



# ESRC Policy Fellowships 2021

## Je-S guidance for applicants

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## Call summary

### Call type:

Research Fellowship

### Closing date:

16:00 on 14 September 2021

### Funding available:

£135,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC

Successful applicants will also be able to apply for additional activity-related costs identified during the inception phase of the fellowship, as well as funds to undertake knowledge exchange and impact activity. These costs will be up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC. Full details will be shared with successful applicants.

### How to apply:

Proposals are invited via Je-S attracting the standard 80% fEC funding model

### Special requirements:

#### All applicants are required to attach the following as a mandatory document:

Head of Department Statement (see page 17 for further details). The statement should confirm:

- Commitment to support, if the applicant is successful, additional fellowship-related costs identified during the inception phase, as well as funds to undertake knowledge exchange and impact activity. These costs will be up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC.
- Commitment to provide appropriate mentorship support for Early Career Researcher applicants, including but not limited to generic project development, engagement and dissemination support.

**Please note that there are restrictions on eligible costs for this call** (see page 12 for further details).

**Mentorship support is required for all Early Career Researcher applicants.** The function of the mentor is to provide appropriate support, including but not limited to generic project development, engagement and dissemination support, and (if necessary) project specific thematic, methodological or data support. If applicable, commitment to

provide mentorship should be outlined in the Head of Department Statement (as above), and arrangements summarised in the Case for Support attachment.

**Successful applicants are required to:**

- Sign a secondment agreement between ESRC, the government host (The Partner) and the relevant research organisation (the Employer).
- Meet the security checks and other clearance and declaration of interest processes required by the host (see opportunity description)
- Observe the provisions of the [Civil Service Code](#) and the Official Secrets Act 1989
- Complete a conflict of interest form before being appointed. It is a condition of the secondment that the secondee ensures to the best of their ability that in the course of their duties for the department or government, there will be no conflict of interest or perception of such that will or may cause either
- Attendance and location requirements are set out in the specific descriptions of each opportunity in the attachments below. In addition, Fellows will be expected to undertake (and travel for) knowledge exchange activities and will be asked to attend events with the wider ESRC policy fellow cohort. Not all these activities can be planned in advance of starting the fellowship. By applying to the fellowship, you are acknowledging and agreeing to this possibility of additional travel.

The applicant's research organisation must:

- Commit to supporting any additional costs agreed as part of the inception phase through an appropriate full economic cost contribution
- Provide mentorship support for early career researchers, including but not limited to generic project development, engagement and dissemination support, and (if necessary) project-specific thematic, methodological or data support.

**Assessment process:**

Assessment will have two stages. All applications will be assessed and shortlisted by a panel of academic and non-academic experts. A shortlist of applicants will be invited to attend an interview with expert panel members.

Interviews are expected to take place in **October 2021** via an online communications platform. When the call closes, all applicants will be informed of the final interview.

**Key commissioning dates:**

- Applicant webinars – to take place in w/c 26 July
- Deadline for proposals – 14 September 2021
- Shortlisting panel – mid October 2021
- Interviews – late October

- Funding decision – by end October 2021
- Fellowship commences (starting with a three month inception phase) – from December 2021–mid-February 2022 (see specific opportunity requirements)

**Please read the full call specification for guidance before submitting your proposal.**

## **Introduction**

This guidance is 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](#)
- ESRC guidance on '[How to write a good research grant proposal](#)'
- **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)
- **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.

**Je-S helpdesk** (for all Je-S system enquiries) [jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff are currently working remotely via email. If phone assistance is required, you can contact the Je-S helpdesk on 01793 444164. Telephone hours are Monday to Thursday 8.30am - 5.00pm, Fridays 8.30am - 4.30 pm (excluding bank holidays and other holidays).

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**  
<https://www.ukri.org/opportunity/esrc-policy-fellowships-2021/>

For further information contact:

### **Contacts:**

- Beatrice Lopez, Hannah Oliver, Hannah Sharp, Scott Hollow  
Email: [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)

## Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through the Joint Electronic Submissions (Je-S) system. To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

UK higher education institutions and some other independent UK research organisations (including Public Sector Research Establishments) are already **recognised institutions** on Je-S. A list of these organisations is available via <https://www.ukri.org/funding/how-to-apply/eligibility/>

## Je-S accounts for applicants

All Fellows must have created a 'fellowship' Je-S account. If you already have a Je-S account, you can contact the Je-S Helpdesk to ask them to upgrade it to a fellowship account. If you do not already have a Je-S account, please create a 'fellowship' account. Please refer to the [Je-S helptext](#), if setting up a new account.

## Before creating your proposal

Fellowship proposals may **only** be made on UKRI's Joint Electronic Submission (Je-S) forms.

Please note that the **deadline** for research organisation submission of proposals is **16:00 on 14 September 2021**. You should **allow sufficient time** for completion of the research organisation submission process checks/authorisation.

## Organisation internal submission structure

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 UKRI.

Use of your person information – UK Research and Innovation capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

## **COVID-19 Guidance for Applicants**

### **Accounting for the unknown impacts of COVID-19**

UKRI acknowledges that it is a challenge for applicants to determine the future impacts of COVID-19 while the pandemic continues to evolve. Applications should be based on the information available at the point of submission and, if applicable, the known application specific impacts of COVID-19 should be accounted for. Where known impacts have occurred, these should be highlighted in the application, including the assumptions/information at the point of submission. There is no need to include contingency plans for the potential impacts of COVID-19.

### **Creating your proposal**

To create your proposal:

1. Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>
2. From the Home screen, select Documents, then select 'New Document'
3. On the Add new document screen, select 'Call search' (highlighted at top of screen). When prompted type in the call title: **ESRC Policy Fellowships** and select from the list created. The remaining three selection fields will be automatically populated.
4. Select the 'Create Document' button.

Please note that **it is the applicant's responsibility** to ensure that the proposal document 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 exhaustive step-by-step guidance, and we recommend 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 (e.g. the research organisation where the fellowship will be held)
- ‘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). **Your Project title must be ‘[Fellowship Title] ESRC Policy Fellowship’**. Please note that each opportunity has a fellowship title indicated at the top of the opportunity description. Please use this at the beginning of your Project title.
- For Proposal Call, select *ESRC Policy Fellowships*. Please note that the option will only be available once the call is live (this may have already been pre-populated into the form).
- Your start date should not be before 1 December 2021. Your grant should be a proposed duration of no more than 18 months. Please make sure the start date and duration is in line with the required start of the inception phase and duration of the core placement for the opportunity you are applying for, as detailed in the opportunity description.
- Submission route – It is recommended that once this initial section is completed and saved, check the submission path (via Document Actions tab), the proposal has to be signed off by submitters and approvers, please make sure they will be available to process the document on the day you intend to submit it to Council and before the call closes on **14 September 2021**.

## Applicant

There should be a single fellowship applicant for each proposal, to whom correspondence will be addressed. Enter the name of the fellow and details of the fellow’s research organisation and department.

On submission of the proposal the fellow does not necessarily have to be located at the organisation that will administer the grant, however the administering organisation will be required to submit the fellowship proposal. The fellow will take intellectual leadership of the project and manage the fellowship; this individual will be the contact person for ESRC correspondence. The named fellow is responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

## Eligibility

This opportunity will be open to applicants with a PhD or equivalent research experience. It is open to both early and mid-career academics. You cannot apply if you hold a professorship.

Please note that applicants are required to demonstrate that they hold a PhD or equivalent experience. This is to extend eligibility to individuals who have been in a research focused role for a substantive period but have not yet obtained a PhD. Being enrolled in a PhD programme or close to finalising one is not sufficient on its own to demonstrate equivalence. Applicants who wish to make a case for equivalency will need to demonstrate that they have achieved a post-doctoral level of research expertise and experience while working in a professional research role, whether or not they are also engaged in a PhD programme. They should demonstrate this through their CV and must explicitly address this in their case for support.

Please note that early career research (ECR) status is not timebound and is inclusive of people with different career paths and trajectories. You should articulate in your case for support why you believe ECR status to apply to you. ESRC uses the guideline that an ECR is someone has yet to make the transition to be an independent researcher (where an independent researcher has submitted their own proposal and taken on the role of principal investigator).

Mid-career status: For the purposes of this call, mid-career academics are considered those in professional research roles up to but not including professorial level.

## Summary

Please copy the following standard text into the Summary section of your proposal. **Do not enter any additional text:**

Each fellowship will last up to 18 months to cover a three-month inception phase for set up activity, followed by a 6–12-month placement with the host organisation, and concluding with an impact phase lasting up to three months.

Fellows will co-design projects and activities with their host and produce analysis to inform government decision-making across a range of policy priorities. Fellows will also engage across the host organisation, building effective working relationships and supporting wider knowledge exchange with researchers. This will be supported through their embedded role within the host organisation, including line management support.

## **Staff duties**

Summarise the duties of the Fellow (2000 character limit)

Applicants should clearly stipulate their time commitment for each phase throughout the fellowship, which will last up to a total of 18 months, and are invited to outline their time commitment and expectations of the role in response to requirements set out in the Funding Opportunity (further details provided below). Ensure that it is clear why it is necessary for you to perform this role at the resource level you have requested and how this is aligned with the specific opportunity requirements set out in the specification.

The role of any additional staff members involved in the project should also be summarised in this section, further details below.

- **Inception phase for project set up** (first three months)

The inception phase will commence between December 2021 and February 2022 (see specific fellowship for requirement). This will be used to co-produce your final fellowship scope with your host, other preliminary activity required to support this such as data access and accreditations, for induction into the cohort of policy fellows, and for security clearance.

Your expected time commitment during this period is up to 0.2 full-time equivalent (FTE). During this period, you will remain based at your home institution but will join in-person or virtual inception meetings with your host and ESRC/ AHRC as required, subject to COVID restrictions.

Through close collaboration with your host, you will:

- develop full project or activity proposals for your main placement
- prepare and submit applications for and receive the necessary level of security clearance. Please note that in some cases obtaining security clearance may take longer than the inception period, check specific opportunities for more detail on these requirements.

During this phase, once the final focus of the placement is agreed you will also be able to apply for up to £10,000 (full economic cost) in further funding to support additional placement-specific travel and subsistence costs, placement-specific mentorship and/or specific training requirements that were not included in your original application.

## **Placement with hosts**

All fellows are expected to start the main placement with their host in spring 2022, once the project scope has been agreed and the opportunity requirements met (including security clearance). You can undertake this secondment full or part time (0.5 FTE minimum) for up

to 12 months - further details on time commitments and duration requirements of the placements are included in the attachments below.

Line management and support will be provided by the host, and each host will have their specific requirements in regards to place of work. Further details on location requirements of the placements are included in the attachments below

During this period, you will also be expected to take up opportunities for connection with ESRC and the wider cohort of fellows (and AHRC for FCDO fellows).

### **Knowledge exchange and impact**

After the placement completes, you will return to your home institution, and will be supported for an additional period to maximise knowledge exchange and impact through agreed wider engagement and publication activity. You can apply for funding to cover a period of up to three months at up to 0.2 FTE maximum commitment to undertake this activity.

Your plan for activities for this period will be further defined and agreed with your host and the ESRC (and AHRC for FCDO), during the first half of the fellowship. You will be able to apply for up to £5,000 (full economic cost) additional funding to support these activities. Further details will be shared with successful applicants.

During this period you will also be expected to take up opportunities for connection with ESRC and the wider cohort of Fellows (and AHRC for FCDO Fellows). After your fellowship award completes, you will join an alumni network to support ongoing opportunities for networking and knowledge exchange.

### **Outputs and reporting**

You will be expected to produce outputs for academic and non-academic audiences based on your work, as agreed during the inception phase.

Please note that in some cases published outputs will be subject to clearance by your host, but that all hosts are committed to supporting opportunities for fellows to publish as part of this fellowship.

In addition to standard ESRC reporting requirements, you may also be asked to submit additional information to support wider ESRC strategic objectives and scheme evaluation.

### **Additional staff members**

The role of any additional staff members involved in the project should also be summarised in this section. Due to the format of this fellowship, additional research staff (e.g. Research Assistants) should not be included, however the following may be included:

- Mentorship support is required for applicants who are Early Career Researchers (ECR). If applicable, the mentor should be identified here.
- Any administrative support requirements should also be summarised in this section.

### **Other support (optional)**

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. If this is not applicable to your application, you should tick the box to indicate there is no other support.

### **Related/previous proposals (optional)**

Please complete this optional section **only** if your application under this call is related to any proposals previously submitted to us. 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 fellowships.

### **Staff**

Please ask your Research Office to assist you with completing this section.

In addition to the applicant themselves, **only** the following justified staff costs are eligible:

- A small amount of justified administrative support for the fellow, this will require sufficient justification in your Justification of Resources attachment.
- Mentorship support is required for Early Career Researchers applying to the call. Justified costs can be requested to support the Mentor's contribution to the fellowship and should be detailed in your Justification of Resources attachment.

If including any such additional support, staff details should be entered here under the appropriate fund heading:

'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. the applicant). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. administrative support).

As your time commitment will vary depending on the phase of the fellowship you are in, you should include your average FTE in this section. You should then provide your time commitment for each phase of the fellowship within the Staff Duties section. More information about what to include in the Staff Duties section can be found on page 10.

Please note that associated project studentships are **not** permitted for this call.

## Resources

All resources requested must be fully justified in the 'Justification of Resources' attachment. The ESRC Policy Fellowships will provide up to 18 months of justified funding with an overall limit of £135,000 (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 support the remaining 20%.

**T&S** - add each item of justified Travel and Subsistence required for:

- **Inception phase for project set up** (first three months)  
During the inception phase, please budget for at least one visit to your host department and one ESRC cohort event (likely to be held in Swindon or London, subject to any travel restrictions in place at the time).
- **Placement with hosts** (6-12 months depending on opportunity)  
If the opportunity you apply for does not state explicit requirements of travel to an office, please budget for at least one visit per month to the office of your host or to attend cohort engagement activities with ESRC.
- **Knowledge Exchange and Impact phase** (final stage, up to three months)  
Travel during the impact phase is to be funded through the additional budget available to successful candidates and does not need to be included at this stage. However, please budget for attendance at one cohort event.

You should indicate the calculations upon which these figures are based in the 'Destination and Purpose' box.

**Other directly incurred costs** - Eligible costs under this heading include any additional costs associated with the requirements of the inception and placement phases of the Fellowship. This may include but is not limited to costs associated with caring responsibilities. Further costs associated with accessibility may be permissible and should be checked with the ESRC ([ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)) prior to submission.

**Please note** that successful applicants will be able to apply for additional project related costs identified during their fellowship, up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and funded at 80% fEC. This includes costs identified during the inception phase as required for successful completion of the placement phase of the fellowship (eg. T&S costs linked to accessing data and additional project-specific mentorship requirements and/or specific data training requirements), as well as costs to support knowledge exchange and impact related activity during the placement and impact phases. Full details on how these costs will be requested and approved will be shared with successful applicants. **Therefore, such costs must not be requested at this stage.**

**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.

### **Data collection**

It is not expected that new data is collected for the ESRC Policy Fellowships 2021 call. This section should be completed by answering 'No' to the mandatory question.

### **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. Attachments must be uploaded in PDF (rather than Word) format, to reduce document corruption issues. With the exception of letters of support, attachments must be in font size 11 with 2 cm margins and in a permitted font (e.g. Arial or Calibri).

The following are mandatory Je-S attachments for this call and **must** be included:

- Case for Support
- Justification of Resources
- CV, including one-page publication summary list
  - Including Mentor/s CV (if applicable).
- Head of Department statement

List of publications are optional and must only be included to provide a list of publications that are cited in the proposal.

**No other attachments should be included**, therefore please do not add proposal cover letters, data management plans or any other attachments.

**Important note:** If you are unclear about whether you can include a specific attachment please contact [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org) 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.

## Mandatory attachments

### **Case for support (maximum of four sides of A4, plus one additional side of A4 for those seeking ECR or equivalent research status only)**

This is the body of your fellowship proposal. It must not exceed four sides A4 in 12-point font. The only exception is for Early Career Researcher applicants and/ or those making a case for equivalent research experience, who can include up to a total of one additional page A4 in 12-point font to cover this information only.

All applicants must use the following headings in their main case for support:

- **Opportunity applied for:** in this section please state clearly the name of the fellowship you are applying for. If you would be willing for your application to be considered for alternative fellowship opportunities of this call if the panel considers this appropriate, please copy the following statement after the title of the fellowship you are applying for: “I consent to the assessment panel allocating my application to a different fellowship opportunity of this call based on their assessment of my skills and experience as outlined in my application.”
- **Motivation in applying for this call;** in this section please outline why you are interested in becoming an ESRC Policy Fellow, what you would hope to gain from the opportunity and how you see it fitting into your long-term research career.
- **Expertise relevant to the specific opportunity;** in this section please outline your particular expertise in and experience relevant to what is listed as required for the specific opportunity you are applying for.
- **Communicating complex information and analysis;** in this section please outline your experience and/or insights on translating complex information and analysis into meaningful narrative for a non-academic audience, verbally and in writing (e.g. public policy engagement within or outside Government and politics; provision of expertise to non-academic users; writing reports or giving presentations for the third sector. The examples given are purely for illustrative purposes and are non-exhaustive).
- **Using expertise in a non-academic context:** in this section please outline your experience and/or insights on using your expertise in a non-academic setting, including the challenges and opportunities of co-production and collaboration between research and non-academic partners (e.g. public policy, third sector and business). Applicants are additionally invited to share their understanding of the analytical needs of the specific opportunity host and how research expertise may be relevant to these.
- **Designing and leading Knowledge Exchange activity:** in this section please briefly outline:

- your experience or insights into the challenges of effective knowledge exchange between research, policy and funder communities
- your initial ideas for how to address the Fellowship’s objectives through Knowledge Exchange activity during the placement and impact phases
- your initial thinking on how you would approach refining and prioritising Knowledge Exchange opportunities during the first half of your placement.

Early Career Researcher applicants and/or those making a case for equivalent research experiences may include one additional page A4 in 12-point font to cover this information only. Relevant applicants must use the following headings on this page:

- **ECR Status and Mentorship (if applicable):** Please note that the ECR status is not timebound and is inclusive of people with different career paths and trajectories. You should articulate in your case for support why you believe ECR status to apply to you. ESRC uses the guideline that an ECR is someone has yet to make the transition to be an independent researcher (where an independent researcher has submitted their own proposal and taken on the role of principal investigator). It is a requirement that early career applicants are provided with appropriate mentorship by a more senior academic with relevant experience from within their institutions. If applicable, in this section the mentor should be identified and mentorship arrangements summarised, including support towards generic Fellowship development, engagement and dissemination activity. A CV should also be attached for any mentor included on the proposal. Applicants are asked to note that mentors are not subject to government security clearance and will not be able to access all resources and documents available to the Fellow.
- **Equivalent experience (if applicable):** Please note that applicants are required to demonstrate that they hold a PhD or equivalent experience. This is to extend eligibility to individuals who have been in a research focused role but have not obtained a PhD. Being enrolled in a PhD programme or close to finalising one is not sufficient on its own to demonstrate equivalence. Applicants who wish to make a case for equivalency will need to demonstrate that they have achieved a post-doctoral level of research expertise and experience while working in a professional research role, whether or not they are also engaged in a PhD programme. They should demonstrate this through their CV and must explicitly address this in this section of their case for support.

Any bibliography for references cited in the proposal should be attached under the ‘list of publications’ attachment; this should not include publications not cited in the proposal. A list of the applicant’s most relevant and recent publications should be included in the applicant CV.

Please pay close attention to the Assessment Criteria set out in the Funding Opportunity and use the Case for Support to ensure that all elements are addressed in full taking account of information provided elsewhere in the application.

The case for support should be a self-contained description with relevant background and references and should not depend on additional information such as the inclusion of external links. Assessors are advised to base their assessment on the information contained within the application and are under no obligation to access such links (so they should not be used to provide critical information).

### **Justification of resources (maximum of two sides of A4)**

A two-side A4 statement justifying the resources required to undertake the Fellowship. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

Please refer to the [Je-S helptext](#) for further guidance.

### **CV, including one-page summary publications list (maximum of three sides of A4 per applicant)**

A two-page CV for the applicant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation and a record of research funded by the ESRC and other bodies. A one-page summary list of publications should also be included in this attachment. The total number of pages for this attachment, including both the CV and publication list, should not exceed three A4 sides.

### **Head of department statement (maximum of one side of A4)**

The head of department at the host research organisation must complete a statement in support of the proposal. This statement must be on headed paper, signed and dated within the period that the call is open. The statement should:

- if the applicant is not currently hosted at the RO, confirm that the applicant would be accepted into the department for the purpose of undertaking the Fellowship
- explain how the proposed Fellowship would fit in with the department's wider research programme.
- confirm commitment to support, if the applicant is successful, additional project related costs identified during the fellowship, as well as funds to undertake knowledge exchange and impact activity. These costs will be up to a maximum value of £15,000 at 100% Full Economic Cost (fEC) and will be funded at 80% fEC.
- confirm commitment to provide (if applicable) appropriate mentorship support for Early Career Researcher applicants, including but not limited to generic project development, engagement and dissemination support.

### **Mentor CV, if applicable (maximum of three sides of A4)**

If the applicant is an Early Career Researcher, mentorship support is required. A CV should be attached for any mentor included on the proposal. A one-page summary list of publications

should also be included in this attachment. The total number of pages for this attachment, including both the CV and publication list, should not exceed three A4 sides.

## Optional attachments

### List of publications

You must include a list of publications if you have cited publications in your Case for Support. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications should be included in the applicant CV.

### Proposal classifications

Please populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

The proposal classification area replaces the ESRC-specific discipline section and is a harmonised (and expanded) structure agreed across UKRI. Therefore, if your area of expertise crosses the remits of more than one council you will now only need to provide the information once.

It is an essential requirement that you are an economic or social science-focused researcher based at an [eligible UKRI research organisation](#) (or an arts and humanities researcher for the FCDO Fellowships co-funded with AHRC only). Please refer to the list of [ESRC disciplines](#) for further information (or the list of [AHRC disciplines](#) for the FCDO Fellowships).

## 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. 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 14 September 2021**.

## Commissioning timetable

- Applicant webinars – to take place in w/c 26 July
- Deadline for proposals – 14 September 2021
- Shortlisting panel – mid October 2021
- Interviews – late October
- Funding decision – by end October 2021
- Fellowship commences (starting with a three month inception phase) – from December 2021 – mid February 2022

## 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:

- Beatrice Lopez, Hannah Oliver, Hannah Sharp, Scott Hollow  
Email: [ESRCPolicyImpact@esrc.ukri.org](mailto:ESRCPolicyImpact@esrc.ukri.org)

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

- Je-S helpdesk  
Email: [jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff are currently working remotely via email. If phone assistance is required, you can contact the Je-S helpdesk on 01793 444164. Opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).