  

C:\Users\Marzena_Bien\Desktop\SSHRC-CRSH_FIP.jpg

**Open Research Area (ORA) for the Social Sciences**

**ANR-DFG-ESRC-SSHR**

**Sixth Call for Proposals 2019/2020**

## Je-S checklist for Applicants

## Supplementary advice for applicants

Version: May 2019

This document is provided to aid the applicant in completing their outline and full proposal submissions in Je-S. Please refer to detailed instructions in the Call Specification and Je-S Guidance for Applicants on how to complete the information required for ORA 6 funding.

**This checklist should not be submitted with your proposal.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have I read all of the available guidance and call specification documents? | | |  | |
| Call requirements checks | | |  | |
| Is the proposal for an integrated project by researchers from at least three of the four participating countries (Canada, Germany, France and UK)? | | |  | |
| Is the focus of the project in an area of social science and does it meet the eligibility requirements of the relevant participating countries? | | |  | |
| Have I included details of all partners (including, where relevant, scientists from countries not participating in ORA and non-academic partners) involved in the project and identified their funding brought to the project? | | |  | |
| If inter/multi-disciplinary, does the social science element represent at least 50 per cent of the project? | | |  | |
| Is the duration and cost value of the proposal in line with the requirements of this call and the specific conditions of participating countries? | | |  | |
| Have all other requirements of the call, including the review and assessment criteria, been considered in developing the proposal? | | |  | |
| Technical proposal checks | | |  | |
| Is the submitting Principal Investigator (Main Applicant) registered with Je-S? | | |  | |
| Is my application being submitted to the correct call in Je-S:  **‘ORA 6 Call 2019 Stage 1 Outline’ and ‘ORA 6 Call 2019 Stage 2 Full’**? | | |  | |
| Are all project participants involved in only ONE proposal, in any capacity (PI, Co-I, team member)? | | |  | |
| Is my individual time commitment (on all ESRC grants) and that of any  Co-investigators equal to, or less than, 37.5 hours per week? | | |  | |
| Are all project participants listed correctly for all contributing countries? | | |  | |
| Is my proposed start date on or after October 2020? | | |  | |
| Have the ethical considerations of the project been addressed? | | |  | |
| Are there any project partners? If yes, has a letter of support been uploaded for each partner providing a cash/in-kind contribution? | | |  | |
|  | | |  | |
| Costing checks | | |  | |
| Have all costs been entered correctly and marked against the relevant funding organization? Have they been justified? | | |  | |
| Are the National Financial Forms filled out per country for the funds requested, and:   * Uploaded as separate documents in Je-S for ANR\*, ESRC and SSHRC (if applicable)?   **\*Important not**e: French applicants must first submit financial information to the ANR submission system and generate a PDF version to be uploaded in Je-S at the Full proposal stage. Both submissions to ANR and Je-S are mandatory. | | |  | |
| Attachments checks | | |  | |
| Do I need to complete a Data Management Plan? (if required, two sides of A4)  Do I need to complete a Summary of Japanese Proposal? (if required,  one side of A4) | | |  | |
| Have all of the relevant attachments been uploaded and formatted correctly? | | |  | |
| All attachments should, preferably, be submitted as PDFs. Are all attachments in a minimum font size 11 and have two cm margins on all sides?  Mandatory attachments for Outline Stage 1 proposal | | |  | |
| Case for Support (four sides of A4)  CVs for all named applicants (two sides of A4 each) | |  | |
| Project Participants (no page limit) | |  | |
| Total budget and a short summary of costs (no page limit) | |  | |
| List of publications/Bibliography [if applicable] (two sides of A4) | |  | |
| Former submissions and resubmissions form [if applicable] (two sides of A4) | |  | |
| Summary of Japanese Proposal [if applicable] (one side of A4) | |  | |
| Mandatory attachments for Full Proposal Stage 2 proposal | | |  | |
| Case for Support (ten sides of A4) | |  | |
| Justification of Resources (three sides of A4, one side per country involved) | |  | |
| CVs for all named applicants (two sides of A4 each) | |  | |
| Final/Interim progress reports [if applicable] (two sides of A4) | |  | |
| Data Management Plan [if applicable] (two sides of A4) | |  | |
| Project timetable/Workplan (one side of A4) | |  | |
| Project Participants (no page limit) | |  | |
| Total budget and a short summary of costs (no page limit) | |  | |
| National Financial Forms [if applicable] (no page limit) | |  | |
| List of publications/Bibliography [if applicable] (two sides of A4) | |  | |
| Letters of support [if applicable] (one side of A4 each) | |  | |
| Summary of Japanese Proposal [if applicable] (one side of A4) | |  | |
| Submission checks | | |  | |
| Are all sections of the Je-S Outline and Full proposals complete, are the relevant attachments uploaded and has it been validated? | | |  | |
| Have I submitted the Je-S form to my institution’s submitter pool in good time?\* | | |  | |
| Has my application been approved and submitted to the ESRC by my institution in good time?\*\* | | |  | |

**\*\*Important note:** Please note that these steps do not apply to submissions from self-registered organizations, as the PI will submit their application directly to ESRC.