

## **Guidance Notes for Applying to the TLRP Technology Enhanced Learning Second Call – Shortlisted Full Proposal Stage.**

### **Notes for invited applications for full smaller and larger awards**

Most issues covered below are technical/administrative. Although applications have been invited on the basis of outlines already judged to have the potential to meet the competition criteria, it is worth reiterating that, to be eligible for this competition, applications must be interdisciplinary and draw on expertise and insights from across the fields of research traditionally supported by ESRC and EPSRC, with significant and substantial inputs from both fields of research.

All applications must comply with ESRC's research funding rules, at:  
<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/>

Feedback on the usefulness or otherwise, of these notes would be most welcome. Please contact [steven.buchanan@esrc.ac.uk](mailto:steven.buchanan@esrc.ac.uk) or [gary.grubb@esrc.ac.uk](mailto:gary.grubb@esrc.ac.uk). Also please note that from 1<sup>st</sup> December 2007, Steve Buchanan will no longer be the contact for TLRP TEL, therefore could all futures queries be directed to Ann Jeffcott [Ann.jeffcott@esrc.ac.uk](mailto:Ann.jeffcott@esrc.ac.uk) 017934163023.

#### **1 Basics (Je-S Submission)**

- 1.1 Applications may only be made on Research Councils Joint Electronic Submission (Je-S) Forms.
- 1.2 Please note that the deadline for submission of applications is **4.00pm on Thursday 13<sup>th</sup> December 2007**. Please also note that your application will actually be submitted through the despatcher facility at your institution. In other words, there is a further layer of administration between your submitting the application and the application being submitted to the ESRC, via JES. This layer of administration is at your institution 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 application has been successfully submitted to JES.
- 1.3 JES forms are only accessible to JES registered individuals, and only JES registered individuals may be named as principal or co-applicants. If you are in any doubt as to 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. We strongly advise potential applicants to apply to register, if necessary, 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 (a short statement, using 'attachment other', from a member of staff authorised to commit resources will be sufficient) 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. Any specific employment arrangements for such individuals (eg visiting lectureships, fellowships etc) and registering them for JES are the responsibility of the hosting institution.
- 1.8 Please note that co-applicants entered on your outline have been checked and are eligible. Please take care if nominating new co-applicants in your full application. 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](mailto:JeSHelp@rcuk.ac.uk) 01793 444164 (open 9am to 5pm weekdays, except holidays).
- 1.10 See 1.2 above. 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 [gary.grubb@esrc.ac.uk](mailto:gary.grubb@esrc.ac.uk) or [steven.buchanan@esrc.ac.uk](mailto:steven.buchanan@esrc.ac.uk) (and from 1<sup>st</sup> Dec onwards [ann.jeffcott@esrc.ac.uk](mailto:ann.jeffcott@esrc.ac.uk)) to discuss the possibilities for 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 **TEL JES process**

Log in to JES at <https://JES.rcuk.ac.uk/Jes2WebLoginSite/login.aspx>

First Screen: Add New Document

Second Screen: Select 'Call search' (highlighted at top of screen) and search and select **TLRP TEL Phase 2 Full Proposals (Invitation Only)**

The three selection fields will be automatically populated.

Then: **Create Document.** This will take you to the **Document Menu.**

From the **Document Menu** page the following sections should be completed. Information supplied in any other sections will be disregarded.

**Please note you may return to 'edit' saved documents at any time before submission.**

### 2.1 Edit Project Details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your institution (consult your administration). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
- Proposal Call **TLRP TEL Phase 2 Full Proposals (Invitation Only)** will be completed automatically

Please double check that the right call information is displayed and that you have not inadvertently selected a different initiative by mistake.

### 2.2 Edit Disciplines

Enter the main discipline under which you consider this proposal to fall and select any applicable secondary disciplines from the list provided in the form. We recognise that inter-disciplinary nature of your proposal may mean that the current list of disciplines listed may not fully reflect the range of disciplines involved in your application – please be assured that information in these fields will not affect the processing of your application and that this will not disadvantage your application.

### 2.3 Edit Investigators

Enter the name of the Principal Investigator (PI) and any Co-Investigators. Investigators may be from more than one institution but the PI must be from the Institution that will administer the award. The PI will take intellectual leadership of the project and manage the research; this individual will be the person with whom ESRC correspondence can be undertaken. All named Investigators are responsible for ensuring that successful applications are undertaken and completed in the manner specified.

### 2.4 Edit Objectives

List the objectives of your research (4000 character limit).

### 2.5 Edit Summary

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

## 2.6 Edit Beneficiaries

List those relevant individuals, groups or organisations (ie researchers from outside research discipline, companies, public sector org. etc) that is likely to be interested in or benefit from the proposed research. It should be noted whether the research is likely to lead to patentable or otherwise commercially exploitable results (4000 character limit).

## 2.7 Edit Staff Duties

Summarise the duties of the staff members that will be involved in your project. Ensure that it is clear why it is necessary for this person to perform this role at the resource level you have requested (2000 character limit).

## 2.8 Edit Communication Plans and User Engagement

ESRC attaches great importance to the appropriate engagement of potential research users and beneficiaries at all stages of the research process from the development of research ideas, conduct of the research through to the communication of research findings both within and beyond the academic community and transformation of outcomes into policy and practice. You should use this space to describe your plans to engage with the academic community and describe how you would like to see engagement with the non- academic community take shape (4000 character limit).

## 2.9 Edit Ethical Information

This section must be comprehensively addressed (4000 character limit). The ESRC's Research Ethics Framework contains a full explanation of the ESRC's approach to and guidance for applicants and is available at: [http://www.esrcsocietytoday.ac.uk/research\\_ethics/](http://www.esrcsocietytoday.ac.uk/research_ethics/)

## 2.10 Edit Related Proposals

If your application under this scheme is related to any proposals previously submitted to the ESRC including resubmissions (i.e. it is similar in its aims, objectives and methods to an application previously submitted to the ESRC by any member of the team of Investigators), you must detail the appropriate related proposal and its relationship here. Select 'Edit Related Proposals', then 'Add New Related Proposal Item' before entering the details of any related proposals. Resubmissions must be accompanied by a covering letter (as an 'other' attachment).

This section should also detail the reference numbers of any support sought from the ESRC in the past five years.

## 2.11 Edit Staff

If your project requires staff other than the team of Investigators, their details should be entered here. Directly Allocated staff are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g. Investigators). Directly Incurred staff are those whose time on the project is actual, auditable and verifiable (e.g. Researchers and Technicians). Details of linked studentships are entered here: see section 6 below.

## 2.12 Edit Resources

**All resources requested must be fully justified in the Justification attachment.**

Please ensure that the total costs of the project detailed in the costings sections do not exceed **£1,500,000 at 100% FEC including** the costs of any project-linked studentships which may be requested. Please note the **£1.5m** limit refers to the 100% FEC costs not the 80% FEC costs to be met by the Research Council. Please ensure that your Finance Office or any other colleagues preparing costings information are aware of these limits and that this total is not exceeded. Applications over this limit are liable to be referred back or rejected as out of scope of the competition.

T&S- add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment- enter any items of equipment (including surveys) costing over £3000 in this section. Costs in excess of £50,000 will automatically be captured under the 'Exceptions' heading in the resources summary table and paid at 100% FEC

Other Directly Incurred Costs- including **specified** consumables, publication costs, consultancy fees, equipment costing less than £3000, recruitment and advertising costs.

Other Directly Allocated Costs- including support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

For more details please see the appropriate Je-S help text: <http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109>

#### 2.13 Edit Estates and Indirect Costs

Estate and Indirect Costs are specific to each institution and do not require justification in your Case for Support.

Universities that have implemented the TRAC costing methodology and have passed the Quality Assurance (QA) process should apply their own estate and indirect costs. Non-HEIs that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where Research Organisations have not yet developed their own rates.

Your Research Office will be able to assist with this section.

#### 2.14 Edit Project Partners

See section 3 below. If you have secured a commitment from another funding body to provide additional resources for this project, the details of that support should be entered here. A letter from the 'Partner' organisation confirming the level of support specific to this proposal must be included as an attachment.

#### 2.15 Edit Timetable

Provide a clear timetable for the project and the intended progress of the research through the different stages. Your planned timetable can be expanded upon if necessary within your case for support.

2.16 Edit Data Collection

Please refer to the full statement of ESRC's datasets policy and datasets deposition requirements in the Research Funding Guide:

<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/>

### 2.17 Edit Referees

Please nominate two academic and two non-academic/ user referees. These people must not be from the same institution as any of the Investigators on the project and should not represent potential conflicts of interest. Agreement should be sought from nominated referees before their details are submitted. The ESRC will initially contact one of each 'type' of referee and the other if the first is unable to assist in the peer review of your proposal. Additional referees will be selected by ESRC in consultation with EPSRC.

### 2.18 Edit Attachments

'Case for Support', 'Justification' and 'C.V.', are the standard mandatory Je-S attachments. 'List of Publications', 'Letter of Support', 'Cover Letter', 'Other' are optional for JES, however 'List of Publications' is mandatory for this particular call (see also 1.7 and 2.14 above).

CVs of no more than two sides of A4 (minimum 12pt font) must be provided for all persons named in the application, giving full name, date of birth, qualifications (inc class & subject), academic and professional posts held since graduation, most recent and relevant publications and research awards. The 'document type' dropdown list states 'CV (exactly 1), which is slightly misleading. In fact any number of cvs may be attached – please upload one, then return to upload the next, etc.

'List of Publications' is potentially misleading. This does not refer to your own key publications, which should form part of your outline cv. You should attach here one only list of publications referred to in or otherwise directly relevant to your application. Note that the bibliography is mandatory for applications to this call, but is not a mandatory JES document. This means that the software will not alert you if it is missing when validating the application (see below).

If you are applying for up to three linked **studentships**, a separate case for each must be submitted with the application as **attachment type "other"**. An additional (to the normal application case restrictions) side of A4 – 12pt font - can be used for **each** studentship. See section 6 below.

## 3 **Project Partners**

The following is adapted from the JES Help text. For the full text see <https://jes.rcuk.ac.uk/Jes2WebLoginSite/login.aspx> select 'system help' and search for 'project partners':

A project partner is normally defined as an organisation providing specific contributions (either direct or indirect) to the research project. Non-contributing beneficiaries or HEIs eligible to receive grant support from the council should not be entered as project partners. Ordinarily, project partner contributions in cash or in-kind should be seen as additional to the Research Councils' contribution and are not considered part of the FEC of the project. However, in this competition, costs incurred by user partners in contributing or carrying out the research may be included, where appropriate, in the proposal where this is integral to the research design. Note that ESRC will pay award costs to the award-holding institution only. Arrangements for meeting the costs of all

associated institutions are between the award-holding institution and the other parties. It is worth noting that ESRC will pay 80% of FEC and that arrangements between the award-holding institution and any other party might need to take account of this.

It might reasonably be assumed that there is scope for confusion here. The following entirely hypothetical examples may help clarify the issues:

The Principal Investigator is at University of Bristol, a co-applicant is at Bath, an RA is required, to work at Bath: This is an entirely usual situation and is covered in the normal application process. The University of Bath is not a project partner.

Microsoft agrees to second an employee to a project and agrees to cover the costs of the secondment. Microsoft is a project partner, and the value of their contribution should be entered in the 'project partners' document.

Sega agrees to provide some software to a project free of charge, and some support, for which they need to have an employee's fte salary costs reimbursed. Sega is a project partner, the value of their contribution should be entered as that of the software only and the salary costs should be claimed as 'reimbursement of project partner costs' under 'Other Directly Incurred Costs' and justified under 'justification of costs'.

#### 4 Case for Support

- 4.1 The case for support is the substance of your proposal. It is mandatory. The case for support is added as an attachment. Go to **Document Menu**. Select **'edit attachment'**. Select attachment type from the drop down list.

The 'browse' facility allows you to upload a document from your own computer as an attachment.

For general requirements, see:

<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/login.aspx> select 'system help', search for 'case for support', select 'ESRC specific requirements'.

**Applications exceeding the page limits will not be accepted for consideration.** In exceptional circumstances, information of a strictly technical nature, specific to and necessary for an adequate understanding of the project may be submitted as annexes (use 'attachment other'). The total length of annexed material should be restricted to 6 sides of A4 – minimum font point12, unless a specific and adequate justification is given for exceeding this limit. Copies of articles or papers will not be accepted as annexes.

Please note that justification of costs is mandatory 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 ESRC 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. A dedicated justification of costs attachment is now available from the document menu (replacing the previous need to include the justification in the case for support).

#### 4.2 Full Small and Large Research Award Proposal Requirements

**Length Limit: 20 sides of A4\* (minimum font point 12): Maximum FEC (100%): £1,500,000: Maximum Duration: 4yrs**

\*The 20pp limit above equates to 10K words and reflects the likely complexity of some Larger award applications to this competition, and the need to both explain the inter-disciplinary context, approach, methods, integration and management and also to cover other Programme-specific issues such as fit to the TLRP aims, the approach to user engagement, learning outcomes and impact and capacity building. This limit is specific to this competition and supercedes page limits stated elsewhere in JES guidance notes. However, *it is by no means necessary for applicants to take up the whole of this allowance, if their proposal may be clearly stated in less; clear and succinct presentation of research plans is appreciated by peer reviewers* In particular, it is not expected that applications for smaller grants up to £500,000 FEC will fully utilise the 20 sides limit, and as a broad indication it is not normally expected that cases of support for such applications would exceed 12 sides of A4.

General guidance for writing proposals is at:

[http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Support/research\\_award\\_holders/FAQs2/index1.aspx?](http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Support/research_award_holders/FAQs2/index1.aspx?)

A short introduction should set the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.

For the detail of the proposal, the best judges of how to set this out clearly tend to be applicants themselves. However, typical issues for consideration include:

- What are the objectives of the proposed research?
- How does it relate to any or all of the competition's published 'research challenges'?
- How does it relate to other previous, current or recent research (including, but not limited to, research within the TLRP)?
- What contribution does the proposed research make to the development of theory and/or methodology? What innovative contribution is expected in terms of both technological development and approaches to teaching and learning?
- How will the research be done? What techniques will be used? Why will these methods and techniques be adopted? How will the impact on learning outcomes be assessed?
- How does the proposed project meet the requirement for inter-disciplinarity and breadth of scope across the ESRC/EPSC remits?

How will interaction and integration between different disciplinary perspectives be managed and added value from adopting an interdisciplinary approach be achieved?

- How does the proposed research meet the requirement for user engagement and partnership throughout all stages of the research and the support of fundamental research and innovation through to effective application and use in relevant learning contexts?
- How will the proposed award holders meet the requirement to make a significant contribution to the Teaching and Learning Programme?
- How does the proposed research support UK academic communities and their user partners in building substantial and sustainable capacity for ongoing interdisciplinary research on technology enhanced learning?
- How will the research be organised and phased over the duration of the award?
- What are the expected outputs and outcomes?
- How will potential ethical issues be addressed? How might access and IPR issues be addressed (if applicable)? What are the key risks associated with the research and how might these potential risks to the research be managed?
- How have the applicants addressed any formal conditions and/or advice given by the Commissioning panel in respect of its consideration of the outline proposal?

## 5 Justification of Costs

**Length Limit: 2 sides of A4 (minimum font point 12)** (note that JES guidance states one side, the 2 side limit is specific to this competition). This attachment is mandatory.

- 5.1 This is an attachment containing a statement justifying the resources required to undertake the research project. Note that both a breakdown explaining how the amounts requested have been arrived at and a justification explaining why these items / resources are needed is required. Where applicants do not provide explanation for an item that requires justification, it will be cut from any award made. Please refer to appropriate JeS helptext for further details

## 6 Studentships

- 6.1 Up to 3 linked studentships are allowed on proposals. The costs of these studentships must be contained within the £1.5m (at 100% FEC limit for applications under this call) . Applicants are strongly advised to check that proposed studentships are located at 'outlets' eligible to receive ESRC or EPSRC studentship funding. Please see <http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/postgraduate/eligibleoutlets/index.aspx?> and/or <http://www.epsrc.ac.uk/PostgraduateTraining/default.htm> for details.

- 6.2 Either 1+3 or +3 modes of studentship may be applied for. These will be administered in the same way and with the same conditions as ESRC's open competition - see:  
<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/postgraduate/fundingopportunities/index8.aspx>? for details (but ignore the annual competition details).
- 6.3 If you are applying for studentships, a separate case for each must be submitted with the application as attachment type "other". One side (additional to the normal application case restrictions) of A4 – 12pt font - can be used for **each** studentship
- This attachment should include:
- the reason for the type of studentship being requested
  - the recognised ESRC or EPSRC outlet at which the student will be based, including the appropriate ESRC or EPSRC reference code.
  - in the case of a 1+3 studentship, the likely ESRC Recognised Masters course to be pursued, if that can be identified at the point of application
  - the Principal and/or the Co-Investigators who will supervise the studentship
  - a summary statement of the PhD topic to be undertaken
  - a clear statement of how this is independent from, but will add value to, the principal research objectives set out in the application
  - an explanation and justification of any costs included within the stipend above the current ESRC standard stipend rate e.g. for overseas fieldwork costs
- 6.4 Please enter the details of any studentships as follows:

<p><u>Edit Staff</u>  This menu will take you to the main staff screen.</p>
<p><u>Edit Project Student</u>  This will take you to project student screen. Please note that you cannot add more than 3 studentships to the proposal.</p>
<p><u>Add New Project Student</u>  <b>Either</b>  <u>Select Student</u> (if known; please note that specified individuals must be JeS registered)  <b>Or</b>  <u>Add Post Identifier</u> (e.g. 1+3, +3 studentships)</p>
<p>Enter the <u>Start date</u> of the <u>studentship</u>.</p>
<p>Enter the <u>Duration</u> of the studentship in <u>months</u>.</p>
<p>Enter <u>London Weighting</u> if appropriate.</p>
<p>Enter <u>Annual Stipend Rate</u> (please note that this is a total amount for the <b>year</b> and not the total amount for the duration of the project).*</p>
<p>Enter <u>Annual Fees Rate</u> (again please remember that this is for the duration of the <b>year</b> and <b>not</b> for the duration of the project).*</p>

Then **Save**.

\* Please refer to JeS **Helptext** with regard to additional costs.

6.5 If the application is successful, once the student has been selected, the institution will be expected to complete a standard ESRC nomination form and submit that to the ESRC Records Management team. The nomination form will include the name and basic details of the student and eligibility information, proposed training, and an extended statement on the PhD topic to be covered.. Further details will be provided in due course.

6.6 Linked studentships will effectively be separate administrative entities. Therefore a reasonable degree of overhang is permissible (ie the studentship does not have to complete within the timespan of the award). In such cases, clear details of the ongoing conduct and supervision of the studentship **must** be provided in the case for support.

## 7 Reporting on existing ESRC awards

An application will not be considered if the end-of-award report on any ESRC award held by any of the applicants is overdue. Also, some ESRC awards require formal progress reports. Where such an award is held by any of the applicants, a copy of the most recent report should be attached to the application. In other cases where any applicant has an existing award, a short free-text progress report of up to 1000wds should be attached to the application.

## 8 Validation and Submission

8.1 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.

8.2 Once the application is satisfactorily completed, select 'Submit Document' in the Document Menu.

To reiterate 1.2 above: Please note that your application will actually be submitted through the dispatcher facility at your institution. In other words, there is a further layer of administration between your submitting the application and the application being submitted to the ESRC, via JES. This layer of administration is at your institution 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 application has been successfully submitted to JES.