



## **GUIDANCE NOTES FOR COMPLETING RESEARCH PROPOSAL FORM Je-SRP1 (EPSRC) v1.2**

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## General Guidance

### Data Protection Act 1998

The Council will use information provided on the proposal form in processing the proposal, any grant awarded and subsequent payments, including maintenance and review processes. This includes:

- registration of proposals
- operation of Council grants processing and management information systems
- the acquisition of UK and possibly international referee comments on the proposal
- the preparation of material for use by peer review panels
- statistical analysis to inform the evaluation of the quality of the research undertaken and to study demographic trends
- policy and strategy studies

To meet the Council's public accountability and information dissemination obligations, details of funded grants may also be made publicly available on the Council's external Web site and other publicly available databases, and in reports and/or paper documents. The following information contained in funded research proposals may routinely be made publicly available:

- name of the host research organisation
- details of applicants (title, forenames, initials, surname, research organisation and department)
- name(s) of project partner organisations
- project title
- technical and non-technical summaries of the proposal,

**Contact** the Council's Data Protection Officer for further information (tel. 01793 444100).

### General Research Grant Information and Guidance

Anyone involved in the preparation and submission of a proposal should familiarise themselves with the Council's research grant regulations before completing a proposal. These are detailed in the [EPSRC Funding Guide](#).

### Costings

All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation.

### Case for Support and Other Documentation

A **Case for Support** must accompany the proposal form. The Case for Support should be a self-contained description of the proposed research.

The Case for Support should have two parts:

Part 1: Previous research track record (maximum two sides of A4) which should:

- provide a summary of the results and conclusions of the applicants' recent work in the technological/scientific area which is covered by the research proposal. Include reference to both EPSRC and non-EPSRC funded work. Details of relevant past collaborative work with industry and/or with other beneficiaries should be given
- indicate where the applicants' previous work has contributed to the UK's competitiveness or to improving the quality of life
- outline the specific expertise available for the research at the host organisation and that of any associated organisations and beneficiaries
- include details of previous visits or collaborations with overseas scientists/engineers

Part 2: A description of the proposed research and its content (maximum six sides of A4), together with a diagrammatic workplan (maximum one side of A4). The description should include the following sections:

#### *Background*

- introduce the topic of research and explain its academic and industrial context

- demonstrate a knowledge and understanding of past and current work in the subject area both in the UK and abroad

#### *Programme and methodology*

- identify the overall aims of the project and the individual measurable objectives against which you would wish the outcome of the work to be assessed
- detail the methodology to be used in pursuit of the research and justify this choice
- describe the specific expertise provided by a Visiting Researcher (VR). If more than one VR is proposed, reasons for selecting each should be given
- explain why the proposed project is of sufficient timeliness and novelty to warrant consideration for funding
- describe the programme of work, indicating the research to be undertaken and the milestones that can be used to measure its progress. The detail should be sufficient to indicate the programme of work for each member of the research team. Explain how the project will be managed
- illustrate the plan with a simple diagrammatic workplan, e.g. PERT or Gantt chart

#### *Relevance to beneficiaries*

- identify the potential impact of the proposed work
- show who is likely to benefit from the proposed research. If the benefits do not directly relate to wealth creation and/or to improving the quality of life, give details of other beneficiaries and explain their importance; other research workers are legitimate beneficiaries
- indicate any collaborations with beneficiaries and explain their role in the project

#### *Dissemination and exploitation*

- indicate the proposed dissemination and technology transfer routes and explain how the transfer of knowledge will take place to both beneficiaries and the general public
- identify the mechanisms in place for identification, protection and subsequent exploitation of any exploitable results which may arise from the research (including details of any specific collaborative agreement, where relevant)

#### *Justification of resources*

- justify all the resources requested in the grant proposal including project studentships and any use of services. Resources to be provided by the host organisation and by any project partners should be identified.

#### *Other Points*

The following guidelines should be noted:

- lists of references should be included in the six page limit and should not be submitted as additional documents or as an annex
- illustrations should be included in the six page limit
- CVs should be submitted for named staff funded on the grant or visiting researchers only. These should be no more than 2 sides of A4 per person and submitted as an annex
- quotes should be provided for all equipment items over £25,000 (incl VAT) and should be submitted as an annex with no limitation on page length. See sections [1Q](#) and [1R](#)
- equipment quotes are expected for all proposals with equipment items over £25,000 and should be submitted as an annex with no limitation on page length and
- letters of support should be submitted as an annex with no limitation on page length
- the Case for Support should be clear, concise and uncluttered with technical jargon
- font size 10 point is the minimum font that is acceptable
- **proposals containing a Case for Support exceeding the page limit, or not adhering to the specified format, will not be considered.** More specific instructions relating to the format of the Case for Support may be detailed for some strategic programmes. These will be set out in the relevant call for proposals

## 1A. Organisation Where Grant Would Be Held

Generally, research grants are open to UK Universities and similar organisations but eligibility can vary depending on the scheme. See the **Investigators** section.

The **RO (research organisation) reference** is intended to be a unique identifier for the proposal and is **unrelated** to the reference that the organisation would be asked to provide if a grant were awarded. If an organisation does not have a system for referencing grant proposals, please create a reference for the proposal.

**Organisation, Division or Department, Address Line 1, Town/City, Postal Code and Research Organisation Reference must be completed.**

## 1B. Investigators

The **Principal Investigator (PI)** should normally be the individual who is leading the management of the project. He/she will be the Council's main contact for the proposal. The PI may be supported by a number of **Co-Investigators**.

All Investigators must meet the Council's eligibility requirements for research grants – see below and check the EPSRC Funding Guide for further details and contacts concerning eligibility.

Other requirements are that:

- **all fields** must be completed for each Investigator
- **one of the Investigators** must be from the **Host Organisation** (ie. the organisation at which the grant would be held)
- **investigators** must not have an **overdue Individual Grant Review (IGR)** on a research grant previously awarded by the Council. If an IGR is overdue, the Council will not consider further research proposals from the individual

Note that:

- to be an eligible Investigator, the entry against **Post will outlast project** must be **Yes**
- The following must be filled in unless the investigator is a Research Council funded fellow or a PDRA funded on the grant
  - for **what is the investigator's contracted working week expressed as a % of full-time work** show the number of hours the investigator is contracted to work as a % of the standard working week. This must be greater than zero and no more than 100%.  
For example someone who is contracted to work 20 hours, based on a standard of 37.5 hours for a normal working week, would enter a figure of 53%.
  - for **how many hours a week will the investigator work on the project**, enter the number of hours a week dedicated to the project averaged over the planned duration. This must be greater than zero and no more than 37.5, which is the standard working week assumed in the FEC arrangements.  
For example if the investigator will work for 20 hours a week in the first year and then 5 hours a week the over next 2 on a 36 month project, then their hours per week would be  $30/3=10$  hours.

Investigators should normally be permanent employees of an eligible organisation.

Fixed term employees may be eligible provided that EPSRC can be satisfied that the host organisation is prepared to give the individual all the support normal for a permanent employee and that there is no conflict of interest between the investigator's obligations to EPSRC and to any other organisation or employer. The term of employment of a fixed-term employee must extend beyond the duration of the proposed research project.

An individual is not eligible to be an investigator while holding a staff post on an EPSRC research grant. However Postdoctoral Research Assistants (PDRAs) can now be named as a Co-Investigator if they have made a substantial contribution to the development of the application and will be closely involved with the project if it is funded. In this case the PDRA can apply for their own salary for the duration of the grant.

In some schemes, eg First Grant Scheme, special eligibility criteria apply, Applicants should read the [EPSRC website](#), and/or contact the relevant member of EPSRC staff for specific details.

## 1C. Recognised Researchers

**Recognised Researchers** are contract researchers who deserve appropriate recognition for making a significant contribution to the preparation of the proposal. The recognition will be acknowledged on grant announcements and the Council's information systems.

- **all fields must be completed** for each Recognised Researcher

## 1D. Title of Research Project

The **title** should be as informative as possible, capturing the essence of the research.

It **should not exceed 150 characters** and must be completed.

Only **standard ASCII characters** should be used. Avoid using specialist characters and symbols (eg. mathematical symbols, accents) because these may not transfer successfully to other computer systems.

## 1E. Start Date and Duration

- the **proposed start date** and **duration** must be entered
- ensure that the proposed **start date is realistic**, taking account of the period required by the Council to process the proposal (as published by the Council) and that required to recruit staff
- enter the proposed **duration of the grant in months**, checking that it complies with the terms of the selected type of proposal

## 1F. Type of Proposal

Appropriate entries from the list of **Schemes** and then the list of **Calls** define the **type of proposal**. Enter "n/a" against Call if the proposal is not in response to a specific call for proposals.

In addition to the **Standard scheme**, EPSRC currently manages the following:

- **First Grant Scheme**

The purpose of this scheme is to assist individuals to obtain a research grant at the beginning of their academic careers. The scheme provides support of up to £120,000. If the grant proposal receives two or more strongly supportive referees' comments, it will be put to a peer review panel for consideration and will be ranked against other First Grant proposals. First Grant proposals will not compete directly with established researchers' proposals.

- **Platform Grants**

Platform grants are highly prestigious awards for internationally leading groups. The awards nurture creativity, flexibility and adventure in an already strong research environment to provide continuity for key contract researchers and technicians and allow group members to undertake international secondments. Successful groups will need to demonstrate a clear vision for the future and the added value that the funding could bring. The awards are for up to five years and £400,000. Applicants are strongly advised to consult the relevant EPSRC Programme Manager before submitting a proposal.

- **Research Networks**

EPSRC supports UK-based networks that link research groups and industrial organisations, often across disciplines, to develop new or enhanced collaborations. Funding of up to £60,000 is available to support workshops, visits, travel and part-time coordinators. Proposals may be submitted at any time.

- **Overseas Travel Grants**

These are small value grants (under £20,000) for travel and subsistence only, to enable visits to recognised research centres abroad to study new techniques or to develop collaborations. Funds may not be requested through this route solely for conference attendance. Where the proposal receives strongly supportive referees' comments at the initial peer review stage, funding may be approved without the proposal having to enter the rank ordering stage at a prioritisation panel. In such cases, EPSRC aims to complete the decision making process within 12 weeks of receipt.

- **LINK**

The LINK scheme offers a well-established framework for encouraging collaborative research between the science and engineering base, and the users of research in industry, commerce, the service sector, and elsewhere. EPSRC, together with Government departments, provide up to 50% of the costs of a LINK project, with the balance of funding coming from industry. Calls for proposals are announced periodically.

For some strategic programmes, **calls for outlines or expressions of interest** are made in advance of full proposals. Guidance on completing outlines may be obtained from the contacts identified in the relevant **call for proposals**.

## 1G. Summary of Resources Required

This section should be completed on the basis of data input under one or more of the fund headings. The total should be the amount being requested from the Council, net of contributions from any project partners. Costs should be rounded to the nearest pound and staff effort to the nearest quarter decimal (ie .00, .25, .50, .75).

**Indirect Costs** should be calculated as 46% of the total staff cost, including stipends for project students. This addition is intended to meet the indirect central and departmental administrative and service costs involved in supporting the research.

## 1H. Related Proposals

(a) **Previous proposals:** if the proposal is related to one or more proposals previously submitted to the Council, enter the Council's corresponding reference number(s) and select the appropriate relationship from the list.

(b) A **joint proposal** is one in which two or more organisations are cooperating in a joint project and are separately seeking funding from the Council. In these cases, each organisation should submit separate proposal forms accompanied by a **common Case for Support**. For joint proposals, enter:

- the **total number of proposal forms** being submitted
- the name of the **lead organisation**
- the common Je-S reference used by all constituent proposals:
  - this is only **applicable** to joint proposals where **at least one** is being **submitted electronically through the Je-S system**

In such cases:

- the **lead organisation's proposal must be** one that is **submitted electronically** through the Je-S system.
- the Je-S reference is obtained from the Je-S system by the lead organisation

Note that **only the lead organisation's proposal** should include details of **nominated referees** and any **project partners** and their contributions

## 1I. Research Councils/MoD Joint Research Grants Scheme

A proposal can only be considered under this scheme if:

- it has already been forwarded to the Defence Science Technology Laboratory (DSTL)
- and**
- written confirmation of agreement to co-fund the project has been received from DSTL. The letter from DSTL must accompany the proposal upon submission to the Council

For the DSTL contact, **at least one of telephone or e-mail must be completed**. All other fields must be completed. Up to 3 forenames may be entered.

## 1J. Objectives

The objectives of the proposed project should be listed in order of priority and should be those that the Investigators would wish the Council to use as the basis for evaluation of work upon completion of any grant awarded.

This field must be completed using:

- no more than 4000 characters
- only standard ASCII characters

- no specialist characters and symbols (eg. mathematical symbols, accents) because these may not transfer successfully to other computer systems

## 1K. Summary

The Council has a responsibility to promote the public awareness and understanding of its research areas. The purpose of the Summary is to help publicise the Council's research programme to:

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

Provide a plain English summary of the proposed work explaining:

- the context of the research
- its aims and objectives
- its potential applications and benefits

The summary **should be written in a style that is accessible to an interested 14 year old**. In the event of a grant being awarded, the Council may use this summary for general publicity purposes and as a basis for answering enquiries from the media and others about the purpose of the research.

This field must be completed using:

- no more than 4000 characters
- only standard ASCII characters
- no specialist characters and symbols (eg. mathematical symbols, accents) because these may not transfer successfully to other computer systems

## 1L. Beneficiaries

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

List any beneficiaries from the research and give details of how the results of the proposed research would be disseminated. Please 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 and others who may use the results to their advantage
- policy makers

## 1M. Staff

Include details of the payroll costs requested from the Council for research, technical and support staff (full or part-time) who will work on the project.

- the costs of **all** staff must be **fully justified** in the Case for Support
- salaries and allowances should be entered at current rates
- salary increments over the period of the project should be taken into account, but possible future pay awards should not be anticipated
- where it is expected that contract staff will be promoted during the lifetime of the grant provision may be made in the grant proposal. Such funds will be awarded only if they have been justified in terms of the research

Staff costs fall into one of the following two categories (**if in doubt on the category to use, consult the Host Organisation's central administration department**):

- those funded on the basis of the **JNCHES** (Joint Negotiating Committee for Higher Education Staff – formerly UCEA) pay scales and applied in line with the algorithm used by Council. This algorithm uses scales with or without London Allowance, and incorporates a standard addition for National Insurance and superannuation. It increments the salary by one step on the specified annual increment date and subsequent anniversaries unless the top of the scale has been reached
- those funded on the basis of other salary scales or JNCHES scales applied in a different way to the Councils' (eg. different superannuation addition). This will include all staff in the "Other Staff" category

In both cases:

- Complete all fields for each post requested
- **Grade, starting spine point, increment date** - these should be in accordance with the normal practice of the organisation where the proposed staff would be employed
- **Effective date of salary scale** - the date on which the scales used (which should be the latest version available) came into use
- **Start date** - the date on which the postholder would begin work on the project
- **Period on project and % of Full Time** – these values are required to derive the staff effort on the project, for example:

| For an individual working:                         | Period on Project (months) | % of Full Time |
|--|----------------------------|----------------|
| Half-time throughout a three-year project          | 36                         | 50%            |
| Full-time for 18 months on a three-year project    | 18                         | 100%           |
| 1 day per week for 12 months on a two-year project | 12                         | 20%            |

- **Total cost on grant:** the total cost requested from the Council for each post

For non-JNCHES posts enter the **starting annual amounts** for **London Allowance and Superannuation/NL**.

Where a proposal includes provision for named staff, EPSRC will normally expect to award funds at the level requested. In the case of unnamed research assistants, support will normally be awarded at spine point 6, unless an overriding case is made and accepted for a different level. EPSRC reserves the right, when offering a grant, to provide support at a different level if considered appropriate.

### 1Ma. Project Studentships

A project studentship may be sought as a resource on a research project, where the project is suitable for training a student in the methods of research, and is intended to run for a duration of at least three years. EPSRC has a preference for project studentships that are associated with projects involving other research staff and resources.

The funds requested for the student's stipend should be for the total period of each project studentship using the rates given below. (e.g. for a 3-year project starting in academic year 04/05 the total amount quoted for a research organisation outside London would be £34,800). A project studentship is intended to last for at least three years.

| Academic Year | Basic Stipend                        |                                     |
|---------------|--------------------------------------|-------------------------------------|
|               | Research Organisation outside London | Research Organisation inside London |
| 04/05         | £11,600                              | £13,600                             |

Tuition fees for project studentships should be included under the Exceptional Items heading ([section 1P](#)). They are provided at the UK student rate and will not be supplemented or increased for overseas candidates.

Project studentship stipend costs should be included in the Staff costs entry made in the Summary of Resources Requested ([Section 1G](#)).

### 1Mb. Visiting Researchers

Support may be requested for salary costs for visits by scientists and engineers of acknowledged standing from within the UK or abroad to the host organisation. Funding is limited to 12 months per individual. Support may also be sought for travel and subsistence.



## 1Mc. Public Communication Training Funds

Public Communication Training Funds (PCTFs) are an optional £500 addition to research grants to support public communications training. Specialist skills, different from those used when communicating with peers, are needed for addressing public audiences. PCTFs are made available to promote the spread of such skills through the research community.

The funds are provided specifically for the grant holder or a member of their research team to use on courses that cover the skills required for effective communication through the broadcast or written media, or for high quality presentations or debates for the general public or schools audiences. Many such specialist training courses for scientists are available within this budget. These are typically provided by experienced journalists or presenters, last a full day, and cover such topics as presenting to the public, writing press releases, giving interviews and appreciating the constraints of various media formats. Guidance on some providers of such training may be found on the EPSRC Web site.

It is not necessarily expected that you will communicate with the public about the research proposed on this application. The intention is to produce trained researchers who will retain these skills throughout their careers. Many find these skills useful for different purposes, including teaching and working with peers in other fields. The principal investigator is responsible for identifying a suitable course, arranging attendance, and paying both fees to the provider and any reasonable ancillary expenses from the PCTF. Check the “Yes” box to apply for PCTFs.

## 1N. Travel and Subsistence

A proposal may include funds for travel and subsistence **for use by Investigators and staff** assigned to the project and where these are required by the nature of the work.

- **All journeys** should be costed by the most suitable and economical means and should be at **current prices** with no allowance for inflation
- Identify the purpose and destination for each journey for which funds are sought
- All journeys should be fully justified in the **Case for Support**
- Subsistence rates, both UK and overseas, should be those **applicable within the host organisation** for staff travel and subsistence
- Where there are multiple journeys to the same destination for the same purpose please annotate as eg. **London - Paris x 2**
- Costs for attendance at conferences may be included, where such attendance will be of direct benefit to the research. Conferences should, as far as possible, be individually identified in the proposal.

Up to £1,500 may be sought under the travel heading to pay for the tuition fees/ registration fees for a research assistant to attend a short course relevant to the research.

## 1O. Consumables

Enter a brief description of each type or group of consumables and its cost (at **current prices** with no allowance for inflation).

Consumables should be **specified** as far as possible in the **Case for Support** and **justified** in terms of requirement for the research proposed.

The following items may be included under this heading:

- consumables - please specify
- reprints/page charges
- specialist publications (not expected in institutional libraries)
- consultancy fees
- field work fees/subjects/informants
- social survey costs
- computing - include recurrent costs of computing dedicated to each project only, eg. software licences. Do not include any costs associated with the use of the host organisation’s central computing facilities
- equipment - only items costing less than £3000 (including VAT)

- equipment-related items:
  - maintenance (external contracts/agreements)
  - relocation
  - rental/access charges (specify equipment or service being used and basis of charging)

Consumables may provide for the purchase and maintenance of animals used in research. These should be kept to a minimum and all general and local regulations about the use of experimental animals must be observed.

The organisation and principal investigator are responsible for conforming to legislation and Home Office regulations and should ensure that the appropriate project and personal licences have been obtained to cover the duration of the grant.

## 1P. Exceptional Items

Enter a brief description of each type or group of exceptional costs and its cost (at **current prices** including VAT with no allowance for inflation).

Exceptional costs are **restricted to the following items:**

- equipment energy costs which **exceed £1,000 a year** and are separately metered
- equipment insurance where the additional or enhanced premium (specifically related to the project) **exceeds £1,000 a year**
- equipment procurement where other-than-normal tendering is required (eg. quantity surveying) and where the costs **exceed £2,500 a year**
- telephone, fax and special postal costs dedicated to the project and separately metered, which **exceed £1,000 a year**
- specialist cartography, photography and printing charges which will **exceed £2,500 over the period of the grant**
- **Tuition fees for project studentships.** The provision sought should be calculated using the annual rate shown below for the period of the studentship (e.g. for a 3-year studentship starting in 04/05 the total should be £9,030). For studentships at the Universities of Cambridge and Oxford, approved college fees for the duration of the studentship may also be included.

| Standard fees |        |
|---------------|--------|
| 04/05         | £3,010 |

## 1Q. Equipment

Use this heading to request **equipment dedicated to the project** and costing **between £3,000 - £99,999** (including VAT).

For example:

- computers
- laboratory/workshop equipment
- major equipment spares and software
- installation costs and costs of major essential modifications necessary to house equipment (eg. clean rooms or extension of air conditioning)

**All** entries must be justified in the **Case for Support**.

**All** fields must be completed for each entry.

**All** costings should be at **current prices** with no allowance for inflation.

The **description** should contain a brief summary of the item or group of items so that they may easily be cross-referenced with the **Case for Support**.

If **VAT** and/or **Import Duty** do not apply, a value of zero should be entered in these fields – the **Host Organisation** should clarify the position on tax and duty with the relevant authority before submitting the proposal.

Three quotations should accompany the proposal for items in the range £25,000 to £100,000, quotations obtained verbally are acceptable and should be detailed in the proposal.

If research support staff (such as technical or experimental staff) that are essential to the research are not included in the proposal, the means by which they will be provided should be explained in the case for support.

## 1R. Large Capital

This section is for **single items of equipment costing £100,000 or more (including VAT)**.

**All** entries must be justified in the **Case for Support**.

**All** fields must be completed for each entry.

**All** costings should be at **current prices** with no allowance for inflation.

The **description** should contain a brief summary of the item or group of items so that they may easily be cross-referenced with the **Case for Support**.

If **VAT** and/or **Import Duty** do not apply, a value of zero should be entered in these fields – the **Host Organisation** should clarify the position on tax and duty with the relevant authority before submitting the proposal.

**Additional documentary evidence** for the estimated cost should be included with the proposal. **Three written quotations** for each item **over £100,000** should accompany the proposal.

If research support staff (such as technical or experimental staff) that are essential to the research are not included in the proposal, the means by which they will be provided should be explained in the case for support.

## 1Sa. Services

EPSRC may provide support for access to major services at universities and elsewhere. Applicants who wish to apply for service costs are advised to contact the appropriate provider to confirm eligibility requirements and costs prior to submitting an application to EPSRC.

## 1T. Other Support

Enter details of any **support sought or received from any other source** for this or related research in the past three years.

Complete all fields for support either received or pending a decision. Start-date and end-date need not be completed for support that was not awarded.

## 1U. Project Partners

Details should be given of any project partners and their contributions. **Attach a letter** to the proposal from each partner to:

- confirm its support for the research
- confirm the contributions to be made
- outline the possible benefits to the organisation

If the proposal is part of a **joint proposal**, **only provide details** of project partners if the submitting organisation is the **lead organisation**.

**Do not complete this section**, if the proposed collaboration is with another Higher Education Institution eligible to receive EPSRC grant support.

**Name of partner organisation:** if the organisation is a wholly owned subsidiary, enter the parent company

**Division/Department:** enter if applicable

**Address Details:** enter full address. Address Line 1, Town/City, Postal Code and Country are mandatory

**Title/Forenames of Contact:** enter the title and forenames (maximum of 3) of the person acting as the **primary contact** for the partner organisation

**Surname of Contact:** enter the surname of the primary contact

**Contact's Address:** enter details only if the primary contact's address is different from that given previously for the partner organisation. Full contact details must be given, including at least one of telephone or e-mail.

**Direct contribution to the project:** provide a brief description and the value of each of the direct contributions to be made by the project partner. These may consist of cash or other resources which are to be used directly in the pursuit of the research, including, for example:

- costs of any staff to be seconded to work
- materials and equipment donated to the project.

**Indirect contribution to project:** provide a description and, if appropriate, a value for each contribution to the project to be expended indirectly – for example:

- the costs to the collaborating body of providing staff time in project liaison, management and evaluation
- costs related to the use of facilities or equipment on the project partner's own premises

For successful proposals, scientific information will normally be made publicly available, including the name(s) of project partner organisations, see section on [Data Protection Act 1998](#).

## 2A. Nominated Referees

Details must be given of **three** referees whom the Council may approach for assessment of the research proposal.

If the proposal is part of a **joint proposal**, only provide referee details if the submitting organisation is the **lead organisation**.

- Nominated referees should be experts in the research field and/or be able to provide an expert view on the value and benefits to users of the research proposal
- Investigators **should not provide referees from their own organisation** or from **current or proposed project partners**, or where **any possible conflict of interest** may arise. In addition, investigators should not nominate more than one referee from an organisation. International referees may be included
- Investigators should note that delays in processing their proposals may occur if nominated referees are unavailable or do not have appropriate expertise for the proposal in question
- Full contact details must be given for each referee, including at least one of telephone and e-mail

## 3. Personal Information

The Council would appreciate comprehensive information in order to check that its policies and mechanisms do not discriminate against investigators. The information is also useful for demographic analysis of the research population.

Entries must be made for most fields. The exceptions are:

- **Suffix**
- **Disability**
- **Preferred Form of Name**
- **Fax**
- **Expertise**

In some cases, **Not Disclosed** is a valid entry.

**PID (personal identifier):** The PID is a unique identifier for individuals. It is used by the Councils to help ensure that individuals are identified correctly in IT systems. All Je-S users have been issued with a PID. **If a PID has not been issued, this field should be left blank.**

**Suffix:** enter any honours eg. FRS, FRSE (optional)

**Address:** Complete these fields if the stated department's main address is not appropriate (for example, when a department is spread over a number of sites). If these fields are left blank, the Council will use the department's main address for correspondence with the individual

**Preferred Form of Name:** use this if a particular form of address is required or if the name is longer than allowed for and the appropriate abbreviation is not that which would occur by default (optional)

**Telephone:** the individual's preferred telephone number (including any extension number)

**Fax:** the individual's preferred fax number (optional)

**E-mail:** the individual's preferred e-mail address

**Sex:** a selection from the pre-defined list must be made (see Annex A for list)

**Ethnic Origin:** a selection from the pre-defined list must be made (see Annex A for list)

**Disability:** an individual's disability status may be indicated (optional). If Y is selected, details of the disability may be entered (optional)

**Current Post:** the title of the individual's current job must be entered

**Current Post Start Date:** the date on which the individual started their current post must be entered

**Sector:** the sector in which an individual works. A selection from the pre-defined list must be made (see Annex A for list)

**Function:** the primary function of an individual's job. A selection from the pre-defined list must be made (see Annex A for list)

**Expertise:** a free text description of the individual's areas of expertise (optional). This information may be used to help identify expertise in a given area and to select potential referees.

## Annex A: Pre-defined Selection Lists

### **Sex (for Section 3)**

Male  
Female  
Not Disclosed

### **Ethnic Origin (for Section 3)**

Asian & Asian British – Indian  
Asian & Asian British – Pakistani  
Asian & Asian British – Bangladeshi  
Asian & Asian British – Other  
Black & Black British – Caribbean  
Black & Black British – African  
Black & Black British – Other  
Chinese or Other – Chinese  
Chinese or Other – Other  
Mixed - White & Asian  
Mixed - White & Black African  
Mixed - White & Black Caribbean  
Mixed – Other  
White – British  
White – Irish  
White – Other  
Not Disclosed

### **Function (for Section 3)**

Registrar  
Vice-Chancellor  
Fellow  
Research Assistant  
Student  
General Public  
Teacher  
Academic  
Journalist  
Writer  
Researcher  
Manager/Admin  
Consultant  
Other

### **Sector (for Section 3)**

Higher Education Institution  
Government Department  
Industry/Commerce  
Education  
Media  
Research Council  
Public Sector Research Establishment  
Other