

## Application Process – Full Proposal Document Requirements

1. Document Requirements: The table below sets out the requirements for documents to be submitted through Je-S as part of your proposal:

Je-S proposal proforma	Mandatory, exactly 1
Case for Support	Mandatory, exactly 1 Maximum 10 pages
Data Management Plan	Mandatory, exactly 1
Gantt chart/Workplan	Mandatory, exactly 1
Letter of support	Where relevant, up to 3 attachments
Covering letter	Optional
Project Partner Letters of support	Optional, no limit
Technical Assessment	Optional

2. Case for Support (maximum 10 pages) should include:

- Up to two sides for the track record of the team.
  - This should demonstrate to the reviewers that the proposed team has the appropriate expertise and experience to conduct the research. Non-academic partners or collaborators should be considered part of the team.
  - If applicable, state where flexible working and/or a career break has had an impact on a member of the research team. You do not need to explain the personal circumstances that resulted in the need for this, instead they should describe the impacts on the individuals' track record and career development.
- Up to six A4 sides describing proposed research and its context including strategic relevance. This and other attached documents should seek to address the assessment criteria.
  - Background and Aims - A description of both the current state of the area and longer-term view, including the timeliness of the project and the intended end results of the project should be given.
  - Programme and methodology – detail and justify the approach that will be taken, identifying the contribution of the team, provide sub-objectives and milestone that will be used to monitor progress and explain how the project, including risks will be managed.
  - Relevance to the STFC Nuclear Physics area – What areas of the STFC nuclear physics roadmap does this project address? How does it relate to STFC science questions?
  - Proposed route for next stage development – What are the long term goals of the project beyond this grant?
  - Impact - Impact is now a core consideration throughout the grant application process and showing how the applicant(s) will maximise the impact of the proposed research should therefore be intrinsic to the proposal itself in a way that is appropriate to the nature and scope of the project being proposed.
- Up to two A4 sides for a justification of resources

- State the resources requested by the applicants and provide justification for them. It should explain the necessity of your requested resources to your research project.
- 3. Data Management Plan (maximum two pages):**
- It is anticipated that all applications will produce or collect data during the course of the proposed project. The development of a data management plan as an attachment to the Je-S pro forma is mandatory for all applications.
  - The plan should be no longer than two pages of A4. The plan, together with any costs associated with it, will be considered and assessed by the panel.
  - The data management plan should explain how the data will be managed over the lifetime of the project and, where appropriate, preserved for future re-use.
  - Applications that do not have a data management plan will not be accepted.
  - Further details can be found in the [grants handbook](#).
- 4. Project Partner Letter of Support (maximum 2 pages each). Please include letters of support for the following:**
- Any organisations entered on the Je-S form as project partners. A project partner is an organisation which contributes in cash or in kind to the project, but which is not requesting any money.
  - They must:
    - Be either formal letters of support (on headed paper and signed by a senior member of staff or director), or via e-mail
    - Be dated within 6 months of the submission
    - Be detail their interest and involvement in the project in terms of specific objectives and desired outcomes together
  - Resources to be provided by any project partners, whether in cash or in-kind contributions, should be clearly identified in the proposal.
- 5. Letter of support from supportive organisations (optional, maximum 2 pages)**
- Letters of support can be included from other relevant parties not directly involved in the project but who support the objectives, for example, potential end users.
  - These letters:
    - Can be either formal letters of support (on headed paper and signed by a senior member of staff or director), or via e-mail
    - Should be dated within 6 months of submission
    - Detail their interest and involvement in the project in terms of specific objectives and desired outcomes together
- 6. Full details of the terms and conditions under full economic costing (fEC) principles can be found on the [UKRI website](#).**
- 7. Do not attach any documents additional to those listed in the table above even though Je-S allows other documents, such as CVs, list of publications etc. The proposal will be returned to you for these to be removed before being sent for to the panel. This will delay the process.**