

Guidance on submitting NERC Regional Impact from Science of the Environment (RISE) Outline Proposals

Closing Date Thursday 21 September 2017 16.00

Applying through the [Je-S system](#)

You must use the **Joint electronic Submission (Je-S)** system to prepare and submit your NERC RISE outline proposal. In order to apply, the organisation where the applicant is employed must be registered to use Je-S. Most UK research organisations are now registered. A summary is available of organisations' current Je-S registration status on the RCUK website.

If you do not have a Je-S account you will need to create one. To do this, you will need to select the option "Create Account" from the main Je-S log in screen and then select the option for 'An Applicant on a Standard or Outline Proposal' located under the heading 'Research Proposals'.

If you have forgotten your account log in details, or need further help in registering, or are unsure whether you already have an account please contact the Je-S helpdesk who will advise you. Email: JeSHelp@rcuk.ac.uk; Phone: +44 (0) 1793 44 4164

Eligibility – please check your eligibility for this call before you commence. Applicants must be from eligible research organisations, which include Higher Education Institutions and NERC Research Centres. Applicants should refer to the NERC Research Grants Handbook. Private, public and third sector organisations or institutions are eligible as partners and end users

Guide to completing your proposal in Je-S

Fonts and Formats

All written material must be printed in single-spaced typescript of minimum font size 11 point Arial font, with margins of at least 2cm. Arial Narrow is not acceptable.

References must also be minimum font size 11 point Arial. Photo-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.

Additionally non- PDF documents are converted to PDF when uploaded to JeS and information is being lost – therefore we recommend conversion to PDF prior to upload. 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.

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.

Log in with your Je-S account, click on Documents and create a new Document

Select Council :- NERC
Select Document Type :- Outline Proposal
Select Scheme :- NERC Outline
Select Call/Type/Mode :- RISE 2017

To find the council, document type and scheme combination for a particular call please use the call search.

Call Search (opens in a new window)

Select Council:
NERC

Select Document Type:
Outline Proposal

Select Scheme:
NERC Outline

Select Call/Type/Mode (optional):
RISE Outline 2017

Copy existing document?

Create Document Cancel

Click on Create Document

Please be aware that the summary information in the Outline Proposal Form is what will appear in public facing web portals such as Gateway to Research and NERC Grants on the Web. The attachments uploaded to your proposal are not visible via these portals and are held securely, out of view. Confidential information should be put in the attachments only.

From the left hand side click on:

Project Details – Complete this section

Principal Investigator – the name of the impact programme manager from the lead research organisation

Co-Investigators – the main programme team from the research organisation(s)

Objectives – the objectives in 4000 characters.

Impact Summary – 4000 characters – what impacts could this proposal achieve?

Resource Summary – complete the form shown below on JeS as best you can at this stage. It is understood that figures may alter to some extent between outline and full proposal stages. These proposals are funded at 80% FEC so for example NERC will fund £4m of a £5m programme. The figures in the form below are for illustration only.

Summary Fund Heading	Full Economic Cost £	NERC Contribution £	% NERC Contribution
Directly Incurred	<input type="text" value="1000"/>	800.00	80%
Directly Allocated	<input type="text" value="1000"/>	800.00	80%
Indirect Costs	<input type="text" value="1000"/>	800.00	80%
Exceptions	<input type="text" value="197600"/>	197,600.00	100%
Total requested from NERC	£ 200,600.00	£ 200,000.00	

Total cash contribution from Project Partners	<input type="text" value="0"/>
Total in-kind contribution from Project Partners	<input type="text" value="0"/>

Summary – use this section to provide an overview of the programme approaches and activities in Plain English so that readers can quickly understand the purpose of a potential/actual NERC investment by looking at it on a web portal. 4000 characters.

Project Partners – list the key project partners at the inception of the programme here. Approximate contributions from these partners should be listed in the resource summary. Project partners are the non-academic partners in ESIP proposals, not the university partners.

Cash and in-kind contributions from the project partner should be carefully costed to ensure there is no double counting. Access to data already freely available in the public domain cannot be counted as in-kind support and care should be taken so as not to over-value in-kind contributions.

Upload Attachments

Outline proposals must contain:

- Case for support which addresses the announcement of opportunity and specific criteria. This can be up to 10 sides A4 which includes up to two pages for track record and two pages for references.
- Justification of resources [up to 2 sides A4]
- Short statement from Senior Member of Lead Organisation [2 sides A4].

Click on attachments

Click on “Please Select” and the upload the following attachments:

Case for Support – up to 10 sides A4

- Address the criteria in the RISE AO
- Indicate some approaches to performance monitoring and measurement
- Provide an approximate timeline. This timeline can be included in the Justification of Resources if it is a better fit.
- Up to two pages of track record

- Up to two pages of references

Justification of Resources – up to 2 sides A4

Awards are based on the usual 80% FEC. At the full proposal stage we would like you to make clear the proportions of spend under each of the headings below as well as wider descriptions justifying the spend.

- Administration and coordination
- Salaries
- Travel and subsistence
- Meetings and events
- Consumables
- Sub-contracting of services - a small part of the proposal may be sub-contracted if the skills and expertise are not available within the partnership. There is no set limit for this but it should be appropriate for the project proposed and conform to the expectation that the project is primarily being conducted by the partners. An organization that has been sub-contracted for work within the proposal cannot be a partner on the proposal.

You can include the timeline for the programme here as well if you wish. We only need to see the timeline once in the proposal.

Other attachment – 2 sides A4

Letter from an appropriate senior member of the Lead Research Organisation

Statement should have a particular focus on:

- fit to the strategic ambitions of the research organisations involved
- timeliness of the opportunity paying particular attention to regional strengths, leverage and exploitation potential
- Ability of the research organisation to manage the investment

Please note we do not require letters of support from non-academic organisations for the RISE Outline Proposal stage. We do not require CVs at the RISE Outline Proposal Stage.

Proposal Classifications and Scientific Area

These are primarily designed for research applications and it is understood that ESIP proposals may not fit the profile. Complete the mandatory classifications and as many of the others as your programme proposal has relevance to. Please try to put in the free-text keyword as they can facilitate our responses to external enquiries at short notice.

Qualifiers

Please indicate the Project Engagement by Sector **Qualifiers** as appropriate:

- Academic Users
- Business Sector

- Central and Local Government
- General Public
- NHS Health Prof & Social Serv
- Other Public Sector
- Press and Media
- Professional/Statutory Bodies
- Student Teachers & Undergrads
- Third Sector

Check your document

Click on Document actions to preview document. The red buttons on the left hand side of the page will turn green once the sections are completed.

Check document validity will alert you to incomplete sections and missing attachments.

Once all is in order **Submit your Proposal**

Deadline

Please try to submit your proposal in good time before the deadline on Thursday March 3 16.00. This ensures that you will receive a confirmation email and, if you have made an error, have time to contact NERC for advice before the deadline. No applications will be accepted after the deadline. Contact lyn@nerc.ac.uk as quickly as possible if you are experiencing problems - the email will be monitored.

Confidentiality and grant proposals

Applications for funding are provided to NERC in confidence. NERC will not use the information contained in the proposal (or any further information provided later in support of the proposal) for any purpose except the purpose of reviewing the grant proposal and monitoring it, if it is funded. NERC may disclose the proposal to its employees and panel members and, possibly other funding bodies for the purpose of assisting it in deciding whether or not the proposal should be funded. If an opportunity arises for a proposal to be funded from another source available to NERC, the proposal will be submitted for consideration and NERC will inform the PI if it appears the bid will be successful. However the content of the proposal will remain confidential.

Details of funded proposals are made available on the website and possibly other public funded databases. The following information will routinely be made available:

Name of host Research Organisation;
 Details of applicants (title, forenames, initials, surname, department);
 Project title;
 Technical and non-technical summaries of the research;
 Duration of the project; and

Funding provided by NERC.

Applicants should ensure that where there is commercially confidential or sensitive information contained within the proposal, it is worded in such a way to protect this.