disseminated. (4000-character limit)

Please note that this section may be published to demonstrate the impact of UKRI-funded research. Please ensure confidential information is not included in this section. For further detailed guidance please access the [Je-S helptext page](#).

Staff duties

Summarise the duties of the staff members, including the PI that will be involved in the project. Ensure that it is clear why it is necessary for you to perform this role at the resource level you have requested. (2000-character limit)

Timetable

Provide a clear timetable for the project and the intended progress of the research through the different stages. This helps reviewers to assess the proposed approach and facilitates monitoring. The timetable should demonstrate that the proposed work has been properly planned and the time needed to complete it, including dissemination activities, has been carefully estimated. Your planned timetable can be expanded upon, if necessary, within your 'Case for Support' and 'Workplan' attachments. (4000-character limit)

Ethical information

This section must be comprehensively addressed. (4000-character limit)

Applicants must ensure the proposed work 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 the ESRC's approach, with guidance for applicants.

Other support

Enter details of any support sought or received from any other source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here – they should be detailed in the project partners' section.

Related/previous proposals

Please state whether your application under this funding opportunity 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; enter the reference numbers of any support sought or received from us in the past five years. Please note that this only relates to previous ESRC and/or ADR England research grants.

Staff

If your project requires staff other than the primary investigator or co-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 (such as investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable, and verifiable (such as researchers and technicians).

ESRC allows the inclusion of non-UK based investigators and business, third sector or government body co-investigators for this funding opportunity, and will fund 100% of justified costs. Details of the co-investigator should be entered as usual via the co-investigator screen (please zero all cost fields), but all associated costs must be entered under the 'Other directly incurred' heading and marked as exception to identify that these should be paid at 100%.

Resources

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

Please note that the ADR England Research Community Catalysts funding opportunity has three distinct themes, with different overall limits (100% FEC unindexed):

Theme 1: Children at Risk of Poor Outcomes: £732,092

Theme 2: Youth Transitions: £672,085

Theme 3: Evaluation: £972,122

If successful, ADR UK will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%.

Travel and subsistence (T&S)

Add each item of justified travel and subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment

It is not expected that this section is completed for this call as applicants are not expected to need to purchase individual items of equipment over £10,000.

Social surveys

Social survey costs which are being sub-contracted should be included under this section and are eligible for FEC exception funding at 100% (for the amount sought from the council). The exception option should not be selected. (See 'Other directly incurred costs' section if surveys are to be done using in-house resources.)

Other directly incurred costs

Including justified project specific consumables, consultancy fees, equipment costing less than £10,000, and recruitment and advertising costs.

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at the standard 80% FEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

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.

Please check the theme-specific annexes ([children at risk of poor outcomes](#), [youth transitions](#), [evaluation](#)) for any in-kind contributions from co-funders that may affect costs (for example: office space).

Estates and indirect costs

Your Research Office will be able to assist with this section. Estate and indirect costs are specific to each research organisation, and do not require justification in your 'Case for Support' attachment.

Research organisations that have implemented the Transparent Approach to Costing (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.

Project partners

If you have secured a commitment from another organisation to provide additional resources for this project, including an in-kind contribution, the details of that support should be entered here. A letter from the partner organisation confirming the level of support specific to this proposal must be included as an attachment. Project partner letters of support must be signed and dated within six months of the proposal submission date.

Classification

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. If 'yes' please expand within the 'Case for Support' attachment.

User involvement

If 'Users' have been/will be engaged with your project, please specify the nature of their engagement. 'Users' are those individuals, groups, or organisations who have an interest in or may benefit from the proposed work. Users may be from the public sector, commercial private sector, civil society or the wider public in general. Engaging users in your work from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the 'Case for Support' attachment.

5.6. Attachments

It is important that applicants **only submit the supporting attachments specified in this document**. Attachments should be uploaded in PDF (rather than Word) format to reduce document corruption issues, and should be in minimum font size 11 with 2cm margins (recommended font type is Arial or Garamond).

The following are **mandatory Je-S attachments** for this funding opportunity:

1. **Case for support**
2. **Justification for resources**
3. **CV**
4. **Workplan**

Other attachments include:

- Letters of support from key partners or stakeholders (if applicable)
- Other annexes (maximum six pages total) to provide evidence in support of your application as relevant to the Assessment Criteria (optional).

'List of Publications' should just be included where references are cited in the proposal. Additional letters of support are optional.

Important note: If you are unclear about whether you can include a specific attachment please contact Hub@adruk.org for advice as unrequested attachments can hinder the processing of your application. ADR England reserves the right to return or reject applications that include attachments not permitted for this funding opportunity.

Case for support (maximum of six sides of A4)

This is the body of your proposal. It must not exceed six sides and must include details on:

- Summary of the proposed work – detailing how you plan to address each of the four objectives for this funding opportunity, including:
 - Strategic leadership
 - Build capacity for academic research using administrative data
 - Develop a diverse administrative data research community
 - Address research priorities
- Commitment to, and a plan for collaboration and stakeholder engagement
 - Stakeholders for this call include policymakers, decision-makers, data users, data owners, practitioners, researchers and others across academia, central and local government, parliament and the third sector (including advocacy groups, NGOs, charities, etc.).
 - Other priority stakeholders are included in the theme-specific annexes. Please ensure that you have reviewed both the [main funding opportunity specification](#) and the theme-specific annexes ([children at risk of poor outcomes](#), [youth transitions](#), [evaluation](#)).
- Understanding of the specific area of focus/theme and knowledge of relevant barriers and opportunities in the field, including any equality, diversity and inclusion (EDI) considerations
- Previous relevant experiences with administrative data and large-scale quantitative research and/or evaluation methods
- Management and coordination structures, including communication, engagement, event planning, and project management support
- Knowledge exchange and impact plans.

Note: Please pay close attention to the six Assessment Criteria set out in the [main funding opportunity specification](#) and the Funding Finder announcement and use the Case for Support to ensure that all elements are addressed in full, taking account of information provided elsewhere in your application.

Justification for resources (maximum of two sides of A4)

A statement justifying the resources required to undertake the research project. In order not to miss any costings from the Je-S form or any justifications for the items requested, we recommend that you match the costs to the proposal headings in the Je-S form. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made. Please refer to the [Je-S helptext](#) for further guidance.

CV (maximum of two sides of A4 per applicant)

A CV for each applicant and any other named research staff member or consultant must be included. This should include contact details, qualifications, relevant academic and professional posts held, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies.

Workplan (maximum of two sides of A4)

A detailed workplan should be included as attachment type 'Other'. A maximum of two sides of A4 can be used to highlight key milestones for the programme of work. This attachment must not be used to expand on the Case for Support. As per the [main funding opportunity specification](#), specific milestones and baseline delivery dates will be approved once the awards have started and following a period of consultation with the Steering Group.

5.7. Other attachments

Letter of support (maximum of one side of A4)

Letters of support are strongly encouraged. They can be used to demonstrate evidence against the assessment criteria – such as evidence of experiences with stakeholder engagement and collaboration, openness to perspective and ideas, and EDI commitment.

List of publications

List of publications should just be included where references are cited in the proposal. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications by applicants should be included in the applicant CV.

5.8. Proposal classifications

The information provided in this section will be used by ESRC to identify appropriate panel 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 replaces the ESRC-specific discipline section, and is a harmonised (and expanded) structure agreed across UKRI. Therefore, if your area of expertise

crosses the remits of more than one council you will now only need to provide the information once.

It is an essential requirement that your **primary research area** is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50% of the proposed programme of research is within ESRC remit. Please refer to the list of [research areas that fall within ESRC remit](#) for further information.

5.9. *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 funding opportunity**. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in Section 5.3: 'Before creating your proposal'). Please note that the proposal must be **formally submitted by your organisation** before **16:00 on 6 June 2023**.

5.10. *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 where in the organisation submission chain the proposal currently is located (and who holds current responsibility) – such as the owner, approval pool, submitter pool or submitted to Council.

6. Further enquiries

Query category	Contact
Funding Opportunity queries	hub@adruk.org
Je-S System queries	JeSHelp@je-s.ukri.org
General or unknown, to be passed on to appropriate recipient	hub@adruk.org