GCRF 'Conflict Intersections' Global Partnership Development Awards

Je-S Guidance Document

Section 1 - How to Apply

Proposals should be submitted through the Je-S system at the latest by **UPDATED** 4pm on 9 June 2020, and will need to go through the appropriate institution submission process. You should submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System.

To prepare a proposal form in Je-S:

- log-in to your account and choose 'Documents' from the menu;
- then select 'New Document';
- 'AHRC' as the Council,
- 'Standard Proposal' as the Document Type;
- 'Development Grants' as the Scheme;
- 'GCRF Conflict Intersections Development Awards as the Call/Type/Mode, and
- 'Create Document'.

Je-S will then create a proposal form, displaying the relevant section headings. Using the 'Help' link at the top of each section will provide guidance relevant to that section of the form.

Note that selecting 'Submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to AHRC. *Please remember to allow sufficient time for your organisation's submission process between submitting your proposal to them and the Call closing date.*

All required proposal attachments are listed in Section 3 – **Attachments.** All applicants must read this section before submitting via Je-S.

If you experience difficulties using Je-S or have questions regarding its use, contact:

- Je-S helpdesk
- Email: jeshelp@rcuk.ac.uk
- Telephone: +44 01793 444164

The helpdesk is open Monday-Thursday (GMT) 08:30–17:00, Friday 08:30–16:30 (excluding bank holidays and other holidays). If calling out of hours, please leave a voice message.

Section 2 – Costs

When completing the Je-S proposal it is essential that applicants make it clear which costs will be incurred by UK institutions and which will be incurred by LMIC institutions.

This will ensure that if your proposal is successful, the AHRC can identify any non-UK direct costs which should be funded at 100 percent fEC and the appropriate level of indirect costs, in line with the call guidance.

It is important to note that where non-UK costs are specified, these refer to the costs incurred by LMIC institutions, and not overseas travel and expenses incurred by members of UK institutions.

The following procedure has been agreed to allow applicants to identify costs relating to non-UK institutions**. All costs must be entered in pounds sterling (£)**.

- For all proposals the full economic costs (fEC) of the proposed research must be entered into the budget sections of the form as instructed in the Je-S Helptext. The Je-S form was originally developed for proposals from UK research organisations and hence automatically calculates the 80 percent AHRC contribution. **To ensure that non-UK costs that should be paid at 100 percent are recorded correctly, you must follow the procedures set out below.**
- It is essential that the Je-S proposal names all institutions, known individuals and/or project roles involved in the bid, to ensure costs requested in the budget can be appropriately linked to these. The staff duties section of the Je-S form may be the most appropriate place to enter this information. Including this information only within attachments such as the Project collaborator template is insufficient for these purposes[1].
- All project costs relating to non-UK institutions must be prefixed as 'non-UK' and must be entered into the budget section of the Je-S form as follows:
    - Principal investigators (PIs) and co-investigators (Co-Is) must enter their time allocation under 'Directly Allocated' but must enter the salary rate as zero. Their salary and any other salary-related costs must then be entered under 'Other Directly Incurred Costs'.
    - All other non-UK staff salaries and related costs should be entered under 'Other Directly Incurred Costs'.
    - Any non-UK indirect costs should be entered under 'Other Directly Incurred Costs'.
    - Travel and subsistence costs directly incurred by non-UK institutions should be entered under 'Other Directly Incurred Costs'.

[1] Please note this does not mean that all partner institutions will need to be registered on Je-S: this requirement only applies to the institutions of the Principal Investigator (PI) or Co-Investigators (Co-Is).

These costs **must be clearly identified on the form as non-UK costs in order to be funded at 100 percent**. In addition they **must be marked as 'Exceptions'** using the tick box: this will allow the Je-S form to correctly calculate the total cost of the project and an accurate figure will be shown.

An itemised breakdown of all resources requested to undertake the research project must be included in the 'Resources' section of the Je-S form.

Applicants must also state clearly in the 'Justification for Resources' attachment which costs in the proposal relate to non-UK institutions and therefore attract the 100 percent direct cost rate. Where sufficient justification is not provided for any item it may be cut from any successful award.

Please note: All cost should be at current prices, with no allowance for inflation.

Section 3 – Attachments

In completing the Je-S application form you must include the following attachments for each proposal, noting the page limits where applicable (for each attachment an Arial font size no smaller than 11-point should be used):

- Case for Support (up to eight sides of A4)
- Justification of Resources (max two sides of A4)
- International PI Head of Dept statement (max two sides of A4)
- International Co-I Head of Dept Statement (max two sides of A4)
- Work plan (max one side of A4)
- CV for the Principal Investigator and each Co-Investigator (max two sides of A4 per CV)
- Publication lists for the Principal Investigator and each Co-Investigator (max two sides of A4)
- Letters of Support from each Project Partner (max two sides of A4)
- ODA Compliance Statement (max two sides of A4)
- Gender Equality Statement (max one side of A4)
- Data Management Plan – (max two sides of A4)

Case for Support (up to eight sides of A4)

The Case for Support should be no more than 8 sides of A4 outlining the vision and rationale for the proposed Research Grant. If you choose to include footnotes or a bibliography (you are not required to do so) these must be included within the page limit. Within this page limit you should aim to make the Case for Support as concise, specific and clear as possible.

You are advised to focus your proposal and to provide sufficient evidence to enable reviewers to reach a considered judgment as to the overall quality and potential significance of your proposal, its innovation, its feasibility and potential overall value for money.

Your Case for Support should be structured using the following headings:

Fit to Call

You should outline your vision for the activity proposed, including the following areas:

- How the project will develop innovative approaches to preventative and resilience building measure in developing country contexts affected by conflict, fragility and violence.
- How the project will address one or more of the research themes identified and make a strong contribution to the understanding of these areas.
- How the project would include consideration of gender dynamics as a vital cross-cutting theme in relation to conflict and other intersecting themes, with a genuine effort to incorporate consideration of gender dynamics and wider inclusion considerations within the design of the research.

Research questions or problems

You should describe clearly the research questions, issues or problems that you intend to address. What are the issues that you will be exploring in the course of your research?

Research context

You should describe the research context for your project/programme of work. Why is it important that these questions or issues are explored? This should also include justification for the choice of region of focus and how this supports the objectives of the call.

What other research is being or has been conducted in this area? What contribution will your project make to improving, enhancing, or developing creativity, insights, knowledge or understanding in your chosen area of study? To whom will the outcomes of your research be of particular interest?

Research methods

What research methods will you be using to address the questions or issues that you have set yourself, or solve the problems you have identified, or to explore the matters you intend to investigate? Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified? What will be your role? If there are other people involved, what will their roles be and why are they the appropriate people to be involved?

In describing your research methods it is not sufficient to state, for example, that you intend to visit a particular archive, or an exhibition. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, why they are relevant to your programme of research, and how you will interrogate them. Depending on the approach you are using throughout your research, you may also need to explain clearly the creative and/or performative aspects of the work, explain how you will develop a new process, product or tool, or provide details of who you have consulted or will be involved in the process of research.

Under the Research Methods heading you should also outline how any copyright or intellectual property issues relating to the project and the production of any outputs will be addressed.

Project management

How will the project be managed? What will be the roles of the members of staff involved (including you and any Co-Investigator(s), any research assistants)? What is the timetable for the project? Does it include appropriate milestones and is it realistic? When will the outputs of the project be completed? How will you ensure that they meet the needs of your audience? Can the costs be justified? How will you ensure good value for money?

The project management section should also include the management of the digital and data management aspects of the projects, if applicable, and should be coordinated with the information in the Data Management Plan. It should be clear what the milestones for the completion of this element are and the work should be incorporated into the timetable for the whole project. The project management of the data management aspects of the project should include an assessment of risk in relation to the complexity and delivery of the project.

If a postdoctoral researcher is to be employed, you should state clearly the nature of the work they will be undertaking and describe clearly the working relationships that are envisaged between all the members of the research team. You should describe fully the arrangements for supervising and managing the research assistant. If the researcher is unknown you should state the skills and qualifications sought. Similarly, if the project involves a visit to or a secondment from a member of staff from another organisation, you must state clearly what work they will pursue and describe the working relationships envisaged with other members of the team.

In terms of supporting the research staff funded on the project, you should clearly outline the development opportunities which the project will make available. These should include opportunities both in relation to research expertise, and wider opportunities, for example, in connection with proposed impact activities.

Dissemination

Information under this heading should build on the details given in the Academic Beneficiaries section and section 4 of your ODA eligibility statement.

Please provide examples of the kinds of outputs you propose to produce during the award and their proposed focus. Please explain further how the research will benefit other researchers in the field and – where relevant – academic beneficiaries in other disciplines.

How do you propose to maximize the value of the proposed research outputs?

Justification of Resources (up to two sides of A4)

Applicants should:

- Explain why the indicated resources are needed, taking into account the nature and complexity of the activities proposed. Note that it is not sufficient merely to list what is required
- Refer to the breakdown of resources in the summary fund headings Directly Incurred and Directly Allocated
- Estates costs, Indirect costs, Fellowship salary costs, and some other Directly Allocated costs such as general technical services do not need to be justified

Pathways to Impact (No Longer Required)

UK Research and Innovation has announced changes to requirements on 'Pathways to Impact'. As a result of this change, you will no longer be required to provide a 'Pathways to Impact' plan or complete an 'Impact Summary' as part of your application. However, given the importance of development impact to ODA research, applicants will still be required to address impact within their applications.

International PI Head of Department Statement (up to two sides of A4)

If your proposal includes an International Principal Investigator, a Head of Department Statement from the lead institution is required.

This statement must include the following information:

- Why the international principal investigator is best placed to lead the research
- How they will deliver the project’s objectives
- How their institution will support them during the lifetime of the project
- Assurances that their contract will be in place for the duration of the project

International Co-I Head of Department Statement (up to two sides of A4)

If your proposal includes an international co-investigator, their institution must submit a Head of Department Statement. This must include the following information:

- What the international co-investigator is bringing to the project and why they are best placed to conduct the research
- How they will deliver the project’s objectives
- How their institution will support them during the lifetime of the project
- Assurances that their contract will be in place for the duration of the project

Workplan (one side of A4)

A Workplan must be used to outline the timetable for the project and to indicate the work and key activities to be undertaken during the award.

Curriculum Vitae (up to two sides of A4)

Summary curriculum vitae should be attached as separate documents for each Principal Investigator and any Co- Investigators and named Research Assistants. These should be no more than two sides of A4 paper and in an Arial font no smaller than 11-point. CVs should include basic information about education, employment history, and academic responsibilities.

Publication Lists (up to two sides of A4)

Summary lists of publications/research outputs should be attached as separate documents for each Principal Investigator and any Co-Investigators or named postdoctoral researchers. These should cover major publications/outputs in the last five years and should be no more than two sides of A4 paper and in an Arial font no smaller than size 11. Normal margin sizes of 2cm must be used. Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal.

Project Partner Letters of Support (up to two sides of A4)

Each Project Partner must provide a Project Partner letter of support, of no more than 2 sides of A4 or equivalent on headed paper by e-mail in exceptional circumstances. The letter must be in Arial font and no smaller than size 11 font with normal attachment margin sizes.

The letter should be written when the proposal is being prepared and should be targeted specifically to the project, it must therefore be dated within six months of submission of the proposal.

The letter of support is intended provide reassurance to the AHRC and to its reviewers that the appropriate authorisation has been given to the proposed contribution or commitment from a Project Partner. To provide assurance that the project partner has authorised the proposed contribution or commitment the letter or email should be signed by the named contact, stating the capacity in which they are providing the sign off. Project Partner letters of support that merely indicate that an organisation is interested in the research are not permitted. The individual named as contact for the Project Partner organisation cannot also be named as staff, for example Co-Investigator on a grant proposal.

A well written project partner letter of support will confirm the Project Partner's commitment to the proposed project by articulating the benefits of the collaboration, its relevance and potential impact. The Project Partner letter should also identify the value, relevance and possible benefits of the proposed work to the partner, the period of support, the full nature of the collaboration/support and how the partner will provide added value. Where relevant to the project, details should be provided of the projected market size, customers and sales and how the organisation will commercialise the technology beyond the project. Project Partner contributions, whether in cash or in kind, should be explained in detail in the project partner letter of support. Detail of how this support relates to the proposal as a whole should be included in the case for support.

Project Partner Letters of Support must be sent directly to the Research Organisation who should submit the letter to AHRC via Je-S at the same time as the rest of the application. The project partner must also be listed on the application form along with their costs, please see Project Partners and Collaborating Organisations under the eligibility section on page 37 of the [AHRC Research Funding Guide]

ODA Compliance Statement (up to two side of A4)

Projects must demonstrate how they are ODA compliant and will contribute to the economic development and welfare of developing countries. Further information on ODA compliance under the GCRF is available here. The outline ODA compliance statement should directly answer the following three questions:

1. Which country / countries on the DAC list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research?
2. How is your proposal directly and primarily relevant to the development challenges of these countries?
3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?
4. What approach(es) you will use to deliver development impact within the lifetime of the project and in the longer -term. Please consider the potential outcomes, the key beneficiary and stakeholder groups and how they will be engaged to enable development impact to be achieved.

Non UK Components Attachment – Gender Equality Statement (up to one side of A4)

To comply with the International Development (Gender Equality) Act 2014, applications must provide a Gender Equality Statement, outlining how applicants have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities. This must be no longer than a one page and is a mandatory attachment.

The one page 'Gender Equality Statement' must be attached to your proposal as a 'Non UK Components' type attachment. Further guidance for applicants on Gender Equality Statements is available here.

Data Management Plan (up to two sides of A4)

The Data Management Plan should outline the project's approach to managing data. It is mandatory to include for all Research Grants applications. Applicants should address the below points:

1. Briefly introduce the types of data the research will create. Why did you decide to use these data types?

2. Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of

the work, including details of how the institution's data support teams may need to support the project

3. How will the data be stored in the short term?

    a). What backup will you have in the in-project period to ensure no data is lost?

4. How the data will be stored in the long term

    a). Where have you decided to store it, why is this appropriate?

    b). How long will it be stored for and why?

    c). Costs of storage – why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project Full justification must be provided in Justification of Resources (JoR)

5. How the data will be shared and the value it will have to others

    a). How the data will enhance the area and how it could be used in the future?

    b). Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how these groups will be informed?

    c). Will the data need to be updated? Include future plans for updating if this is the case.

    d). Will the data be open or will you charge for it? Justify if charging to access the data

    e). Financial requirements of sharing – include full justification in the JoR

6. Ethical and Legal considerations

    a). Any legal and ethical considerations of collecting the data

    b). Legal and ethical considerations around releasing and storing the data – anonymity of any participants, following promises made to participants

You may wish to consult external sources of knowledge in order to provide a more fulsome data management plan. Below are some useful links to assist with creation of the plan and these can provide some guidance and pointers in conjunction with your institution's own knowledge. You do not need to specifically reference these sources in the Data Management Plan unless you feel it is appropriate to do so.

If you are using any of the advice contained in external information you should explain this in your data management plan in order to ensure that reviewers are aware as to why you have written the plan in this way.

Data storage and sharing, including future planning for the data:

- Digital Preservation Coalition Knowledge Base
- Digital Curation Centre
- Costs of preserving the data
- 4C (Collaboration to clarify the costs of Curation)

The data management plan will be assessed by reviewers from our Academic College. The plan should be written in Arial or Times New Roman font at size 11 with normal 2cm margins and entitled Data Management Plan. The data management plan can be up to a maximum of two pages long and can include diagrams, but these must be within the 2 page limits.

By submitting the application you are confirming your institution has considered and will meet the following points listed below. Unless the proposal is inherently digital in its methodology and naturally requires the information in these points to be specified and detailed in order to furnish the application you do not need to go into any further detail explaining these points.

By submitting you are confirming that:

- The proposal has been written in line with your institution's data management policy
- You have consulted with the institution's data support (e.g. library services, IT department)
- The institution is able to store the data appropriately during the lifecycle of the grant, the relevant people have been consulted and this has been considered and agreed
- The institution has considered all the risks, and storage will be in line with the institution's data management policy (provide a link to the policy if applicable)
- The institution will ensure the format/quality of the data (how will you make it as easy as possible to access the data?)
- You have consulted the relevant people in your organisation and you are aware of any IP considerations
- You have considered any data protection requirements
- You have considered the legal considerations of collecting and releasing the data and have consulted with appropriate support
- The data collection, creation, storage and dissemination will conform to the institution's ethical policy

- We expect the Data Management Plan will be revisited each year during the award and as long as is required following the award to take into account any potential changes in (for instance) technology/IP/institutional data management policy/copyright to ensure legal compliance

You must confirm these points via a yes/no box on the application form and we do not expect applications to be submitted if they do not comply. If you do not confirm the institution will comply with these points the proposal will be rejected.