

# ESRC Initiative on Comparative Cross-National Research Methods

## 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?](http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Support/research_award_holders/FAQs2/index1.aspx?)
- **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?>
- **Je-S Help desk** (for all Je-S system enquiries) - [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk) or 01793 444164.  
If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays)  
Out of hours: please leave a Voice Mail message  
When reporting problems by e-mail or telephone, please supply the following information: Your name, organisation and userid, 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: [kristine.doronenkova@esrc.ac.uk](mailto:kristine.doronenkova@esrc.ac.uk). 01793 444303

**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 have a Je-S account to gain access to the system. If you are unsure about this you should contact your 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 Research Organisation submission of proposals is 4.00pm on 25 August 2009. It is recommended that you allow sufficient time for completion of the Research Organisation submission process checks/authorisation.**
- Your application will actually be sent to Je-S/ESRC from the submitter pool at your Research Organisation. In other words, **there is a further layer of administration between your submission of the application and the application being submitted to the ESRC, via Je-S.** This Research Organisation's submission route usually includes both an approver (*i.e.* Head of department) and submitter pool (*i.e.* central finance office) 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. (see also 'section 4. Tracking Proposal').

## Je-S Registration

- In order to submit proposals electronically, first check that the organisation through which you intend to submit the proposal has completed the Je-S registration process. All main UK Research Organisations are already registered. If you are in any doubt, you are strongly advised to seek timely confirmation of your Research Organisation's registration status from your Research Organisation's administration.
- Only Je-S account holders may be named as Principal Investigators (PI) or Co-Investigators (CoI). If you are in any doubt as to your registration status, you are strongly advised to seek timely confirmation from your Research Organisation's administration or Je-S Helpdesk. 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 Je-S registration.

Organisations needing to register for Je-S should contact the Je-S Helpdesk (see below). Users wishing to access the Je-S system for the first time are asked to check with their central administration on the status of the organisation's Je-S registration before pursuing the option of creating an account through the Je-S system. Organisations must comply with ESRC funding eligibility regulations before Je-S registration can proceed. People without a Je-S account should apply for registration through Je-S helpdesk [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk). We strongly advise potential applicants to apply to register, if necessary, as early as possible.

Please be assured that the information you provide regarding your date of birth, gender, ethnic origin and any disability will not be divulged to those involved in the assessment of any proposal you might submit to the ESRC. These data are for collection and analysis

at an aggregate rather than individual level to allow us to examine our data on proposals and grants by a number of key variables and to review whether we might be disadvantaging certain groups. As a public body we are required to collect and publish such statistical data. For these reasons we would ask you to complete the relevant Je-S 'MyDetails' data fields to help us in meeting these requirements.

There are two types of Je-S accounts that can be held:

Je-S registered account – (which Je-S Helpdesk has verified the account holder details via the submitting organisation) The account holder can be selected as any person associated against a proposal (ie PI/COI, staff member, project partner etc). The account holder can prepare/submit proposals.

Je-S unregistered account – The account holder can be selected as staff member project partner or referee against a proposal. The account holder can prepare proposals (and submit if a fellowship proposal).

## 1. Creating your proposal

Log in to Je-S 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), type in the call title, e.g. <Comparative Cross-National Research Methods> and select from the list created.

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 Je-S 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 Research Organisation (consult your Research Office). 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 <Comparative Cross-National Research Methods>  
Please note that the option will only be available once the call is live.

## 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 Research Organisation but the PI must be from the organisation that will administer the grant. 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. 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.

Please note that any academic researcher (PhD or equivalent) from an established overseas Research Organisation of comparable standing to a UK Research Organisation will be eligible to be listed as an overseas Co-Investigator under this scheme

On receipt of a communication from the prospective overseas Co-Investigator, Je-S will normally register the user. In order to minimise administrative burdens and costs to both applicants and ESRC staff, formal recognition will only be pursued should a positive funding decision be taken.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. If costs associated with an overseas Co-Investigator are substantial, applicants are encouraged to append an additional annex in order to have sufficient space to fully justify these costs.

Applicants **must**:

- Include all costs associated with the overseas Co-Investigator in the Je-S form as normal, prefacing each such line with 'overseas:...'
- Also append a UK/overseas cost breakdown template (provided in the link below).

A full explanation of the guidance for the inclusion of international overseas Co-Investigators can be found using the link below:

<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/international/?>

Please also use the ESRC Research Funding Guidelines in conjunction with the

information specific to this call for guidance on including overseas Co-Investigators.

#### **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 a language that could be publicised to a general, non-academic audience (4000 character limit).

#### **2.6 Edit Academic Beneficiaries**

Please summarise how your proposed research will contribute to knowledge, both within the UK and globally. This should include how the research will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the research to beneficiaries. (4000 character limit)

Please note that this section may be published to demonstrate the impact of Research Council funded research. Please ensure confidential information is not included in this section

For further detailed guidance please access the helptext page linked to this Je-S section.

#### **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 Impact Summary**

Please address the following three questions;

Who will benefit from this research? List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research – both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.

How will they benefit from this research? Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.

What will be done to ensure that they have the opportunity to benefit from this research? Please detail how the proposed research project will be managed to engage users and

beneficiaries and increase the likelihood of impacts.

(4000 character limit)

Please note that this section may be published to demonstrate the potential impact of Research Council funded research. Please ensure confidential information is not included in this section

For further detailed guidance please access the helptext page linked to this Je-S section.

Please address the impact of the project on methodological advancement and training and capacity building in comparative cross-national research methods through improving the standards of research methods across the UK social science community and informing training and capacity building for researchers involved in cross-national research.

## **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, with guidance for applicants, and is available at:

[http://www.esrcsocietytoday.ac.uk/research\\_ethics/](http://www.esrcsocietytoday.ac.uk/research_ethics/)

## **2.10 Edit other support**

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. Contributions from project partners should not be entered here. They should be detailed in the project partners section.

## **2.11 Edit Related Proposals**

If your application under this scheme is related to any proposals previously submitted to the ESRC including resubmissions (*i.e.* it is similar in its aims, objectives and methods to an application previously submitted to the ESRC by any member of the team of Investigators), you must detail the appropriate related proposal and its relationship here. Select 'Edit Related Proposals', then 'Add New Related Proposal Item' before entering the details of any related proposals. Resubmissions must be accompanied by a covering letter (as an 'other' attachment) briefly explaining the reason for resubmission and the changes made to the proposal.

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

## **2.12 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).

## 2.13 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. Additionally, where one or more item costs exceed £25,000, there is a mandatory requirement to attach 3 separate equipment quotations in each case. This is a new cross council agreed requirement against every proposal that includes such equipment items. Quotation attachments can be captured within the Je-S 'Edit equipment' section.

**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?>

## 2.14 Edit 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 (QA) process should apply their own estate and indirect costs. Non Research Organisation's 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.

## 2.15 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. This is a new mandatory requirement agreed cross council. This attachment can be uploaded from within the 'Edit project partner' section. Please note that this letter can only be attached once the partner information has been entered.

Those involved in the project which are not to be included as Co-Investigators or who are ineligible as Co-Investigators can be involved in the application as either *partners* or

*collaborators.*

*Partners* are defined as those who contribute to the project either in cash or kind. The financial value of these contributions should be entered on the Je-S form in the section on 'Project Partners'. Partners can not be paid for any of their time or services that are contributed to the project.

*Collaborators* are defined as those who contribute to the project and are paid for some or all of this contribution.

Costs for Collaborators should be entered within the 'Edit Resources' section of the Je-S form, under 'Edit Other Directly Incurred Costs' and elaborated upon within the Case for Support.

## **2.16 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.

## **2.17 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/>

## **2.18(i) Edit Reviewers (Standard Proposals only)**

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

## 2.19 Edit Attachments

'Case for Support', 'Justification', 'Impact Plan' and 'C.V.', are the standard mandatory Je-S attachments (*for fellowship proposals there is an additional mandatory attachment of 'Head of Department Statement'*).

'List of Publications', 'Letter of Support', 'Cover Letter', 'Other' are optional.

To attach a document go to **Document Menu**. Select '**edit attachment**'. Select attachment type from the drop down list. The 'browse' facility allows you to upload a document from your own computer as an attachment.

Please note that although we do not require a specific font type, all attachments must be produced in a minimum of font size 12.

### 2.19.1 Case for Support (Standard Proposals) – Maximum of 6 sides of A4

In addition to completion of the Je-S form you need to provide a Case for Support, guidance for which is given in the 'Help' text of the Je-S form.

The Case for Support is the body of your research proposal. It must not exceed **six sides of A4 at size 12 font** (application exceeding the page limits will not be accepted for consideration) and must include the following points:

#### **Introduction**

The introduction should set the aims and objectives of the initiative on the Comparative Cross-National Research Methods as applicants understand them. It should also include a description of the benefits and added academic value the project has the potential to bring to developing methods for the comparative cross-national research. A statement on an overall impact of the research project should be included in this part of the Case for Support. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.

#### **Objectives**

This part should reflect how the application is going to address the core objectives of the Comparative Cross-National Research Methods in terms of generating expertise and knowledge relevant to methodological development in comparative cross-national research. Applicants are expected to state how the project is going to contribute into capacity building in comparative cross-national research. The application should also state whether and how the project will support the ESRC's globalisation agenda promoting more internationally focused research. In particular, applicants should demonstrate the impact and value of the methodological development to social sciences in terms of project's contribution to comparative cross-national research methods.

#### **Proposed methodology**

This part of the Case for Support should:

- clearly specify the methodological problem/s which the project intends to address;
- detail the nature of the contribution the project is intended to make to methodological development and implementation of best-practice;

- indicate the impact and value of the methodological development to social sciences in terms of its contribution to comparative cross-national research methods;
- justify the proposed research design (including choice of countries, cases and units for comparison) and methods to be used;
- justify the choice and justification of substantive areas of research;
- justify the choice of the datasets to be used in the project as well as any potential problems such as access, obtaining reasonable response rates, availability of records, materials or data and proposed solutions.

### **Training and capacity building**

Applicants are expected to demonstrate how their projects are going to contribute to the development of best practice in comparative cross-national research methods cascading this best practice and experience to the social science research community. In particular, applicants should indicate their views on ongoing training needs. They should demonstrate how they are going to integrate the training and capacity building activities in their projects specifying what kind of activities are going to be provided and how these are going to be organised. Applicants should outline target group/s for whom training is intended.

If applicants decide to include funding for a research-linked studentship (+3 awards) they should briefly address the issue in this part of the Case for Support. The applicants should specify an area of enquiry affiliated to the student/s within the projects justifying the choice by added value to the overall research objectives of the project. Please note that the costs of the studentship must be included in the total cost of the project. Standard ESRC studentship rules for training and supervision and placement within a recognised outlet will apply. Such students will also be expected to complete their PhD within four years, as with ESRC standard studentships. They will be included in the ESRC PhD Submission Rate Survey. Non-completion within four years will therefore affect the Research organisation's postgraduate submission rate. For guidance on linked studentships see: [www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/current\\_funding\\_opportunities/](http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/current_funding_opportunities/)

The case for a linked studentship will need to be set out in an additional section in the Je-S proposal. Studentships are not costed under fEC arrangements, but if awarded, the grant will meet the full 100% costs of the normal provision for these. Further information on applying for linked studentships can be found in the guidance notes attached Je-S applications protocols for ESRC.

### **Resources and planning**

Applicants should demonstrate the ability to run the project effectively and efficiently bringing in experience and qualifications in research methodology and particularly in comparative cross-national research methods (applicable to individual applicants and teams).

The application should include a description of the manner in which the project is planned to be organised and managed over the duration of the grant as well as a timetable for the project.

### **Dissemination**

As all projects supported within this initiative are expected to contribute to ESRC's broader initiative on improving and enhancing capability in research methods, applicants should include a description of the way they envisage the dissemination of their research, in particular, addressing planned training activities to reach a wider target audience (specifying the audience to be targeted).

### **Value for money**

These are indicative costs for the project – full economic costs, distinguishing between direct staff costs and other costs, including all costs associated with the overseas Co-Investigators (if applicable). Note that UK and overseas costs must be indicated in separate templates. A full explanation of the guidance for the inclusion of international overseas Co-Investigators can be found using the link below:

<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/international/>

Applicants should include a statement on whether and why the proposed project represents good value for money.

The budget available for this initiative is £1.2m (100% of full economic cost). ESRC's contribution is therefore, £962,000 (*i.e.* 80% of fEC) over four years from 1 April 2010.

Your application will be judged against the above listed points that will be used as assessment criteria.

Please note that copies of articles or papers will not be accepted as annexes.

### **2.19.2 Justification of Resources – Maximum of 1 side of A4**

A one side A4 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 grant made. Please refer to appropriate JeS helptext for further details.

Please note that justification of costs is a **mandatory** attachment; applications providing no justification of costs will not be eligible for consideration; the most common cause of queries on applications and delays to payment of ESRC grants is inadequate justification of costs; unjustified costs will not usually be awarded on successful applications. In all cases, an explanation of the need for staff appointments is necessary. A frequent cause of queries and delays is the unexplained claiming of salary costs for RAs in such cases, an explanation of why an appointment at the required level of seniority is necessary must be provided.

You are required to provide an attachment no longer than a single side of A4 to the application form entitled "Justification of Resources". This statement should be used to justify the resources required to undertake the research project and is a mandatory addition. Applicants should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions.
- In some cases, such as investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification.
- Try to be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the work, the need to project manage and supervise staff and any wider considerations such as collaboration or facilities usage.
- Estates and indirect costs do not need to be justified.

### **2.19.3 Impact Plan – Maximum of 2 sides of A4**

The Impact Plan is your opportunity to describe how the potential impacts of this research will be realised. The Plan is specific to users and beneficiaries of the research who are outside of the academic research community, for example the public sector, commercial private sector, third sector or the wider public in general.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature. If your work is oriented towards academic beneficiaries only, then you should state that an Impact Plan is "not applicable" and briefly set out the reasoning behind this. Where this is the case, applicants should note that while ESRC recognises the value of this type of research, reviewers may comment on the applicant's assessment during consideration of the application. Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the award), medium term (up to one year afterwards), and the long-term. A statement about ESRC's expectations of the research it funds is at [www.esrcsocietytoday.ac.uk/esrcexpectations](http://www.esrcsocietytoday.ac.uk/esrcexpectations)

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts. When completing the attachment, please consider and address the following if appropriate to research of this nature; methods for communications and engagement, collaboration and exploitation in the most effective and appropriate manner. Also detail your track record in this area and the costs of these activities.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page

### **2.19.4 C.V. – Maximum of 2 sides of A4 (each)**

A C.V. for each applicant and named research staff member must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

### **2.19.5 List of Publications – Maximum of 1 side of A4**

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

The 'document type' dropdown list calls the bibliography 'List of Publications (any number)'. This **does not** refer to your own publications, which should form part of your CV. You should attach here one only list of publications referred to in or otherwise directly relevant to your application.

### **2.19.6 Cover Letter - Maximum of 1 side of A4**

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

### **2.19.7 Letter of Support - Maximum of 1 side of A4**

Letters of support that are essential to the successful conduct of the research/collaboration (e.g. access to datasets, or organisations) can be submitted with an application but general

letters of support should not be included with the application.

#### 2.19.8 Other attachment

If principle applicants wish to apply for the role of Co-ordinator they should attach a case for support where they should:

- demonstrate the track record the applicants have in terms of co-ordinating training and capacity building activities;
- give indicative costs (full economic costs, distinguishing between staff costs and other costs) for the co-ordination activities;
- provide an outline of the proposed approach to co-ordinate the projects within the initiative;
- provide a plan for the workshops and dissemination activities.

The case for support for the role of co-ordinator must not exceed **two sides of A4 at size 12 font**.

A progress report (maximum of 2 sides A4, font size 12) should be attached if the Principal Investigator or Co-Investigator holds an ESRC award.

#### 2.20 Additional document actions

After all expected sections have been completed, you can select **Validate document** which will indicate (below the Je-S 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 25 August 2009**.

To reiterate, please note that your application will actually be submitted through the dispatcher facility at your organisation. In other words, there is a further layer of administration between your submitting the application and the application being submitted to the ESRC, via Je-S. This layer of administration is at your organisation and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise investigators to secure confirmation from their relevant administrator that the application has been successfully submitted to Je-S.

### 3. Commissioning Timetable

<b>Date/Period</b>	<b>Event</b>
Wednesday, 6 May 2009	Call for proposals advertised
Tuesday, 25 August 2009, by 4pm	Deadline for submitting proposals
Week commencing 23 November 2009	Commissioning Panel meeting
Mid December 2009	Decisions letters sent to applicants <i>(Please note that should you be successful you may be asked to</i>

*quickly respond to any conditions set by the Commissioning Panel to help facilitate processing of the contract)*

1<sup>st</sup> April 2010

Grants commence

#### **4. Tracking proposal**

Once you have selected **Submit document** the proposal will be processed through your internal organisation's approver/submitter pool.

To enable you to determine when your proposal has been formally submitted to council via Je-S (and therefore whether a call deadline was met) this can be tracked through the 'View Submission Path' and 'Document History' links in the Document Menu of your proposal, via the Management section on the right hand side of the screen.

#### **5. Further Enquiries**

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

Ms Kristine Doronenkova

Senior Policy Manager

Policy and Resources Directorate

Direct line: 01793 444303

e-mail: [kristine.doronenkova@esrc.ac.uk](mailto:kristine.doronenkova@esrc.ac.uk)

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

[JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk)

01793 444164