NATIONAL CENTRE FOR e-SOCIAL SCIENCE NODES –NCeSS Nodes FUNDING

Notes for Guidance for Applicants

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

- **ESRC Research Funding Guide**-
  http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/

- **ESRC Frequently Asked Questions**, 'How do I put together a good research application?'-
  http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Support/research_award_holders/FAQs2/index1.aspx?ComponentId=5078&SourcePageId=7355

- **Je-S Help text** is available in every page of your Je-S form, click on the word 'HELP' in the top right hand corner of each page or scroll through the following pages- http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109

- **Je-S Help desk** (for all technical enquiries) - JeSHelp@rcuk.ac.uk or 01793 444164.
- **Scheme Specific Guidance –** Suzanne Tanner, email Suzanne.Tanner@esrc.ac.uk, tel. 01793 413024.

Important: Where information and guidance issued in this document differs from the general guidance offered in these sources; this document should be adhered to.

Joint Electronic Submissions (Je-S)

All applications under this scheme must be made through the Research Council's Joint Electronic Submissions (Je-S) process. You must be registered with Je-S to gain access to the system. If you are unsure about this you should contact your Institution's Research Office for further guidance. Further information can be found on the ESRC website at http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/ElectronicForms

Before creating your application

- Research applications may **only** be made on Research Councils Joint Electronic Submission (Je-S) Forms.

- **Please note that the deadline for institutional submission of proposals is 4.00pm on Tuesday 3rd July 2007. It is recommended that you allow sufficient time for completion of institution submission process checks/authorisation.**

- Your application will actually be submitted through the despatcher facility at your institution. In other words, **there is a further layer of administration between your submission of the application to your research administration/submitter pool, and the application being submitted to the ESRC, via Je-S**. This layer of administration is at your institution and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the application has been successfully submitted to the Je-S team.

Je-S Registration

- Je-S forms are only accessible to Je-S registered individuals

- Only Je-S registered individuals may be named as principal or co-applicants. If you are in any doubt as to your registration status, you are strongly advised to seek timely confirmation from your institution's administration. Principal applicants are strongly advised to secure similar confirmation from all individuals that they plan to name as co-applicants. Please note that only the submitting organisation needs to have obtained 'full' Je-S registration.

- All main UK HEIs and UK Independent Research Institutions are already registered. If you are in any doubt, you are strongly advised to seek timely confirmation of your institution's registration status from your institution's administration.

- Organisations needing to register for JES should contact the JES Helpdesk (see below). Users wishing to access the JES system for the first time are asked to check with their central administration on the status of the organisation's JES registration before pursuing the option of creating an account through the JES system. Unregistered users may create an account and register at https://je-s.rcuk.ac.uk/. Confirmation of registration typically takes around 48 hours. We strongly advise potential applicants to apply to register, if necessary, as early as possible.

1. Creating your proposal

Log in to JES at https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx

First Screen:

Add New Document

Second Screen:

Select 'Call search' (highlighted at top of screen) and search and select **'National Centre for e-Social Science Nodes Funding'**

The three selection fields will be automatically populated.

- Create Document

2. Completing your proposal

From the **Document Menu** page the following sections should be completed. Information supplied in any other sections will be disregarded.

The details given are not inclusive 'step by step' guidance and it is recommended that you refer to the JeS helptext for additional information.

Please note you may return to 'edit' saved documents at any time.

2.1 Edit Project Details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your institution (consult your administration). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, select **'National Centre for e-Social Science Nodes Funding'**

2.2 Edit Disciplines

Enter the main discipline under which you consider this proposal to fall and select any applicable secondary disciplines from the list provided in the form.

2.3 Edit Investigators

Enter the name of the Principal Investigator (PI) and any Co-Investigators. Investigators may be from more than one institution but the PI must be from the Institution that will administer the award. The PI will take intellectual leadership of the project and manage the research; this individual will be the person with whom ESRC correspondence can be undertaken. All named Investigators are responsible

for ensuring that successful applications are undertaken and completed in the manner specified.

2.4 Edit Objectives

List the objectives of your research (4000 character limit).

2.5 Edit Summary

Provide a plain English summary of the research you propose to carry out in language that could be publicised to a general, non-academic, audience (4000 character limit).

2.6 Edit Beneficiaries

To list those relevant individuals, groups or organisations (ie researchers from outside research discipline, companies, public sector org. etc) that is likely to be interested in or benefit from the proposed research. It should be noted whether the research is likely to lead to patentable or otherwise commercially exploitable results (4000 character limit).

2.7 Edit Staff Duties

Summarise the duties of the staff members that will be involved in your project. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested (2000 character limit).

2.8 Edit Communication Plans and User Engagement

ESRC attaches great importance to the communication of research findings both within and beyond the academic community. You should use this space to describe your plans to engage with the academic community and describe how you would like to see engagement with the non- academic community take shape (4000 character limit).

2.9 Edit Ethical Information
This section must be comprehensively addressed (4000 character limit). The ESRC's Research Ethics Framework contains a full explanation of the ESRC's approach to and guidance for applicants and is available at:
http://www.esrcsocietytoday.ac.uk/research_ethics/

2.10 Edit Related Proposals

This section should also detail the reference numbers of any support sought from the ESRC in the past five years.

2.11 Edit Staff
If your project requires staff other than the team of Investigators, their details should be entered here. 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. Investigators). Directly Incurred staff are those whose time on the project is actual, auditable and verifiable (e.g. Researchers and Technicians).

Please note that studentships associated with the application are outside the FEC regime. They will automatically be paid at 100% of the costs requested.

2.12 Edit Resources

All resources requested must be fully justified in the Justification attachment.

T&S- add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment- enter any items of equipment (including surveys) costing over £3000 in this section. Costs in excess of £50,000 will automatically be captured under the 'Exceptions' heading in the resources summary table and paid at 100% fEC

Other Directly Incurred Costs- including **specified** consumables, publication costs, consultancy fees, equipment costing less than £3000, recruitment and advertising costs.

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.

For more details please see the appropriate Je-S help text: http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109

2.13 Edit Estates and Indirect Costs

Estate and Indirect Costs are specific to each institution and do not require justification in your Case for Support.

Universities that have implemented the TRAC costing methodology and have passed the Quality Assurance (QA) process should apply their own estate and indirect costs. Non-HEIs 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.

2.14 Edit Project Partners

If you have secured a commitment from another funding body to provide additional resources for this project, the details of that support should be entered here. A letter from the 'Partner' organisation confirming the level of support specific to this proposal must be included as an attachment.

2.15 Edit Timetable

Provide a clear timetable for the project and the intended progress of the research through the different stages. Your planned timetable can be expanded upon if necessary within your case for support.

2.16 Edit Data Collection

Please refer to the full statement of ESRC's datasets policy and datasets deposition requirements in the Research Funding Guide: http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/

2.17 Edit Referees

Nominate two academic and two non-academic/ user referees. These people must not be from the same institution as any of the Investigators on the project (unless new to their academic career) and should not represent potential conflicts of interest. **Agreement should be sought from nominated referees before their details are submitted.** We may contact one of each 'type' of referee to assist in the peer review of your proposal.

2.18 Edit Attachments

'Case for Support', 'Justification' and 'C.V.', are the standard mandatory Je-S attachments. 'List of Publications', 'Letter of Support', 'Cover Letter', 'Other' are optional.

All materials must be produced in a minimum of font size 12 and the pages numbered.

2.18.1 Case for Support

This is the body of your research proposal. It must not exceed 12 sides and must include the following sections:

The introduction should set the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.

The detailed research questions to be addressed should be clearly stated.

Give a full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.

If the research involves data collection or acquisition you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.

Clearly state the framework and methods for analysis, and explain the reasons for their choice.

Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.

Scientific quality is a prerequisite for funding under the e-social science initiative, as with all modes of ESRC funding. However, in order to be supported under this initiative, applications must additionally fall within the scope of and address the issues and priorities outlined in, the specification for the Nodes.

In this section applicants should specifically:

- clearly identify the major social science research challenge that the Node will address and describe how e-Science will play an essential role in producing new approaches to that challenge;
- clearly demonstrate how the proposed Node will address the goals of NCeSS, building upon, working with and adding value to the activities of the Hub and existing Nodes and smaller projects;
- demonstrate how the Node might build upon existing e-Science activities and infrastructure, and contribute to the achievement of the goals of the ESRC's e-social science programme;
- describe how the proposed Node will promote close collaboration between social and computer scientists in practice, detailing how complementary expertise will enable e-Science and infrastructures to be fully exploited within the context of well grounded social and economic research problems;
- discuss how the Node will contribute to NCeSS's programme of training and awareness raising activities to be co-ordinated by the Hub; demonstrating a commitment to training and capacity building in e-social science;
- describe the proposed Node's staffing and management structure and explain how this will be integrated into the management structure of NCeSS as a whole;
- describe the relevant expertise and experience of collaborators named in the proposal and describe their role in the Node.
- explain the proposed exit strategy, in particular, in the applications strand how the applicants will ensure that project outputs are sustainable beyond the life of the Node, and in the social shaping strand, how the developing e-Social Science research programme can benefit from their findings about the influences on such developments.

2.18.2 Justification of Resources

A one side statement justifying the resources required to undertake the research project. Where you do not provide explanation for an item that requires justification, it will be cut from any award made. Please refer to appropriate JeS helptext for further details.

This section should include details of any contribution provided by the host institution.

2.18.3 C.V.

A C.V. for each applicant and named research staff member must be included. This should include contact details, qualifications (including class and subject). This should not exceed two sides.

2.18.4 List of Publications

The bibliography for references cited in the proposal should be attached.

2.18.5 Cover Letter

If this proposal is a resubmission to the ESRC or involves Project Partners, the appropriate cover letter[s] must be included.

2.18.6 Other attachment

A maximum of two sides can be used to give information and justification for each 'project student' applied for, within the application. For further details see the guidance on Research Grant Linked Studentships at:
www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/current_funding_oppo
rtunities/grant_linked.aspx

2.19 Additional document actions

After all expected sections have been completed, you can 'validate document' which will indicate (in the JeS document menu) any missing mandatory or incomplete sections that need to be addressed.

Once the proposal has been successfully validated, select **Submit document** from Document Menu. This action submits the 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 4pm on the Tuesday 3 July 2007.

3. Further Enquiries

Enquiries relating to ESRC research funding rules and application procedures should be addressed to:

Suzanne Tanner,
Direct Dial: 01793 413024
Email: suzanne.tanner@esrc.ac.uk

or Helen Haggart
Direct Dial: 01793 413123
Email: Helen.haggart@esrc.ac.uk
Enquiries relating to technical aspects of the Je-S form should be addressed to:
JeSHelp@rcuk.ac.uk
01793 444164

4. Commissioning Timetable

Call for proposals advertised web site	**W/C 8 May 2007**
Closing date for full proposals	**3 July 2007**
Full proposals to referees for assessment	By 6 July
Referees deadline	8 August 2007
Proposals to Panel for assessment	29 August 2007
Deadline for Panel Assessments	19 September 2007
Commissioning Panel Meeting	**W/C 1 October**
RRB approves funding recommendations	**RRB Meeting 1/2 Nov 2007**
Contracts Negotiated	November- December 2007
Nodes commence work	Jan 2008- Sept 2008