

ADR UK Data First Evaluation Fellowship Je-S guidance for applicants

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Call summary

Call type:

Invitation for proposals

Closing date:

16:00 on 26 October 2022

Funding available:

£177,500 at 100% full economic cost. The Evaluation Accelerator Fund will fund 80% full economic costs.

How to apply:

Proposals are invited via Je-S attracting the standard 80% fEC funding model

Assessment process:

Interview

Key commissioning dates:

- Deadline for proposals – 26 October 2022
- Interview – Mid December 2022
- Funding decision – End December 2022
- Grant start date – 6 February 2023

Contacts:

- Email: hub@adruk.org

Please read the full call specification for guidance before submitting your proposal.

Introduction

This guidance is created to assist applicants to this scheme 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 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 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 userid, the date and time, what part of the form or system you were working on, and the nature of the problem.

For further information contact:

- hub@adruk.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 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.

UK higher education institutions and some other independent UK research organisations (including Public Sector Research Establishments) are already **recognised institutions** on Je-S. A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>

Je-S accounts for applicants

All Fellows must have created a fellowship ‘applicant’ Je-S account (if you already have a Je-S account you can contact the Je-S Helpdesk to ask them to upgrade it to a fellowship account). Please refer to the [Je-S helptext](#). if setting up a new account.

Before creating your proposal

Fellowship proposals may **only** be made on UKRI’s Joint Electronic Submission (Je-S) forms.

Please note that the **deadline for research organisation submission of proposals is 16:00 on 26 October 2022**. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**.

Your proposal will actually 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 as a consequence. 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 'Tracking your proposal').

Organisation internal submission structure

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call 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. 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 UKRI.

Use of your person 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. Requests for travel both domestically and internationally can be included in accordance to the relevant scheme guidelines, noting the above advice.

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

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

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 'Call search' (highlighted at top of screen). When prompted type in the call title **ADR UK Data First Evaluation Fellowship** 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 that the proposal document 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 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.

Project details

- Select organisation and department from drop-down lists (eg the research organisation where the fellowship will be held)
- '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 Proposal Call, select **ADR UK Data First Evaluation Fellowship** Please note that the option will only be available once the call is live (This may have already been pre-populated into the form).

- **Your start date should not be before 6 February 2023.** Your grant should be a proposed duration of no more than **18 months**.
- **Submission route** – It is recommended that once this initial section is completed and saved, 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.

Applicant

There should be a single fellowship applicant for each proposal, to whom correspondence will be addressed. Enter the name of the fellow and details of the fellow's research organisation and department. On submission of the proposal the fellow does not necessarily have to be located at the organisation that will administer the grant, however the administering organisation will be required to submit the fellowship proposal. The fellow will take intellectual leadership of the project and manage the fellowship; this individual will be the contact person for ESRC correspondence. The named fellow is responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

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 RO responsibility to ensure the PI's post will be extended to match the project end date. By submitting the proposal, the RO is taking collective responsibility to comply with this request.

Objectives

List the objectives of your fellowship. *(4000 character limit)*

Summary

Provide a plain English summary of the research 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 in this section *(4000 character limit)*

Academic beneficiaries

Please summarise how your proposed research will contribute to knowledge, both within the UK and globally. This should include how the research will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the research to beneficiaries. *(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 helptext page linked to this Je-S section.

Staff duties

Summarise the duties of the staff members, including the fellow 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. Your planned timetable can be expanded upon if necessary within your case for support and workplan document.

Ethical information

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

Applicants must ensure the proposed research 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 call 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.

Please enter the reference numbers of any support sought or received from us in the past five years via the 'Previous proposals' section. Please note that this only relates to previous ESRC research grants.

Staff

If your project requires staff other than the fellow, 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 (eg Investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians).

Please note: Associated (project) studentship are not permitted on this funding opportunity.

Resources

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

The **ADR UK Data First Evaluation Fellowship** will provide **up to 18 months funding with an overall limit of £177,500 at (100% fEC) per grant**. If successful,

ESRC will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%.

T&S - add each item of justified Travel and Subsistence required for your Fellowship. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Conferences - Predicted costs for conference attendance [will be funded] where the conference is named, justified and costed in the proposal. The justification should show how the conference will either directly benefit the research or facilitate future impacts of research. Justification must also be provided for the number of project members attending a conference. ESRC encourages early career researcher conference attendance where it can be demonstrated to be a key development opportunity.

Equipment - enter any items of equipment costing £10,000 or more (including VAT) in this section. The **actual level of funding sought from the ESRC** should also be entered in this section.

For items of equipment costing between £10,000 and RCUK equipment purchase threshold value (£115,000), the research organisation will need to provide extra justification for these items in the 'Justification of Resources' attachment, providing evidence of an evaluation of the use of existing relevant capital assets. Host ROs are expected to make a contribution towards the cost of the equipment in the order of 50% of the cost, therefore equipment should be costed at 50% of the full cost only.

All requests for items of equipment costing above the RCUK equipment purchase threshold (£115,000) should be accompanied by a two-page business case (to be included as an attachment within the equipment screen and not the attachments section) outlining the strategic need for the equipment. RCUK will decide the strategic location for these items and will potentially fund them at 100%. The ESRC will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal.

For all items of equipment requested above the RCUK equipment purchase threshold (£115,000) three equipment quotations must be provided. Where you believe that there are less than three potential suppliers for an item you should explain this in the 'Justification of Resources' attachment and upload two blank documents as equipment quotes. For items of equipment which cost less than the RCUK equipment purchase threshold it is optional to provide quotations and up to three can be uploaded.

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, 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.

Estates and indirect costs

Estate and indirect costs are specific to each research organisation, and do not require justification in your case for support.

Research organisations that have implemented the 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.

Your Research Office will be able to assist with this section.

Project partners

If you have secured a commitment from another funding body to provide additional resources for this project, the details of that support should be entered here. **It is important that all organisations that are contributing either directly or indirectly to the intended research, are identified.** If you do not, their contributions to the project 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.

Third party data protection - Applicants must ensure that they have obtained the permission of any other person named on the proposal form (for example a Project Partner) 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

Data collection

Applicants must adhere to ESRC policy. Please refer to the full statement on data management planning and datasets deposition requirements for data-intensive investments in the [ESRC Research Data Policy](#) and in the [Research Funding Guide](#). Explain clearly how you will meet these requirements if relevant to your proposal. Complement but do not duplicate the information provided in the Data Management Plan as explained below.

Reviewers

Nominate two academic and two non-academic/user reviewers. These people must not be from the same research organisation as the Fellow 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.

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

Classifications (International in Nature)

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. This could include the research area of focus, collaborations, data sets or any other notable international aspect of the research. You should answer yes if:

- Any significant part of the research is international, for example, if one or more work packages have an international component.
And/or
- Either a Principal Investigator, Co-Investigator, Project Partner or any other organisation involved in the project is based overseas.

If Yes, please complete free text box (maximum 1000 character limit)

Please detail the nature of the international aspect of the research and identify all countries involved.

- Where the research area of focus is international, explain the nature of this focus and all the countries involved.

Where an international organisation is involved, please identify this organisation and the country(/ies) in which it is based

User involvement

If 'Users' have been/will be engaged with your research 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 research. Users may be from the public sector, commercial private sector, civil society or the wider public in general. Engaging users in your research 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.

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 in PDF (rather than Word) format, to reduce document corruption issues. With the exception of letters of support, attachments should be in font size 11 with 2 cm margins. (recommended font type; Arial or Garamond).

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

- Case for support
- Justification of resources
- CV
- Head of Department statement

Case for Support, Justification, Data Management Plan (for grants planning to generate new data), CV and Head of Department statement are the standard mandatory Je-S fellowship attachments.

List of Publications, Letter of Support, Proposal Cover Letter, Final/Interim Report and Other are optional attachments* and should be included where necessary.

*Please note guidance against these specific attachment types below, as to when submission is considered mandatory/appropriate.

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. ESRC reserves the right to return or reject applications that include attachments not permitted on this call.

Case for support - (maximum of three sides of A4)

This is the body of your fellowship proposal. It must not exceed three sides and must include the following sections:

- Vision for the Fellowship
- Evaluation expertise
- Previous relevant work
- Understanding of the evidence priorities for the justice system

The case for support should be a self-contained description of the proposed work with relevant background and references and should not depend on additional information such as the inclusion of external links. Peer reviewers are advised to base their assessment on the information contained within the application and are under no obligation to access such links (so they should not be used to provide critical information).

Justification of resources (maximum of two sides of A4)

A two-side A4 statement justifying the resources required to undertake the research project. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

Proposals which include co-investigators from the UK business sector or from third sector organisations that engage in economic activity¹ must ensure that the involvement of these organisations complies with State Aid legislation. Proposals which include co-investigators from third sector organisations that are deemed **not** to engage in economic activity must provide evidence of this status in the Justification of Resources section of the proposal form.

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

¹ 1 “‘Economic activity’ means putting goods or services on a market. It is not necessary to make a profit to be engaged in economic activity: if others in the market offer the same good or service, it is an economic activity.” Department for Business Innovation & Skills, State Aid: The Basics Guide, July 2014 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/443686/BIS-15-417-state-aidthe-basics-guide.pdf

Data Management Plan (maximum of three sides of A4)

It is a requirement of the [ESRC Research Data Policy](#) that all applicants planning to generate data as part of their award must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, ie primary input into research and first order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the award until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the award holder during the award period to enable their data to be exploited to the maximum potential for further research. For further guidance see Je-S Helptext.

CV (maximum of two sides of A4 per applicant)

A CV for the fellow, named research staff member and consultant must be included. This should include contact details, qualifications (including class and subject), 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. This should not exceed two A4 sides.

List of publications

The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications should be included in the applicant CV.

Final/interim reports (maximum of three sides of A4)

Principal and Co-Investigators on current awards must submit a progress report on their current awards with any new application which should match their impact and output records on ResearchFish.

Cover letter/letter of support (maximum of one side of A4 per document)

Cover letters and letters of support should only be included in exceptional circumstances. If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included.

Proposal cover letter attachment type can also be used to upload a declaration of interest <https://webarchive.nationalarchives.gov.uk/20200929010642/https://www.ukri.org/files/legacy/documents/declarationofinterests-applicants-pdf/> any private, personal or commercial interests relating to an application for funding to the ESRC must be declared

Exceptionally letters of support can be submitted as part of a proposal. Only letters of support that are essential to the successful conduct of the research (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations) can be submitted with an application. Letters of support can be accepted by email, and must be signed and dated within six months of the proposal submission date. General letters of support that are not essential for the successful conduct of the research must not be included.

Head of department statement (maximum of one side of A4)

The head of department at the host research organisation must complete a statement in support of the proposal. The statement should:

- confirm that the applicant would be accepted into the department for the purpose of undertaking the proposed programme of work
- explain how the proposed programme of work would fit in with the department's wider research programme.

Mentor's statement and CV

This is not relevant to this funding opportunity.

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 replaces the ESRC-specific discipline section, and is a harmonised (and expanded) structure agreed with 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.

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 26 October 2022**.

Commissioning timetable

- | | |
|-------------------------------------|--------------------------|
| • Call for proposals issued | 9 August 2022 |
| • Deadline for submitting proposals | 16:00 on 26 October 2022 |
| • Interview | 7 & 8 December 2022 |
| • Decisions to applicants | End December 2022 |

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:

- Email: hub@adruk.org

Enquiries relating to technical aspects of the Je-S form should be addressed to:

- Je-S helpdesk
Email: jeshelp@je-s.ukri.org

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).