

ESRC Future Research Leaders Scheme - Full Proposals

Je-S Guidance Notes for Applicants

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Introduction

This is a guidance document created to assist those applicants who have been invited to submit a full proposal to the Future Research Leaders Scheme. It is specific to this scheme and should be used in conjunction with the following information:

- **ESRC Research Funding Guide**
www.esrc.ac.uk/RFG
- **ESRC guidance on 'How to write a good research grant application'**
<http://www.esrc.ac.uk/How-to>
- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries) - jeshelp@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 9.00-17.00 UK time (excluding bank holidays and other holidays).

Out of hours: please leave a voice message.

When reporting problems by email 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** – www.esrc.ac.uk/funding-and-guidance/funding-opportunities/15938/latest-opportunity-11.aspx

For further information contact:

- Tracy Davies
Email: futureresearchleaders@esrc.ac.uk
Telephone: 01793 413063
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Important: Where information and guidance issued in this document differs from the general guidance offered in these sources; this document should be adhered to.

If you have any queries about this guidance and the supporting documentation you must contact futureresearchleaders@esrc.ac.uk as soon as possible. We reserve the right to reject applications that do not abide by this guidance.

Joint Electronic Submissions (Je-S)

All applications under this scheme must be completed and submitted through the Research Councils' Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered (or self registered) for Je-S and the applicants must hold Je-S accounts.

There are three categories of Organisations from which proposals can be submitted:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions on Je-S**. A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.
- Overseas Organisations which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other Research responsive mode schemes). A list of these organisations is available from the Je-S login page. The organisation will have previously set up the submission process and will therefore be available within the Je-S searches.
- Organisations which do not appear in the list of registered organisations may be “Self Registered” - this can be done from the link on the Je-S Login page, if this is an eligible function under this call (which may typically attract non-UK organisations).

Je-S accounts for applicants

All Principal Investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an Applicant. To get you started on creating an account please refer to the Je-S System Helptext at <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/AccessingJeS.htm>

Please ensure that applicants select the Account Type: Research Proposal and the option: “An Applicant on a Standard or Outline Proposal” - see helptext <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/AccountType.htm>

If your organisation is “Registered”, it is recommended that applicants forward their application to the submitter pool at least 24 hours before the call deadline to allow sufficient time for the approval and final submission process. The proposal must be ‘submitted’ through the Je-S System to us 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 the we cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted to the Research Council.

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 16.00 on 22 February 2012. Applications cannot be submitted after this date and time. You should allow sufficient time for completion of the Research Organisation submission

process checks/ authorisation. You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

Creating your proposal

Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted type in the call title **Future Research Leaders Full** and select from the list created. The remaining three selection fields will be automatically populated.

Select the Create Document button.

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 (green tick).

The details below are not exhaustive 'step by step' guidance and we recommended 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
- '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 Future Research Leaders Full.
- Your proposed start date should be 1 October 2012 or as soon as possible thereafter (1 January 2013 is the latest possible start date) and your grant should be for a proposed duration of no more than 36 months.

Investigators

Enter the name of the Principal Investigator (PI). 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 ie they are an early career researcher and prospective future research leader; this individual will be the contact person who we will correspond with.

Please note that you can only apply for up to 60 per cent of your time (based on a standard working week of 37.5 hours) to be funded by us through this call.

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.

Co-Investigators are NOT permitted on the Future Research Leaders Scheme and we will reject applications where Co-Investigators have been included on the application.

Objectives

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

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)*

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.

Staff duties

We will only fund **up to 60 per cent** of the Future Research Leader grant holder's time; the host research organisation **must** support the remainder of the grant holder's normal salary throughout the period of the grant on activities supporting – or at least not incompatible with – their Future Research Leaders responsibilities.

Please provide a full breakdown of your (the PIs) time. Indicate how your time will be broadly split between different key aspects of the proposed programme of activities and specify when funding is being sought from us to support an activity or when the host institution is supporting an activity. Ensure that it is clear why it is necessary for you to perform this role at the resource level you have requested.

Summarise the duties of any other staff members, such as research assistants, 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)*

Impact summary

Please address the following two 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

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.

Ethical information

This section must be comprehensively addressed. (4000 character limit)

The ESRC's Framework for Research Ethics (www.esrc.ac.uk/ResearchEthics) contains a full explanation of the our approach, with guidance for applicants.

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.

Related/previous proposals

If your application under this scheme is related to any proposals previously submitted to the ESRC (please note the new policy on 'invite only' resubmissions www.esrc.ac.uk/Resubmissions), 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 research grants.

Staff

If your project requires staff, other than the Principal Investigator, 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. Directly Incurred staff, are those whose time on the project is actual, auditable and verifiable (eg Researchers and Technicians). Please note this call does not permit the inclusion of Grant Linked Studentships within a proposal.

Resources

Future Research Leader grants will provide **up to three years'** funding with an overall limit of **£215,000** (100 per cent fEC) per grant (overall limit of cost to ESRC of £172,000 at 80 per cent fEC).

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

The costs of providing the mentor's time should be covered by the organisation, reflecting the agreed commitment from Research Organisations that these grants will be funded by ESRC in partnership with the host organisation. The mentor costs **may not** be claimed as part of the proposal to ESRC.

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 costing £10,000 or more (including VAT) in this section. The **actual level of funding sought from the ESRC** should also be entered in this section.

For items of equipment costing between £10,000 and the OJEU threshold value (net of VAT £113,057), the research organisation will need to provide extra justification for these items in the Justification of Resources attachment, providing evidence of an evaluation of the use of existing

relevant capital assets. They will be expected to make a contribution towards the cost of the equipment in the order of 50 per cent of the cost.

All requests for items of equipment costing above the OJEU threshold value (net of VAT £113,057), should be accompanied by a two page business case (to be included as an attachment within the equipment screen and not the attachments section) outlining the strategic need for the equipment. RCUK will decide the strategic location for these items and will potentially fund them at 100 per cent. The ESRC will have flexibility in relation to the funding of equipment to negotiate with potential grant recipients to achieve best value from the limited funds at its disposal.

For all items of equipment requested with a value over the OJEU threshold value (net of VAT) three equipment quotations must be provided. Where you believe that there are less than three potential suppliers for an item you should explain this in the 'Justification of Resources' attachment and upload two blank documents as equipment quotes. For items of equipment which cost less than the OJEU threshold but more than £25,000, it is optional to provide quotations and up to three can be uploaded.

Social Surveys

Social survey costs which are being 'sub-contracted' should be included under this section and are eligible for fEC exception funding at 100 per cent (for the amount sought from the Council). The exception option should not be selected. (See 'other directly incurred costs' section if surveys are to be done using 'in-house' resources.)

Other directly incurred costs - including specified consumables, publication costs, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs.

Costs for social survey work proposed to be done using 'in-house' resources should also be included under this Other DI cost section and will be funded at the standard 80 per cent fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

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 (QA) 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.

Project partners

If you have secured a commitment from another funding body to provide additional resources for this project; other than the applicants host institution; 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.

Please note that having a mentor at an institution other than the one through which you are making the application does not constitute having a project partner.

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.

Data collection

Please refer to the full statement on data management planning and datasets deposition requirements for data intensive investments in the ESRC Research Data Policy www.esrc.ac.uk/data-policy and in the Research Funding Guide www.esrc.ac.uk/RFG

Data management plans

Please refer to the requirement of the ESRC Research Data Policy <http://www.esrc.ac.uk/about-esrc/information/data-policy.aspx> to submit a Data Management Plan as a mandatory attachment to application for a grant planning to generate data. Guidance for applications on how to prepare data management plans is available on Je-S.

Reviewers (academic and user)

Nominate two academic and two non-academic/user reviewers. These people must not be from the same Research Organisation as the Investigator on the project and should not represent potential conflicts of interest. Nominated reviewers should **not** be the applicant's PhD supervisor. **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.

Classifications

Will the research involve significant collaborative contributions from colleagues outside of the UK, whether or not funded by us.

Strategic priorities

The ESRC Strategic Plan identifies seven areas of strategic challenge for economic and social research. These challenges build on existing research, help consolidate knowledge but also recognise emerging key areas for social science. You must consider if your research project falls within one or more of our Strategic Challenges.

Applicants should note that no funds are 'ring-fenced' for these Strategic Challenge areas and applications that fall outside of these areas will not be disadvantaged. The only criteria for funding will be the overall scientific quality of the application and its potential for high scientific and/or user impact.

User involvement

If 'Users' have been or will be engaged with your research project, please specify the nature of their engagement. Users' are those individuals, groups or organisations who have an interest in or may benefit from the research. 'Users' may be from the public sector, commercial private sector, third sector or the wider public in general. Engaging 'Users' in your research from its conception and development through to the dissemination stage is likely to increase the impacts achieved.

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.

The following are mandatory Je-S attachments for this call:

- Case for support
- Justification of resources
- Pathways to impact
- Data Management Plan (for grants planning to generate data)
- CV
- Mentor statement
- Head of Department statement

'List of Publications', 'Letter of Support', 'Proposal Cover Letter', 'Facility form', 'Final/Interim Report' and 'Other' are optional attachments and should only be used in the circumstances outlined below.

Case for support (maximum of 6 sides of A4)

This is the body of your research proposal. It must not exceed six sides of A4 and must demonstrate how the planned research activities will form a cohesive package that meets the aims of the scheme as confirmed in the call specification.

Please include the following sections:

Proposed research: 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. Our datasets policy is in the ESRC [Research Funding Guide](#) Annex D.

The data, materials or information to be collected should be clearly stated, and the methods for achieving this explained. Where sampling is involved, the sampling frame, population and sample sizes, the sample design and arrangements for any pilot should be specified, and reasons given for the procedures adopted. Where access to people or archives is needed, indicate clearly the records, population or samples to be consulted.

Any potential problems such as access, obtaining reasonable response rates, availability of records, materials or data, should be clearly stated, and proposed solutions identified. State what action you have taken to secure access.

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

Clearly state if your application involves the use of secondary analysis of existing datasets and/or the application of innovative research methods

Clearly state if you consider your proposal to be suitable for co-funding with the Medical Research Council.

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

Institution and mentor:

Applicants must clearly justify their choice of institution and mentor(s). Mentors should not normally be the applicant's former PhD supervisor.

Applicants must also justify any proposed research visits to overseas institutions. Where such a trip is planned a letter of support from the overseas host institution must be included with the application.

Skill development:

Detail your proposed programme of skills development and how this will contribute to your career development. As confirmed in the call specification, this must include the development of research and knowledge exchange skills. Please refer to the call specification for further information.

Justification of resources (maximum of two sides of A4)

A two 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 the joint Research Council Je-S helptext <https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1294> for further guidance.

Pathways to Impact (maximum of two sides of A4)

While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for 'users' to benefit from your research, and thus for achieving economic and societal impact, are maximised.

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

User communities for ESRC research may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the Academic Beneficiaries section of the Je-S form and the Case for Support as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature. If you do not feel that your research has potential to achieve impact outside of academia, then you should use the Pathways to Impact attachment to explain why this is the case. However, it is expected that applicants will have considered impact in its broadest economic and societal terms before coming to this conclusion. Applicants should note that while we recognise the value of this type of research, reviewers may comment on the applicant's reasoning 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 grant), medium term (up to one year afterwards), and the long-term. A statement about our expectations of the research we fund is at www.esrc.ac.uk/impact-expectations.

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

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

Data Management Plan (maximum of three sides of A4 per applicant)

All applicants planning to generate data as part of their award must include a Data Management Plan. Data Management Plan should be used as an opportunity to describe how the data is going to be managed, starting from planning for research and through the life-cycle of the grant. It is a generic requirement that research data generated by ESRC-funded research must be well-managed by the award holder during the whole award period to enable their data to be exploited to the maximum potential for further research.

It is expected that Data Management Plan will include the following points:

Existing data

If you are creating new data sources as part of this project please explain why existing data sources cannot be re-used. If you envisage purchasing or re-using others' data sources please explain how the data will be sharable.

Information on data

Please provide a brief description of the data which you envisage creating. Your description should include how the data will be collected (description and methods), the file/data formats in which it will be collected and an indication of how it will be documented, managed and stored.

Quality assurance

Please briefly describe the procedures for quality assurance that will be carried out on the data collected. Quality issues to be addressed could be at the time of data collection, data entry, digitisation or data checking. For example include: documenting the calibration of instruments, the collection of duplicate samples, data entry methods, data entry validation techniques, methods of transcription.

Backup and security

Please describe the data back-up procedures that you will adopt to ensure the data and metadata are securely stored during the lifetime of the project. You may need to discuss your institution's policy on backups. If your data is sensitive in any way you should discuss appropriate security measures which you will be taking. Methods of version control should also be stated.

Ethical issues

If you consider that there will be ethical issues which may cause difficulties in data sharing please explain your strategies for dealing with these issues, for example by

discussing archiving with interviewees, gaining specific consent from participants to archive data, anonymising data. It is expected that informed consent to share and archive research data is gained from participants.

Expected difficulties in data sharing

If you expect any obstacles to data sharing please explain their causes and possible measures you are going to apply to overcome those.

Copyright/Intellectual Property Rights

Please state who will own the copyright and IPR of the data that you will generate. Explain how you plan to deal with permissions to share data you have created which is derived from data which you do not own.

Responsibilities

Please indicate who within your research team will be responsible for data management, metadata production, dealing with quality issues and the final delivery of data for sharing or archiving. If several people will be responsible state their roles and responsibilities. For collaborative projects explain the coordination of data management responsibilities across partners.

Preparation of data for sharing and archiving

Please outline your plans for preparing and documenting data for sharing and archiving with the affiliated data support service working with the Research Council, ie Economic and Social Data Service. Please identify any additional plans for data sharing, if any.

Other issues

Are there any other issues relating to data management or sharing, including additional costs that you would like to raise?

For further detailed guidance please access the relevant ESRC-specific attachment Je-S helptext page. Alternatively see the requirement of the ESRC Research Data Policy at [www.esrc.ac.uk/ data-policy](http://www.esrc.ac.uk/data-policy) for further information.

CV (maximum of two sides of A4 per person)

A CV for the applicant and any 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.

The applicant's CV must confirm their PhD submission date.

List of publications

This attachment is for the bibliography for references **cited** in the proposal not for the applicant's own publications. Applicants **must** include their most relevant and recent publications within their two page CV. There is no formal page limit for this attachment, although as a general rule up to 3 sides of A4 would suffice.

Letter of support

Letters of support that are essential to the successful conduct of the research (e.g. access to datasets, or organisations) **must** be submitted with an application. General letters of support, for example confirming an interest rather than direct participation in a project, **must not** be submitted.

Where a visit to an overseas institution is proposed, a letter of support from the overseas host institution must be included with the application.

Other attachments

Mentor's statement and CV (mandatory)

The mentor(s) should ideally have research experience in the same field as the applicant but should not, wherever possible, be the PhD supervisor. The mentor will need to be a senior colleague within the host institution. The referees take the role of the mentor seriously. They will look for strong evidence of support. Thus the mentor statement should demonstrate that the mentor:

- has considered the individual applicant's needs carefully and tailored their programme of support to their individual needs
- will ensure the applicant is kept active and focussed throughout their award
- will also keep the applicant's long term career prospects clearly in mind.

The mentoring time should be between one and three hours per week.

The combined statement and brief CV for the primary mentor needs to be added as attachment type 'Other' and should not exceed **two sides of A4**.

Where there is more than one mentor, the mentor statement should be completed by the primary mentor but **must** detail the contribution to be made by all mentors.

Brief CVs, of not more than **one side of A4**, should be attached for each of the other mentors.

Head of Department statement (mandatory and maximum 1 side of A4)

The Head of Department at the host institution **must** provide a statement confirming the institution's support for the application. This statement will expand on the letter of support from the Pro-Vice Chancellor provided at the outline stage, verifying the intended institution's support for the application.

The Head of Department statement should clearly state the intended institutional support, the institution will guarantee as a minimum that the named mentor will be available and that appropriate support facilities, including office space and appropriate computing facilities, will be made available to the applicant during the period of the award.

The Head of Department should confirm that the applicant would be accepted into the department for the purpose of undertaking the proposed programme of work; explain how the proposed programme of work would fit in with the department's wider research programme; confirm that the applicant would have access to the same training and development opportunities open to permanent members of academic staff at the institution, and that the applicant's work and progress would be subject to the same monitoring and appraisal as those of other academic staff within the host institution.

The Head of Department must also confirm the institution's support for the proportion of the applicant's time, and salary, not supported by ESRC and the activities that will be undertaken.

The statement needs to be signed and on headed paper. Where the Head of Department is the applicant's mentor, this statement would need to be provided by an alternative senior officer of the institution.

The Head of Department Statement needs to be added as attachment type 'Other' and should not exceed **one side of A4**.

Timetable (*optional*)

Applicants may submit a detailed timetable or workplan if they wish but this should not exceed two sides of A4 and added as attachment type 'Other'.

Important note: If you are unclear about whether you can include a specific attachment please contact us for advice at futureresearchleaders@esrc.ac.uk as unrequested attachments can hinder the processing of your application. We reserve the right to reject or return applications for amendment where they include attachments not permitted on this scheme.

Proposal classifications

The Future Research Leaders Scheme strongly encourages inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50 per cent of the proposed programme of research is within ESRC remit. Therefore it is essential that your primary research area is in the social sciences. Please see list below:

Subject - bold

- Topic - bulleted

Demography and Human Geography

- Demography
- Human Geography

Development Studies

- Area and Development Studies

Economics

- Economics

History*

- Economic and Social History

Education

- Education

Environmental Planning

- Environmental Planning

Linguistics*

- Applied Linguistics
- Comput./Corpus Linguistics
- Phonetics
- Psycholinguistics
- Sociolinguistics

- Languages and Linguistics
- Linguistics (General)**

Management and Business Studies*

- Management and Business Studies

Political Science and International Studies*

- International Studies and Relations
- Political Science

Psychology*

- Psychology

Social Anthropology

- Social Anthropology

Social Policy

- Social Policy

Social Work

- Social Work

Sociology

- Science and Technology Studies
- Sociology

Law and Legal Studies*

- Socio Legal Studies

Tools, Technologies and Methods*

- Social Statistics, Methods and Computing

* These subject choices include other research topic areas that fall outside of ESRC remit, it is an essential requirement that your **primary** research **topic** area is in the social sciences. If you are unsure whether your research is suitable for ESRC funding please refer to the RCUK website www.rcuk.ac.uk/research/Pages/Areas.aspx. If further assistance is required Please contact esrcremit@esrc.ac.uk

** Linguistics (General)- This option should only be selected as the **primary** research topic area in cases where at least 50 per cent of the proposed programme of research is within ESRC remit, but does not necessarily fall exclusively in one of the other Linguistic research areas. In all cases other topic areas can be chosen as secondary research areas.

The information provided in this section will be used by us to identify appropriate peer reviewers. It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

Submit your proposal

After all mandatory sections have been completed, the submit button will appear (across the top menu bar). 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 22 February 2012**.

Commissioning timetable

Deadline for submitting proposals	16.00 on 22 February 2012
Commissioning Panel meeting	w/c 21 May 2012
Decisions to applicants	June 2012
Grants to start	1 October 2012

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), eg with owner, approval pool, submitter pool or submitted to Council.

Further enquiries

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

For further information contact:

- Tracy Davies
Email: futureresearchleaders@esrc.ac.uk
Telephone: 01793 413063
- Audrey Sharp
Email: futureresearchleaders@esrc.ac.uk
Telephone: 01793 413150
- Nicholas Hooper
Email: futureresearchleaders@esrc.ac.uk
Telephone: 01793 413087

Enquiries relating to technical aspects of the Je-S form should be addressed to: jeshelp@rcuk.ac.uk or 01793 444164