Please ensure the application and X5 costing are sent to Research Services at least 5 working days before the intended submission date.

The preferred start date requested in the proposal form should be at least 13 weeks after the date by which a decision is expected. The majority of decisions on Research Grant proposals are announced in around 26 weeks, and the New Investigator Grants will be processed alongside the Research Grants scheme and considered by the ESRC Grant Assessment Panels (GAPs).

**ESRC DEMAND MANAGEMENT**

ESRC guidance on the New Investigator scheme states:

“We expect to see only a limited number of proposals from a single research organisation and organisations must have a process in place to support this.”

Research Services and the Divisions have agreed that there will not be a centralised University process to limit the number of proposals submitted to the ESRC. Instead, it is the responsibility of the submitting Department/Faculty to assess each proposed application via their usual internal processes and to authorise for submission only those which are deemed to be of highest quality. Accordingly, Departments and Faculties will submit only a limited number of proposals from those put forward for consideration.

Please note that the ESRC has indicated to the University that they will impose an absolute limit on the number of applications which an institution may submit under this scheme if universities are unable/unwilling to self-regulate and limit the number of proposals submitted. Departments and Faculties must therefore have due regard of the University’s obligation to limit the number of applications put forward under this scheme.

**SCHEME GUIDANCE**

These guidance notes are specific to the ESRC New Investigator Grants and are intended as a supplement to the guidance available from ESRC.

The scheme will support new researchers and academics at the start of their careers to become independent researchers through gaining experience of managing and leading research projects and teams. The ESRC anticipate being able to fund up to around 30 to 35 grants a year subject to quality and available funds.

All applications should be completed through ESRC online Je-S application portal at: [https://je-s.rcuk.ac.uk](https://je-s.rcuk.ac.uk)

Call specification: [http://www.esrc.ac.uk/files/funding/funding-opportunities/new-investigator-grants-call-specification/](http://www.esrc.ac.uk/files/funding/funding-opportunities/new-investigator-grants-call-specification/)


FAQ: [http://www.esrc.ac.uk/files/funding/funding-opportunities/new-investigator-grants-faqs/](http://www.esrc.ac.uk/files/funding/funding-opportunities/new-investigator-grants-faqs/)
ELIGIBILITY AND SCOPE

- Grants ranging from £100,000 to £300,000 at full Economic Cost (fEC) can be awarded.
- Applicants should have a maximum of four years academic research experience following the submission of their PhD, or be of equivalent professional standing. This is measured as the period between the initial submission date of the PhD thesis, and the submission date of the proposal.
- Part-time periods of academic employment can be considered on a pro-rata basis when calculating eligibility (please note that ESRC will not answer queries requesting confirmation of calculations made – but please see examples in FAQs).
- Please note that the eligibility criteria are currently temporary – ESRC are looking at the potential for moving to a competency-based criteria. Research Services will review and update this guidance if this changes.
- There is no minimum or maximum time commitment for the applicant – higher time commitments will need to be clearly justified in relation to the project and aims of the scheme, and lower time commitments will require assurance to reviewers that the proposal is compatible with the aims of the scheme in terms of leading and managing a grant.
- Co-investigators are permitted on this call, including international co-investigators and UK co-investigators in business, civil society or government bodies. Guidance and policies for inclusion of these types of co-investigator can be found here: UK business, third sector or government body co-investigators; International co-investigators.

ATTACHMENTS

ESRC insist that all attachments must comply with the checklist in Appendix 2. All attachments must follow:

- Font = Times New Roman or Arial
- Size = Minimum 11pt, single line spaced and standard character spaced
- Margins = Minimum 2cm on all sides

It is strongly recommended that attachments are uploaded in PDF format to avoid any document conversion issues.

COSTING GUIDANCE – X5

- At project set up in X5 ensure the Applicant is entered as the PI and as a Directly Incurred cost or Directly Allocated cost, as appropriate
- At project set up in X5 select ‘New Investigator Grant’.
- Please ensure that the X5 project dates match the start/end dates in the application
- Please enter the applicant’s mentor(s) in the DA staff tabs for information – the costs (between 1 and three hours per week) may not be claimed as part of the proposal to ESRC. Please untick the include boxes in the staff tab.
- For equipment costing £10,000 or more (including VAT), the actual level of funding sought from the ESRC should normally be 50%.
- In line with the RCUK policy on open access, the payment of APCs and other publication charges related to Research Council funded research are now supported through RCUK Open Access block grants; however, costs associated with dissemination activities for previous research, for example PhD results may be claimed.

THINGS TO NOTE – JE-S PROPOSAL

- For the proposal call in Je-S, search ‘new investigator’ and select from the list created.
- Please see guidance here for completing the Je-S DI staff screen – basic salary and starting NI/Pension.
- Please note that it is mandatory that you answer ‘positively’ to the question ‘Post will outlast the project?’
- In the Je-S pro-forma, please provide calculations in the Travel and Subsistence and Other Directly Incurred Costs description boxes indicating how the total requested figure is being derived – ESRC expect to see costs broken down per flight/trip.
Appendix 2 - Attachment Checklist

Please use font size 11, either Arial or Times New Roman, and minimum 2cm margins in all directions. More information on attachments is available in the Je-S guidance document.

Important note on attachments: If you are unclear about whether you can include a specific attachment please contact esrcenquiries@esrc.ac.uk for advice. ESRC reserve the right to return/reject proposals that include attachments not permitted on this call.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Attachment Type in J-eS</th>
<th>Mandatory/Optional</th>
<th>Important notes</th>
</tr>
</thead>
</table>
| Case for Support        | Case for Support        | Mandatory          | • Applicants must clearly justify their choice of RO and mentor(s).
• Applicants must justify any proposed research visits to overseas institutions – a letter of support must be included with the proposal.
• The bibliography for references cited in the proposal should be attached under the ‘list of publications’ document |
|                         |                         |                    | Max page length 6                                                                                                           |
| Justification for Resources | Justification for Resources | Mandatory          | • You must fully justify all budgeted costs (except estates and indirect costs) – reviewers will cross reference the Justification for Resources with the Je-S form. ESRC will not fund items that are not fully justified.
• Please ensure the applicant’s requested time on the project is justified.
• Do not just list the costs (in fact it can be a good idea not to put any numbers in this document), but say why the things you have asked for in the Je-S form are essential to the successful completion of the project.
• Computing costs must be properly justified (eg. used for fieldwork or high-spec data analysis) and say why the Department cannot foot these particular costs.
• Give examples of the conferences you wish to attend and why those are most beneficial to the project. |
|                         |                         |                    | Max page length 2                                                                                                           |
| Pathways to Impact      | Pathways to Impact      | Mandatory          | • Up to 2 sides of A4. Must be specific to the project and contain timelines and objectives.
• Specific to non-academic beneficiaries and users of the research, e.g. public sector, private sector, civil society or the wider public. |
|                         |                         |                    | Max page length 2                                                                                                           |
| Data Management plan    | Data Management Plan    | Where necessary    | • It is a requirement of the ESRC Research Data Policy that all applicants planning to generate data as part of their grant must include a Data Management Plan.
• For more guidance, see the ESRC section here: http://www.esrc.ac.uk/about-esrc/information/data-policy.aspx |
|                         |                         |                    | Max page length 3                                                                                                           |
| CV                      | CV                      | Mandatory          | • CVs for the applicant and any named research staff.
• The applicant’s CV must confirm their original PhD submission date using DD-MM-YY format – failure to do so may result in the proposal being rejected. The CV must also indicate whether the applicant is in a permanent post, and if so, whether the post is primarily |
|                         |                         |                    | Max page length 2 per CV                                                                                                     |
research or teaching or mixture of both.
- A top line description confirming the original PhD submission date and the applicant’s ‘Present post' and 'Type of post' (e.g. Research or Teaching) would meet these requirements.

<table>
<thead>
<tr>
<th>List of Publications</th>
<th>List of Publications</th>
<th>Optional</th>
<th>• The bibliography for references cited in the proposal only should be attached. A list of the most relevant and recent publications by the applicant should be included in the applicant’s CV.</th>
<th>No page limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final/interim reports</td>
<td>Final/Interim report</td>
<td>Where necessary</td>
<td>• All current grant holders must submit a progress report on their current grants with any new application.</td>
<td>3</td>
</tr>
</tbody>
</table>
| Mentor’s statement and CV | Mentor Statement | Mandatory | • The **combined statement** and CV for the primary mentor needs to be added as attachment type ‘Mentor Statement’ and should not exceed two sides of A4.  
• Where there is more than one mentor, the mentor statement should be completed by the primary mentor but **must** detail the contribution to be made by all mentors. Brief CVs, of not more than **one side of A4**, should be attached for each of the other mentors. | 2 |
| Letters of Support | For Project Partners – upload ‘Project Partner Letter of Support’ For confirmation of access to data/facilities etc. use ‘Letter of Support’ | For Project Partners and to confirm access to data or facilities, where necessary | • Required if project partners are given. These will need to be **dated, signed** and on **headed note paper** and should include a ‘value’ for any in kind contribution. One page limit  
• Where you are proposing a visit to overseas institutions. Where such a trip is planned, a letter of support from the overseas host institution must be included with the proposal.  
• Exceptionally letters of support can be submitted as part of the proposal provided they are essential to the successful conduct of the research - e.g. confirming access to datasets or facilities.  
• Note: Do not include other letters of support unless you have been given prior permission – see note above this table. | 1 |