eadlines

Intention to Submit Deadline: 4pm BST (GMT/UTC +1) on 31 July 2018 [mandatory]

Full Proposal Deadline: 4pm BST (GMT/UTC +1) on Tuesday 14 August 2018

2. Language and form

The Lead Principal Investigator (PI), using the designated proposal forms in the Research Councils' Joint Electronic Submission (Je-S) system, must submit a single collaborative proposal per consortium, in English. All sections of the proposal form must be competed.

3. Je-S Registration

Please note: this section is of particular importance for non-UK based applicants who have not used Je-S before

Important: In order to prepare a Je-S proposal submission, the person preparing the proposal (i.e. the Lead PI) has to log onto Je-S and create a new proposal. Note that this person must have previously created an individual Je-S account for themselves, and their organisation must also be registered in order to do so.

Registering an organisation on Je-S

If your organisation is already registered on the Je-S system, you do not need to re-register. However, if this is your first application for funding, you will need to ensure that your organisation is registered on Je-S, see the relevant guidance here.

Important: This process can take a number of days and should be started as soon as possible to avoid issues with submitting the proposal.

Registering as an Individual on Je-S

All individual researchers who will be named on an application (with the exception of Project Partners) must create an individual Je-S account for themselves in order to be added to an

application. See online Je-S helptext guidance (https://jes.rcuk.ac.uk/Handbook/) on how to register on Je-S. It is necessary for an individual's organisation to have been registered before they can register themselves. This can be done at any time, and should be done well in advance of the application deadline as there may be some delay in the approval of an individual's Je-S account.

If you have registered as an individual with Je-S through a previous call, you will not need to do so again.

Organisation Submitter Pool

Changes to the Je-S registration process mean that for certain schemes, such as TaSE, any organisations that are not currently Je-S registered, may self-register their organisation. For these self-registering organisations, there is no need to establish a *submitter pool*. Therefore, these applicants can submit the application directly to the Council (NERC).

However, please note that for organisations that are **already** Je-S registered, your application will be routed through your existing submitter pool. Therefore, when a researcher submits his or her application, a message will be sent to their host organisation's designated '*submitter'*, who must then complete the submission process to Council.

Thus, there is a further layer of administration between the researcher submitting the application and it being received by the NERC, via Je-S. This layer of administration is at the applicant's host institution, and the NERC cannot accept responsibility for any delays that may occur as a consequence.

The process can be shown as: Applicant → Submitter (within the applicant's institution) → NERC.

Further information can also be obtained by contacting the Je-S Helpdesk by email at JeSHelp@rcuk.ac.uk or by telephone on +44 1793 44 4164. Applicants can now also create or connect their ORCID identifier (ORCID iD) in Je-S.

4. Notification of Intention to Submit

A notification of 'Intention to Submit' must be completed, using the online form here, for all consortia wishing to submit a full proposal.

Full Proposal applications **will not** be accepted unless NERC has received a notification of intention to submit by **4pm BST (GMT/UTC +1) on 31 July**.

The notification of intention to submit should include the names of all lead PIs and Co-Is, their organisations, the funding agency they are each seeking support from, a short summary of

the project and the area of research each PI/Co-I is covering. The lead PIs and Co-Is should not change for the final bid, nor should the overall scope/remit of the research.

These notifications will be used by funding organisations to check remit and eligibility to expedite the process of checking proposals when they are received at the full deadline.

5. Full Proposals

Full proposals must be submitted using the Research Councils' Joint Electronic Submission system (Je-S).

On logging into Je-S, at https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx, there are two procedures you can follow to start your application:

1) Click on 'Documents', then create a 'New Document'
    a) Click on 'Call Search' and enter '

applications will be routed through a submitter pool to secure confirmation from their relevant administrator that the application has been submitted successfully to NERC.

General Submission Rules

Any proposal that is incomplete, or does not meet **all** the relevant national funding agencies eligibility criteria, or follow the submission rules, will be office **rejected** and will not be considered.

All attachments, with the exception of letters of support and services/facilities/equipment quotes, submitted through the Je-S system must be completed in single-spaced typescript of minimum font size 11 point (Arial or other sans serif typeface of equivalent size to Arial 11), with margins of at least 2cm.

Please note that Arial narrow, Calibri and Times New Roman are not allowable font types and any proposal that has used either of these font types within their submission will be rejected.

References and footnotes should also be at least 11 point font and should be in the same font type as the rest of the document. Headers and footers should not be used for references or information relating to the scientific case. Applicants referring to websites should note that referees might choose not to use them.

Applicants should ensure that their proposal conforms to all eligibility and submission rules; otherwise, their proposal may be rejected without peer review. Eligibility rules for each participating funding agency can be found under the relevant National Annexes.

Please note that on submission to NERC ALL non PDF documents are converted to PDF, the use of non-standard fonts may result in errors or font conversion, which could affect the overall length of the document.

Additionally where non-standard fonts are present, and even if the converted PDF document may look unaffected in the Je-S System, when it is imported into the Research Councils Grants System some information may be removed. We therefore recommend that where a document contains any non-standard fonts (scientific notation, diagrams etc), the document should be converted to PDF prior to attaching it to the proposal.

Proposal Components

6. Je-S Pro-forma

The Je-S pro-forma consists of the following sections that must be completed:

1. Title of the proposal

2. Objectives
   - Outline the main objectives of the research proposed
3. Project Summary
   - Provide a summary describing the proposed research program in plain language suitable for general audience.
4. Academic Beneficiaries
   - Please provide information on the academic impacts from the research
5. Impact Summary
   - Please summarise the intended wider (non-academic) impacts of the proposed research

Note: The Funding Summary in the Je-S pro-forma should **only** be used by UK partners in a consortium. See section 8 below on application variations depending on UK participation.

All Non-UK consortium members should submit a separate national budget form, as detailed in the relevant national annex, as a 'non-UK component' attachment type in Je-S.

Where there are no UK PIs on the application then the project should add '1' to any field in the financial table in order to meet the system requirements for this section.

7. Additional Documents

In addition, all applications require the following **mandatory** documentation, uploaded as attachments in the Je-S application;

1) *Case for Support*, consisting of the following sections, clearly labelled, combined as a single document:
   a) *Previous Track Record* not exceeding 2 sides of A4
      i) This should provide a brief summary of the recent work, of each PI and Co-I, relevant to the proposal.
   b) *Description of the Proposed Research*, not exceeding 8 sides of A4 including all tables, figures and references. This should cover the following;
      i) underlying rationale and scientific/research issue to be addressed,
      ii) describe why the work is strategically important,
      iii) how the application addresses the scope of this particular call,
      iv) the key research objectives and hypotheses, and
      v) how these will be achieved
      vi) how stakeholders and end-users are participating in the project, how they will be engaged and how the outputs and outcomes address their requirements.

c) *Management Plan*, not exceeding 2 sides of A4
- Describe how the overall coordination, monitoring and control of the project will be implemented. Outline the management processes foreseen in the project (decision boards, coordination meetings, etc) and clearly indicate the distribution of tasks among the consortium members.

d) *Ethical Implications Statement,* not exceeding 2 pages of A4 covering all ethical implications - and how they are to be addressed:

i) The funders expect all applications for funding to demonstrate an awareness of the social and ethical implications of the proposed research. As well as complying with your research organisation's ethics policy, the application should take into account public attitudes towards ethical issues, including those in any Low and Middle Income Countries (LMICs) involved in the research or pathways to impact activities. Such issues should be interpreted broadly and may encompass - amongst other things - relevant codes of practice, the involvement of human participants, international engagement, risk or impact assessments for participants, country-specific legal or regulatory requirements, cultural and language differences, and the use of sensitive economic, social or personal data.

You are reminded of the importance of providing full and careful consideration of all the ethical implications of your research, particularly as regards any involvement with community groups and local government bodies In LMICs (especially where vulnerable people are involved). You should also ensure that the project teams have the capacity, appropriate knowledge and expertise to deal with potential issues arising from ethical concerns, and put in place a robust monitoring process to ensure any such issues are being properly dealt with.

Further guidance on the issues applicants need to consider are found in the following:
- [ESRC Framework for Research Ethics](#)
- [RCUK Concordat to Support Research Integrity](#)
- [RCUK Policy and Guidelines on Governance of Good Research Conduct](#)

2) *Combined Justification of Resources*, up to 4 pages of A4 in total

a) A single justification of resources document covering the requested costs of all consortium members. Applicants should provide clear evidence of how the funds requested will be used to fulfil the activities of each partner and a clear justification that

the requested funds together with any funds / support provided by external sources, are sufficient to achieve the work proposed.

3) *Individual National Budget Forms* – use 'non UK component' attachment type

In addition to the Combined Justification of Resources, funding agencies require a detailed budget specification according to national funding rules. For the appropriate forms and any other questions, you should contact or refer to the website of your National Contact Point.

4) *CVs*, for each PI and named Co-I, not exceeding 2 pages each

5) *Data management plan*, maximum 1 side of A4

a) Describe how information generated in the course of the project will be captured, stored and managed. Also explain any plans for long-term archiving and for the release of data to the wider scientific and user community.

6) *Pathways to Impact*, not exceeding 2 pages of A4, this should include

- those who may benefit or make use of the research;
- how they might benefit and/or make use of the research;
- methods for disseminating data/knowledge/skills in the most effective and appropriate manner.

7) *Letters of Support* from all project partners (only if project partners are involved)

NB project partners in this sense are those individuals/organisations not requesting funds directly but who will be contributing to the success of the project.

8) Specific documents as detailed in the relevant National Annexes, e.g. national specific budget forms

8. Submission variations depending on UK participation

As an International multilateral call hosted by the UK, through the Je-S, there are several potential scenarios for project consortia, which will slightly affect how the application is completed in Je-S.

Note: regardless of who is submitting the application *all* named PIs/Co-Is and their organisations *must* be registered in Je-S *before* they can be included in the application.

Scenario 1: UK Lead PI

The Lead PI for the whole consortia is from a UK organisation and is collaborating with non-UK based investigators.

In this case the UK PI and Organisation will initiate the application in Je-S and co-ordinate the completion of the electronic application, including the Je-S pro-forma and additional documents.

The UK organisation/s will include all their costs in the Je-S pro-forma (as normal for UKRI applications); whilst the non-UK PIs will complete their costs in their own national budget forms.

UK applicants only: In specific cases, it may be necessary for non-lead UK ROs to complete a 'component proposal' and in this case they should follow the standard rules for 'component' applications. For further details, see the NERC Grants Handbook https://nerc.ukri.org/funding/application/howtoapply/forms/grantshandbook/. Please contact the NERC office if you are unsure if you need to complete a component application.

Scenario 2: Non-UK Lead PI, consortia includes UK PI

The Lead PI is from a non-UK organisation and will be responsible for initiating the application in Je-S and co-ordinating the completion of the application including the Je-S pro-forma and additional documents.

It is hoped that the UK PI, who should be more familiar with the Je-S application process, will provide assistance in completing the application and guiding the non-UK applicants.

The UK organisation/s should include all their costs in a 'component' grant proposal/s, following the normal rules for components (see NERC Grants Handbook).   Non-UK PIs should complete their costs in their own national budget forms and include the attachment as a 'non-UK' type on their application in Je-S.

Scenario 3: Non-UK Lead PI, consortia with *no* UK PIs/Co-Is

The non-UK Lead PI for the consortia will be responsible for initiating the application in Je-S and co-ordinating the completion of the application including the Je-S pro-forma and additional documents.

As there are no UK participants on the application then the financial summary in the Je-S form should be completed with "1" in order to meet the system requirement that these fields are completed.

All non-UK applicants should complete their costs in their own national budget forms and include the attachment as a 'non-UK' type attachment on their application in Je-S.