

UKRI GCRF Collective Programme – AHRC Network Plus Calls

Je-S Guidance

Outline proposals should be submitted through the Je-S system at the latest by **4pm on 9th April**, (please see above for the deadline for each specific call) 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:

- Select 'New Document'
- Select 'AHRC' as the Council
- Select 'Outline Proposal' as the Document Type
- Select 'AHRC Outline' as the Scheme
- Then find the relevant call which you would like to apply to as the Call/Type/Mode:
 - 'UKRI GCRF Collective Programme – Education in Conflict and Crisis Research Outline Proposal Stage', or
 - 'UKRI GCRF Collective Programme – Preventing Conflict, Building Sustainable and Inclusive Peace Outline Proposal Stage', or
 - UKRI GCRF Collective Programme – Protection in Contexts of Conflict and Displacement Outline Proposal Stage'
- Finally, select '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.

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 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.

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 should be used):

- Case for Support (up to 4 sides of A4)
- Justification of Resources (one side of A4)
- Workplan (one side of A4)
- Summary CV for the Principal Investigator and each Co-Investigator (2 sides of A4 per CV)
- Letters of Support from each Project Partner (one side of A4)
- Outline ODA Compliance Statement (one side of A4)

Case for Support (up to 4 sides of A4)

The Case for Support should be no more than 4 sides of A4 outlining the vision and rationale for the proposed Network Plus. 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 members of the shortlisting panel 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 into Call

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

Demonstrate how the proposed Network Plus will contribute to the aims of the Global Challenges Research Fund and address challenges faced by developing countries outlined in one (or more) of the three call areas outlined above and will make an innovative research contribution to the relevant GCRF Challenge Portfolio(s)

Approach to the three strands of Network Plus activity - You should describe the intended approach to each of the three strands of activity identified in Section 5. This should demonstrate how the strands will intersect and consider, for example, the approach to scoping, partnership building and networking activity under strand i) the commissioning of projects under strand ii) and plans for the synthesising and legacy of the project under strand iii).

Management and Co-ordination

How will the activities of the network and its portfolio of funded projects be managed, coordinated and delivered? What roles will members of the core team undertake and how will this be balanced across the three strands of activity? Will there be an advisory group or steering committee? What approach will be taken to building partnerships, particularly internationally, and how will the collaborations / partnerships proposed be supported and sustained through the full lifecycle of the network?

Ethics and Risk

How will specific issues in relation to ethics and risk, including those associated with the projects they commission and/or support as part of the Network, be identified and dealt with?

Timetable

You should provide a brief timetable to show the feasibility of the planned activities within the proposed timescale, indicating key milestones.

Pathways to Impact

Please provide a summary of how the potential impacts of the research beyond academia will be realised. This may include how the proposed research will be managed to engage any users and beneficiaries that have been identified, or to identify potential users and beneficiaries as the research progresses, and to increase the likelihood of achieving impacts. You should also consider what methods for communications and engagement, collaboration and exploitation might be used.

Justification of Resources (one side of A4)

Whilst it is acknowledged that resources at the Outline Proposal stage will be provisional, please include a brief budget providing information on the costs (fEC) as currently conceived, including the balance between staff, directly incurred and other costs. Please also identify potential sources of external funding. 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
- The funding to be set aside to fund projects under strand ii) (minimum 40% of total application costs) should be noted but does not need to include a detailed breakdown of project costs.

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 (two sides of A4)

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

Letters of Support (one side of A4 per letter) - Optional

It is not a requirement at the Outline Proposal stage to formally name project partners in the application form, rather intended partnerships can just be referred to in the Case for Support.

However, if partnerships are already set up and letters of support are available, then where appropriate these partners can be named in the application form, at which point a letter of support will be required, outlining the level of commitment of the proposed partner, the value and benefit of the work to the Project Partner, the nature of the contribution and the added value to the network of their involvement. The letter should be dated and signed by a senior member of the organisation, with the authority to make this commitment.

Outline ODA Compliance Statement (one side of A4)

Because this funding will be allocated through the GCRF, 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:

- a) 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?
- b) How is your proposal directly and primarily relevant to the development challenges of these countries?
- c) 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?