

## Annex 3: Full proposal submission – application procedure and Je-S guidance

**Please note only applicants successful at the outline stage are eligible to submit full proposals.**

Applicants are required to submit their full proposal through Je-S. The deadline for the submission of full proposals is 16:00 on 28 September 2017 (at which point the Je-S portal closes). Applicants should leave enough time for their proposal to pass through their organisation's Je-S submission route before this date. Any proposal that is incomplete, or does not meet NERC's eligibility criteria or follow NERC's submission rules ([NERC Research Grants and Fellowships Handbook](#)), will be office rejected and will not be considered.

### **Guide to completing an Innovative Monitoring Approaches full proposal in Je-S**

The submission route that your Innovative Monitoring Approaches proposal will take depends upon how the Research Organisation has configured its submission process.

You will of course be in discussion with your Research Organisation about your application. As part of these discussions, you should ensure that it is content to submit the proposal on your behalf. Upon submitting the proposal to the Research Council, the Research Organisation submitter will be asked to confirm that it has verified your identity.

#### **Step 1: Log in with your Je-S account, click on Documents and create a new Document**

#### **Step 2: Complete Add a Document**

Select Council: NERC

Select Document Type: Standard Proposal

Select Scheme: Innovation

Select Call: Innovative Monitoring Approaches Full Stage

#### **Step 3: Complete the following sections**

- **Project details**
- **Applicants**
- **Joint proposals** – note that joint proposals are not permitted under this call
- **Objectives** – list the main objectives (more detailed information is requested in the case for support)
- **Summary** – a brief overview of the proposal work including its impact on project partners (more detailed information is requested in the case for support)
- **Beneficiaries** – a brief overview of the beneficiaries/end-users (more detailed information is requested in the case for support)
- **Impact summary** – a brief overview of the impact expected (more detailed information is requested in the case for support)
- **Other support** – insert details of other support sought or received for work in a related area

- **Related proposals** – how the proposal relates to previous proposals to NERC, if applicable
- **Research Council facilities** – complete as appropriate
- **Resources** – this call will fund proposals at 80% FEC. Please refer to the [NERC Research Grants and Fellowships Handbook](#) for further information on finance and costing
- **Staff resources** – complete as appropriate
  - **Non-staff resources (T&S, Equipment, Other Directly Incurred Costs, Other Directly Allocated Costs)** – add new item and complete boxes as requested
  - **Estates and Indirect costs** – add new item and complete boxes as requested
- **Project Partners** – all proposals must have project partner/s from end-user organisations (i.e. business, policy, or civil society). Please complete this section for each Project Partner (more information about the contribution of Project Partners is requested in the case for support)
- **Classification of proposal** – complete Scientific Area and ENRI by assigning % relevance to NERC scientific areas
- **Collaborative Centres** – check the appropriate button if the proposal is submitted under the auspices of NCAS or NCEO
- **Proposal Classifications** – add Research Area and assign the Percentage Relevancies, add Qualifiers for Geographic Area and Project Engagement by Sector as applicable

### Step 4: Add attachments (see below for further details)

The following attachments are mandatory:

1. **Case for support (the template provided on the NERC website must be used)**
2. **Letter/s of support from project partner/s**
3. **CVs for applicants**
4. **Justification of resources**

No other attachments are required.

### Step 5: Check your document

Click on Document actions to check document validity and preview document. The red buttons on the left hand side of the page will turn green once the sections are completed and the submit button will become available.

### Supporting information and attachments

All attachments must comply with the NERC standard requirements as listed in the [NERC Research Grants and Fellowships Handbook](#).

Applicants should note that all attachments, with the exception of letters of support and services/facilities/equipment quotes, submitted through the Je-S system must be completed in single-spaced typescript of **minimum font size 11 point (Arial or other sans serif typeface of equivalent size to Arial 11), with margins of at least 2cm**. Page limits for the attachments are indicated below and under no circumstance should the application exceed the page limits described. Phot-reduced type must not be used. Applicants should avoid the use of colour graphs or pictures,

which will not be reproduced in colour for referees. Any proposal in which the attachments do not comply with these specifications will be rejected.

Please note that on submission to council ALL non PDF documents are converted to PDF, the use of non-standard fonts may result in errors or font conversion, which could affect the overall length of the document. Additionally where non-standard fonts are present, and even if the converted PDF document may look unaffected in the Je-S System, when it is imported into the Research Councils Grants System some information may be removed. We therefore recommend that where a document contains any non-standard fonts (scientific notation, diagrams etc.), the document should be converted to PDF prior to attaching it to the proposal.

- 1. Case for support (maximum 8 sides of A4)** – the case for support template provided on the NERC website must be used.
- 2. Project Partner Letter of Support (maximum 2 sides of A4 for each letter of support)** – the letter/s of support from the Project Partner/s must be written by an end-user organisation and include reasons why the project is important for the end-user's business, how the organisation will be involved in the project, what they will contribute and how the results will be used. The name and contact details of the person providing a statement must be included. Further guidance for Project Partners is provided in Annex 2 on the NERC website. Note that letters of support should be from Project Partners only; general letters of support are not required and should not be attached.
- 3. CVs (maximum 2 sides of A4 for each CV)** – CVs are required for all named applicants, including Researcher Co-Investigators, and all Principal and Co-Investigators named in the proposal. Note that other CVs (e.g. from Project Partners) are not required and should not be attached.
- 4. Justification of resources (maximum 2 sides of A4)** – this must include a breakdown of the costs outlined in the Je-S form. Where applicable, this must also include justification for items of equipment between £10,000 and the RCUK Equipment Threshold of £138k (£115k excl. VAT).