

GUIDANCE NOTES FOR APPLICANTS

RURAL ECONOMY AND LAND USE PROGRAMME

These notes provide guidance for completing your application under the Rural Economy and Land Use Programme (RELU) on the new Joint Electronic Submission (JES) Forms. **They should be used instead of the guidance usually provided by the Research Councils**, but only for this programme. Please contact Liz.Rushbrook@esrc.ac.uk (01793 413103) or Jen.Chrzan@esrc.ac.uk (01793 413161) if you have any queries.

1 INTRODUCTION

- 1.1 Applications can only be made on the Economic and Social Research Council's (ESRC's) Joint Electronic Submission (JES) Form.
- 1.2 The deadline for submission of applications is **4.00pm on Wednesday 7th June 2006**. Please note that your application will be submitted through the despatcher facility at your institution, which means that there is a further layer of administration between you submitting the application and the application being submitted to the ESRC, via JES. The ESRC cannot accept responsibility for any delays that occur as a result of the administration at your institution. We strongly advise applicants to secure confirmation from their relevant administrator that the application has been successfully submitted to JES.
- 1.3 JES forms are only accessible to JES registered individuals, and only JES registered individuals can be named as principal or co-applicants. If you are in any doubt about your registration status, you are strongly advised to seek timely confirmation from your institution's administration. Principal applicants are strongly advised to secure similar confirmation from all individuals that they plan to name as co-applicants.
- 1.4 JES registered users must be at registered institutions. All main UK HEIs and UK Independent Research Institutions are already registered. If you are in any doubt, you are strongly advised to seek timely confirmation of your institution's registration status from your institution's administration.
- 1.5 Organisations needing to register for JES should contact the JES Helpdesk (see below). Users wishing to access the JES system for the first time are asked to check with their central administration on the status of the organisation's JES registration before pursuing the option of creating an account through the JES system. Unregistered users may create an account and register at <https://JES.rcuk.ac.uk/Jes2WebLoginSite/login.aspx>. Confirmation of registration typically takes around 48 hours. If applicants need to apply to register, we recommend that they do so as early as possible.
- 1.6 Non-UK institutions and non-UK-based individuals may not register for JES for the purposes of this competition. ESRC awards are held by the institution of the Principal Applicant. Neither non-UK institutions, nor UK institutions that are not formally taken by ESRC as research institutions, are eligible to hold ESRC awards. Non-UK nationals are perfectly eligible to be Principal or Co-

applicants on ESRC awards, and to register for JES, provided they are employed by a registered UK institution.

- 1.7 Individuals based at ineligible institutions (eg non UK HEIs) are eligible as co-applicants provided that one of the eligible institutions involved with the application formally confirms that the institution will 'host' that individual for the duration of any award – 'hosting' involves, as a minimum, staff-level access to work space, PC and relevant institutional networks, library and academic undertakings such as seminars. This confirmation should take the form of an attachment to the application. Arrangements for registering such an individual for JES are the responsibility of the hosting institution.
- 1.8 Please note that requests for ESRC to approve a currently ineligible institution must be backed with evidence that one of the institution's primary objectives is research, a process that typically takes several weeks; applications involving co-applicants whose eligibility relies on a positive outcome from such a request would therefore be very high risk. See also 'Project Partners' below.
- 1.9 In the event of technical problems with JES registration, accessing and/or submitting the JES form, please contact the JES Helpdesk at JeSHelp@rcuk.ac.uk 01793 444164 (open 9am to 5pm weekdays, except holidays).
- 1.10 We strongly advise applicants not to wait until deadline day before submitting their applications and suggest at least a 48 hour lead time should be planned. In the event of technical problems in submitting the JES form before the deadline, please contact the JES Helpdesk as a matter of urgency. Please also contact Liz.Rushbrook@esrc.ac.uk 01793 413103 to discuss the possibility of further action. Please note that post-deadline submission will not be sanctioned if required on grounds of delayed registration or failure of personal IT equipment.

2 JES PROCESS

- 2.1 Log in to JES at <https://JES.rcuk.ac.uk/Jes2WebLoginSite/login.aspx>
- 2.2 **First Screen:** Add New Document
- 2.3 **Select Council:** ESRC
- 2.4 **Select Document Type:** Grant Proposal
- 2.5 **Select Scheme:** Research Programmes
- 2.6 You will then be taken to the **Document Menu**. The menu lists the individual sections of the JES form as individual documents. Go to each 'document' (*select 'edit ...'*) and complete; you may return to edit documents at any time. Detailed requirements for each document are provided in section 3 below. **Please note that these requirements are specific to the Rural Economy and Land Use (RELU) Programme and should be followed carefully.**

3 JES DOCUMENTS

3.1 Edit Project Details:

Scheme: 'Research Grants'

Organisation and Department: This should be where the grant would be held, and should be selected from the drop down lists.

Your Reference: This should be supplied by your institution (consult your administration department). If your administration department cannot provide a reference, a suitable reference of your own choice will be acceptable (please avoid abc123); it is not possible to leave this section blank.

Project Title: The title should be as informative as possible, capturing the essence of the research, and should not exceed 150 characters.

Proposal Call: Select 'Rural Economy and Land Use – Phase III'

Start Date and Duration: The start date must be 01 of the month and should not be before 01 January 2007. We recommend that projects start between 01 April and 01 June 2007. The duration of projects should not exceed 36 months and all projects should end by October 2010.

- 3.2 **Disciplines**: As this form has been created for the ESRC community, it will not list all the disciplines that are involved in your proposal. **Please only select 'Environmental Planning' and do not select any secondary disciplines.** You will be asked to select a separate discipline for each of the applicants in 'Staff Duties' (see section 3.9 below).

- 3.3 **Investigators**: Please insert the name of each investigator, remembering (as detailed above) that each investigator must be based at an institution that is registered with JES. All investigators **must** make a substantial commitment to the research and have a clear responsibility for the project.

- 3.4 **Objectives**: The objectives of the proposed project should be listed in order of priority and should be those that the investigators would wish the Research Councils to use to evaluate their completed project. This section must not exceed 4,000 characters.

- 3.5 **Summary**: The Research Councils have a responsibility to promote public awareness and understanding of research. The purpose of the Summary is to help publicise the research programme to:

- opinion-formers and policy-makers
- the general public
- the wider research community

The summary should be written using plain English so that it can be clearly understood by those with no prior knowledge of the subject. It should explain:

- the context of the research
- its aims and objectives
- where and how the research would be undertaken
- who else would be involved

- how it relates to the wider objectives of the RELU Programme

If a grant is awarded, this summary may be used for dissemination to the general public, for press releases, and may be published on the Councils' websites and other publicly available sites. This section must not exceed 4,000 characters.

3.6 Beneficiaries: Beneficiaries are those who are likely to be interested in or to benefit from the proposed research.

Please list the main beneficiaries from the research and what the potential impact of the proposed work would be. Please also state whether the research is likely to lead to patentable or otherwise commercially exploitable results. Wherever possible, the beneficiaries should consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.

Specific beneficiaries might be:

- Researchers in other disciplines
- Academic institutions
- Companies, public sector bodies, charities and others who may use the results to their advantage
- Policy makers and practitioners

This section must not exceed 4,000 characters.

3.7 Staff Duties: The RELU programme recognises that interdisciplinary teams can be large and will therefore require more than the allowed 2,000 characters for this section. It is recommended that you use up to 500 characters for each investigator, and continue this section in an attachment if there are more than four investigators involved in your project (see Section 4 for more information on attachments).

Please provide a brief description of the duties and period of involvement of each post for which salary is being requested, and summarise the responsibilities of all named applicants. When describing the duties of investigators, **please also select the primary discipline** that best describes each investigator's area of expertise from the table below. The primary discipline refers to a person's fundamental scientific training and disciplinary orientation. For each investigator please select just **one** discipline from the list.

Please also indicate the sub-disciplinary specialism for each investigator. Please use no more than 4 key words when describing each investigator's specialism. For example, the primary discipline might be physical geography and the specialism GIS; or the discipline might be economics and the specialism environmental economics; or the discipline might be meteorology and the specialism atmospheric kinetics, etc.

01	Acoustics	18	Environmental Modelling	35	Planning
02	Animal Pathology	19	Environmental Physics	36	Plant Biology
03	Archaeology (science based)	20	Epidemiology	37	Plant Pathology
04	Biochemistry	21	Fish Biology (including Aquaculture and Marine Biology)	38	Politics/Political Science
05	Bioengineering	22	Food Science	39	Population Biology
06	Bioinformatics	23	Genetics (including	40	Psychology (human)

	(including Bio-statistics and Biological Modelling)		Evolutionary Biology)		
07	Biophysics	24	History	41	Science Studies/Science Policy
08	Civil/Water Engineering (including Earth and Environmental Engineering)	25	Human Geography	42	Social Anthropology
09	Consumer Sciences	26	Human Nutrition	43	Social Policy
10	Crop Science (including Pest Management)	27	Hydrology (including Hydrogeology and Sedimentology)	44	Social Statistics
11	Development Studies	28	Animal Science (including Animal Nutrition)	45	Socio-Legal Studies
12	Earth Sciences (including Geomorphology, Geology and Biogeochemistry)	29	Management and Business Studies	46	Sociology
13	Ecology	30	Meteorology (including Climatology and Atmospheric Sciences)	47	Transport/traffic engineering
14	Economics	31	Microbiology	48	Soil Science
15	Entomology	32	Oceanography	49	Systematics and Taxonomy
16	Environmental Chemistry	33	Philosophy	50	Veterinary Medicine
17	Environmental Informatics	34	Physical Geography		

3.8 **Communications Plan and User Engagement:** The Research Councils attach great importance to the communication of research findings both within and beyond the academic community.

Examples of user communities for research are: industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

This section should not exceed 4,000 characters, and should include:

- the form and extent of stakeholder engagement
- the likely contribution of the research to policy and practice
- how the outcomes of the research will be communicated to academic and non-academic audiences

You are also advised to refer to the RELU Communication Plan before completing this section: <http://www.relu.ac.uk/about/CommunicationPlan.pdf>

Please include details of consultation with user groups in the development of the research and proposed collaboration/communication with such groups during the research.

3.9 **Ethical Information:** Please enter details of any ethical considerations relating to the research and the appropriate professional code of conduct to be followed. Applicants must declare if the proposed research involves the use of human subjects, animal procedures, non-native agricultural pests or diseases, dangerous pathogens requiring containment level 3 or 4, genetically modified organisms or any other topic subject to specific regulation.

If the proposed research project involves human subjects, animals, genetically modified organisms or any other sensitive or dangerous materials, work must not commence until the appropriate Local Ethical Committee's approval, Home Office licences etc. have been obtained. Any research that involves the use of animals overseas (for example through international collaborative research) must conform to the standards of the Animals (Scientific Procedures) Act 1986. Applicants proposing to use animals in experiments should make themselves aware of BBSRC's priorities in animal welfare:

www.bbsrc.ac.uk/science/areas/as/priorities/welfare.html

and its commitment to developing alternative methods to reduce and replace animal experiments:

www.bbsrc.ac.uk/science/areas/Welcome.html#altern

These applicants should also keep themselves aware of developments in best practice, for example through familiarising themselves with publications accessible through the web site of the Centre for Best Practice for Animals in Research:

www.mrc.ac.uk/index/public_interest/public-ethics_and_best_practice/public-cbpar.htm

which is supported by the Medical Research Council and the BBSRC.

- 3.10 **Resource Summary:** This section is populated automatically, based on data input under one or more of the fund headings. The total will be the full economic cost, excluding contributions from any project partners. The percentage FEC to be paid by the Research Councils will be shown and the Research Councils' contribution automatically calculated.

Please note that where equipment or survey costs exceed £50,000 in total (including VAT), then the amount above this figure will be paid in full and will automatically appear under the 'Exceptions' heading.

- 3.11 **Joint Research Grants Scheme:** Please ignore this section

- 3.12 **Other Support:** Please enter details of any support sought or received from any other source for this or related research in the past three years. Additional financial support is very welcome, but is not a requirement of this programme. Complete each field for each entry. If a decision has yet to be made at a future unknown date, enter unknown.

- 3.13 **Related Proposals:** Please ignore this section

Previous Proposals: Please only insert the reference numbers of proposals that were submitted to the ESRC. You do not need to provide a reference number for your concept note as these were not registered at ESRC.

- 3.14 **Staff:** Please complete details for researchers, technicians and other staff. Do not include project students. The RELU Programme will invite successful applicants to apply for up to two linked studentships early 2007. These will be separate studentship awards. It is important for applicants to note that they should not include studentships in their full proposal. Should they do this the student and related work package will be cut before the proposal is assessed.

Your institution should be able to provide adequate support for you to complete this section.

- 3.15 **Visiting Researcher:** Distinguished senior scientists from the UK or overseas may be funded to visit the investigator's organisation in order to give full time advice and assistance in research in a particular field for up to 12 months during the project. Visiting researchers will normally receive the same salary and conditions as other staff of an equivalent status within the organisation. They must be engaged full-time on the project for the duration of the visit.

Reasonable expenses will be paid for travel to and from the UK by visiting researchers, but not their families. The amount requested for the visit should be reduced if a contribution has been received from other sources, if the visit will be partly funded by the visiting researcher's own institution or if the visit is part of a longer stay.

- 3.16 **Resources:** All costs that contribute to the full economic costs (FEC) of the proposal should be included, and should fall under one of the following cost headings:

Directly Incurred

These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include:

- Staff: payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.
- Travel and Subsistence: funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work.
- Equipment: The cost of individual items of equipment dedicated to the project and costing more than £3000 (including VAT). Where equipment or survey costs exceed £50,000 in total (including VAT), then the amount above this figure will be funded in full and will automatically be entered under the 'Exceptions' heading.
- Other Costs: Costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on the project. Items of equipment costing less than £3000 should also be included under this heading.

Directly Allocated

These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:

- Investigators: Proposals will need to show the costs of Principal Investigator and any Co-Investigators (but not Researcher Co-Investigators, who should be included as a Directly Incurred cost) if their time charged to the project is based on estimates rather than actual costs.

- Estates: These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.
- Other Directly Allocated: These costs may include, for example, the costs of technical staff or access to institutional research facilities such as equipment, IT systems.
- Indirect Costs: These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.
- Exceptions: These are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, or items that are outside FEC.

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The Research Councils will include an allowance for inflation if a grant is awarded.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the FEC of the project.

All resources must be justified in the case for support (see Section 4.1 below). All **costs** associated with the research project **must be justified in the Case for Support**, with the following exceptions:

- Estates costs
- Indirect costs
- Investigator salary costs (although time commitment and level of research assistance should be justified)
- Department, technical and administration services
- Other Directly Allocated costs

Your institution should be able to provide adequate support for you in completing the Resources and Estates documents.

- 3.17 **Project Partners:** Please give details of resources to be provided for this research other than those provided by the institution of the applicant or requested in this application to the ESRC. It is recognised that contributions in kind, access, or other assistance, can be just as important as financial contributions. However, please note that co-funding and/or contributions in kind are neither necessary nor sufficient for an award to be made.

Any partnerships should be fully explained within the Case for Support.

Please attach a letter to the proposal from each partner confirming:

- Its support for the research
- The contributions to be made
- The possible benefits to the organisation

- 3.18 **Timetable:** You are asked to provide a clear timetable for the project and the intended progress of the research through the different stages. This helps referees to assess the proposed approach, and facilitates monitoring.

The stages are defined broadly and are not intended to impose any model of research. In some cases not all stages will be applicable, but do note that boxes 1, 6 and 8 are mandatory. 'Preparation and design work' refers to research instruments, work guidelines, samples etc, not to the overall design of the project, which should be completed before you submit the proposal.

The timetable should demonstrate that the research has been properly planned and the time needed to complete it, including dissemination activities, has been carefully estimated.

- 3.19 **Data Collection:** For 'ESDS', please read 'RELU Data Support Service'. This is a specific service provided for applicants and award holders under the RELU Programme to help oversee and implement the Programme's Data Management Policy and Data Management Plan.

Please refer to the RELU Data Management Policy and Plan when completing this section: <http://www.relu.ac.uk/about/data.htm>

You are also advised to contact the RELU Data Support Service:

Tel: 01206 872572 / 872974

Email: DSS-RELU@essex.ac.uk

Full information about the DSS can be found at their website:

<http://relu.esds.ac.uk/>

RELU researchers interested in using CEH Land Cover Map data should complete the online form at <http://science.ceh.ac.uk/data/lcm/lcm2kquote.htm>

All costs for cataloguing and preparing data for archiving, which will be claimed from the Research Councils, must be included and must be incurred during the award period. Where necessary, please seek clarification of these costs by contacting the RELU Data Support Service.

- 3.20 **Referees:** You should seek the person's permission before nominating them as a referee.

Academic Referees

You may provide details of up to two people from outside your institution(s) who can provide expert comment on your proposal. It is preferable if one is a social scientist and one is a natural scientist.

User Referees

In addition, you may provide the details of up to two potential users of the research who can comment on the utility of the research outcomes.

Proposals will not be disadvantaged by the absence of nominated reviewers.

- 3.21 **Classification:** Please state whether or not your research is international in nature. Proposals will not be disadvantaged if they are not.

4 ATTACHMENTS

- 4.1 To create an attachment, go to the **Document Menu**, select '**edit attachment**', and select the attachment type from the drop down list. The 'browse' facility allows you to upload a document from your own computer as an attachment.
- 4.2 **Case for Support:** All applications must include a Case for Support. Proposals containing a Case for Support **exceeding the word limit**, or not adhering to the specified format, will not be considered.

This section must not exceed 6,000 words in the case of applications for less than £1,000,000 at 100% full economic cost, or 9,000 words in the case of applications for £1,000,000 or more at 100% full economic cost. All materials must be produced in font size 12 or above. Each page should be numbered. Applicants must include the total word count at the end of this section.

Technical and some limited non-technical information specific to the project may also be submitted as an annex (this should be within the same document as the Case for Support and should not be submitted as an 'other attachment'). Technical information includes: glossaries of technical terms, charts, diagrams and tables which help to clarify key points within the proposal, statistical formulae, and supporting materials on methodological techniques (e.g. sampling methods, survey design). Non-technical annexes include bibliographic details, summary approaches to any ethical issues and letters of support that are **essential** to the successful conduct of the research (e.g. access to datasets, or organisations). Copies of articles, working papers, or general letters of support should **not** be included. The maximum length of all annexed material must not exceed 4,000 words. All materials must be produced in font size 12 or above.

Please note that the Research Councils cannot guarantee that coloured diagrams or illustrations will be reproduced in colour for referees. Any proposal in which the Case for Support does not comply with these specifications will be rejected.

The Case for Support document should include the following:

- a) An introduction, which should explain the underlying rationale, scientific and technological issues to be addressed, and the potential scientific, practical, social and economic benefits. The introduction should also briefly describe how the proposed research fits the programme specification (in preparing the case for support the applicants should read closely the call specification at <http://www.relu.ac.uk/vacancies/ThirdCallSpecification.pdf>).
- b) The specific objectives and/or research questions of the project, including their potential relevance to UK and international research work in the field, and anticipated achievements and outputs, including datasets.
- c) A full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- d) If the research involves data collection or acquisition, you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.

- e) The data, materials or information to be collected should be clearly stated, and the methods for achieving this explained. Where sampling is involved, the sampling frame, population and sample sizes, the sample design and arrangements for any pilot should be specified, and reasons given for the procedures adopted. Where access to people or archives is needed, indicate clearly the records, population or samples to be consulted.
- f) Any potential problems such as access, obtaining reasonable response rates, availability of records, materials or data, should be clearly stated, and proposed solutions identified. State what action you have taken to secure access.
- g) The framework and methods for analysis, and explain the reasons for their choice.
- h) The expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.
- i) A detailed programme and/or plan of work.
- j) The case for support **must** also contain a clear section headed 'Justification'. Please note that justification of costs is a mandatory part of the case for support; applications providing no justification of costs will not be eligible for consideration. The most common cause of queries on applications and delays to payment of Research Council awards is inadequate justification of costs; unjustified costs will not usually be awarded on successful applications. In all cases, an explanation of the need for staff appointments is necessary. A frequent cause of queries and delays is the unexplained claiming of salary costs for RAs more senior than ESRC's 'default' of RA1Asp6. In such cases, an explanation of why an appointment at the required level of seniority is necessary must be provided.
- k) Proposals must identify their novelty and added value (this must be supported rather than simply claimed). The proposal should include a clear justification for the study referring to key literature. Aims and methods need to be clear and credible. Applicants need to be concise and to the point and should minimise the use of discipline-specific 'jargon'. The style needs to be understood by both social and natural scientist assessors. There has to be effective integration of project streams and disciplines. The proposal must demonstrate the added value arising out of the combination of natural and social science perspectives.

4.3 **Approach to Interdisciplinarity:** Please upload a separate attachment ('Other Attachment') and describe your approach to interdisciplinarity, drawing on the natural and social sciences. This attachment must not exceed 750 words and should include:

- a) Your justification for, and approach to, interdisciplinarity
- b) The reasons for your choice of disciplines
- c) How you will ensure effective integration of the social and natural sciences

d) Details of any interdisciplinary training that you will provide to project staff

The interdisciplinary approach must be expressed transparently. Both the social science and the natural science must be of high quality. An appropriate range of disciplines must be employed to meet the study's objectives and approach. The interdisciplinary training aspects need to be specified.

- 4.4 **Project Management:** Please upload a separate attachment ('Other Attachment') and describe the project's decision making and internal management arrangements, including composition and frequency of management meetings and procedures for reviewing project progress. This attachment must not exceed 500 words.

Proposals must ensure effective management organisation and commitment - this must be reflected in sufficient management time input by the PI. As a general guide it is suggested that the principal investigator should allocate 40% of their time to projects over £750,000 and 30% of their time to projects under £750,000. Work package leaders should allocate a minimum 10% of their time.

- 4.5 **CVs:** A brief CV, of up to 500 words, must be provided for each person named in the application, giving full name, date of birth, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most recent and relevant publications, and a record of research funded by the Research Councils. Each CV should also outline the investigator's experience of interdisciplinary working, if relevant.
- 4.6 **List of Publications:** Please note that this does not refer to your own publications, which should form part of your CV, but to the bibliography. You should list the publications referred to in, or otherwise directly relevant to, your application.
- 4.7 **Letter of Support:** Letters of support that are essential to the successful conduct of the research (eg access to datasets, or organisations) can be submitted with an application, but general letters of support should not be included with the application.
- 4.8 **Proposal Cover Letter:** All resubmitted applications must be accompanied by a covering letter summarising the major revisions. Resubmissions without covering letters will not be accepted for processing.
- 4.9 **Facility Form:** Investigators must contact the relevant facilities manager to ensure that the requirements can be met, and acquire the relevant applicant form. Failure to do so could make aspects of the proposal non-viable.
- 4.10 **Final/Interim Report:** All those who currently hold an award administered by the ESRC must submit a progress report on their current awards. The progress reports should not exceed 1000 words (minimum font 12) per project. An application will not be considered if the end-of-award report on any ESRC award held by any of the applicants is overdue.

- 4.8 **Other Attachments:** As explained in sections 4.3 and 4.4, your approach to interdisciplinarity and project management should be included as other attachments.

5 VALIDATION AND SUBMISSION

- 5.1 When all sections are completed and saved, select 'Validate Document' in the Document Menu. It is possible that a list of issues for rectification will result. Please address these and re-validate.
- 5.2 Once the application is satisfactorily completed, select 'Submit Document' in the Document Menu.
- 5.3 As stated in 1.2 above, please remember that your application will be submitted through the despatcher facility at your institution, which means that there is a further layer of administration between you submitting the application and the application being submitted to the ESRC, via JES. The ESRC cannot accept responsibility for any delays that occur as a result of the administration at your institution. We strongly advise applicants to secure confirmation from their relevant administrator that the application has been successfully submitted to JES.