



Social Sciences and Humanities  
Research Council of Canada

Conseil de recherches en  
sciences humaines du Canada



# Open Research Area (ORA) for the Social Sciences ANR-DFG-ESRC-SSHRC Sixth Call for Proposals 2019/2020 Je-S Guidance for Applicants

Version: May 2019

\* Please read the full [Call Specification](#) and this document before submitting your Outline and Full proposals.

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## I Introduction

This is a guidance document created to assist Main Applicants of ORA six call research proposals in the completion of their Outline and Full proposals. It is specific to this call and should be used in conjunction with the following information:

- [Scheme-specific guidance - ORA Six Call Specification](#)
- [ORA sixth call specific attachments](#)
  - Former submissions and resubmissions template (optional - if applicable, three pages of A4, Outline proposal only)
  - Project Participants (mandatory, no page limit, Outline and Full proposals)
  - Total budget and a short summary of costs (mandatory, no page limit, Outline and Full proposals)
  - Summary of Japanese proposal (optional - if applicable, one page of A4, Outline and Full proposal)
  - ESRC National Financial Form (mandatory, Full proposal only)
  - SSHRC National Financial Form (mandatory, Full proposal only)

- **Je-S Helptext** 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).

**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.

- **Je-S Helpdesk** (for all Je-S system enquiries)  
[jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org) or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, Helpdesk staff can be contacted Monday to Thursday 8.30 - 17.00, Friday 8.30 - 16.30 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 Je-s user ID, the date and time, what part of the form or system you were working on, and the nature of the problem.

- For further information contact the call Secretariat:

Lauren Quinn  
Telephone +44 1793 413 128  
Email: [oraqueries@esrc.ukri.org](mailto:oraqueries@esrc.ukri.org)

Marzena Bien  
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Email: [oraqueries@esrc.ukri.org](mailto:oraqueries@esrc.ukri.org)

## 2 Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through the UKRI's Joint Electronic Submissions (Je-S). 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 fully registered Je-S accounts.

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

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S\*. A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches. *\*From 01 November 2016, any IRO currently eligible for RC funding can submit proposals to RCs for any calls that open after this date.*
- Overseas organisations which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other research responsive mode schemes). A list of these organisations is available from the Je-S

login page. The organisation will have previously set up the submission process and will therefore be available within the Je-S searches.

First please consult the list of previously [registered organisations](#) to see if yours is on there:

**Je-S Welcome to Je-S**

**Existing Users**

User Name:

Password:

[Retrieve User Name / Password](#)

**About Je-S**

Je-S is used by [AHRC](#), [BBSRC](#), [EPSRC](#), [ESRC](#), [MRC](#), [NERC](#) and [STFC](#) (formerly CCLRC and PPARC), as well as the [Technology Strategy Institute \(TSI\)](#) and [National Centre for the Replacement, Refinement and Reduction of Animals in Research \(NC3R\)](#) communities with electronic grant services.

If you are a new user and wish to gain access to the Je-S system, please [Create an Account](#).

To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S. A list of [Je-S Registered Organisations](#) is available, please note that this does not include self-registered organisations.

For certain, limited, calls, [self-registration for organisations](#) is available.

**New Users**

In order to gain access to the Je-S System, [Create an Account](#).

**Help**

[Contact Us](#)

[Terms and Conditions](#)

[System Help](#)

**Easter Opening Hours**

Please note that the Je-S Helpdesk will be providing their usual customer helpline service on Thursday 13th April 2017, closing at 5pm 2017. The Research Councils will not be available on 13th April.

The Je-S system will still be available during this period.

**Change to the Je-S Terms and Conditions**

The Je-S Terms and Conditions were amended on 19 November 2016.

The Privacy section (3.4) now includes an ORCID identifier in the list of items related to applicants that will be kept confidential. All Je-S acceptance of the change to the Terms and Conditions when first logging in to the system after 19 November.

Je-S v6.4.9  
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If it is, please follow the instructions under 'Self-registration for organisations' (below)

- Organisations which do not appear in the list of registered organisations may be 'self-registered'.

### 3 Self-registration for organisations

If you are interested in applying for the ORA six call and your organisation does not hold Je-S registration, please follow these instructions to self-register your organisation before creating a personal Je-S account.

- Firstly navigate to the Je-S homepage by selecting <https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx>
- Select the link 'self-registration for organisations'.

**Je-S Welcome to Je-S**

**Existing Users**

User Name:

Password:

[Retrieve User Name / Password](#)

**About Je-S**

Je-S is used by [AHRC](#), [BBSRC](#), [EPSRC](#), [ESRC](#), [MRC](#), [NERC](#) and [STFC](#) (formerly CCLRC and PPARC), as well as the [Technology Strategy Institute \(TSI\)](#) and [National Centre for the Replacement, Refinement and Reduction of Animals in Research \(NC3R\)](#) communities with electronic grant services.

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For certain, limited, calls, [self-registration for organisations](#) is available.

**New Users**

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**Help**

[Contact Us](#)

[Terms and Conditions](#)

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The Je-S system will still be available during this period.

**Change to the Je-S Terms and Conditions**

The Je-S Terms and Conditions were amended on 19 November 2016.

Je-S v6.4.9  
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- Accept the Terms and Conditions that are displayed.
- Complete the 'Organisation' page. Please note there is a restriction on the number of characters available in the 'organisation name' field, and please note that words such as university should be entered in English.
- If a 'Potential Duplicates' page appears, please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (eg it may be shortened or a word such as 'university' may be either at the start or end of the name), so please check carefully to avoid creating a duplicate. If your organisation is on the list please select 'Cancel'; this means your organisation is already with Je-S and do not need to continue with this process. If your organisation is not registered and does not appear on the list then please select 'Next Step'.
- Check the details and select 'Create organisation'.

Registration of your organisation is now complete. You will now need to create a personal Je-S account to enable you to prepare a proposal. Please navigate to the [Je-S homepage](#) and select the 'Create Account' link.

However, if you have used Je-S previously you will already have an account and you will not need to create a new one - but you will need to amend the organisation details of your existing account.

## 4 Je-S accounts for applicants

Only the Main Applicant (nominated Principal Investigator who submits proposal) is required to have a Je-S account. Je-S accounts must have 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](#).

When you create an account, the system will prompt you to create an ORCID identifier, please select "Skip ORCID identifier" as this is not required for this call. Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal (Principle Investigator)' - see [Helptext](#).

**It is strongly recommended to create the Je-S account as soon as possible after the call has been published and well before it closes. You must allow at least five business days for processing the registration of PIs** as the registration requests are handled manually by Je-S staff and only processed during their normal working hours (Monday to Thursday 08:30 to 17:00, Friday 8:30 to 16:30 UK time).

For applicants affiliated with recognised institutions on Je-S (see Section 2 above), it is recommended that applicants forward their proposals to the organisation Submitter Pool in a good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposals must be submitted through the Je-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 proposals have 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 Main Applicant's 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 ESRC.

For applicants affiliated with institutions not recognized on Je-S (see Section 2 above), their applications are submitted to ESRC directly.

Use of your personal information – UK Research and Innovation capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

## 5 Before creating your proposal

Research proposals may **only** be made on ESRC's Joint Electronic Submission (Je-S) forms.

Please note that the **deadline for submission for ORA sixth call proposals is 16:00 (UK time) on 11 September 2019**. The call will follow a two-stage procedure consisting of an Outline proposal and a Full proposal. Applicants who are successful at Outline will automatically progress to Full stage. Unlike the previous round, **applicants must submit Outline and Full proposals at the same time**, rather than waiting for the results of the Outline stage.

Outline and Full proposals must be submitted through separate calls in Je-S. For 'Proposal Call' in Je-S you need to select '**ORA 6 Call 2019 Stage 1 Outline**' for Outline proposal. When completing the Full proposal you need to select '**ORA 6 Call 2019 Stage 2 Full**'.

**It is a mandatory requirement that a separate Outline and Full proposals will be submitted via Je-S system.**

If applicable, 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.

Depending on your organisations eligibility on Je-S, if applicable your proposal will actually be sent to Je-S 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 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').

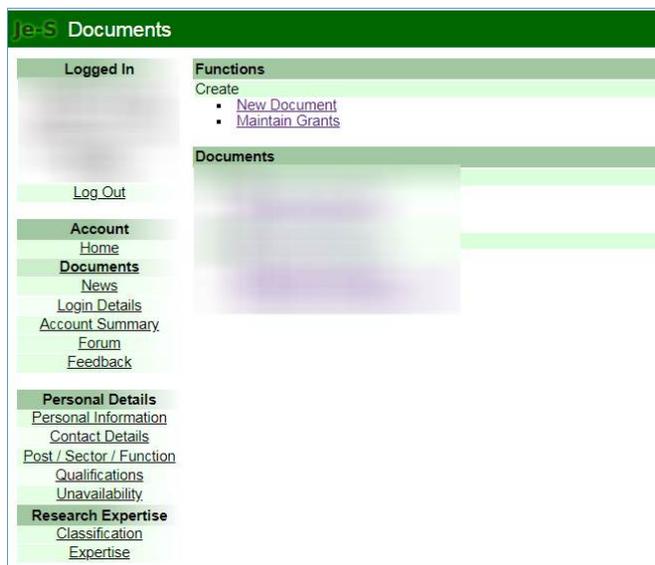
## 6 Submitting Outline and Full Proposals

Unlike in previous ORA Calls, both **Outline and Full proposals must be submitted** by a deadline of **16.00 (UK time) on 11 September 2019**. Proposals received after the deadline will not be eligible and subsequently rejected. Only proposals that meet all the conditions set out in the Call Specification and this Guidance will be included in the assessment procedure. **Applicants must ensure that both proposals contain sufficient and consistent information for assessment.** The national agencies will not accept supplementary information or revisions after the submission deadline.

## 7 Creating your ORA 6 Call 2019 Stage I Outline proposal

Log in to [Je-S](#)

Select 'Documents' on the left hand side of the screen once logged in.



Documents screen: Select 'New Document'

Select 'Call search' (highlighted at top of screen). When prompted, type in the call title '**ORA 6 Call 2019 Stage I Outline**' 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.

## 8 Completing your Outline proposal in the Je-S system

The initial Je-S Helptext 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). Any sections with a blue square/ box next to them are optional sections and should only be completed if applicable. For generic guidance under each heading, select the blue question mark, this will bring up the Je-S Helptext.

**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.

The following headings are listed in the order of appearance in Je-S and will guide you through individual sections you need fill in when completing your proposal.

### 8.1 Project Details

- Select organisation and department from drop down lists
- If applicable '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 '**ORA Six Call 2019 Stage I Outline**'.
- Your start date should not be before 1 October 2020. Your grant should be a proposed duration of between 24 and 36 months.
- Submission route – It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be 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 Research Council.

## **8.2 Applicants - Principal Investigator**

Only the one Main Applicant needs to be entered in this Je-S form here (the Main Applicant is the one nominated PI who is in charge of the online proposal submission). Details of all other partnering PIs and Co-Investigators (Co-Is), as well as other project participants, should be included in the *Project Participants* attachment (see section 10.3 Attachments for further information).

You must **enter a salary rate of '1' and enter '0' in all the costs fields to allow you to proceed in the system**. The financial information for your proposal will be captured on the *National Financial Forms* and submitted as an attachment; therefore you do not need to enter meaningful financial information for the [Main Applicant here](#).

## **8.3 Objectives**

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

## **8.4 Summary**

Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience (*4000 character limit*).

## **8.5 Academic beneficiaries**

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

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

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

## **8.6 Resource Summary**

This section is automatically populated when you enter figures onto the Je-S form; you do not need to add any information to this section.

Financial details need to be provided in the *Total budget and a short summary of costs* attachment and then fully detailed in the *National Financial Forms*. All resources requested must be fully justified in the 'Justification of Resources' attachment at the Full proposal stage.

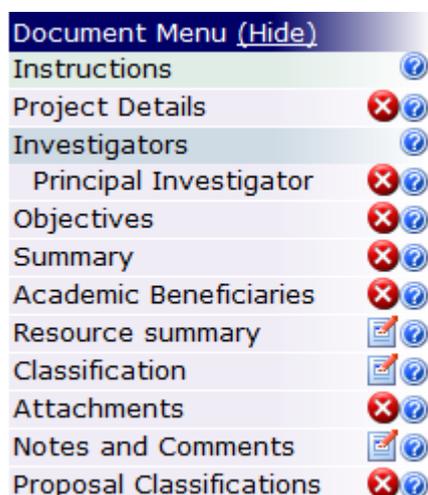
## 9 Classifications

This section asks whether the proposal is international in nature. All applicants to ORA six must select “Yes” (given the mandatory requirement for proposals to involve collaboration from a minimum of three of more participating countries). In the text box, please briefly detail the nature of the international aspect of the research and identify all countries involved.

## 10 Attachments

This section is used to upload the mandatory and optional attachments to the Je-S form. These attachments should be completed before you attempt to upload them and should only be submitted in the indicated formats.

Click ‘Attachments’ on the Document Menu then ‘Add New Attachment’:



To upload an attachment, select the correct type from the drop down menu. Then click ‘Browse’ and locate the correct document on your computer and click ‘Open’. Enter a description of the document in the Textbox and when you are finished click ‘Upload’.

Document type:

Please Select...

- Case For Support (exactly 1)
- C.V. (1 or more)
- List of Publications (any number)
- Other Attachment (any number)

**Please note:** We only accept files of the following types as attachments:

- Adobe PDF (\*.pdf)
- Postscript level 2 (\*.ps) - On submission, converted and held as an Adobe PDF file
- Microsoft Word (\*.doc/\*.docx) - On submission, converted and held as an Adobe PDF file

Description:

100 character(s) remaining (maximum 100), including spaces and returns

To check character counts, or edit longer text to the character limit, use the [character count test page](#)

Repeat these steps for all of the mandatory attachments and for any optional ones you wish to add. Validation of your application will also indicate which mandatory sections are missing. However applicants should note that there are some attachment that are mandatory to this call, but not for Je-S validation. Please, therefore ensure you refer the section below (Mandatory Je-S attachments for the outline Stage I) for further information.

**NOTE:** We will not be able to accept any applications that do not include all the required information.

**NOTE:** Once you have uploaded a document you cannot alter it, you must delete the item and upload the attachment again if you need to make changes.

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 or Excel) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see [Je-S guidance](#).

### **Je-S attachments for the Outline Stage I**

The following are **mandatory** Je-S attachments for the Outline Stage I:

- Case for Support (maximum four sides of A4)
- CV for all named applicants (all PIs and Co-Is, two sides of A4 each)
- Project Participants (no page limit - attachment type 'Other')
- Total budget and a short summary of costs (no page limit - attachment type 'Other')
- List of publications/ Bibliography [if applicable] (two sides of A4)
- Former submissions and resubmission form [if applicable] (two side of A4 - attachment type Other')
- Summary of Japanese Proposal [if applicable] (one side of A4 – attachment type 'Other').

**NOTE:** Applicants **must** adhere to the page limits for attachments. If the stated maximums are exceeded or if the necessary attachments are not included, the proposal will be **disqualified and rejected** by the call Secretariat.

If you are unclear about whether you can include a specific attachment please contact [oraqueries@esrc.ukri.org](mailto:oraqueries@esrc.ukri.org) for advice, as unrequested attachments can hinder the processing of your application. ORA participating partners reserve the right to return or reject proposals that include attachments not permitted on this call.

#### **10.1 Case for Support (maximum four sides of A4)**

This is the body of your research proposal. The Case for Support may be up to four pages. It is natural that some information included in the Case for Support will duplicate information provided in earlier sections in Je-S form such as: Objectives, Summary, and Academic Beneficiaries.

Please describe the project proposal in detail including the following sections:

- I. The aims/objectives of the research proposed.

2. The intellectual, scientific and policy background to the proposal and why it is important.
3. The theoretical and methodological foundations for the work and why this will be feasible, innovative and interesting.
4. Relevant published and continuing research on which it will build.
5. Added value that will be gained by undertaking this research as a collaborative project.
6. Contributions and research expertise brought in by the different partners involved.

You should take into account the ORA outline stage assessment criteria available in the [Call Specification](#) document (section 8) when writing your Case for Support.

## 10.2 CV (maximum of two sides of A4 per person)

A brief CV (maximum two sides of A4 per person, including publications) of every PI and Co-I must be attached as a separate document. CVs for Team Members and Cooperation Partners are not allowed. CVs must include professional details for every PI and Co-I and a list of publications (maximum 10 publications mentioned per PI and Co-I).

Applicants should structure their publication lists as follows:

- a) Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance; book publications.
- b) Other publications, for example articles in publication outlets without scientific quality assurance, or Discussion Paper Series available on the internet.

## 10.3 Project Participants (no page limit - attachment type 'Other')

The roles of the various project participants, who must all be listed, are as follows:

- **Main Applicant (MA):** the Main Applicant is one nominated Principal Investigator. As a Main Applicant, they are in charge of the online submission of the proposal, at both outline and full stage. They will act as the main contact point with the coordinating agency (ESRC) for all matters related to the proposal as a whole. This Main Applicant must be entered as the Principal Investigator for Outline and Full proposals in Je-S.
- **Principal Investigator (PI):** there must be one PI per country involved in the proposal. The PI will fulfil the role of a PI as defined by their respective funding agency, and act as contact point with their agency for all national matters.
- **Co-Investigators (Co-I):** for countries where funding can be distributed between several teams and work organized accordingly, a Co-I must be named, in conformity with national rules. Agreement should be sought from all nominated Co-Investigators before their details are submitted.
- **Team Members (TM):** all other participants who will benefit from funding must be listed as team members. They are not applicants in the proposal.
- **Cooperation Partners (CP):** these are Japanese partners (if applicable) or researchers/non-academic partners from any other of the non-subscribing countries. If a scientific board is set up for the project, members can be listed here.

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 on the

*Project Participants* attachment. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an additional attachment at Full stage only (see section 18 below).

**NOTE:** All PI, Co-I and TM costs should be recorded on the attachments named *Total budget and a short summary of costs* and *National Financial Forms*.

#### **10.4 Total budget and a short summary of costs (no page limit - attachment type ‘Other’)**

Complete the table provided in the template to present an overview of the requested budgets. For all national agencies involved in the funding request, a clear explanation must be given in the box at the end of the template, for the costs requested in the overall project.

**NOTE:** In the Full Proposal Stage 2, further cost information must be provided in the *National Financial Forms* and *Justification of Resources (JoR)* attachment.

#### **10.5 List of publications/ Bibliography (maximum two sides of A4)**

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

#### **10.6 Former submissions and resubmission (maximum of two sides of A4 - attachment type ‘Other’)**

If your ORA six proposal is a resubmission of a previously unsuccessful ORA proposal, then you must complete this attachment summarising the major revisions to the proposal. Applications that are resubmissions of a previously unfunded ORA project must be a substantial revision of the original proposal taking into account reviewer comments and further advances within the relevant field of expertise. National agencies may reject applications if they do not consider these to be substantial revisions. No resubmissions are allowed for UK applicants.

Applications that are resubmissions of previously unfunded **non-ORA projects** (ie applications to a non-ORA call) are allowed by ANR, DFG and SSHRC but not the ESRC. However if an application to a non-ORA call is still awaiting a decision then resubmissions are not allowed by any of the partners. No further details are required of previous unsuccessful non-ORA projects.

#### **10.7 Summary of Japanese Proposal (only if applicable-maximum one side of A4 - attachment type ‘Other’)**

Upload an annex on the Japanese component of the research if a Japanese partner is associated. This will include: a) information on the Japanese participants (list of applicants, affiliations, etc.) b) a summary of the project partner. This can be included as an ‘Other’ attachment type.

## 11 Notes and Comments

Applicant may add notes and comments during the completion of the proposal by selecting the 'Edit Notes and Comments' link. Any notes or comments added to a proposal will NOT be transferred to the ESRC when the proposal is submitted.

## 12 Proposal classifications

The information provided in this section will be used mainly for data collection and reporting purposes. Applicants should enter information against each section. It will also assist the call Secretariat to identify appropriate reviewers for your proposal. It would therefore assist us greatly if you could populate the Research Area/Qualifier/Keyword sections to provide a comprehensive description of the research area of the proposal.

The Proposal classification area is for you to identify whether your research project crosses the remits of more than one discipline.

**NOTE:** If your proposal has a UK component, it is an essential requirement that **primary research area** is in the social sciences.

## 13 Reviewing your Outline proposal/Document actions

There are a number of options you can use by clicking on the Document Actions link at the top of the page, for example previewing or printing a copy of the form, assigning other users or transferring access, showing submission path, history and deleting the document.



### Preview Proforma application

You can also click 'Document Preview' to get a view of how the completed document will look when it is submitted. You can choose to limit this view to only those sections so far completed.

Document Menu (18d6) Home: Documents: Document List: With Owner  
 Document Actions Cancel Prev Save Next

Scheme: Research Grants  
 Project Title: ORA TEST  
 Organisation: Zorg Testing Organisation for JcS 1 Department: Testing Department SH1

Only include populated sections

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 Telephone +44 (0) 1793 413000  
 Web http://www.esrc.ac.uk/

**COMPLIANCE WITH THE DATA PROTECTION ACT 1998**  
 In accordance with the Data Protection Act 1998, the personal data provided on this form will be processed by ESRC, and may be held on computerised database and/or manual files. Further details may be found in the [guidance notes](#)

Research Grants PROPOSAL Document Status: With Owner  
 ESRC Reference:

ORA 6 Call 2019 Stage 1 Outline

**Organisation where the Grant would be held (mandatory)**

Organisation	Zorg Testing Organisation for JcS 1	Research Organisation Reference:	ORA TEST Outline
Division or Department	Testing Department SH1		

**Project Title (mandatory) [up to 150 chars]**  
 ORA TEST

**Start Date and Duration (mandatory)**  
 a. Proposed start date 01 May 2019 b. Duration of the grant (months) 36

## Checking for errors

Under Document Actions, you can select 'Check document Validity' where you can check for any errors or incomplete sections in your application. Any errors or incomplete sections are also indicated by the red cross next to the item on the Document Menu on the left. By hovering your cursor over the question mark, a box will pop up with the reason for the error.

Home: Documents: Document List: With Owner  
 Document Actions Cancel Prev Save Next

Scheme: Research Grants  
 Project Title: ORA TEST  
 Organisation: Zorg Testing Organisation for JcS 1 Department: Testing Department SH1

It will not be possible to submit the document until all validation errors are cleared (note that warnings will not prevent submission).

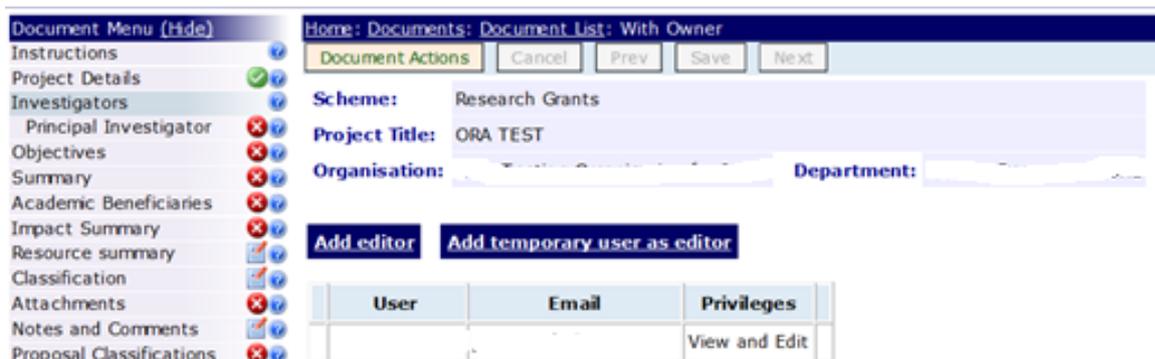
Section Tested	Message	Outcome
<a href="#">Investigators</a>	At least one member of the applicant list(s) Principal Investigator must be from the submitting Research Organisation	✘
<a href="#">Principal Investigator</a>	Section has not been completed.	✘
<a href="#">Objectives</a>	Section has not been completed.	✘
<a href="#">Summary</a>	Section has not been completed.	✘
<a href="#">Academic Beneficiaries</a>	Section has not been completed.	✘

## Adding editors/document users

Under the document actions button, select 'Administer user access', to add other people as editors or users of the document. Please note, only one person can work on the document at any time, the system will not allow more than one person to work on the document at the same time to prevent overtyping/ or data loss.

## Document History

Under the document actions button, select 'Display Document history'; this will display a list of amendments made to the document and by whom.



## 14 Submit your Outline proposal

Once you believe that you have finished all sections of the application form and are ready to submit, you must check that all sections have been completed properly. This is done by selecting 'Check Document Validity' as shown above, or by checking the document menu.

Those sections of the Je-S form that have not been completed or that are incorrect (eg over the character limit) will be indicated with the red cross. Until the issues are addressed you will not be able to submit the form.



### Viewing the submission path

To see what stage of completion the application is at, and whether it has been fully submitted, select 'Show Submission Path' under 'Document Actions':



This allows you to see who is on your Submitter Pool, and inform them that you will be submitting a proposal, and what the deadline is, so that they are aware that there is a

process for them to undertake also.

The arrows >> indicate at which stage the application is presently. The proposal will not have been completely submitted if the submission path is not “with Council”.

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 above).

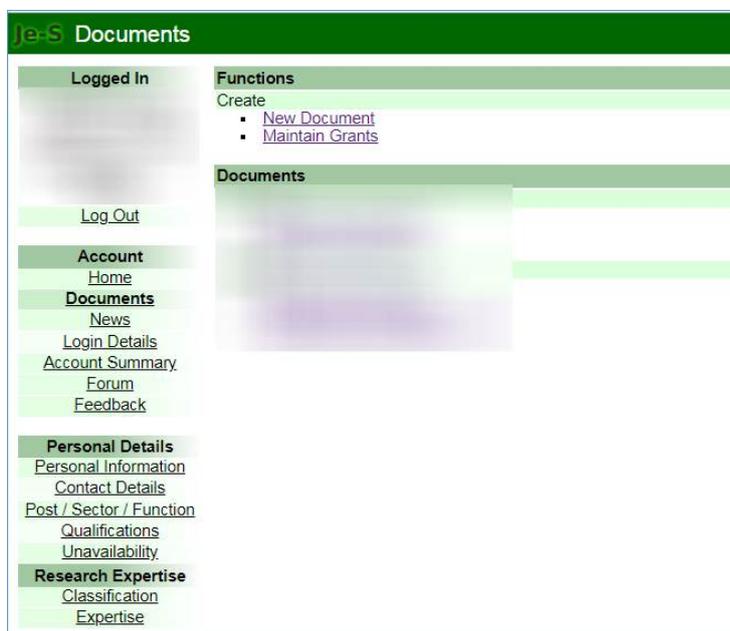
**[Je-S Checklist for Applicants](#) document will aid you with completing your submissions and it should not be included as an additional attachment in either of the proposal submissions.**

Please note that the proposal must be formally submitted by you or your organisation (depending on your affiliation) **before 16:00 (UK time) on 11 September 2019**. **Applicants are recommended to submit Stage 1 proposal at least one working week prior to the deadline.**

## 15 Creating your ORA 6 Call 2019 Stage 2 Full proposal

Log in to [Je-S](#)

Select ‘Documents’ on the left hand side of the screen once logged in.



Documents screen: Select ‘New Document’

Select ‘Call search’ (highlighted at top of screen). When prompted, type in the call title **ORA 6 Call 2019 Stage 2 Full** and select from the list created. The remaining three selection fields will be automatically populated.

**Select the tick box ‘copy existing document’** (at the bottom of the screen). This will bring up a separate box, (which may appear behind the webpage you are on) which will give you the option to select your Stage 1 application (it might be worth to have noted your Outline proposal ‘ES/X000000/I’ number).

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.

## 16 Completing your Full proposal in the Je-S system

Once you have selected your Stage 1 proposal and pressed ‘Create Document’, your Stage 2 proposal will automatically populate the sections you have already completed in Stage 1.

You will have additional sections to complete and you will need to re-upload all of your attachments and add some additional information that is only requested at Stage 2. The sections that have copied over will automatically validate and have a green tick; it is important that you go through each section individually and input any additional information in line with the extended character limits below.

### 16.1 Project Details

This section will automatically populate as long as you selected ‘Copy Existing Document’ prior to creating the Stage 2 Full document. If this section is not pre-populated, refer to section 8.1 for details on how to complete it.

### 16.2 Applicants - Principal Investigator

This section will automatically populate as long as you selected ‘Copy Existing Document’ prior to creating the Stage 2 Full document. If this section is not pre-populated, refer to section 8.2 for details on how to complete it.

### 16.3 Objectives

This section will automatically populate as long as you selected 'Copy Existing Document' prior to creating the Stage 2 Full document. If you select the text box you can continue to enter information.

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

### 16.4 Summary

This section will automatically populate as long as you selected 'Copy Existing Document' prior to creating the Stage 2 Full document. If you select the text box you can continue to enter information.

Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience (*4000 character limit*).

### 16.5 Academic beneficiaries

This section will automatically populate as long as you selected 'Copy Existing Document' prior to creating the Stage 2 Full document. If you select the text box you can continue to enter information.

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

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

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

### 16.6 Impact summary

This is new section applicable for Full proposal stage only. You will need to populate this section with new and relevant information.

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 is maximised.

Please address the following three 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

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

### 16.7 Ethical information

This is new section applicable for Full proposal stage only. You will need to populate this section with new and relevant 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](#) contains a full explanation of our approach, with guidance for applicants. **Research collaborators are strongly encouraged to consider the ethical guidelines of all partners involved in a proposal, and not just those of the ESRC.**

### 16.8 Resource Summary

This section is automatically populated when you enter figures onto the Je-S form; you do not need to add any information to this section.

Financial details need to be provided in the *Total budget and a short summary of costs* attachment and then fully detailed in the *National Financial Forms*. All resources requested must be fully justified in the 'Justification of Resources' attachment.

### 16.9 Related/ Previous proposals

Please state whether your application under this call is related to any proposals previously submitted to the ESRC. This could be your 'ORA 6 Outline Stage 1' proposal, if you have received the 'ES/XXXX/I' number.

The remaining of this section should only be completed if the Main Applicant, any other PI and Co-I on the proposal have previously applied to the ESRC or are holding a current ESRC grant. Information provided in this section will aid the Secretariat in administrative checks.

If you have not applied to ESRC before and you are not holding current ESRC grant(s), please go to the next section.

Please enter the reference numbers of any support sought or received from the ESRC in the past five years via the 'Previous proposals' section. Please note that this only relates to previous ESRC research grants. Your proposal (any ORA six proposal with UK component) will not be considered if any reporting requirement on an ESRC grant held by any of the

applicants is overdue. Some ESRC grants require formal progress reports. Where such a grant is held by one of the applicants an up-to-date report should be included with this proposal. Where any applicant holds a current ESRC grant but a formal report is not required, a progress report of a maximum of 1,000 words should be provided as an attachment.

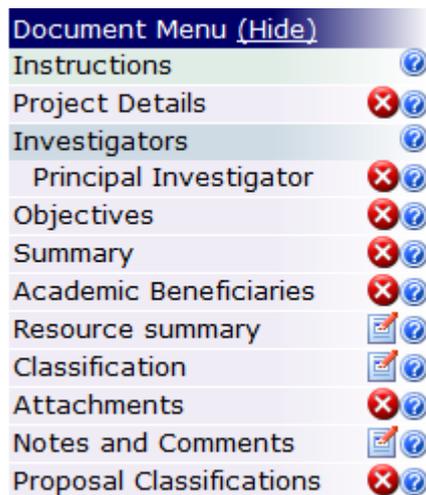
## 17 Classifications

This section asks whether the proposal is international in nature. All applicants to ORA six must select “Yes” (given the mandatory requirement for proposals to involve collaboration from a minimum of three of more participating countries). In the text box, please briefly detail the nature of the international aspect of the research and identify all countries involved.

## 18 Attachments

This section is used to upload the mandatory and optional attachments to the Je-S form. These attachments should be completed before you attempt to upload them and should only be submitted in the indicated formats.

Click ‘Attachments’ on the Document Menu then ‘Add New Attachment’:



To upload an attachment, select the correct type from the drop down menu. Then click ‘Browse’ and locate the correct document on your computer and click ‘Open’. Enter a description of the document in the Textbox and when you are finished click ‘Upload’.

Document type:

Please Select...	
Case For Support (exactly 1)	
Justification for Resources (exactly 1)	
C.V. (1 or more)	
List of Publications (any number)	
Letter of Support (any number)	
Final/Interim Report (any number)	
Data Management Plan (any number)	
Workplan (exactly 1)	
Other Attachment (any number)	

the following types as attachments:

mission, converted and held as an Adobe PDF file

on submission, converted and held as an Adobe PDF file

Description:

---

100 character(s) remaining (maximum 100), including spaces and returns  
 To check character counts, or edit longer text to the character limit, use the [character count test page](#) (opens in a new window)

Repeat these steps for all of the mandatory attachments and for any optional ones you wish to add. Validation of your application will also indicate which mandatory sections are missing. However applicants should note that there are some attachment that are mandatory to this call, but not for Je-S validation. Please, therefore ensure you refer the section below (Mandatory Je-S attachments for the Full Stage 2) for further information.

Where an attachment is required to be submitted by the lead application only, but Je-S validation required an attachment to be included, applicants should upload a dummy document for that attachment, which should be annotated with the text ‘Refer to lead Research Organisation application’. **Please note that some of the attachments must be the same as you submitted in the Stage I and this is clearly identified below.**

**NOTE:** We will not be able to accept any applications that do not include all the required information.

**NOTE:** Once you have uploaded a document you cannot alter it, you must delete the item and upload the attachment again if you need to make changes.

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 or Excel) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see [Je-S guidance](#).

## Je-S attachments for Full Stage 2

The following are **mandatory** Je-S attachments for Full Stage 2:

- Case for Support (maximum ten sides of A4)
- Justification of Resources (one side of A4 per participating country)
- CV for all named applicants (all PIs and Co-Is, two sides of A4 each)
- Project timetable/Workplan (one side of A4)
- Project Participants (no page limit - attachment type ‘Other’)
- Total budget and a short summary of costs (no page limit - attachment type ‘Other’)
- National Finance Forms (no page limit - attachment type ‘Other’)
- Final/interim reports [if applicable] (maximum two sides of A4)

- Data Management Plan [if applicable] (two sides of A4)
- 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 – attachment type ‘Other’).

**NOTE:** Applicants **must** adhere to the page limits for attachments. If the stated maximums are exceeded or if the necessary attachments are not included, the proposal will be **disqualified and rejected** by the call Secretariat.

If you are unclear about whether you can include a specific attachment please contact [oraqueries@esrc.ukri.org](mailto:oraqueries@esrc.ukri.org) for advice, as unrequested attachments can hinder the processing of your application. ORA participating partners reserve the right to return or reject proposals that include attachments not permitted on this call.

### **18.1 Case for Support (maximum ten sides of A4)**

This is the body of your research proposal. The Case for Support may be up to ten pages. It is natural that some information included in the Case for Support will duplicate information provided in earlier sections in Je-S form such as: Objectives, Summary, Academic Beneficiaries, and Impact Summary.

Please describe the project proposal in detail including the following sections:

1. The aims/objectives of the research proposed. The intellectual, scientific and policy background to the proposal and why it is important.
2. Position in the context of existing literature; relevant published and continuing research on which it will build.
3. The theoretical and methodological foundations for the work and why this will be feasible, innovative and interesting.
4. Added value that will be gained by undertaking this research as a collaborative project. Contributions of the various national partners and research expertise brought in by the different partners involved; the research timetable, the staff resources required, and the staff duties, the roles of the various staff proposed on the project.

You should take into account the ORA full stage assessment criteria available in the [Call Specification](#) document (section 8) when writing your Case for Support.

### **18.2 Justification of Resources (maximum one side of A4 per participating country)**

One-side of A4 maximum per participating country is allowed, justifying that the resources requested are appropriate to undertake the research project. **Costs must be justified per participating country.**

This statement is mandatory in Stage 2. The Justification of Resources (JoR) should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. All items requested in the budgets must be justified in the JoR. **Where you do not provide an explanation for an item that requires justification, it may be cut from any grant made.**

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

***(These attachments must be the same as you submitted in the Stage 1).***

A brief CV (maximum two sides of A4 per person, including publications) of every PI and Co-I must be attached as a separate document. CVs for Team Members and Cooperation Partners are not allowed. CVs must include professional details for every PI and Co-I and a list of publications (maximum 10 publications mentioned per PI and Co-I).

Applicants should structure their publication lists as follows:

- a) Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance; book publications.
- b) Other publications, for example articles in publication outlets without scientific quality assurance, or Discussion Paper Series available on the internet.

### **18.4 Final/interim reports (maximum two sides of A4 - attachment type 'Final/Interim report', ESRC specific only)**

All current ESRC grant holders, applying for the ORA six call as PIs and/or Co-Is 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. As part of this all current and past award holders must ensure that the output records for current and past awards on Researchfish are up-to-date, as this information might be taken into account. This attachment is required for administrative purposes and will not be shared with the reviewers and panel members.

### **18.5 Data Management Plan (maximum two sides of A4)**

It is a requirement 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.

**NOTE:** 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 Helptext. Research collaborators are strongly encouraged to consider the data management guidelines of all partners involved in a proposal, and not just those of the ESRC.

### **18.6 Project timetable/Workplan (maximum one side of A4)**

One page should be used for a diagrammatic work plan, for example a Programme Evaluation Review Technique (PERT) or Gantt chart. This should cover the project as a whole, detailing significant milestones and showing how different aspects of the project will link together and be managed.

### **18.7 Project Participants (no page limit - attachment type 'Other')**

***(This attachment must be the same as you submitted in the Stage 1).***

The roles of the various project participants, who must all be listed, are as follows:

- **Main Applicant (MA):** the Main Applicant is one of the Principal Investigators. As a Main Applicant, they are in charge of the online submission of the proposal and will act as a main contact point with the coordinating agency (ESRC) for all matters related to the proposal as a whole. The Main Applicant must be entered as the Principal Investigator for Outline and Full proposals in Je-S.
- **Principal Investigator (PI):** there must be one PI per country involved in the proposal. The PI will fulfil the role of a PI as defined by their respective funding agency, and act as contact point with their agency for all national matters.
- **Co-Investigators (Co-I):** for countries where funding can be distributed between several teams and work organized accordingly, a Co-I must be named, in conformity with national rules. Agreement should be sought from all nominated Co-Investigators before their details are submitted.
- **Team Members (TM):** all other participants who will benefit from funding must be listed as team members. They are not applicants in the proposal.
- **Cooperation Partners (CP):** these are Japanese partners (if applicable) or researchers/non-academic partners from any other of the non-subscribing countries. If a scientific board is set up for the project, members can be listed here.

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 on the *Project Participants* attachment. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an additional attachment (see below).

**NOTE:** All PI, Co-I and TM costs should be recorded on the attachments named *Total budget and a short summary of costs* and *National Financial Forms*.

### **18.8 Total budget and a short summary of costs (no page limit - attachment type 'Other')**

**(This attachment must be the same as you submitted in the Stage 1.)**

Complete the table provided in the template to present an overview of the requested budgets. For all national agencies involved in the funding request, a clear explanation must be given in the box at the end of the template, for the costs requested in the overall project.

### **18.9 National Financial Forms (no page limit - attachment type 'Other')**

Please note that in addition to the Justification of Resources, applicants from Canada and the UK are asked to fill out National Financial Forms per country for the funds requested and to upload them as separate documents. Use the National Financial Forms available on the call's website. German applicants will upload their proposals via the DFG Elan portal and specify their budget there. Similarly, French applicants are expected to upload their proposal through the ANR submission system and specify their national financial information. Additionally, French applicants are advised to submit via ANR system first to obtain their financial form in the PDF version and then submit it to Je-S. This ANR Financial form is the mandatory attachment in full stage proposal.

### **18.10 List of Publications/ Bibliography (maximum two sides of A4)**

The bibliography for references cited in the proposal only should be attached if appropriate. 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 applicants' CV.

### **18.11 Letters of support (maximum of one side of A4 each - attachment type 'Letter of Support')**

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.

### **18.12 Summary of Japanese Proposal (only if applicable, maximum one side of A4 - attachment type 'Other')**

*(This attachment must be the same as you submitted in the Stage 1.)*

Upload an annex on the Japanese component of the research if a Japanese partner is associated. This will include a) information on the Japanese participants (list of applicants, affiliations, etc.) b) a summary of the project partner. This can be included as an 'Other' attachment type.

## **19 Notes and Comments**

Applicant may add notes and comments during the completion of the proposal by selecting the 'Edit Notes and Comments' link. Any notes or comments added to a proposal will not be transferred to the ESRC when the proposal is submitted.

## **20 Proposal classifications**

The information provided in this section will be used mainly for data collection and reporting purposes. Applicants should enter information against each section. It will also assist the call Secretariat's to identify appropriate reviewers for your proposal. It would therefore assist us greatly if you could populate the Research Area/Qualifier/Keyword sections to provide a comprehensive description of the research area of the proposal.

The Proposal classification area is for you to identify whether your research project crosses the remits of more than one discipline.

**NOTE:** If your proposal has a UK component, it is an essential requirement that **primary research area** is in the social sciences.

## **21 Reviewing your Full proposal/Document actions**

Information provided in Section 13 applies here also.

There are a number of options you can use by clicking on the Document Actions link at the top of the page, for example previewing or printing a copy of the form, assigning other users or transferring access, showing submission path, history and deleting the document.

## Preview Proforma application

You can also click 'Document Preview' to get a view of how the completed document will look when it is submitted. You can choose to limit this view to only those sections so far completed.

Home: Documents: Document List: With Owner

Document Actions	Cancel	Prev	Save	Next
Check Document Validity				
Preview Document				
Print Document				
Export Document as XML	Organisation for JeS 1	Department:		
Administer User Access				
Display Document History				
Show Submission Path				
Hide Document				
Transfer Document Ownership				
Delete Document				

**ESRC**  
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United Kingdom SN2 1UJ  
Telephone +44 (0) 1793 413000  
Web http://www.esrc.ac.uk/

**COMPLIANCE WITH THE DATA PROTECTION ACT 1998**  
In accordance with the Data Protection Act 1998, the personal data provided on this form will be processed by ESRC, and may be held on computerised database and found in the **guidance notes**

**Research Grants PROPOSAL** Document Status: With Owner  
ESRC Reference:

ORA 6 Call 2019 Stage 2 Full

**Organisation where the Grant would be held (mandatory)**

Organisation	Zorg Testing Organisation for JeS 1	Research Organisation Reference:	ORA TEST
Division or Department	Testing Department SH1		

**Project Title (mandatory) [up to 150 chars]**  
ORA TEST

**Start Date and Duration (mandatory)**

a. Proposed start date  b. Duration of the grant (months)

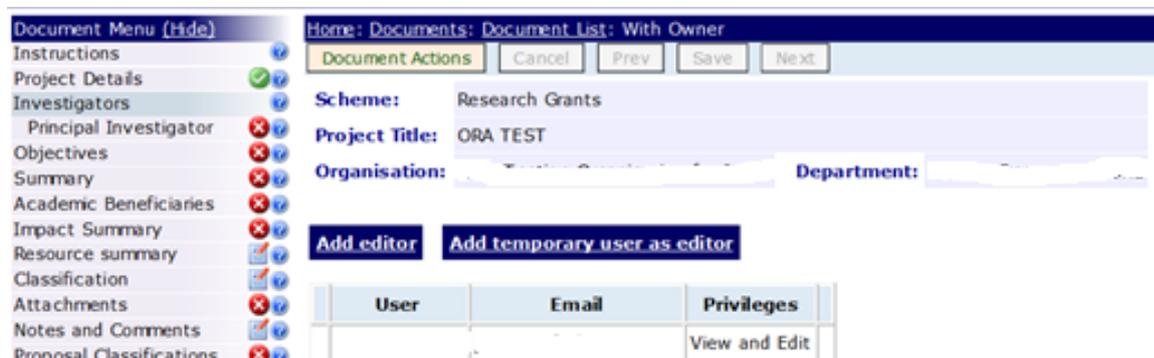
## Checking for errors

Under Document Actions, you can select 'Check document Validity' where you can check for any errors or incomplete sections in your application. Any errors or incomplete sections are also indicated by the red cross next to the item on the Document Menu on the left. By hovering your cursor over the question mark, a box will pop up with the reason for the error.

Document Actions	Cancel	Prev	Save	Next
Check Document Validity				
Preview Document				
Print Document				
Export Document as XML	Department:			
Administer User Access				
Display Document History	the document until all validation errors are cleared (note that warnings will not prevent submission).			
Show Submission Path				
Hide Document				
Transfer Document Ownership	st one member of the applicant list(s) Principal Investigator must be from the submitting Research Organisation			✘
Delete Document	on has not been completed.			✘
	Section has not been completed.			✘
Summary	Section has not been completed.			✘
Academic Beneficiaries	Section has not been completed.			✘
Impact Summary	Section has not been completed.			✘
Ethical Information	Section has not been completed.			✘

## Adding editors/document users

Under the document actions button, select 'Administer user access', to add other people as editors or users of the document. Please note, only one person can work on the document at any time, the system will not allow more than one person to work on the document at the same time to prevent overtyping/ or data loss.



The screenshot shows a web interface for document management. On the left is a 'Document Menu (Hide)' with various sections like 'Project Details', 'Investigators', 'Objectives', etc., each with a status icon (green checkmark or red cross). The main area shows 'Home: Documents: Document List: With Owner' and a 'Document Actions' button. Below this are fields for 'Scheme: Research Grants', 'Project Title: ORA TEST', and 'Organisation:'. Two buttons are visible: 'Add editor' and 'Add temporary user as editor'. Below these is a table with columns 'User', 'Email', and 'Privileges'. The 'Privileges' column contains the text 'View and Edit'.

## Document History

Under the document actions button, select 'Display Document history'; this will display a list of amendments made to the document and by whom.

The Document History indicates actions performed on the document throughout its lifespan. Items are shown in reverse chronological order.

Action	Date	User	Comments
Document Edited	10/04/2019 10:30:10	[REDACTED]	User IP Address : 10.200.172.172
Workflow:Create	10/04/2019 10:24:08	[REDACTED]	Document created.

## 22 Submit your Full proposal

Information provided in Section 14 applies here also.

**Applicants are recommended to submit Stage 2 proposal at least one working week prior to the deadline.**

Once you believe that you have finished all sections of the application form and are ready to submit, you must check that all sections have been completed properly. This is done by selecting 'Check Document Validity' as shown above, or by checking the document menu.

Those sections of the Je-S form that have not been completed or that are incorrect (eg over the character limit) will be indicated with the red cross. Until the issues are addressed you will not be able to submit the form.

## Viewing the submission path

To see what stage of completion the application is at, and whether it has been fully submitted, select 'Show Submission Path' under 'Document Actions':

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home: Documents: Document List: With Owner'. Below this is a 'Document Actions' menu with buttons for 'Cancel', 'Prev', 'Save', and 'Next'. The main content area displays 'Scheme: Research Grants', 'Project Title: ORA TEST', and 'Organisation: [text box] Department: [text box]'. A 'Submission Step Users Roles/Pool Members' table is visible, showing three steps: '1 With Owner', '2 Submitter Pool', and '3 With Council'. The '1 With Owner' step is highlighted with a double arrow '>>>' on the left, indicating the current stage of the application.

This allows you to see who is on your Submitter Pool, and inform them that you will be submitting a proposal, and what the deadline is, so that they are aware that there is a process for them to undertake also.

The arrows >> indicate at which stage the application is presently. The proposal will not have been completely submitted if the submission path is not "with Council".

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 above).

**[Je-S Checklist](#) for Applicants document will aid you with completing your submissions and should not be included as an additional attachment in either of the proposal submissions.**

Please note that the proposal must be formally submitted by you or your organisation (depending on your affiliation) before **16:00 (UK time) on 11 September 2019**. **Applicants are recommended to submit Stage 2 proposal at least one working week prior to the deadline.**

## 23 Tracking your proposals

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 ESRC directly.

## 24 Further enquiries

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

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

- Je-S Helpdesk  
Email: [jeshelp@je-s.ukri.org](mailto:jeshelp@je-s.ukri.org)  
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