# ESRC Transformative Research Call 2017-18

## Je-S guidance for applicants

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Introduction
This is a guidance document 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**
  www.esrc.ac.uk/RFG
- **ESRC guidance on ‘How to write a good research grant proposal’**
  www.esrc.ac.uk/How-to
- **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@rcuk.ac.uk or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9:00-17:00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

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.

For further information contact transformative1@esrc.ac.uk

**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 Research Councils’ Joint Electronic Submissions (Je-S). To be able to do this, the organisation must be registered (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

There is one possible category of organisations from which proposals can be submitted:

- 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 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.

**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 at [https://je-s.rcuk.ac.uk/Handbook/pages/SettingupajeSaccount/SettingupajeSaccount.htm](https://je-s.rcuk.ac.uk/Handbook/pages/SettingupajeSaccount/SettingupajeSaccount.htm)
Please ensure that applicants select the ‘Account Type: Research Proposal’ and the option ‘An Applicant on a Standard or Outline Proposal’ - see helptext https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/SettingupJeSaccount.htm#Account_Type

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 the Research Council.

**Before creating your proposal**

Research proposals may only be made on Research Councils’ Joint Electronic Submission (Je-S) forms.

Please note that there is a limit on the number of applications that any individual research organisation may submit. The ESRC is inviting up to two proposals from UK research organisations (ROs) eligible for Research Council funding. ROs are expected to identify applicants themselves through whatever process they feel is most appropriate. Feedback on the processes used by applicants to the 2014/15 call can be found at: www.esrc.ac.uk/news-events-and-publications/news/news-items/the-transformative-research-scheme-outcomes-of-the-third-round/. The process used by ROs to identify the chosen applicant should be detailed in the RO Process Proforma which must be submitted as an attachment to the Je-S form. Any applications submitted without this attachment may be returned or rejected.

The deadline for research organisation submission of proposals is 16:00 on 31 October 2017. 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.

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 (for example - head of department) and submitter pool (for example - 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’).
Creating your proposal

- Log in to Je-S at [https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx](https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx)
- Documents screen: Select ‘New Document’
- Add new document screen: Select ‘Call search’ (highlighted at top of screen). When prompted, type in the call title: Transformative Research Call 2017-18 and select from the list created. The remaining three selection fields will be automatically populated.
- Select the ‘Create Document’ button.

Please note that 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 ‘Proposal Call’, select Transformative Research Call 2017-18. Please note that the option will only be available once the call is live
- Grants must start no later than 1 September 2018. Your grant should be a proposed duration of no more than 24 months.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-I) if applicable. The PI must be able to attend the ‘Pitch to Peers’ event in order to apply to this call, this
cannot be delegated to any other individual. If the PI is not able to attend the ‘Pitch to Peers’ workshop, the proposal will not be considered further and should not be submitted.

Applicants should note that information regarding co-investigators will not be considered as part of the ‘Pitch to Peers’ event assessment, but will be considered by the commissioning panel following funding decision as part of costing and delivery of the grant.

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 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.

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.

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

Please note that any researcher from an established business, civil society or government body based in the UK will be eligible to be listed as a co-investigator under the Transformative Research Call 2017-18.

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.

It is recommended that 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-I’s, a suitable support structure should be in place to assist such individuals in registering for Je-S accounts and contributing to the research case.

International co-investigators

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an ESRC-eligible UK research organisation will be eligible to be listed as an international co-investigator under this scheme. Please note that international costs must not exceed 30% of the full 100% fEC cost of the grant.

It is recommended that potential overseas-based co-investigators should contact the ESRC case officer in the first instance if their organisation is not selectable as part of the Je-S person account registration process. If it is determined that the relevant organisation complies with the guidance above then Je-S Helpdesk (jeshelp@rcuk.ac.uk) should be contacted to add them 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 international co-investigator - whether salary, fieldwork, equipment or travel and subsistence - should be entered as ‘Other Directly Incurred’ and should be marked as an ‘Exception’ using the tick box. All costs should also be prefixed with ‘Overseas:’

Co-investigator ‘time’ allocation must be entered under the standard co-I section, but the salary rate must be entered as zero.

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 international research organisations. Please note that international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the international research organisation.

Objectives

List the objectives of your research in order of priority. (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. (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 Research Council-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 that will be involved in your project, including the applicants. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested. (2000 character limit)

Impact summary

Applicants are required to consider carefully how best to build links and contacts at the concept and development stage of the proposal with the potential beneficiaries and users to be involved within the grant and to work towards co-production of knowledge with research users where appropriate. It is vital that the economic and societal impact of all projects funded by ESRC is maximised.

Please address the following two questions (4000 character limit):

- **Who will benefit from this research?** List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators’ immediate professional circle carrying out similar research.
- **How will they benefit from this research?** Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.
- **What will be done to ensure that they have the opportunity to benefit from this activity?** Describe how you will communicate and engage with these stakeholder groups/different audiences to ensure that they have the opportunity to benefit from the research.
Please note that this section may be published to demonstrate the potential impact of Research Council-funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the help text page linked to this Je-S section.

**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 ([www.esrc.ac.uk/ResearchEthics](http://www.esrc.ac.uk/ResearchEthics)) contains a full explanation of our 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**

Applicants should note that resubmission of unsuccessful proposals from previous rounds of the Transformative Research Call are not permitted. However, in exception to normal ESRC rules, applications that have previously been unsuccessful in other ESRC competitions can be resubmitted under this call. In a further exception to ESRC’s normal resubmission rules, unsuccessful proposals submitted through the Transformative Research Call, can be eligible for funding in any other ESRC scheme (unless otherwise stated).

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 at [www.esrc.ac.uk/Resubmissions](http://www.esrc.ac.uk/Resubmissions) on the ESRC website, although note the exceptions for this scheme stated above. 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 team of 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 (e.g. investigators). ‘Directly Incurred staff’ are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

Associated studentships are **not** permitted on proposals submitted under this call.

**Resources**

All resources requested must be fully justified in the ‘Justification of Resources’ attachment.

The Transformative Research Call 2017-18 will provide up to 24 months funding with an overall limit of £250,000 (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 contribute the remaining 20%.

**T&S** - add each item of 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** - 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 the Official Journal of the European Union (OJEU) threshold value (net of VAT £113,057), 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. They will be expected to make a contribution towards the cost of the equipment in the order of 50% of the cost.

All requests for items of equipment costing above the OJEU threshold value (net of VAT £113,057) 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 with a value over the OJEU threshold value (net of VAT) 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 OJEU threshold but more than £25,000, 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). (See ‘other directly incurred costs’ section if surveys are to be done using in-house resources.)
**Other directly incurred costs** - including specified 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.

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’. The co-investigator salary costs must be entered under ‘Other Directly Incurred Costs’ as should all other claimed staff salaries and related costs associated with the UK co-investigator’s business or civil society body, and should be marked as an ‘Exception’ using the tick box.

All costs associated with international co-investigators, whether salary, fieldwork, equipment or travel and subsistence should be entered as ‘Other Directly Incurred Costs’ and should be marked as an ‘Exception’ using the tick box. All costs should also be prefixed with ‘Overseas.’

All costs relating to UK business and/or civil society co-investigators and/or international co-investigators 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 application relate to UK business, civil society or international research organisations. Please note UK business, civil society and international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK business, civil society or international research organisation.

**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 organisation or funding body to provide additional resources for this project, 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.

**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.

**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 (www.esrc.ac.uk/datapolicy) and in the Research Funding Guide (www.esrc.ac.uk/RFG). 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 (academic and user)**

This is not applicable as applications will not be sent out for peer review.

**Classifications**

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 research project, please specify the nature of their engagement. ‘Users’ are 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 pathways to impact 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. 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; [https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm](https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm)
The following are mandatory Je-S attachments for this call:

- Case for support
- Justification of resources
- Pathways to Impact
- Data Management Plan (for grants planning to generate data)
- CV
- RO Letter of Support
- RO Internal Selection Process Proforma

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

Important note: If you are unclear about whether you can include a specific attachment please contact transformative1@esrc.ac.uk 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 2 sides of A4)

This is the body of your research proposal. For this Transformative Research Call, the content and length of the case for support document differs from a usual case for support document. The document must also be anonymous, applicants must not reference themselves, their collaborators, or any research organisations involved in a way that would enable them to be identified. The case for support must not exceed two sides of A4 and must include the following sections:

- Project title (maximum 150 characters)
- Transformative idea: Please identify your specific research question(s) for your project. Please explain why your project is transformative.
- Transformative approach/methodology: Clearly state what you propose to do, how you will do it and why it is important. Why this is an unconventional or creative approach? Please describe the ways you will deliver project outcomes and manage the risks.
- Deliverables and potential impact: Please outline the measurable outcome(s) from the project. Please also explain scientific and any potential economic and societal impact that the project will seek to achieve.

Applicants are reminded that the Case for Support submitted for the Transformative Research Call 2017-18 is the only document that will be used for the purposes of selection for invitation to the ‘Pitch to Peers’ workshop. Proposals invited to the ‘Pitch to Peers’ workshop will be shared with other shortlisted participants, and will be used as part of the peer review process at the event. Applicants are reminded that this two sided case for support must be completely anonymous and should not reference the institutions or applicants in any way that would enable them to be identified.
**Justification of resources (maximum of two sides of A4)**

A two-side A4 statement justifying that the resources requested are appropriate to undertake the research project. The justification of resources should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required, as this is already given 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 joint Research Council Je-S help text [https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCSpecificRequirements.htm](https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCSpecificRequirements.htm) for further guidance.

Please note that the Justification of Resources document will not be peer reviewed as part of the shortlisting or Pitch to Peers processes of this Transformative Research Call 2017-18. However, successful applicants’ justification of resources will be assessed by the Commissioning Panel prior to the grant being awarded.

**Pathways to Impact (maximum of two sides of A4)**

While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for users to benefit from your research, and thus for achieving economic and societal impact, are maximised.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general.

User communities for ESRC research may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the ‘Academic Beneficiaries’ section of the Je-S form and the ‘Case for Support’ as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature. If you do not feel that your research has potential to achieve impact outside of academia, you should use the Pathways to Impact attachment to explain why this is the case. However, it is expected that applicants will have considered impact in its broadest economic and societal terms before coming to this conclusion. Applicants should note that while we recognise the value of this type of research, reviewers may comment on the applicant’s reasoning during consideration of the proposal.

Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long...
term. A statement about our expectations of the research we fund is at www.esrc.ac.uk/impact-expectations.

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

To be effective, all communication, engagement and impact activities must be planned in detail and properly resourced. To this end it is strongly recommended that approximately 10% of the overall budget should be dedicated to delivering the project’s impact strategy as outlined in the Pathways to Impact attachment.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page.

Please note that the Pathways to Impact document will not be peer reviewed as part of the shortlisting or Pitch to Peers processes of this Transformative Research Call 2017-18. However, successful applicants’ Pathways to Impact documents will be assessed by the Commissioning Panel prior to the grant being awarded.

**Data Management Plan (maximum of three sides of A4)**

It is a requirement of the ESRC Research Data Policy www.esrc.ac.uk/datapolicy that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, i.e. 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 grant 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 grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Helptext.

Please note that the Data Management Plan document will not be peer reviewed as part of the shortlisting or Pitch to Peers processes of this Transformative Research Call 2017-18. However, successful applicants’ Data Management Plan will be assessed by the Commissioning Panel prior to the grant being awarded.

**CV (maximum of two sides of A4 per applicant)**

A CV for each applicant and named research staff member 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.

Please note that CVs will not be peer reviewed as part of the shortlisting or Pitch to Peers processes of this Transformative Research Call 2017-18 but successful applicants’ CVs will be assessed by the Commissioning Panel prior to the grant being awarded.
Letter of support (maximum of two side of A4)

A Letter of Support from the host organisation is a mandatory attachment for this Transformative Research Call 2017-18 and should be uploaded as an ‘Other Attachment’. This should be provided by a senior academic (for example - Dean or Head of School/Faculty) from the host organisation. The letter must not exceed two sides of A4 and must include a supporting statement confirming institutional support for the project and that the PI is the appropriate person to undertake the research in the proposal.

Exceptionally, letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (for example - confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General letters of support that are not essential for the successful conduct of the research or do not confirm any specific contribution to the project should not be included.

RO Internal Selection Process Proforma

A proforma that captures information on the process used by the host organisation to select the proposal(s) to be submitted to this Transformative Research Call 2017-18 can be downloaded from the ESRC website and is included as an annex to the call specification. Aggregate data will be reported to the ESRC Research Committee and used to inform the ongoing review and development of the Scheme. This is a mandatory attachment for this Transformative Research Call 2017-18 and should be uploaded as an ‘Other Attachment’. Applications submitted without this attachment will be returned. We reserve the right to reject proposals that fail to provide this attachment.

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 by the applicant should be included in the applicant CV.

Please note that the List of Publications document will not be peer reviewed as part of the sift or Pitch to Peers processes of this Transformative Research Call 2017-18. It will instead be assessed by the Commissioning Panel prior to the grant being awarded.

Proposal classifications

The proposal classification area is a harmonised (and expanded) structure agreed with other Research Councils. Therefore, if your area of expertise crosses the remits of more than one Research 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’s remit. Please refer to the list of research areas that fall within ESRC remit www.esrc.ac.uk/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/ for further information. Please note this information is used to determine eligibility for ESRC funding and to assist in the selection of appropriate reviewers.
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 31 October 2017.

Commissioning timetable
- Call launch: 11 July 2017
- Call close: 31 October 2017
- Sift Panel meeting: Week commencing 26 February 2018
- Invitation of shortlisted applicants to Pitch to Peers workshop: Week commencing 5 March 2018
- Pitch to Peers workshop: Mid-April 2018
- Communicate funding decisions: Third week in April
- Grant begins: July-September 2018

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) - e.g. 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: transformative1@esrc.ac.uk

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

- Je-S helpdesk
  Email: jeshelp@rcuk.ac.uk
  Telephone: 01793 444164