



Arts & Humanities
Research Council



GCRF New Social and Cultural Insights into Mental, Neurological, and Substance Use Disorders in Developing Countries

Je-S guidance for applicants

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Introduction

This is a guidance document created to assist applicants to the New Social and Cultural Insights into Mental, Neurological, and Substance Use Disorders in Developing Countries call in completing their proposal. It is specific to this call 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 proposal’**
www.esrc.ac.uk/How-to
- **RCUK Global Research Challenge Fund (GCRF) background**
<http://www.rcuk.ac.uk/funding/gcrf/>
- **Je-S help text** is available in every page of the 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 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/funding/funding-opportunities/gcrf-new-social-and-cultural-insights-into-mental-neurological-and-substance-use-disorders-in-developing-countries/>

For further information contact:

- Email: gcrfmentalhealth@esrc.ac.uk
- Rebecca Griggs (ESRC)
Telephone: (+44) 01793 413107

- James Dracott (AHRC)
Telephone: (+44) 01793 416017

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) system. To be able to do this the organisation must be registered (or self-registered for certain calls) for Je-S, and the applicants must hold Je-S accounts.

- UK higher education institutions and all 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.

Je-S accounts for applicants

All principal and co-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 started on creating an account please refer to the Je-S help text at <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/SettingupJeSaccount.htm>

Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see help text <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupJeSaccount/SettingupJeSaccount.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 the research councils 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 carry out 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' Je-S forms.

Please note that **the deadline for research organisation submission of proposals is 16.00 on 11 January 2018**. 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 / the research councils 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 research councils, via Je-S**. The research organisation's submission route usually includes both an approver (ie head of department) and submitter (ie central finance office), and the research councils 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 **GCRF Mental Health 2017** and select from the list created. The remaining three selection fields will be automatically populated as follows:

Select Document Type: Standard Proposal.

Select Scheme: ODA

Select Call/Type/Mode (optional): GCRF Mental Health 2017

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 help text 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 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 ‘Project Title’ (maximum limit of 150 characters)
- For ‘Proposal Call’, select **GCRF Mental Health 2017**. Please note that the option will only be available once the call is live.
- Your start date should be **1 September 2018**. Your grant should be a proposed duration of **no more than 30 months**.
- Submission route – It is recommended that once this initial section is completed, you check the submission path (via Document Actions tab) to see if the proposal has been signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it to the research council.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-I) if applicable.

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 contact person for research council correspondence. All named investigators are responsible for ensuring that successful proposals 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.

UK co-investigators in business, civil society or government bodies

Please note that any researcher from an established business, civil society or government body based in the UK will be eligible to be listed as a **co-investigator** under this call.

The ESRC (with AHRC where appropriate) will fund 100% of justified costs, however, the project costs associated with these types of Co-I contributions must not exceed 30% of the overall cost of the grant (at 100% fEC). Applicants should note that where a proposal includes UK business, third sector or government body co-investigators the combined costs of all co-investigators must not exceed the 30% maximum limit.

Please note that costs cannot be claimed from government bodies.

On receipt of the proposal, the eligibility of business, civil society or government bodies will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be made.

It is recommended that potential UK co-investigators from business, civil society or government bodies should contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database, which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

All project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society costs' and must be entered into the costs section on Je-S as follows:

Co-investigator 'time' allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero. The co-investigator salary costs must then be entered under 'Other Directly Incurred Costs' (please tick the 'Is Exception' box to ensure 100% costs claimed), as should all other claimed staff salaries and related costs associated with the UK Co-I's business or civil society body.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the proposal relate to the UK co-investigator's business, civil society or government bodies. Please note that UK co-investigator's business or civil society salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the UK co-investigator's business or civil society organisation.

Host/submitting institutions are reminded that for calls that encourage non-academic co-investigators, a suitable support structure should be in place to assist such individuals in registering for Je-S accounts and contributing to the research case.

International co-investigators

Please note that any academic researcher (PhD or equivalent) from an established international research organisation of comparable standing to an ESRC-eligible UK research organisation will be eligible to be listed as an international co-investigator under this scheme.

In addition to ESRC's usual co-investigator policy (available at www.esrc.ac.uk/funding/guidance-for-applicants/inclusion-of-international-co-investigators-on-proposals/), GCRF calls permit the fully justified costs associated with international co-investigators' contribution to the project to exceed 30% of the overall cost of the grant (at 100% fEC).

No upper limits will be applied, though all costs will need to be fully justified. This applies to co-investigators from countries on the DAC list and those from countries who are not on the DAC list (available here: <http://www.oecd.org/dac/stats/daclist.htm>). Please note that we strongly encourage co-investigators from countries not on the DAC list to make a significant contribution to their own research costs.

It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk (jeshelp@rcuk.ac.uk) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S

database which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page). Please ensure you initiate such discussions as soon as possible before the call closing date.

All costs associated with the international co-investigator - whether salary, fieldwork, equipment or travel and subsistence - should be entered as 'Other Directly Incurred' and should be marked as an 'Exception' using the tick box. All costs should also be prefixed with 'Overseas:'.

Co-investigator 'time' allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero.

All costs must be specifically justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must also state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the proposal relate to international research organisations. Please note that international co-investigator salary costs should only be claimed where clear justification is provided as to why this cost cannot be met by the international research organisation.

Objectives

List the objectives of your research in order of priority. *(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. Please note that this section will be made available on the Gateway to Research database, therefore applicants should ensure confidential information is not included in this section.

This section should clearly capture how the context, aims and objectives, and potential application and benefits of the research are directly and primarily relevant to the problems of developing countries. *(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.

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 help text page linked to this Je-S section. *(4000 character limit)*

Staff duties

Summarise the duties of the staff members that will be involved in your project, including the applicants. 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

Applicants are required to consider carefully how best to build links and contacts at the concept and development stage of the proposal with the potential beneficiaries and users to be involved within the grant and to work towards co-production of knowledge with research users where appropriate. It is vital that the economic and societal impact of all projects funded by ESRC is maximised. For this call, the primary focus is on impact that benefits the economic development and welfare of a developing country or countries.

For this call it is recommended that each project holds a seminar or workshop with key stakeholders in the country or countries where the majority of the research is taking place, to set out the aims of the project and fully ground it in the local context. Applicants should include brief details of their planned stakeholder workshop in the Impact Summary. Further details must be provided in the Pathways to Impact attachment (see below).

Please address the following two questions (4000 character limit):

- **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 activity?**
Describe how you will communicate and engage with these stakeholder groups/different audiences to ensure that they have the opportunity to benefit from the research.

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.

It is important to consider the potential impact of your research from the beginning of your programme. To help you with this, we have developed a step-by-step guide (<http://www.esrc.ac.uk/research/evaluation-and-impact/developing-an-impact-strategy>).

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

Ethical information

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

Applicants must ensure the proposed research will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been

considered and will be addressed ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

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.

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

Please state whether your application under this call is related to any proposals previously submitted to us. Please note the policy on 'invite only' resubmissions at www.esrc.ac.uk/resubmissions on the ESRC website. 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 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 (eg investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians).

Associated studentships will not be funded through this call.

Resources

All resources requested must be fully justified in the 'Justification' attachment. Proposals are invited for research grants of durations up to 30 months. The ESRC (with AHRC where applicable) expect to fund a balanced portfolio of proposals of varying sizes and ambitions, with a maximum grant value of £1.25 million at 100% fEC. If successful, ESRC (with AHRC where applicable) will meet 80% of the fEC on proposals submitted and the host institution is expected to support the remaining 20%. It is expected that the portfolio will include grants which are significantly smaller than the maximum value.

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 research councils** should also be entered in this section.

For items of equipment costing between £10,000 and RCUK equipment purchase threshold value (£115,000 excluding VAT), 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% of the cost.

All requests for items of equipment costing above the RCUK equipment purchase threshold (£115,000) 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%. The research councils 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 above the RCUK equipment purchase threshold, 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 RCUK equipment purchase threshold 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% (for the amount sought from the council). (See 'other directly incurred costs' section if surveys are to be done using in-house resources.)

Other directly incurred costs - including justified; project specific consumables, 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 section and will be funded at the standard 80% 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.

All project costs relating to UK business or civil society co-investigators must be prefixed as 'UK Co-I's business or civil society costs'. The co-investigator salary costs must be entered under 'Other Directly Incurred Costs' as should all other claimed staff salaries and related costs associated with the UK co-investigator's business or civil society body, and should be marked as an 'Exception' using the tick box.

All costs associated with international co-investigators, whether salary, fieldwork, equipment or travel and subsistence should be entered as 'Other Directly Incurred Costs' and should be marked as an 'Exception' using the tick box. All costs should also be prefixed with 'Overseas.'

Any indirect costs associated with developing country co-investigators should be entered under 'Other Directly Incurred Costs' section. 'Developing country' co-investigators include

co-investigators that are based at an OECD DAC list country (www.oecd.org/dac/stats/daclist.htm).

The overhead rate for developing country co-investigators is up to 20% of salaries and other staff-related costs (i.e. statutory contributions analogous to UK National Insurance or Superannuation contributions). Indirect costs may not be charged on non-staff related direct costs, e.g. equipment, consultancies and conferences as well as travel and subsistence. The indirect cost must be entered as a separate cost line and should be marked as an 'Exception' using the tick box. Indirect costs must be clearly prefixed with 'Overseas - developing country indirect cost'.

Only DAC List Country Co-Investigators are eligible for 20% of international salary related costs as overheads/indirect costs and that this does not apply to non-DAC list country Co-Investigators. If a co-investigator is from a country flagged as likely to graduate from the DAC list during the course of the project this should be treated as a country NOT on the DAC list.

Please note that indirect costs associated with developing country co-investigators should be added in this section and **not** in the Estates and Indirect costs section.'

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 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 organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section.

Beneficiary countries

As part of GCRF requirements, your research should address challenges faced by developing countries or territories, please select all those that apply from the list of beneficiary countries. Please only select countries where you expect your research to have real or direct benefit.

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

Applicants must adhere to ESRC policy. 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/datapolicy) and in the Research Funding Guide (www.esrc.ac.uk/RFG). Explain clearly how you will meet these requirements if relevant to your proposal. Complement but do not duplicate the information provided in the Data Management Plan as explained below.

Reviewers (academic and user)

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, 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.

Proposals will not be disadvantaged by the absence of nominated reviewers.

Classifications

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. If 'yes' please expand within the 'Case for Support' attachment.

User involvement

If 'Users' have been/will be engaged with your research project, please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, private sector, civil society or the wider public. Engaging users in your research from its conception and development through to the dissemination stage is likely to increase the impact achieved. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the Pathways to Impact attachment.

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
- Justification of resources

- Pathways to Impact
- Data Management Plan (for grants planning to generate data)
- CV
- ODA compliance statement
- International co-investigator letter of support

List of Publications, Letter of Support, Proposal Cover Letter, Facility form, Final/Interim Report and Other are optional attachments and should be included where appropriate.

Important note: If you are unclear about whether you can include a specific attachment please contact gcrfmentalhealth@esrc.ac.uk for advice, as unrequested attachments can hinder the processing of your application. The research councils reserve the right to return or reject proposals that include attachments not permitted on this call.

Case for support (maximum of six sides of A4)

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

- The introduction should set the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.
- The detailed research questions to be addressed should be clearly stated.
- Give a full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- Clearly state the framework and methods for analysis, and explain the reasons for their choice.
- Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.
- The bibliography for references cited in the proposal should be attached under the 'list of publications' document; this should not include publications not cited in the proposal. A list of the most relevant and recent publications should be included in the applicant CVs.
- A clear link must be made between the aims and objectives and the scope and theme of the call, the primary focus on promoting the economic development and welfare of a developing country or countries.

Justification of resources (maximum of two sides of A4)

This is a two-side A4 statement justifying that the resources requested are appropriate to undertake the research project. The justification of resources should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

Justification of costs incurred by non-UK organisations must be clearly identified within this document in line with the Resource summary section.

Please refer to the joint research council Je-S (<https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCspecificRequirements.htm>) 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. It is important that the pathways to impact are realistic and appropriate to the particular developing country or countries which the research is intended to benefit.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community.

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, 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 proposal. Impact can take many forms, be 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.

To be effective, all communications, engagement and impact activities must be planned in detail and properly resourced. To this end it is strongly recommended that approximately 10% of the overall budget should be dedicated to delivering the projects impact strategy as outlined in the pathways to impact attachment.

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

For this call it is recommended that each project holds a seminar or workshop with key stakeholders in the country or countries where the majority of the research is taking place, to set out the aims of the project and fully ground it in the local context. Applicants should include brief details of their planned stakeholder workshop in the Impact summary.

When completing the attachment, please consider and address the following:

- Clear mapping of beneficiaries and target audiences
- Analysis of demand for research outputs
- Strategy for engagement with target audiences
- Methods for communication and engagement
- Opportunities for collaboration
- Monitoring and evaluation of impact plan activities.

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

Data Management Plan (*maximum of three sides of A4*)

It is a requirement of the ESRC Research Data Policy www.esrc.ac.uk/datapolicy that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, ie primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research. For further guidance see the Je-S Help text.

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

A CV 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.

List of publications

The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

Final/interim reports (*maximum of three sides of A4*)

All current grant holders must submit a progress report on their current awards with any new application. Details should include the output records submitted by the applicant to the Researchfish system.

Proposal cover letter/letter of support (*maximum of one side of A4*)

If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included. A covering letter summarising the major revisions must accompany the proposal.

Exceptionally letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General

letters of support that are not essential for the successful conduct of the research or do not confirm any specific contribution to the project should not be included.

Please note: This is in addition to the project partners and international co-investigators letters of support.

Other attachments

ODA compliance statement (maximum of one side of A4)

This call is funded through the Global Challenges Research Fund (GCRF). GCRF forms part of the UK's Official Development Assistance (ODA) commitment, which is monitored by the Organisation for Economic Cooperation and Development (OECD) (www.oecd.org). ODA-funded activity focuses on outcomes that promote the long-term sustainable growth of countries on the OECD Development Assistance Committee (DAC) list (www.oecd.org/dac/stats/daclist.htm).

Funding within this call will be awarded in a manner consistent with official ODA guidelines (www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm). To comply with ODA requirements, all proposals must make clear how their primary purpose is to promote the economic development and welfare of a developing country or countries on the DAC list. There are no priority countries. Proposals may relate to any country or countries on the DAC list except those which are flagged as likely to graduate from the list during the course of the proposed project. If a country is flagged as likely to graduate it should not be the primary focus of a proposal, although it can be included as an additional case study or comparison. In such proposals the primary purpose of the research should be to promote the development and welfare of a developing country not due to graduate from the list.

Applicants must clearly demonstrate how they meet ODA requirements throughout their 'Case for support' and 'Pathways to impact'. Each proposal must also include a mandatory attachment which explicitly demonstrates how it meets key ODA requirements. **The 'ODA compliance statement' must answer the following three questions in order:**

1. Which country / countries on the DAC list will directly benefit from this proposal?
2. How is your proposal directly and primarily relevant to the development challenges of these countries?
3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?

The response to each question must be clearly labelled with the relevant question number. No word limits are set for responses to individual questions, but the ODA compliance statement as a whole must not exceed one side of A4. The research councils reserve the right to reject applications that do not respond to all three questions. The one page 'ODA Compliance Statement' must be attached to your proposal as '**Non-UK Components**' type attachment.

In answering these questions, applicants must refer to the current OECD DAC list (www.oecd.org/dac/stats/daclist.htm). Any country that appears on the DAC list of ODA

recipients is eligible (except those which are flagged as due to graduate from the list during the course of the project, see above); there are no priority countries or groups of countries for this call. Research which includes consideration of countries not on this list is eligible for this call, but only where the primary purpose and benefit of the research is to promote the economic development and welfare of a country or countries on the DAC list. Research relevant to single or multiple countries on the DAC list is eligible for funding under this call.

Further general advice for applicants on how to meet ODA requirements is provided by the ESRC (www.esrc.ac.uk/gcrf) and in the Frequently Asked Questions (<http://www.esrc.ac.uk/funding/funding-opportunities/gcrf-new-social-and-cultural-insights-into-mental-neurological-and-substance-use-disorders-in-developing-countries/>). Any queries about the ODA eligibility of projects should be raised with the ESRC contact named in the call specification document before submitting a proposal.

International Co-I letter of support (maximum of 3 sides of A4)

In order to qualify as an international co-investigator on a GCRF application our rules state that any academic researcher (ie those holding a PhD or equivalent qualification, or higher) from an established international research organisation of comparable standing to a research council-recognised UK research organisation will be eligible. In order to help the research councils judge whether an international research organisation is of equivalent standing to a UK research organisation and to establish the international co-investigator(s)' and their research organisations' ability to undertake the project as well as their commitment to the project, we ask international research organisations to submit a mandatory letter of support if their project includes one or more international co-investigators.

Please use the template at Annex I to complete the international co-investigator letter of support.

The letter of support must be attached to your proposal as '**Other**' type attachment.

Proposal classifications

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.

The Proposal classification area is a harmonised (and expanded) structure agreed with other research councils. Therefore, if your area of expertise crosses the remits of more than one research council you will now only need to provide the information once.

It is an essential requirement that your **primary research area** is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50% of the proposed programme of research 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 and to assist in the selection of appropriate reviewers.

For this call it is an essential requirement to add the names of the country/countries involved in the research as a free-text keyword as well as the acronym 'GCRF'.

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 11 January 2018**.

Commissioning timetable

- Call for proposals issued - 8 November 2017
- Deadline for submitting proposals – **16:00 on 11 January 2018**
- Commissioning panel meeting - 3 May 2018
- Decisions to applicants - late May 2018
- Start date for successful proposals – 1 September 2018

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 research funding rules and proposal procedures should be addressed to:

- Email: gcrfmentalhealth@esrc.ac.uk
- Rebecca Griggs (ESRC)
Telephone: (+44) 01793 413107
- James Dracott (AHRC)
Telephone: (+44) 01793 416017

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

- Je-S helpdesk
Email: jeshelp@rcuk.ac.uk
Telephone: 01793 444164

Annex 1: Template for International Co-I letter of support (maximum of 3 sides of A4)

International Co-Investigator (Co-I) research organisation eligibility

- 1. Briefly outline the main objectives of your organisation's research strategy**
- 2. Please outline the research capacity of your organisation**

For example, you may wish to comment on the following aspects:

- Number of researchers employed by the organisation;
- Research projects in the last five years led or co-led by staff while employed at your organisation (eg size and complexity of the projects, their management and coordination and the number of postdoctoral researchers and/or research students supervised);
- Publication record of researchers at your organisation;
- Ways in which your organisation has sought to maximise the wider impact and value of its research.

- 3. Please provide details of your organisation's ethical assurance procedures**

For reference, please see the ESRC's Framework for Research Ethics available at <http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>

International Co-I eligibility

- 1. Please provide details of the international Co-I's commitment to the proposed project**

You should address the following aspects:

- The added value which the International Co-I brings to the project;
- How the International Co-I's institution will support them during the lifetime of the project.

- 2. If you have requested any costs for the salary of the international Co-I, please confirm that these are not available from your organisation**

The response to each question must be clearly labelled with the relevant section and question numbers, ie please preserve the template format. No word limits are set for responses to individual questions, but the International Co-I letter of support as a whole must not exceed three sides of A4. In addition, please note the Letter of Support must be submitted on institutional headed paper and signed and dated by the Head of Department (or equivalent). Distinct Letters of Support must be submitted by the Head of Department (or equivalent) of each international Co-Investigator on the proposal.

ESRC reserves the right to reject applications which do not address all the questions in the template if International Co-Investigator(s) are present *in the application*.