ADR UK Research Fellowships
Experiences of Family Justice System Linked Dataset
Frequently Asked Questions (FAQ)

Contents

1 Eligibility

1.1 Is it necessary for researchers to apply through a UK host institution or can overseas residents apply?

Researchers must apply through a UK host institution. The SAIL Databank where the datasets are hosted cannot be accessed from abroad.

1.2 I have applied for a research fellowship in the past and been unsuccessful; can I apply again?

The ADR UK Research Fellowship scheme will be announcing a collection of novel data linkages over the coming 12 months and we would welcome any previously unsuccessful applicants to reapply. We understand that ESRC usually disallows resubmissions unless specifically invited – **see the ESRC resubmission policy**. You can, however, resubmit to future ADR UK Research Fellowship calls if you take account of all feedback provided to the unsuccessful submission in any future applications. We also would encourage the use of the new as well as existing data linkages.

1.3 Can project partners be included?

Yes, we encourage project partners to be included, where appropriate, and if so, you must include this information in your proposal. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the research project. If you have secured a direct cash and/or in-kind contribution from another organisation or funding body, details should be included in the Project Partners section of the Je-S form. A project partner letter of support from each partner organisation confirming the level of support specific to this proposal must be uploaded via the Project Partner details screen (not in the attachments section). Project partner letters of support can be accepted by email after the call closes and must be signed and dated within six months of the proposal submission date.

Examples of project partners include:

☐ an individual that has agreed to be on the project Advisory Board
☐ an organisation that has agreed to provide cash support for a specific activity relating to the project.

2 Completing your application

2.1 What is the difference between the Timetable and Workplan sections of the Je-S form and can information be duplicated across them?

The Timetable section is a part of the Je-S form itself and is a free text box for you to write out your planned work in as much detail as you would like. The Workplan is a mandatory

attachment and should be visual, such as a Gantt chart. As both cover the same information presented in different ways, we do expect the information to be similar.

2.2 Do I need to attach a list of my publications to my proposal?

The bibliography for references cited in the proposal should be listed in the 'List of publications' attachment to the Je-S proposal. This should only include publications cited in the proposal. A list of the most relevant and recent publications should be included in the CV.

2.3 Are there any tips for writing a good application?

Below are tips based on feedback received from a Commissioning Panel.

- Make sure the data is available to research the proposed questions
- Avoid emotive language which is value-laden
- Don't exaggerate the real-world impact of the research. The data is relatively new to researchers, so if planned research is necessarily more exploratory or investigative (NB it must still be grounded in public policy) then outputs and impact described should be appropriate and realistic
- Do demonstrate how the proposal will build on existing research in the area
- Research may focus on identifying problems with, e.g. data available, and not just on solutions
- Consider controlling for exposure periods, e.g. incarceration, if applicable, in your research and display an understanding of the system being researched, e.g. the courts

3 Data

3.1 Where can researchers find out more about the datasets?

Data documentation/metadata which includes the variables within the data are available from the **Data First Family Court catalogue** and from the Cafcass data catalogue.

3.2 How can I better familiarise myself with the data before my research starts?

You cannot access the data before your research proposal has been approved. However, we have created metadata (list of the data variables) so you can become as familiar as possible with the data. Data documentation/metadata which includes the variables within the data are available from the **Data First Family Court catalogue** and from the **Cafcass data catalogue.**

We highly recommend accessing the metadata before submitting an application.

3.3 Will researchers be expected to use only the core dataset(s) – or can they link to another third source?

All applicants are expected to use the core-dataset(s): Data First Family Court dataset and Cafcass data.

It is possible for proposals to contextualise findings with additional publicly available data from sources outside the core dataset(s) (for example, published school level data or geographic indices). Where additional publicly available data sources are included as part of a proposal these data can be made available in the researcher's project area following funding and data owner approvals. Publicly available files can be ingested into SAIL for researchers to match and use alongside the core datasets, so long as there is express permission granted by the data owners. Researchers should make their intended use of any publicly available data clear within their funding proposal to ensure data owner approval for all requested data can be evidenced to SAIL

However, while linking to a third source dataset on personal identifiers is permissible in SAIL, it is not encouraged for this fellowship call due to the limited time period available to analyse multiple datasets.

3.4 Who approves my application to ensure I can gain lawful access to the data?

The data owners and SAIL operate a joint application process. When you make an application, they will submit your request to panels that govern access to the data.

As well a project being approved for lawful access to the data, the panels will also confirm the proposed research questions can be addressed with the data requested, and that the methods are appropriate and robust.

4   Obtaining access to the data in SAIL:

SAIL access is managed by a dedicated team that will guide and support applicants through the project scoping and approval process.

The project is initially scoped by the analyst team and the prospective researcher which is a collaborative exercise to identify required data and resources for a project. Once a scoping form is signed, it signifies a viable, executable project idea that can go forward for funding approval and governance assessment.

The project and the applicant are assessed separately for approval to access SAIL. Applicants complete Stage 1 of the two-stage process by clicking on the **'Discuss your research question with us today'** box which will take them to the scoping form where they submit information about their proposed research. They will then be contacted by a SAIL databank analyst to discuss their project. For further information please visit **SAIL**.

5 Public and stakeholder engagement

5.1 What additional advice is there about how to develop a public engagement plan, if relevant?

There are many ways to engage the public with research and research issues. If you choose to conduct further public engagement beyond the expected initial consultation with the Data First User Representation Panel and ADR England Children and Young People Representative Panel, the method you choose will depend on your reasons for engaging the public and your own preferences and expertise. Activities that you might consider could include, for example:

- a consensus conference
- debates
- festivals and public events
- public lectures
- workshops.

ADR UK's Public Engagement Manager will offer support for any proposed public engagement activities.

Public engagement may involve direct engagement with members of the public relevant to your research, and/or engagement with relevant community representatives – for example, NGOs, community groups and other organisations – able to represent the sub-sector(s) of society to whom your research is most relevant. Public engagement activity may occur at any point during the research cycle up to the time when funding has ended, and the timing of the activity should be justified.

The **UKRI's guide to public engagement** offers a host of advice and guidance on how to plan and implement meaningful public engagement activities.

5.2 Can you tell me more about the stakeholder engagement events that ADR UK has offered to sponsor and organise?

ADR UK Strategic Hub will fund, brand, advertise and organise at least one stakeholder engagement event during the funded period. Appropriate representatives from ADR UK's network will be invited and events will be aimed at developing relationships with key stakeholders, particularly data owners and government departments to share and develop data analysis plans, research and output production. ADR UK will cover all appropriate costs other than Research Fellow time, travel and subsistence. The nature and timing of these events can be discussed at the induction meeting (see later question).

Research Fellows would be responsible for working together to collectively plan and deliver the content, based on the research underway. The nature of the events is flexible and might include, for example seminars, hackathons, mini-conferences or workshops. Events should encourage learning, exchange and development of ideas, as well as relationship and community building between researchers, government and other research beneficiaries. Research Fellows can also nominate invitees.

6 Impact

6.1 Where do I discuss impact in my application?

Impact remains a key element of both the application and assessment process across all ESRC calls and schemes and will be assessed as part of the Case for Support.

In line with the UKRI position on Excellence with Impact, we expect applicants to have considered the potential scientific, societal and economic impacts of their research. Applicants should evidence how these impacts can be maximised within their proposal.

Opportunities for increasing the impact of the research may arise at any stage during the research lifecycle, from the planning and research design stage and throughout the period of funding. The research lifecycle therefore includes knowledge exchange and impact realisation activities – including reporting and publication, and the archiving, future use, sharing, and linking of data. It is important that researchers have in place a robust strategy for maximising the likelihood of impact opportunities and their own capacity for taking advantage of these.

The ESRC's **Impact Toolkit** gives advice on achieving the maximum impact of your research. The toolkit includes information on developing an impact strategy, promoting knowledge exchange, public engagement and communicating effectively with key stakeholders.

6.2 What kind of impact does ADR UK aim to have?

ADR UK aims to transform the way researchers access the UK's wealth of public sector data to enable better informed policy decisions that improve lives. Detailed information can be

found **on the ADR UK website** about the types of impact that ADR UK aims to have, as well as the strategies our partners use to maximise the likelihood of their activity having impact.

7 Costings

7.1 Can you provide more detail regarding eligible costs that can be claimed?

We have allowed a two-page Justification of Resources attachment to ensure applicants have enough space to fully detail, explain and justify costs claimed. This is a free text document. In order for you to not miss any costings from the Je-S form or any justifications for the items requested, we recommend that you match the costs to the proposal headings in the Je-S form; see the **Je-S help guidance** on how to write a good Justification of Resource. ADR UK will check all costs claimed on the successful proposal before this is awarded; it is therefore critical that all costs claimed are fully justified. Where ADR UK determines that full justification is not provided, these costs will be cut.

Support for items expected to be found in a Research Organisation department and covered by estates and indirect costs requested for the grant (e.g. non-specialist computers for unnamed researchers) should include justification both for why they are required for the project, and why they cannot be provided by the research organisation's own resources (including funding from indirect costs from grants).

When completing Je-S sections such as 'Staff Duties' or 'Other Support' sections, the information is relevant to applicants.

☐ **Staff duties:** This is a generic section for all Je-S applications to ESRC. Please provide a brief description of the duties and periods of involvement of each individual for which salary is being requested and summarise the responsibilities of all named individuals.

• **Other support:** Enter details of any support sought or received from any other (not ESRC) source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. The full economic costs (i.e. 100% costs) of such support should be identified. Please note contributions from project partners should not be entered here – they should be detailed in the project partners section.

7.2 Can training costs be covered by the grant?

Applicants should include a £2,000 ring fenced training budget in their applications. This does not need to be broken down until the start of your project and counts towards the total FEC limit of the fellowship application. where specific or additional training costs are requested, the relevance of the course to the planned project will be considered.

7.3 What other staff or support can be costed into the proposal?

In addition to the ADR UK Research Fellow themselves, staff costs can also cover research assistants and senior advice or mentorship. Mentorship is an expectation of any applications

from early career researchers. Any other staff time that is costed into the proposal must be well defined and fully justified.

7.4 What level of institutional support is required?

No additional financial institutional support above the standard 20% of fEC is required for this call. However, in-kind support for example access to institutional mechanisms for public engagement or impact activities would be well received. Researchers on fixed term contracts are eligible to apply for the Fellowship if their institutions are willing to extend their contracts, and therefore provide the 20%, to cover the period of the Fellowship.

8 Post award

8.1 When will applicants know if there might be the possibility of a funding extension?

Once the awards have begun, ADR UK will keep in close contact with Research Fellows, including about any possibilities to apply for additional funding within the existing funded period or a funded extension to the grant. Any additional funding would only be for proposed extensions that are of strategic value.

9 Application Process

9.1 Why are both ADR UK and data owners' processes looking at public benefit?

ADR UK's mission is to transform the way researchers access the UK's wealth of public sector data to enable better informed policy decisions that improve lives. ADR UK will be assuming that the primary purpose of all research will be in the public interest and rather than considering whether this is the case, will take a deeper look at the extent to which this public benefit has the potential to be realised. This will be an assessment of Section 4, Criteria 1, as set out in the **Funding Opportunity Specification**: likelihood of demonstrating the potential of administrative data research for public policy impact. Data owners are also independently required to assess the public benefit of proposals before approving access to data.

9.2 Why are both ADR UK and data owners' processes looking at ethics?

Ethics is an important feature of ESRC assessment criteria and an essential component of approving projects for lawful access to data for research. Data owners also have a duty to independently review ethics as part of their decision-making process. ADR UK and SAIL hope to consider whether we can better align these requirements, but for now there may be some duplication. The **Je-S application** requires a section of 4,000 characters on ethics.

10 Other questions

10.1   Why do Research Fellows need to start no later than the date specified in the Funding Opportunity Specification?

ADR UK has a finite and time-limited research budget to demonstrate the potential of administrative data within a certain time period. It is therefore essential that we are able to move rapidly and start funding research as soon as possible. The sooner researchers start the better although this cannot be before the researcher is accredited; legal access to the data has been granted; data is deposited in the researcher's project space and, if applicable, the researcher's institution has been awarded AOC status to allow secure remote access to the data.

10.2   Can I still apply to access the dataset if my proposal to the ADR UK Research Fellowship Scheme is not funded?

Yes. All applicants, whether successful or not in receiving funding through ADR UK, can still apply to access the data for an approved project. If an applicant is not successful in securing funding through ADR UK, this would not prevent or go against them applying to access the data for their Approved Research project through the data owners' data access governance panels without ADR UK funding.

10.3   Are academic publications supported?

Yes, academic publications are supported. The user friendly/accessible publications required by the grant and outlined in the Funding Opportunity **Specification** are to be prioritised and delivered within the funded period (for more details see section 4 of the Specification). ADR UK would welcome updates on plans for academic publication once the grant has terminated and anticipate publications to be submitted after the funding period. Any academic publications associated with research funded by ADR UK are expected to appear in an **open access** publication.

10.4   Can I apply to the ESRC Secondary Data Analysis Initiative (SDAI) call instead?

We are aware that for some applicants such as those who would rather work in a team the **SDAI** call might be a better fit, and we are working with ESRC to discuss this including how data owner project approvals and data access can be obtained most easily. The advantage of the ADR Research Fellowship is that a targeted call data owner engagement is already built-in, and that successful applicants will get access to the data faster than if applying through ESRC.

10.5   What other funding opportunities will ADR UK be promoting?

ADR UK will be announcing further Research Fellowship calls over the next 12 months to promote selected newly available, deidentified, linked administrative data. To be the first to hear about newly available data or funding opportunities, please sign up to our **mailing list**.

For the foreseeable future ADR UK intends to focus on Research Fellowships though other types of open call may be developed in the future, subject to funding. It is possible that future Research Fellowships applicants will be able to use the datasets from earlier calls as well as those that are newly available, and discussions with other government departments about additional data linkages are ongoing.

10.6   I have a question not answered in any of the call documents – who should I contact?

The **Funding Opportunity Specification and a range of supporting guidance documents for this call are available on the ADR UK website**. Having read these, if you still have enquiries, please contact us as follows:

Query category	Contact
Call queries	**hub@adruk.org**
Je-S System queries	**JeSHelp@je-s.ukri.org**
General or unknown, to be passed on to appropriate recipient	**hub@adruk.org**
Methodology queries	**https://saildatabank.com/contact/**
Accredited Researcher queries	**adrcuration@ons.gov.uk** or **https://saildatabank.com/contact/**
Data linkage queries	**https://saildatabank.com/contact/**
Research question queries	**https://saildatabank.com/contact/ datafirst@justice.gov.uk**
Data Documentation/Metadata	**https://saildatabank.com/contact/ datafirst@justice.gov.uk**