ADR UK Research Fellowships:
Data First — Probation and Criminal Justice System Linked Dataset

Je-S GUIDANCE FOR APPLICANTS

Contents

1. Call summary

ADR UK, in partnership with the Ministry of Justice (MoJ), invites applications for Research Fellows to conduct research and analysis to demonstrate the potential policy impact of the probation and criminal justice system linked datasets which are part of the research-ready datasets resulting from the Data First project. Researchers can apply for research grant lasting at least six months, and no more than 12 months, with an end date of no later than 1st December 2024. Funding will be pro-rated depending on duration up to a maximum of £130,000 per annum at 100% full economic cost (FEC). The research is expected to be of an appropriate scale to still allow enough time for data discovery, policy and public engagement and output production.

Proposals are welcome from individual social scientists from an eligible UK Research and Innovation (UKRI) Research Organisation (RO), including Early Career Researchers (ECRs) where a mentor is mandatory. We are looking for demonstrable experience of working with large datasets coupled with a willingness to engage with other researchers across the ADR UK partnership as well as policy makers. Experience of the magistrates' and Crown Court datasets is not essential. Applications will be assessed based on their scientific merit and potential for policy impact as well as their ability to deliver within the timeframe.

Applicants can be either part-time or full-time but should be working at least 60% full time equivalent. Proposals may also include research support or mentorship (NB: mentorship is a requirement for applications from Early Career Researchers). Joint or team applications are not eligible for this scheme, though letters to support the research from other academic or non-academic organisations are encouraged.

Applicants will also need to become an Accredited Researcher and have their project be approved by the Researcher Accreditation Panel (RAP) and the data owners (MoJ). More details below.

Call type:	Invitation for proposals
Deadline for Applications:	16:00 on 12th May 2022
Funding available:	Up to £130,000 over 6—12 months (100% full economic cost)
How to apply:	Proposals are invited via Je-S attracting the standard 80% FEC funding model.

In addition to the Je-S application for ADR UK, there is also a requirement for applicants to submit a RAP application to ONS and an application form for secure access to data for MoJ. Applications made via Je-S for the ADR UK Research Fellowship scheme will be used to decide which proposals to fund. The RAP will decide whether projects can be accredited under the DEA, and the application form for secure access to data will be used to assess whether to grant data owner approval for research. ADR UK, MoJ and ONS have collaborated to ensure the application process between this call and RAP are aligned as much as possible.

If proposals are submitted onto Je-S but do not have an accompanying RAP form, then applications may be rejected. [Note — Only once the RAP form has been screened by ONS should applicants submit their application form for secure access to data for data owner approval.]

More information about the RAP and MoJ data owner forms can be found in the [call specification](#) and [Frequently Asked Questions (FAQ) documents.](#)

2. Quick application links

Form title	Link
Je-S form (ADR UK grant application)	[Je-S site login](#)
RAP application (ONS research accreditation)	[RAP site registration](#)
SAD application (MoJ secure access to data)	[SAD form download](#)

3. Assessment process

Once accepted, following basic office checks, proposals will be sent to a panel of expert independent reviewers. If demand is high or there are conflicts of interest, additional reviewers may be approached. Reviewers will represent academic and non-academic experts including data owners and other government or public service representatives. Applications will be reviewed and scored by at least three reviewers based on the criteria in the call specification. Final funding recommendations will be made at a panel meeting of all reviewers. Both ONS and MoJ will be present at the Panel meeting to provide a view about the likelihood of the proposal being approved via RAP and data owners in the necessary timeframes. More information on this process is provided in the call specification.

3.1 Key commissioning dates*:

- Deadline for Je-S proposals: no later than 16:00 on Tuesday 12 May 2022

- Deadline for RAP applications: no later than 16:00 on Tuesday 12 May 2022

- Submission of MOJ Secure access to Data (SAD) form: When ONS has completed an initial review of your RAP application, you will be asked to submit **[MoJ's Application Form for Secure Access to Data (SAD)](#)** as soon as possible for data owner review.

- ADR UK Research Fellowship Panel Meeting: late July/early August 2022

- Decision to fund communicated: early August 2022– subject to project approval through RAP

For successful applicants only:

- Final documentation to RAP panel: 1 September 2022

- RAP meeting: 3 November 2022

- Approval to gain lawful access to the data: 27 October 2022

- Project space set up for Research Fellows: 3 November 2022

- ADR UK Induction for Research Fellows: 4 November 2022

- Earliest grant start date: 17 November 2022

- Latest start date: 13 January 2023

Dates subject to change

Please read the call specification for guidance before submitting your proposal.

4. Introduction

This guidance is created to assist applicants to this scheme in the completion of their proposal. It is specific to this scheme and should be used in conjunction with the following information:

- **ESRC Research Funding Guide**

- ESRC guidance on **'How to write a good research grant proposal'**

- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right-hand corner of each page)

- Je-S helpdesk (for all Je-S system enquiries): **jeshelp@je-s.ukri.org** or 01793 444164 (09:00 to 13:00)

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff are currently working remotely via email. If phone assistance is required a call back can be provided. Opening hours are Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

- When reporting problems by email or telephone, please give your name, organisation and userid, the date and time, what part of the form or system you were working on, and the nature of the problem.

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Important: Where information and guidance issued in this document differs from the general guidance offered in the above sources, you should adhere to the guidance in this document.

5. Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through the Joint Electronic Submissions (Je-S) system. To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

5.1   Je-S registration for organisations

UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S. A list of these organisations is available via the **UKRI website** and from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

5.2   Je-S accounts for applicants

All Fellows must have created a Je-S account indicating that the purpose is to submit a fellowship proposal. Type Fellowship (if you select any other type there may be delays in processing your account). To get you started on creating an account please refer to the **Je-S helptext**.

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be 'submitted' through the Je-S System to ESRC by the institution's nominated contacts. Once the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

The applicant will receive an email confirming that the proposal has been submitted to the submitter pool - this means the proposal is still with the organisation but is **not** yet submitted to the Research Council. The final submission process is the responsibility of the host institution, and we cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants to check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted.

Use of your personal information – UK Research and Innovation capture and process personal information in line with current data protection legislation; General Data Protection Regulation (GDPR) and any amendments by the UK Data Protection Bill and/or relevant acts of parliament.

5.3   Before creating your proposal

Fellowship proposals may **only** be made on UKRI's Joint Electronic Submission (Je-S) forms.

Please note that the deadline for research organisation submission of proposals is 16:00 on *12 May 2022*. You should allow sufficient time for completion of the research organisation submission process checks/authorisation.

Your proposal will actually be sent to Je-S/ESRC from the submitter pool at your research organisation. There is a further layer of administration between your submission of the proposal and the proposal being submitted to the ESRC, via Je-S. The research organisation's submission route usually includes both an approver (ie head of department) and submitter pool (ie central finance office), 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 proposal has been successfully submitted to the Je-S team (see also 'Tracking your proposal').

5.4   Creating your proposal

To create your proposal:

1. Log in to Je-S at **https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx**

2. From the Home screen, select Documents, then select 'New Document'

3. On the Add new document screen, select 'Call search' (highlighted at top of screen). When prompted type in the call title *Probation and Criminal Justice System Linked Dataset* and select from the list created. The remaining three selection fields will be automatically populated.

4. Select the 'Create Document' button.

Please note that it is the applicant's responsibility to ensure that the proposal document is created and submitted against the correct call (and consequently correct scheme). We will not accept proposals for processing that are not submitted using the above call route.

5.5   Completing your proposal

The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

The left-hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed).

The details below are not exhaustive step-by-step guidance, and we recommend that you refer to the **Je-S helptext** for additional information.

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

Project details

- Select organisation and department from drop-down lists (eg the research organisation where the fellowship will be held)

- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use 'Your reference' to help distinguish easily between proposals in users' Current Documents lists. The 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.

- Enter Project Title (maximum limit of 150 characters)

- For Proposal Call, select *Probation and Criminal Justice System Linked Dataset*. Please note that the option will only be available once the call is live. (This may have already been pre-populated into the form).

- It is likely that the earliest possible start date will be 17 November 2022. Your grant should be a proposed duration of no more than 12 months.

- Submission route —It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it.

Applicant

There should be a single fellowship applicant for each proposal, to whom correspondence will be addressed. Enter the name of the Fellow and details of the Fellow's research organisation and department. On submission of the proposal the Fellow does not necessarily have to be located at the organisation that will administer the grant, however the administering organisation will be required to submit the fellowship proposal. The Fellow will take intellectual leadership of the project and manage the fellowship; this individual will be the contact person for ESRC correspondence. The named Fellow is responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

Post will outlast project

Select 'Yes'. Please note that it is mandatory that you answer positively to the question as there is an expectation that the fellow's post will be in place for the duration of the project. See the **FAQ document** for further information.

Objectives

List the objectives of your fellowship. *(4000 character limit)*

Summary

Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. Please note that this section will be made available on the Gateway to Research database, therefore applicants should ensure confidential information is not included. *(4000 character limit)*

Academic beneficiaries

Please summarise how your proposed research will contribute to knowledge, both within the UK and globally. Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. *(4000 character limit)*

Please note that this section may be published to demonstrate the impact of UKRI-funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the **helptext** page linked to this Je-S section.

Staff duties

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

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 and workplan documents.

Ethical information

This section must be comprehensively addressed. *(4000 character limit)*

Applicants must ensure the proposed research will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

The **ESRC's Framework for Research Ethics** contains a full explanation of the ESRC's approach, with guidance for applicants.

Please note that an ethical self-assessment is also required with the **RAP application form**. ADR UK and ONS hope to consider whether we can better align these requirements but for now we accept there may be some duplication.

Other support

Enter details of any support sought or received from any other 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. Contributions from project partners should not be entered here —they should be detailed in the project partners section.

Related/previous proposals

Please state whether your application under this call is related to any proposals previously submitted to us. Please note the **policy on 'invite only' resubmissions**. You must detail the appropriate related proposal and its relationship here. Select 'Related Proposals', then 'Add New Related Proposal Item' before entering the details of any related proposals; enter the reference numbers of any support sought or received from us in the past five years. Please note that this only relates to previous ESRC research grants.

Staff

If your project requires staff other than the Fellow, 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 (eg Investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (eg researchers and technicians).

Resources

All resources requested must also be fully justified in the 'Justification of Resources' attachment. The *Probation and Criminal Justice System Linked Dataset* call will provide up to 12 months funding with an overall limit of £130,000 (100% fEC) per grant. If successful, ADR UK will meet 80% of the full economic costs on proposals submitted and the host institution is expected to support the remaining 20%.

T&S

Add each item of justified Travel and Subsistence required for your Fellowship. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box.

Equipment

It is not expected for the *Probation and Criminal Justice System Linked Dataset* call that this section is completed as Fellows are not expected to need to purchase individual items of equipment over £10,000.

Social surveys

Social survey costs which are being sub-contracted should be included under this section and are eligible for fEC exception funding at 100% (for the amount sought from the council). The exception option should not be selected. (See 'other directly incurred costs' section if surveys are to be done using in-house resources).

Other directly incurred costs

Including justified project specific consumables, consultancy fees, equipment costing less than £10,000, recruitment and advertising costs.

Costs for social survey work proposed to be done using in-house resources should also be included under this section and will be funded at the standard 80% fEC funding rate. Proposals including such costs will need to fully justify why the work should not be subject to external competition, and provide benchmarking or other data to support a case that best value for money is being achieved through using research organisation staff rather than external contractors.

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.

Estates and indirect costs

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

Estate and indirect costs are specific to each research organisation, and do not require justification in your case for support.

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations 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.

Project partners

If you have secured a commitment from another organisation to provide additional resources, including an in-kind contribution, 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. Project partner letters of support and must be

signed and dated within six months of the proposal submission date. More detail about Project Partners is provided in the **FAQ document.**

Data collection

It is not expected for the *ADR Fellowship: Probation and Criminal Justice System Linked Dataset* funding opportunity that this section is completed as new data is not being collected.

Classification

Please identify whether the research will involve significant collaborative contributions from colleagues outside of the UK. If 'yes' please expand within the 'Case for Support' attachment.

User involvement

If 'Users' have been/will be engaged with your research project, please specify the nature of their engagement. 'Users' are those individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, commercial private sector, civil society or the wider public in general. Engaging users in your research from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the Case for Support attachment.

5.6   Attachments

It is important that applicants **only submit the supporting attachments specified in this document**. We reserve the right to reject applications that do not include the required attachments or include attachments not specified in this guidance. Attachments should be uploaded in PDF (rather than Word) format, to reduce document corruption issues.

The following are mandatory Je-S attachments for this call:

- Case for support
- Justification of resources
- CV
- Head of Department statement
- Workplan
- Mentor's statement and CV (captured under 'Other' attachment type) – for ECRs only
- Statement of Eligibility and Skill Development Programme – for ECRs only
- Letters of Support from Project Partners (if applicable)
- Final/Interim report of existing UKRI awards (if applicable)

List of Publications should just be included where references are cited in the proposal. Additional Letters of Support are optional.

Important note: If you are unclear about whether you can include a specific attachment please contact adrstrategichub@esrc.ukri.org for advice as unrequested attachments can hinder the processing of your application. ADR UK reserves the right to return or reject applications that include attachments not permitted on this call.

Case for support (maximum of six sides of A4)

This is the body of your fellowship proposal. It must not exceed six sides and must include the following sections:

- Summary of proposed research (including the rationale, theoretical and conceptual background etc)

- Contribution to career development (how you feel this fellowship would provide you with opportunities not normally available to you in your current position)

- Discussion of proposed research (including title, duration, whether new or continued work, aims, methodology, outcomes - technical details should be specified in an annex)

- Research dissemination (including focus, audience and venue where known)

- Publication (include publishing arrangements and dates where planned)

- Networking (including seminars and discussion groups)

- Development of research skills.

- Impact (including the potential beneficiaries and users, and steps you will take to ensure that your research and its outputs have maximum economic and societal impact)

Please pay close attention to the five Assessment Criteria set out in the call specification and use the Case for Support to ensure that all elements are addressed in full taking account of information provided elsewhere in the application.

Justification of resources (maximum of two sides of A4)

A two-side A4 statement justifying the resources required to undertake the research project. In order not to 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. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made.

Please refer to the **Je-S helptext** for further guidance.

CV (maximum of two sides of A4 per applicant)

A CV for the Fellow and any named research staff member must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

List of publications

The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications should be included in the applicant CV.

Final/interim reports (maximum of three sides of A4)

Principal and Co-Investigators on current awards must submit a progress report on their current awards with any new application which should match their impact and output records on ResearchFish.

Cover letter/letter of support (maximum of one side of A4)

Cover letters should only be included in exceptional circumstances. If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included.

Letters of support can be submitted as part of a proposal, but only those that are essential to the successful conduct of the research (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General letters of support that are not essential for the successful conduct of the research must not be included. See the **[FAQ document](#)** for more information.

Head of department statement (maximum of one side of A4)

The head of department at the host research organisation must complete a statement in support of the proposal. The statement should:

- Confirm that the applicant would be accepted into the department for the purpose of undertaking the proposed programme of work and for the full duration proposed

- Explain how the proposed programme of work would fit in with the department's wider research programme

- Confirm that if necessary the institution would be willing to register for Assured Organisational Connectivity (AOC) to enable remote access to data. More information can be found [on the ONS website](#).

If the Covid-19 emergency is ongoing at the time projects start we will seek to find alternative arrangements to ensure Research Fellows can access the data. See the [FAQ document](#) for further information.

5.7   Other attachments

Workplan (maximum of two sides of A4)

A detailed workplan should be included as attachment type 'Other.' A maximum of **two sides of A4** can be used to highlight key milestones for the programme of work. This attachment must not be used to expand on the case for support.

Mentor's statement and CV (maximum of two sides of A4)

The combined statement and brief CV for the primary mentor needs to be added as attachment type 'Other' and should not exceed two sides of A4. The mentor(s) should ideally have research experience in the same field as the applicant but should not be, wherever possible, the PhD supervisor. The mentor will need to be a senior colleague within the host institution.

The Panel members take the role of the mentor seriously, and will look for strong evidence of support. The mentor statement should demonstrate that the mentor:

- has considered the applicant's needs carefully and tailored their programme of support to their individual needs

- will ensure the applicant is kept active and focused throughout their award

- will also keep the applicant's long-term career prospects clearly in mind.

The mentoring time should be between 1 and 3 hours per week. Where there is more than one mentor, the mentor statement should be completed by the primary mentor but must detail the contribution to be made by all mentors. Brief CVs of not more than one side of A4 should be attached for each additional mentor.

5.8   Proposal classifications

The information provided in this section will be used by ESRC to identify appropriate panel reviewers. It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

The Proposal classification area replaces the ESRC-specific discipline section, and is a harmonised (and expanded) structure agreed with across UKRI. Therefore, if your area of expertise crosses the remits of more than one council you will now only need to provide the information once.

It is an essential requirement that your **primary research area** is in the social sciences. We strongly encourage inter/multidisciplinary working both within and beyond the social sciences, as long as at least 50% of the proposed programme of research is within ESRC remit. Please refer to the list of research areas that fall within ESRC remit for further information.

5.9   Submit your proposal

After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a **mandatory requirement to be completed for this specific call**. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above). Please note that the proposal must be formally submitted by your organisation before **16:00 on 12th May 2022**.

Please note the RAP application form required as part of the application is not submitted onto Je-S but should be submitted to the Research Accreditation Service (RAS) here. This link will take you to a registration page to create your account. If you already have an account then you can log in here. The RAP application form can be revised following advice from ONS before being submitted for consideration by the panel. The form for secure data access should be sent to MoJ o*nly once the RAP form has been screened by ONS – more information is provided in the Call Specification.*
A **flow diagram of how the processes interact, and indicative timelines** for the perspective of applicants, is also available to view.

5.10 Tracking your proposal

There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the 'Show submission path' will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool or submitted to Council.

6. Further enquiries

Query category	Contact
ADR UK 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	adrcuration@ons.gov.uk
Accredited Researcher queries	srs.customer.support@ons.gov.uk
RAP queries	srs.customer.support@ons.gov.uk
Dataset queries	datafirst@justice.gov.uk
Research question queries	datafirst@justice.gov.uk