



Arts and
Humanities
Research Council

AHRC-FAPESP Lead Agency Agreement Je-S guidance for applicants

Version: July 2021

Introduction

This is a guidance document created to assist applicants to this call in the completion of their proposal. It is specific to this call and should be used in conjunction with the following information:

- **AHRC Funding Guide:** <https://ahrc.ukri.org/funding/research/researchfundingguide/>
- **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 or +44 (0)1793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted between Monday to Thursday 8.30am - 5.00pm, Fridays 8.30am - 4.30 pm (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.

Scheme-specific guidance

For further information contact:

fic@ahrc.ukri.org

For specific FAPESP queries please contact:

ukri-agreement@fapesp.br

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.

Please note, applications should be submitted simultaneously by the UK-based PI through JeS and by the São Paulo-based PI to SAGe. Please also be aware that no resubmissions are allowed for this call.

Call Summary

UK Research and Innovation (UKRI) and the State of São Paulo Research Foundation (FAPESP) have agreed a pioneering Memorandum of Understanding (MoU) to welcome, encourage and support applications that may cut across their national boundaries and involve international collaborative teams.

The UKRI-FAPESP Memorandum of Understanding underpins the 'Lead Agency Agreement', the goal of this agreement is to reduce some of the barriers researchers and funding agencies encounter when working internationally and to encourage collaborative research. Where the AHRC is involved, collaborative research proposals may be submitted in any area of the arts and humanities within the remit of both the AHRC and FAPESP. There is no deadline, and proposals will be accepted on an ongoing basis until expiry of the MoU on 31 December 2025.

In order for AHRC/FAPESP proposals submitted through the lead agency agreement to receive support from FAPESP, Brazilian partners must be based at eligible institutions, these are higher education and research organisations, public or non-profit in the **State of São Paulo**.

Applicants should contact FAPESP to confirm their eligibility before submitting an application. For eligible applicants, FAPESP will provide a letter confirming eligibility which should be attached to the joint funding application submitted to FAPESP (SAGe) and AHRC (Je-S).

Please note that, in contrast to normal FAPESP procedure, resubmissions are not permitted (unless investigators are specifically invited to do so). AHRC recommends that this difference in procedure is clearly communicated with all São Paulo-based collaborators so that the best possible proposal can be submitted.

Sistema de Apoio a Gestão (SAGe)

Please note that a submission of the proposal by the São Paulo-based PI to FAPESP needs to be made via SAGe before the application to AHRC is made. The full proposal form should then be saved as a PDF and attached to the Je-S submission.

Both the submission to SAGe and the submission to Je-S should include a copy of the letter of eligibility from FAPESP.

If you have any questions or experience any difficulties with regards to the SAGe/FAPESP submission please contact ukri-agreement@fapesp.br.

Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through UKRI's Joint Electronic Submissions (Je-S) system.

Please note that this is an open funding opportunity which operates to open deadlines. Proposals may be submitted at any time via the AHRC Research Grants (Open Call) scheme until the termination of the UKRI-FAPESP agreement. The existing Memorandum of Understanding expires at the end of 2025. You should allow sufficient time for completion of the research organisation submission process checks/authorisation.

Please consult the [Je-S Handbook](#) for details of how to submit your application.

Creating your proposal

We recommend you start your application early. You can save completed details in Je-S at any time and return to continue your application later.

When applying, select 'new document' then:

Council: AHRC

Document type: Standard proposal

Scheme: Research grants – Standard

Call/type/mode: Research Grants Sao Paulo Research Foundation FAPESP (Open Call)

Project Title: the project title must begin with the words **AHRC-FAPESP**.

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.

Please refer to the [AHRC Research Funding Guide](#) for details on how to complete your application.

Attachments

In addition to the standard attachments outlined in the AHRC Research Funding Guide, the UK-based PI should submit the following documents as attachments with their Je-S application:

- FAPESP proposal form. This should be exactly the same as submitted to FAPESP via SAGe – once the SAGe form is complete, please save as a pdf. As the FAPESP proposal form includes the FAPESP consolidated budget, applicants are not required to include São Paulo-based researcher costs within the Je-S form/UK budget table.
- Letter of support from FAPESP confirming eligibility for FAPESP funding.
- Further documentation may be required by FAPESP, to be supplied by the São Paulo-based PI in order to complete the analysis of the proposal.

The FAPESP proposal form and FAPESP letter of eligibility should be provided to the UK-based PI by the São Paulo-based PI.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) if applicable.

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the UK-led (AHRC-funded) part of the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for AHRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

All São Paulo-based applicants for whom funds are being requested from FAPESP must be listed as international co-investigators in Je-S. Please see “International co investigators” section for more details.

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.

International co-investigators

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an AHRC-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. However, the total of these costs and the costs for UK co-investigators in business, civil society or government bodies must not exceed 30% of the full 100% fEC cost of the grant.

Please note that for proposals submitted under the AHRC-FAPESP Lead Agency Agreement, São Paulo-based applicants whose costs are being sought from FAPESP should be entered as international co-investigators. It is essential that any such individuals are eligible for funding from FAPESP as their costs will not be covered by the AHRC.

For international co-investigators based in São Paulo for whom funds are being sought from FAPESP under the AHRC-FAPESP Lead Agency Agreement: All costs for São Paulo-based international co-investigators must be entered into the FAPESP budget as part of the SAGe proposal form. The SAGe proposal form (as a whole) should then be uploaded to the Je-S proposal as an additional attachment. All costs associated with FAPESP-funded researcher costs must be entered in the FAPESP budget table (which is included in the SAGe proposal form) and costs must be in accordance with FAPESP’s normal funding rules for proposals.

In the Je-S form, São Paulo co-investigator ‘time’ allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The Resource Summary section in the Je-S form should not contain any costs associated with the São Paulo team. It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org) 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).

International co-investigators not based in São Paulo and not funded by FAPESP

All costs associated with the international co-investigator - whether 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 and salary costs identified under the exceptions cost type. .

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.

Further enquiries

Enquiries relating to AHRC research funding rules and proposal procedures should be addressed to:

fic@ahrc.ukri.org

FAPESP-specific enquiries should be addressed to:

ukri-agreement@fapesp.br

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

Je-S helpdesk

Email: jeshelp@je-s.ukri.org

Telephone: +44 (0)1793 444164