

## ESRC Doctoral Training Partnerships Je-S guidance for applicants

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### Introduction

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

- **ESRC Postgraduate Training and Development Guidelines 2015** (hereafter known as the guidelines): <http://www.esrc.ac.uk/skills-and-careers/studentships/doctoral-training-centres/postgraduate-training-guidelines/>
- **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](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 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 give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

- **Scheme-specific guidance**  
<http://www.esrc.ac.uk/skills-and-careers/studentships/postgraduate-strategy/commissioning-doctoral-training-partnerships-dtps/>

For further information contact:

- Andrea Bond  
Email: [pgtframework@esrc.ac.uk](mailto:pgtframework@esrc.ac.uk)  
Telephone: 01793 413145

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

## **Joint Electronic Submissions (Je-S)**

All proposals under this call 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 for Je-S, and the applicants must hold Je-S accounts.

Organisations from which proposals can be submitted:

- All UK-based research organisations (ROs) that are eligible to receive Research Council funding for research, have the infrastructure in place to deliver doctoral training and meet the stated metrics threshold will be eligible to submit a proposal for a DTP.

## **Je-S accounts for applicants**

All applicants 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 helptext at <https://jes.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://jes.rcuk.ac.uk/Handbook/pages/SettingupajeSaccount/AccountType.htm>

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be submitted through the Je-S System to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The

'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool - this means the proposal is still with the organisation but is **not** yet submitted to the Research Council. The final submission process is the responsibility of the host institution, and we cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants to check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted to the Research Council.

## **Before creating your proposal**

Research proposals 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 18 February 2016**. 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.

Your proposal will actually be sent to Je-S/ESRC from the submitter pool at your research organisation. There is a **further layer of administration between your submission of the proposal and the proposal being submitted to the ESRC, via Je-S**. The research organisation's submission route usually includes both an approver (ie head of department) and submitter pool (ie 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 proposal has been successfully submitted to the Je-S team (see also 'Tracking your proposal').

## **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 '**Doctoral Training Partnerships 2017**' and select from the list created. The remaining three selection fields will be automatically populated.

Select the 'Create Document' button.

It is the **applicant's responsibility to ensure that the proposal is created and submitted against the correct call** (and consequently correct scheme). We will **not accept** proposals for processing that are not submitted using the above call route.

## **Completing your proposal**

The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed).

The details below are not an 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.

### **Applicant**

Enter the name of the proposed Doctoral Training Partnership (DTP) Director. The proposed DTP director will be the main point of contact for any correspondence regarding the assessment, processing or outcome of the proposal

The proposed Director should be a Professorial or, in exceptional cases, senior member of staff with appropriate experience and institutional standing so they can promote the interests of the DTP. For consortia proposals, the applicant should be from the lead institution.

### **Research organisation**

Enter the name of the research organisation responsible for submitting the proposal. For proposals involving more than one research organisation, this should be the organisation who will manage the DTP on behalf of the partners.

Research organisations are only allowed to be part of one DTP Proposal.

All UK-based ROs that are eligible to receive Research Council funding for research, have the infrastructure in place to deliver doctoral training and meet the stated metrics threshold will be eligible to submit a proposal for a DTP.

Je-S registered ROs within Northern Ireland are eligible to apply; however, we will not duplicate studentship funding provided by the Department for Education and Learning Northern Ireland (DELNI). Please see the call specification for further details.

### **Collaborating organisations**

If you are submitting a proposal that involves collaborating with other research organisations, please enter the name of the collaborating organisation(s).

Please note that there is no limit on the number of research organisations which can be involved in consortia arrangements, however, each research organisation can only be a part of one DTP proposal.

### **Project details**

- The start date must be 1/10/2017 and the duration should be input as 120 months, based on assumption of six cohorts of students and to allow for studentship suspension and extension periods (please note the actual duration can be updated once awarded).
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your Research Office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use

"Your reference" to help distinguish easily between proposals in users' Current Documents lists. The reference is intended to be a unique identifier for the proposal, and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.

- Enter the name of your DTP as the 'Project Title' (maximum limit of 150 characters)
- For 'Proposal Call', select Doctoral Training Partnerships 2017.

### **Ethical information**

The ESRC places considerable importance upon the maintenance of high ethical standards in the development, conduct and reporting of the research and training it provides. Please outline the DTP's approach to identifying and considering the ethical implications of a doctoral research project(s).

The ESRC's Framework for Research Ethics (<http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>) contains a full explanation of our approach, with guidance for applicants.

### **Proposal classifications**

The Proposal classification area is a harmonised (and expanded) structure agreed with other Research Councils.

It is an essential requirement that **pathways** are in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as **at least 50 per cent** of each studentship the proposed pathway is within ESRC remit. Please refer to the list of research areas that fall within ESRC remit (<http://www.esrc.ac.uk/funding/guidance-for-applicants/is-my-research-suitable-for-esrc-funding/discipline-classifications/>) for further information. Please note this information is used to determine eligibility for ESRC funding.

### **Attachments**

It is important that applicants **only submit the supporting attachments specified in this document**. We reserve the right to reject applications that do not include the required attachments or include attachments not specified in this guidance. It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance: <https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm>

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

- Case for support
- Additional statement for collaborative bids (mandatory for consortia applications)
- Subject specific training provision (to be submitted as 'other' attachment)
- Supporting metrics (to be submitted as 'other' attachment)
- CV (for the Director)
- Letters of support (mandatory for consortia applications)
- Additional statement (for applicants also applying to the CDT scheme, to be submitted as 'other' attachment)
- Budget management (to be submitted as 'other' attachment)

**Important note:** If you are unclear about whether you can include a specific attachment please contact [pgtframework@esrc.ac.uk](mailto:pgtframework@esrc.ac.uk) for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject applications that include attachments not permitted on this call.

### **Case for support (*maximum of 12 sides of A4*)**

In composing the case for support applicants must refer to the Postgraduate Training and Development Guidelines 2015 (hereafter known as guidelines) and the call specification. Where relevant, organisations should provide demonstrable evidence to support their narrative.

Please note that for collaborative proposals the information provided should cover all of the participating organisations where relevant. Information regarding the management and co-ordination of the consortium should be addressed within the additional information attachment for collaborative bids.

Applicants are advised to structure their case for support around the following headings:

#### **Institutional/consortia strategy and vision**

Applicants must provide an overview of the strength of the social science research base at the research organisation(s). More specifically this must include:

- what the strategic vision is for the DTP and how it fits within the research organisation(s) strategy for doctoral training provision, and how the doctoral training strategy fits within the research organisation(s) overall vision and goals, particularly the strategy for social science research
- how the science policy is developed at the research organisation(s), and how high quality training provision is linked to that
- the future strategy for promoting and developing the social science research base including a description of future priorities for research and postgraduate training, and how an ESRC DTP would form an integral part of that strategy
- a justification of the structure of the DTP, whether single or consortia, particularly the added value to the delivery of training and to the student experience; for consortia, applicants must complete an attachment setting out how each organisation will contribute to the partnership and the delivery of the overall strategy
- how the DTP will link to and draw on wider institutional resources such as other research council doctoral training provision, careers service, and facilities to support knowledge exchange and impact
- strategies for fostering research careers, including support for the career development of researchers.

Letters of support are required as an attachment from each participating research organisation.

If any partners in the DTP proposal are simultaneously applying to the Centres for Doctoral Training call, an additional attachment setting out how they will co-ordinate/support the

Centres should all bids be successful, including a suitable governance structure and strategy for sharing best practice, must be included as an attachment.

### **Environment for postgraduate training**

Please provide an overview of social science research environment in which the research training will take place. This must include:

- the infrastructure in place for the delivery of core postgraduate training provision (including research skills, research methods, and transferable skills)
- a description of how excellent innovative, diverse or interdisciplinary research is promoted across the social sciences and, where appropriate, at the interfaces with other areas of the science base
- the strategy and mechanisms to encourage and facilitate a strong and active cohort of postgraduate research students within and across all pathways and partners within the DTP; and how the students are encouraged to integrate with the research environment - this includes, if requested, any distance learning students
- details of the facilities available to students including the mechanisms in place for communicating opportunities and ensuring that both students, and their supervisors, are aware of these.

### **Content and delivery of postgraduate training**

Please outline the core research training provision that will be provided through the DTP and how this meets, or exceeds, the requirements set out in the guidelines. This must include:

- details of how the core, general research and transferable skills training requirements, as specified in the guidelines, will be delivered across all pathways and all organisations and how this learning will be shared. Please note, the guidelines stipulate the minimum requirements, we will only consider exemptions requests in very exceptional circumstances and these must be detailed within your proposal. Please note: details of subject specific training and how this integrates with the core training specified by the ESRC in the guidelines should be set out in a series of attachments for training pathways.
- how and when this core, general research and transferable skills training requirements will be provided and how part-time study and distance learning will be accommodated.
- details of the DTP's mechanism for implementing an annual training needs analysis process across all partner institutions, and the DTP's strategy to analyse the outcomes, identifying gaps in training provision and developing a clear and coherent approach for sourcing more advanced or specialist training that is not available within the host institution. Also how the DTP will engage with supervisors to ensure supervisors are aware of the different training opportunities.
- the supervisory arrangements available at the research organisation(s) and what procedures are in place to ensure consistent effective provision. This should include the DTP's policy for appointing supervisors, and how supervisor duties are shared across more than one supervisor/supervisory teams, particularly for interdisciplinary and collaboration including non-academic partners where appropriate. Also the DTP's approach to supervisor training and what formal systems are in place for

identifying supervisor training needs as well as evaluating and monitoring their performance.

- a strategy for communicating with supervisors to ensure they are fully engaged with the aims and objectives of the DTP and the opportunities available to ESRC funded students.
- how the DTP will ensure an equitable split between +3 and four year awards.
- highlight the international aspects of your training provision, specifically in respect to aspects which develop the cultural and methodological skills required for working with international partners.

Applicants who wish to be considered for additional studentships in the priority areas stated in the call specification, will need to evidence their strength in these areas and demonstrate that it is an area of focus and priority.

### **Collaboration with non-academic partners**

Please describe the DTP's strategy for achieving the target of 30 per cent of each cohort participating in collaborative activities with non-academic partners. This must include:

- An outline of the research organisation(s) strategy for maximising knowledge exchange and impact at the level of doctoral training, and how the DTP will draw on relevant institutional services.
- Evidence of track record in enabling students to engage in collaborative activities and a clear strategy for how they will achieve the 30 per cent collaboration target. This should include details of the mechanisms for collaboration with non-academic partners that the research organisations(s) will wish to make use of (eg collaborative studentships, internships or other innovative 'people exchange' activities and opportunities at the doctoral level).

Details of training content relating to user engagement and impact as part of core training provision should be set out under the environment for postgraduate training heading above.

### **Governance, organisation and management monitoring**

Please provide a clear justification on how the DTP will be governed and managed along with the DTP's approach to managing and monitoring postgraduate provision. This might include:

- Details of the proposed governance and management structure and the breakdown of roles and responsibilities within them. The structures should enable effective engagement and communication with all levels of the DTP, including, pathway convenors, supervisors and students to ensure best practice is effectively shared. For consortia this should include how administrative management and co-ordination will operate across the partner institutions.
- Justification of the choice of Director and the membership of the senior management team.
- How the DTP will run an open competition for the studentship allocation process, for consortia how this will operate across the collaborating organisations.
- Upgrade procedures for different award structures, and explicit criteria and processes for the termination of awards.



Information regarding the management and co-ordination of the consortium should be addressed within the additional information attachment for collaborative bids.

**Additional information for collaborative bids** (*maximum of 2 sides of A4*)

The ESRC is keen to broaden the opportunities for organisations to deliver postgraduate training, and therefore have not put a limit on the number of organisations which can be involved in consortia arrangements. However, proposals must articulate a clear case for the size of the consortia, each collaborating organisation's participation in it and the added value of the consortia approach.

This attachment must be completed for all proposals that include more than one research organisation.

Proposals should set out the following additional information:

- Details of the partnership which includes an overview on the history of collaboration between the research organisations, the rationale for the collaboration and the perceived benefits of the collaboration.
- A description of the training provision which will be delivered in collaboration with another research organisation(s) and reference where this training is set out in the proposal, whether in the case for support or the subject specific training provision attachment(s). Please note this should indicate which organisations are involved in the delivery of training and how it will be delivered across the collaborating organisations.
- A clear strategy for how the collaboration will grow and mature over the accreditation period, this should include plans for monitoring the success of the collaborative arrangements.

We will be looking for evidence of strong institutional commitment and contributions from all of the collaborating research organisations involved within the proposal. We recognise that whilst some organisations will have well established collaborative arrangements already in place, for others this may be a new development which will take time to fully evolve and for partnerships to be consolidated or extended.

At a minimum level it is expected that collaborative bids will have a governance structure agreed and an interim structure in place at the proposal stage, and will have taken the first steps towards integrating aspects of the training provision.

Where collaboration is new or in the early stages of development, proposals should also include a schedule for the progression of the newly established partnership outlining plans for how the collaboration will grow and mature over the period of accreditation. This should include plans for monitoring the success of the collaborative arrangements and ensuring consistent offering for all students.

**Subject-specific training provision** (*maximum of 3 sides of A4 per pathway*)

As confirmed within the guidelines, it is the responsibility of the research organisation(s) to determine the substantive content of the core subject specific training associated with their

own training pathways, drawing upon areas of particular strengths and in line with their own institutional priorities.

We define 'training pathway' as the broad training a student will receive in a particular disciplinary or thematic area during the course of their PhD. There is no limit to the number of pathways which can be applied for; however, applicants must justify the inclusion of each pathway.

Applicants are expected to provide details regarding the research context, structure of delivery, training provided, and the research environment for each pathway, including an indication regarding the level of demand in order to demonstrate that a viable cohort of students will be sustained. The cohort can include non-ESRC funded students.

Applicants wishing to establish new pathways which do not have historic student demand will need to explain why this area is a priority for the institution and demonstrate its research strength in that area.

A template for subject specific attachments, including an example of how information should be presented, is at **Annex I**. Training pathways must be grouped by a social science discipline or thematic area, and each subject specific attachment should be labelled accordingly.

Each attachment should include a table listing the training pathways covered and indicate the training structures for delivering of the training available (eg 1+3, +3, 2+2, +4). It should also identify where provision can be delivered full-time, part-time or through distance learning. Applicants will need to justify why a pathway cannot be delivered on a part time basis. Applicants who wish a pathway to be considered for distance learning need to clearly explain how this will operate and how these students will be included in any cohort development activities.

It should also point to the Units of Assessment (UoA) from the Research Excellence Framework (REF) 2014 exercise that are pertinent to the training provision detailed within the attachment. Whilst in some cases this will be palpable, for training pathways that cut across one or more discipline areas (eg Climate Change) applicants will need to indicate clearly the principal UoA that relates to the training pathway.

Proposals should also indicate where training pathways are linked to other pathways in other subject specific training attachments. This might be where pathways have substantive training modules in common. Details of the training provision associated with specific pathways should not be replicated in more than one attachment.

The subsequent narrative for each attachment should describe the key elements of the subject specific training comprised within the training pathways listed. This might include:

- whether the training provision is established or new;
- which components of subject specific training are compulsory;
- how the subject specific training is integrated with core, general research and transferable skills set out in the case for support attachment;

- the content and delivery of advanced training associated with the training pathways included, and whether this is provided locally or sourced through regional or national provision;
- an outline of how/when training is delivered;
- details of how the provision of training will cater for students studying part-time or by distance learning.

For reference, the ESRC disciplines are listed below:

### **ESRC discipline list**

- Area and development studies (AS)
- Economics (ECON)
- Demography (DEM)
- Economic and Social History (ESH)
- Education (EDUC)
- Human Geography (GEOG)
- Linguistics (LING)
- Management and business studies (MBS)
- Environmental Planning (PLAN)
- Political science and international studies (PIR)
- Psychology (PSY)
- Science and technology studies (STS)
- Social anthropology (ANTH)
- Social Policy (SOP)
- Social Work (SW)
- Socio-legal studies (SLS)
- Sociology (SOC)
- Statistics, methods and computing (SMC)

### **Supporting metrics**

Research Excellence Framework (REF) based metrics will be used as part of the assessment criteria to ensure that we support consistently high quality pathways. The metrics threshold applies at an individual UoA level and while pathways can draw on multiple UoAs, all must meet the threshold.

Staff who was submitted to different UoAs may still contribute to the supervision and training of students, but the training must be in the area where the UoA has met the threshold.

All proposals must be accompanied by an attachment setting out a series of metrics using the Je-S document type - other attachment. A proforma for this information has been provided at **Annex 2**.

The metrics provide supporting data to correspond to research excellence, critical mass, training excellence and impact excellence. The data will also be used to inform the peer

review assessment and some of the data collected will be used in an algorithm to inform the allocation of studentships to DTPs.

It is important that the information collected for this purpose is as robust as possible and, wherever possible, avoids duplicating routine data gathering work already carried out at an institutional level. For this reason, it has been decided to request data from the REF 2014 exercise.

**CV** (*maximum of two sides of A4*)

A CV for the proposed director must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, relevant experience, 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.

**Letters of support from collaborating organisations** (*maximum of one side of A4 for each partner organisation*)

A letter of support for each collaborating organisation must be submitted as part of the proposal. Each letter should be signed and on headed paper and should address the following:

- The organisation's commitment to the DTP for the lifetime of the partnership and beyond
- The alignment to the organisation(s) strategy
- The organisation's contribution towards an appropriate management structure for the named DTP.

**Additional statement** (*maximum of one side of A4*)

Applicants applying to both the Doctoral Training Partnership (DTP) and Centre for Doctoral Training (CDT) calls must submit an additional attachment using the Je-S document type 'other attachment', setting out how the organisation(s) will co-ordinate/support the centres should all bids be successful, this should include details how the organisation(s) will manage multiple bids and co-ordinate sharing best practice.

**Budget management** (*maximum three sides of A4*)

All DTPs will receive an allocation of studentships and the costs associated with that allocation will be paid via a doctoral training grant. DTPs have considerable flexibility in managing this budget but must ensure that they have mechanisms in place to allocate this funding.

Applicants must set out how they intend to allocate funds from the 'Student and Cohort Development' heading set out in the call specification. This should include, but is not limited to: collaboration activities, interdisciplinary working, cohort development, Overseas Institutional Visits (OIVs), and internships funded through RCUK internship scheme. The funding for interdisciplinary working is intended to enable students trained in a particular

discipline to engage with and understand different disciplinary approaches. In the attachment applicants must also set out how they would make savings and allocate funding if the Councils receive a tight spending review settlement and the DTP budget is reduced by 25 per cent. Purely to enable comparison between proposals, can applicants base their approaches on an allocation of 30 students.

## Submit your proposal

After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a **mandatory requirement to be completed for this specific call**. 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 18 February 2016**.

## Commissioning timetable

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Call for proposals issued         | September 2015            |
| • Deadline for submitting proposals | 16.00 on 18 February 2016 |
| • Commissioning Panel meeting       | June 2016                 |
| • Decisions to applicants           | September 2016            |

## 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 owner, approval pool, submitter pool or submitted to Council.

## Further enquiries

Enquiries relating to ESRC postgraduate funding rules and proposal procedures should be addressed to:

- Andrea Bond  
Email: [pgtframework@esrc.ac.uk](mailto:pgtframework@esrc.ac.uk)  
Telephone: 01793 413145

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

- Je-S helpdesk  
Email: [jeshelp@rcuk.ac.uk](mailto:jeshelp@rcuk.ac.uk)  
Telephone: 01793 444164

## Annex I

### Template for subject-specific training annexes

Name of training pathways: *Economics*

List of training pathways	Structure(s) of provision	FT/PT/Distance	Linkages to other training pathways in the application
Economics	2+2, 4	FT	<i>World Space Economy</i>
Environmental economics	2+2, 4	FT and PT (for 4 only)	<i>Environment, Energy and Resilience</i>
Development economics	1+3, 2+2, 4	FT and Distance Learning	<i>Area and development studies</i>

Relevant REF Units of Assessment: *Economics and Econometrics etc.*

Narrative:

## Annex 2

### ESRC Postgraduate Framework - Supporting Metrics

Research Excellence Framework (REF) based metrics will be used as part of the eligibility criteria for Doctoral Training Partnerships (DTPs), therefore, all proposals for accreditation must be accompanied by an attachment setting out a series of metrics. This data needs to be provided for every Unit of Assessment (UoA) referred to in the proposal. The metrics provide supporting data to correspond to research excellence, critical mass, training excellence and impact excellence. In addition, some of the data collected will be used in an algorithm to inform the allocation of studentships to DTPs.

Units of Assessment (UoA) which do not meet the threshold set out below will not be eligible for inclusion in pathways. These will be checked at the submission stage, and proposals will be returned through Je-s if any ineligible pathways have been included.

All DTPs pathways must be made up of UoAs which have:

- A greater than or equal to 50 per cent REF output (3\*+4\*)
- A greater than or equal to 50 per cent REF environment (3-+4\*)
- A greater than or equal to 50 per cent REF impact (3\*+4\*)
- A research volume equivalent to a minimum of 5 FTE staff with output at 3\* or 4\* (calculated by number of FTE staff submitted to REF2014 'multiplied by' percentage of REF output at 3\* or 4\*).

#### Notes on data requirements

1. REF Research Output Profile – please enter the overall percentage of 3\* and 4\* activity for the UoA
2. REF Research Environment Profile – please enter the overall percentage of 3\* and 4\* activity for the UoA
3. REF Research Impact Profile – please enter the overall percentage of 3\* and 4\* activity for the UoA
4. FTE Category A staff submitted for the UoA
5. PhDs awarded (*excluding professional doctorates*): \*
  - 5a. please enter the number of PhDs awarded as submitted to the REF (*excluding professional doctorates*)
  - 5b. please enter the proportion of PhDs awarded as submitted to the REF that were social science (*excluding professional doctorates*)
  - 5c. please enter the number of Professional Doctorates awarded that were social science

\*Please note that where data has been requested that solely relates to social science activity, it is down to the institution(s) to determine how to disaggregate this information from the total UoA submission. This also applies to disaggregation of data on Professional Doctorates.

Unit of Assessment	Institution*	1. REF Research Output Profile	2. REF Research Environment Profile	3. REF Research Impact Profile	4. FTE Category A staff	5. PhDs awarded		
					4	5a.	5b.	5c.
<i>Economics and Econometrics (UoA 34)</i>								

\* Where applications are being subjected as part of a consortia bid, this information will need to be provided for each of the institutions as relevant.