

EPSRC Programme Grant Scheme Application Guidance

This guidance aims to provide an overview of the EPSRC Programme Grant scheme, its key features and the application process. Please read the whole document for guidance.

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1. Overview

1.1. Aim of Scheme

Programme Grants are a mechanism to provide flexible funding to world-leading research groups to address significant major research challenges. They are intended to support world leading researchers, bringing together 'best with best' teams to undertake a variety of activities focusing on one strategic research theme. Programme Grants can be awarded for up to a six year duration. It is expected that most Programme Grants will be interdisciplinary and collaborative but they can address key challenges in a single discipline. They are seen by EPSRC as critical mass investments which cover a diverse engineering and physical sciences (EPS) portfolio and benefit UK research through the concentration of high performing talent. Programme Grants are not just large grants but must be strategic in nature. It is also likely that the majority will require the expertise of a number of internationally recognised scientists or engineers.

Programme Grants are assessed in a different way to standard grants. Applicants must go through a pre-outline and outline stage before being invited to submit a full proposal.

1.2. Key features of a Programme Grant

Quality and Ambition

A Programme Grant is seen as a scheme that attracts 'best with best' and allows researchers to tackle bigger, more open-ended problems, tackled through a more coherent/holistic approach. The stability in tackling a longer range vision helps motivate teams, provides the freedom required to take risks, and enables longer term planning.

Partnership

The scale of activity is seen to create stronger links between the universities involved and greater visibility at a national and international level. The size of Programme Grants allows for the assembly of the best team and collaborators, all with complementary expertise leading to the development of effective multi/cross-disciplinary working. The duration of Programme Grants allows investment by the team in building effective collaborations. The scale of a programme grant leads to industry interest beyond the original Project Partners and greater input from the wider community, including industry, resulting in more external visibility on the research direction for the area.

Creativity

The Programme Grant mechanism provides freedom to conduct feasibility studies to scope new opportunities, allows the team to cross-fertilise ideas, and build up new skills sets. This allows the team to develop new themes, and to trade ideas and resources. The stability of the grant allows Early Career Researchers (ECRs) in the team to express their creativity and pose ideas for investigation. In addition, the grant holder is able to concentrate on the science challenges rather than grant writing.

Impact

Programme Grants are seen to have greater visibility and recognition within the universities involved and the relevant research communities at both a national and international level. This gives the Programme Grant team more influence than smaller scale research activities. They are able to attract more visits and engagement with high quality researchers and external stakeholders, leverage other funding, and influence wider strategies. The visibility also enhances the opportunities for outreach and advocacy, promoting UK science.

Career Development

Programme Grants are seen as a good environment for ECRs with longer term career development. The flexibility and longer durations allows the investigators to empower junior team members giving them greater independence through more responsibility and leadership over activities. Postdoctoral staff gain a broader experience due to the breadth of experience and expertise in the team and there are greater opportunities for secondments, mentoring and involvement in management. This makes Programme Grants an attractive employment prospect leading to higher quality recruitment. PhD students are often aligned to Programme Grant teams, also benefitting from interacting with a team of broader expertise and activity.

Flexibility

The flexibility Programme Grant holders are afforded is seen as a real strength of the scheme. The flexibility enables a more dynamic allocation of resources and a nimble approach to recruitment or the individual projects being undertaken. The independent advisory boards are seen as a crucial element of identifying what projects should be shut down, freeing up resources for other strands. The resulting agility allows the team to undertake aggressive triage if necessary and respond more quickly to new and evolving challenges.

1.3. Duration and Resources

Applicants can apply for up to 6 years of support for Programme Grants.

The type of resources available is determined by the research being proposed. You should carefully consider what resources you request. Full details on eligible costs can be seen on the EPSRC website:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/>

Please note: the proposal needs to be costed fully at the outline stage, as if successful, we would expect the total cost of the full proposal to be within 10% of that requested in the outline proposal.

1.4. Equipment

Where possible, researchers are asked to make use of existing facilities and equipment, including those hosted at other universities. If equipment is needed as part of the research proposal, applicants must follow EPSRC's rules for requesting equipment over £10,000 in value. Individual items of equipment between £10,000 and £400,000 can be included on proposals if the equipment is essential to the proposed research and if no appropriate alternative provision can be accessed. Research organisations will be expected to make a 20% contribution to the cost (from 1st April 2021). Additional justification of the requirement for individual items of equipment between £10,000 and £400,000,

and details of the proposed contribution to the cost of the equipment, must be provided in the justification of resources. For information on support for equipment on research grants please see the EPSRC website (<https://epsrc.ukri.org/research/facilities/equipment/process/researchgrants/>).

1.5. Submission Timeline

In general there are no deadlines for a Programme Grant submission.

Pre-outlines can be submitted at any time and will be considered by EPSRC on a rolling basis.

Invited outlines will be assessed at an outline panel specially convened by EPSRC. These panels assess outlines from across the EPSRC panel and will be held three times a year with submission deadlines in January/February, May, and September. Outline panel dates can be found on the EPSRC website (<https://epsrc.ukri.org/funding/applicationprocess/routes/capacity/programme/howtoapply/>).

Invited full proposals will be sent to postal peer review for assessment by expert reviewers before prioritisation at a specially convened panel meeting, at which applicants will be interviewed.

From submission of a pre-outline, the whole assessment process can take up to 12 months.

Please be aware we cannot guarantee applications going to specific panels.

1.6. Expectations

There are a number of expectations EPSRC holds for Programme Grants.

Equality, Diversity and Inclusion

The long term strength of the UK research base depends on harnessing all the available talent. EPSRC expects that equality and diversity is embedded at all levels and in all aspects of research practice and funding policy. We are committed to supporting the research community, offering a range of flexible options which allow applicants to design a package that fits their research goals, career and personal circumstances. This includes career breaks, support for people with caring responsibilities, flexible working and alternative working patterns. With this in mind, we welcome applications from academics who job share, have a part-time contract, or need flexible working arrangements.

Peer review is central to EPSRC funding decisions, we require expert advice and robust decision making processes for all EPSRC funding initiatives. We are committed to ensuring that fairness is fully reflected in all our funding processes by advancing policy which supports equality, diversity and inclusion. Please see our Equality and Diversity webpages <https://epsrc.ukri.org/funding/equalitydiversity/> for further information.

Responsible Innovation

EPSRC is fully committed to develop and promote responsible innovation.

Research has the ability to not only produce understanding, knowledge and value, but also unintended consequences, questions, ethical dilemmas and, at

times, unexpected social transformations. We recognise that we have a duty of care to promote approaches to responsible innovation that will initiate ongoing reflection about the potential ethical and societal implications of the research that we sponsor and to encourage our research community to do likewise.

Responsible innovation creates spaces and processes to explore innovation and its consequences in an open, inclusive and timely way, going beyond consideration of ethics, public engagement, risk and regulation. Innovation is a collective responsibility, where funders, researchers, interested and affected parties, including the public, all have an important role to play. Applicants are expected to work within the EPSRC Framework for Responsible Innovation given on the EPSRC website (<https://epsrc.ukri.org/research/framework/>).

Management and Monitoring

Programme Grants should have effective management and monitoring arrangements for the investment. This should include a risk management strategy and a strategy for how the flexibility of resources will be managed. EPSRC expects all Programme Grants to establish and run an independent advisory board, or equivalent body, to provide advice and recommendations on the strategic scientific and research direction and activities (such as impact, advocacy and outreach) of the Programme Grant. This independent advisory board must meet at least annually. This group should have at least 50% independent membership and an independent chair. EPSRC strongly encourages applicants to consider costing in project management and other administrative support such as employing a full-time equivalent project manager, and not relying on the Principal Investigator for these duties.

Sustainability

Programme Grant holders should look to consider the sustainability of the research activities during the lifetime of the Programme Grant and following the end of the Programme Grant. Consideration should be given to all available funding mechanisms.

1.7. Eligibility

EPSRC is encouraging a 'best with best' approach within Programme Grants and so the composition of the team is vitally important.

Please ensure sufficient time to create Je-S accounts for Investigators who do not currently have one.

For information on the eligibility of organisations and individuals to receive EPSRC funding, see the EPSRC Funding Guide:

<https://epsrc.ukri.org/funding/applicationprocess/fundingguide/>

A list of eligible organisations to apply to EPSRC is provided at:

<https://www.ukri.org/funding/how-to-apply/eligibility/>

Any proposals whose majority does not fall within EPSRC remit will be rejected at any stage of the application process.

1.8. Guidance for Current and/or Previous Programme Grant Holders

Those applying for another Programme Grant should view this as a new proposal rather than a continuation of the existing grant. The new Programme Grant should be a significantly different research challenge from the existing grant (this can be related to the existing grant). This may require a refresh of the team to reflect the new research challenge.

At every stage of the process applicants need to be prepared to articulate the differences to any current or previous Programme Grant or large grant they may have led or been involved in. This should include providing information on changes to the team and on the differences in research challenge or direction. Where appropriate, applicants may also need to explain the difference with other critical mass activities they may have led or been involved in. This should be discussed with the relevant EPSRC contact.

1.9. Guidance on Journal-based metrics

As part of our commitment to support the recommendations and principles set out by the San Francisco Declaration on Research Assessment (DORA; <https://sfdora.org/read/>), UKRI reviewers and panel members are advised not to use journal-based metrics, such as journal impact factors, as a surrogate measure of the quality of individual research articles, to assess an investigator's contributions, or to make funding decisions.

The content of a paper is more important than publication metrics, or the identity of the journal, in which it was published, especially for early-stage researchers. Reviewers and panel members are encouraged to consider the value and impact of all research outputs (including datasets, software, inventions, patents, preprints, other commercial activities, etc.) in addition to research publications. We advise our peer reviewers and panel members to consider a broad range of impact measures including qualitative indicators of research impact, such as influence on policy and practice.

2. Pre-outline Stage

2.1. Submitting a pre-outline

Potential applicants **must** contact a Programme Grant contact to discuss their interest and suitability in applying for a Programme Grant by submitting a pre-outline using the online form on the Programme Grant webpage (<https://epsrc.ukri.org/funding/applicationprocess/routes/capacity/programme/howtoapply/>).

2.2. Pre-outline discussion

At the pre-outline stage EPSRC will consider the pre-outline submission, and make a decision on whether to invite the applicants to have a pre-outline discussion. At this discussion, EPSRC will discuss with applicants how the proposed research relates to EPSRC's portfolio and strategy, and its fit and appropriateness to the Programme Grant Scheme. This discussion will involve an EPSRC Programme Grant contact and the relevant EPSRC portfolio managers. In the pre-outline discussion, EPSRC will explore with applicants a number of topics

to ensure this is a suitable mechanism for the proposed research. In addition to the online form, discussion topics may include fit to EPSRC's portfolio and strategy, appropriateness of Programme Grant scheme, plans for management, and plans for advocacy in Engineering and Physical Sciences.

Some applicants will **not** be invited to progress to the next stage.

3. Outline Stage

Applicants invited to submit an outline proposal will be guided to the most appropriate submission deadline. Submission deadlines will be around January/February, May and September in the calendar year. When applicants are not able to meet the outline submission deadline and a significant delay occurs, EPSRC reserve the right to request the submission of a revised pre-outline to ensure all details are up to date.

3.1. Submitting an outline proposal

Multi-institutional bids should be submitted as a single, combined Je-S proposal form at both outline and full proposal stage.

You should prepare and submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>).

When adding a new proposal, you should select:

- Council 'EPSRC'
- Document type 'Outline Proposal'
- Scheme 'EPSRC Outline'
- On the Project Details page you should select the 'Programme Grant Outline' call.

Note that clicking 'submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to EPSRC. Please allow sufficient time for your organisation's submission process between submitting your proposal to them and the submission deadline which will have been communicated by EPSRC.

Guidance on the types of support that may be sought and advice on the completion of the research proposal forms are given on the EPSRC website (<https://epsrc.ukri.org/funding/applicationprocess/>) which should be consulted when preparing all proposals.

3.2. Guidance on 'writing an outline proposal'

Outline proposals should follow the standard EPSRC proposal structure and format and include the following documents:

- Case for support (up to four sides A4) including the following sections:
 - Vision of the Programme Grant – including timeliness and importance

- Justification for a Programme Grant
- Inter-relation of research projects
- Applicant(s) – including expertise, track record, and international esteem factors
- Management and monitoring
- Information on resources (up to one side A4) including headline figures using the template on the EPSRC website. Please submit as 'cover letter' as this document will only be considered by UKRI staff.

Please note: the proposal needs to be costed fully at the outline stage, as if successful, we would expect the total cost of the full proposal to be within 10% of that requested in the outline proposal.

For advice on writing proposals see:

<https://epsrc.ukri.org/funding/howtoapply/preparing/>

3.3. Assessment Process

Outline proposals will undergo standard EPSRC checks for remit and documentation, before being assessed by an external outline panel. Panel members will be drawn from the academic and user base within the UK.

3.4. Assessment Criteria

Outline proposals will be assessed against their fit to the Programme Grant scheme using the following criteria:

- Suitable and timely vision and demonstrable importance of the proposed research (primary)
- Evidence of value of long term funding and flexibility of resources (primary)
- Coherent programme of inter-related projects and other research activities rather than individual project grants (primary)
- Ability of team to lead, establish or maintain a unique world leading research activity (primary)
- Appropriate management and monitoring structures (secondary)

3.5. Feedback

Outline submissions will receive feedback on whether their proposal met the individual assessment criteria as well as the overall outcome.

4. Full Proposal Stage

Full proposal submissions will count towards the Repeatedly Unsuccessful Applicants Policy. Further information about the policy can be found at:

<https://epsrc.ukri.org/funding/howtoapply/basics/resubpol/rua/>

4.1. Submitting a full proposal

Multi-institutional bids should be submitted as a single, combined Je-S proposal form at both outline and full proposal stage.

You should prepare and submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>).

When adding a new proposal, you should select:

- Council 'EPSRC'
- Document type 'Standard Proposal'
- Scheme 'Programme Grants'
- On the Project Details page you should select the 'Programme Grants' call.

Note that clicking 'submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to EPSRC. Please allow sufficient time for your organisation's submission process between submitting your proposal to them and the submission deadline which will have been communicated by EPSRC.

Guidance on the types of support that may be sought and advice on the completion of the research proposal forms are given on the EPSRC website (<https://epsrc.ukri.org/funding/applicationprocess/>) which should be consulted when preparing all proposals.

Full proposals invited following a successful outline stage must have the 'Related Grant' field completed in Je-S. Please use the option 'Successful Outline'.

4.2. Guidance on 'writing a full proposal'

Please note that the documentation required for the Programme Grant scheme at full proposal stage has differences to the standard EPSRC proposal format. Full proposals should follow the standard EPSRC proposal structure and format (<https://epsrc.ukri.org/funding/applicationprocess/preparing/writing/>) and include the following documents:

- **Case for support** (maximum eight pages plus twelve page technical annex) including
 - A track record (up to two sides of A4)

This should demonstrate the international standing of each named investigator and details the relevant expertise that they will bring to the research programme. For the principal investigator, there should be evidence of leadership and management skills.
 - A description of the proposed research (up to six sides of A4)
 - This should include information on:
 - Background
 - Vision and ambition

- Research objectives
- Research programme and methodology
- Added value of the Programme Grant mechanism
- National Importance
- Relevance to academic beneficiaries
- A technical annex (up to twelve sides of A4)

This should include additional information on the scientific research programme specifically for the postal reviewers. This may also include information on each of the work packages and their interdependencies. The format of the technical annex within this page limit is up to the applicant to decide.

- **Management strategy** (maximum two pages)

This should include information on:

- Strategy for using the flexibility of the resources (both staff and finance)
- Day-to-day management strategy for ensuring individual research projects meet the overall vision for the programme
- Details of the strategy for seeking external advice, including plans for any independent advisory boards
- Monitoring strategy, which should include the major decision points and how this will be used to reassess the direction of the research programme
- If seeking resource for it, the creativity@home objectives and how this resource will be managed to deliver benefit to the group and research programme

- **Justification of resources** (maximum two pages)

This should be a two page narrative description of the need for the resources requested. Resources for the project management of the programme and impact activities should be described here.

- **Work plan** (maximum two pages)

It is not expected that this will be a Gantt chart for the whole time of the project. It is expected that the work plan includes a comprehensive plan for the start of the project, which relates to the management strategy to give appropriate milestones for when important decisions on the direction of the research will be taken.

- **CVs** (maximum two pages each)

CVs are only allowed for named research staff (those supported under Directly Incurred costs).

- **Project partner support letters**
- **Letters of support**

In exceptional circumstances, EPSRC accepts Letters of Support that do not meet the requirements for Project Partner Letters of Support. This occurs when an organisation cannot be listed as a project partner, for example when the host institution wants to detail a proposed contribution to the cost of the equipment or contributing PhD students. However, unless there are exceptional reasons why an organisation cannot meet the requirements to be a project partner, EPSRC will not accept Letters of Support. We do not require letters of support from the advisory body members.

There is no page limit for the Je-S attachment, but a maximum of three letters is permitted and letters should be on headed paper, and be signed and dated within six months of the proposal submission date. A combined pdf from all named Institutions involved will be allowed.

- **Equipment documents**

Applicants should use the Ethical Information section on the Je-S form to demonstrate to peer reviewers that they have fully considered any ethical issues concerning the material they intend to use, the nature and choice, current public perceptions and attitudes towards the subject matter or research area. EPSRC will not fund a project if it believes that there are ethical concerns that have been overlooked or not appropriately accounted for. All relevant parts of the Ethical Information section must be completed. If the research will involve human participation or the use of animals covered by the Animals (Scientific Procedures) Act 1986 it is recommended that applicants pay particular attention to the guidance highlighted below. EPSRC reserves the right to reject applications prior to peer review if the Ethical Information sections are not completed correctly.

Further guidance on completing the Je-S form can be found at <https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/EthicalInformation.htm>.

Other relevant guidance includes: EPSRC's policy on animal use in research (<https://www.epsrc.ukri.org/about/standards/animalresearchpolicy/>) and the Responsible Innovation Framework (<https://epsrc.ukri.org/research/framework/>).

For advice on writing proposals see:

<https://epsrc.ukri.org/funding/howtoapply/preparing/>

4.3. Assessment Process

Full proposals will be sent to expert peer reviewers, including where possible at least one nominated by the applicant and one international reviewer. Proposals

that do not receive sufficiently strong support from reviewers will be rejected without being put to a prioritisation panel. Those with sufficiently favourable reviewers' comments will be assessed via an interview stage.

Applicants will be notified of which interview panel the proposal will be assigned to and will be able to respond to the reviewers' reports in the normal way prior to the panel. Applicants will have a maximum of two pages of A4 for this response.

Programme Grant contacts within EPSRC will be able to advise you of specific dates for interview panels.

4.4. Assessment Criteria

Full proposals will be assessed against the following criteria:

Quality (primary)

- Standard:
 - The novelty, relationship to the context, timeliness and relevance to identified stakeholders;
 - The ambition, adventure, transformative aspects or potential outcomes;
 - The suitability of the proposed methodology and the appropriateness of the approach to achieving impact;
- Scheme-specific:
 - The overall vision of the research programme;

Additionality (primary)

- Scheme-specific
 - Added value and need for supporting this research as a coherent programme of inter-related research activities and not a number of smaller research grants
 - Need for the added flexibility of resources and the longer term nature of the grant to achieve the proposed research goals

National Importance (secondary major)

- Standard:
 - Contributes to, or helps maintain the health of other disciplines contributes to addressing key UK societal challenges and/or contributes to future UK economic success and development of emerging industry(s);
 - Meets national needs by establishing/maintaining a unique, world leading research activity;
 - Complements other UK research funded in the area or related areas, including any relationship to the EPSRC portfolio;

Applicant and Partnerships (secondary)

- Standard:
 - Appropriateness of the track record and international benchmarking of the applicant(s);
 - Balance of skills of the project team, including collaborators;
- Scheme-specific:
 - Development and promotion of the careers of all its team members, including investigators, research assistants, technicians, and aligned students
 - Ability of the PI and team to lead/manage a large, complex investment with sufficient support, infrastructure and resources for the day-to-day running of the Programme Grant

Resources and Management (secondary)

- Standard:
 - Effectiveness of the proposed planning and management
 - Appropriateness of the requested resources
- Scheme-specific:
 - Suitability of proposed strategy for flexible allocation of resources and use of independent advisory board

Advocacy (secondary)

- Scheme-specific:
 - Advocacy role for the engineering and physical sciences

4.5. Guidance for Reviewers

Information about the EPSRC peer review process and guidance for reviewers can be found at:

<https://epsrc.ukri.org/funding/assessmentprocess/review/formsandguidancenotes/progrants/>

4.6. Feedback

Feedback on full applications is received in the form of reviewer comments prior to the interview panel. If there is specific feedback from the interview panel, this will be provided.

4.7. Grant Additional Conditions (GACs)

Grants will be subject to the standard UK Research and Innovation grant conditions however the following additional grant conditions will be added to successful Programme Grant applications.

GAC 01 Governance

EPSRC will nominate a member of UKRI staff (The Project Officer) who will be your primary point of contact. The Project Officer will ensure that the project is being run in accordance with the terms and conditions and in line with financial due diligence. The Project Officer(s) should have access to all documentation of Governance and Reporting bodies, in so far as it relates to the administration and application of the grant. As funding administrators, all UKRI staff have agreed to maintain the confidentiality required by all parties involved in EPSRC funded research.

This grant must establish and run an Independent Advisory Board, or equivalent body, to oversee the running of the project and provide advice on the strategic direction and activities of the project. The terms of reference and membership of this group (at least 50% independent membership and an independent Chair) should be agreed with the EPSRC. The Project Officer will also be expected to attend and participate in Advisory Board and other appropriate meetings for the duration of the grant.

GAC 02 Management Structure

The Grant Holder should have established an appropriate management structure with clear lines of responsibility and authority to oversee the day-to-day running of the project. This should be in place within six months of the start date of the grant. The terms of reference and management structure must be approved by EPSRC in advance, as must any changes to this structure. The Project Officer will be EPSRC's main contact with the project, and must receive all meeting minutes of the management committees. EPSRC reserve the right to attend any meetings.

GAC 03 Collaboration Agreements

Notwithstanding RGC 12 Exploitation and Impact, effective collaborative agreements between both University and non-University partners and organisations must be in place and regularly updated as applicable. The agreement should detail:

- the process of any flexible allocation of resources throughout the project,
- accessibility and sharing of research outputs and outcomes,
- ownership of intellectual property and
- rights to exploitation.

It is the responsibility of the Research Organisation to put such an agreement in place before the research begins.

Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research outputs and outcomes

in accordance with academic custom and practice, nor should they be in conflict with the Research Councils' terms and conditions.

The Project Officer must be informed within three months of the start of the grant, that the collaboration agreement is in place and has been signed by all partners and/or the progress made (unless some alternative timeline has been agreed with EPSRC beforehand).

If sufficient progress has not been made within three months of the start of the grant, EPSRC reserves the right to enact RGC 13.

GAC 04 Publicity and Branding

In addition to RGC 12.4 Publication and Acknowledgement of Support, the Grant Holder must make reference to the EPSRC Programme Grant Scheme and UKRI funding and include the UKRI-EPSRC logo and relevant branding on all online or printed materials (including press releases, posters, exhibition materials and other publications) related to activities funded by this grant.

GAC 05 User Engagement Strategy

The grant holders must develop and execute a strategy for engaging with potential users of the research funded in the project. This strategy should be reviewed and updated regularly as part of the formal management and reporting process agreed for this grant. The strategy should cover:

- how and when potential users have been / will be identified;
- what form the engagement will take;
- what steps will be taken to ensure that outputs of the research are made available to potential users;
- suitable metrics for determining the success of the strategy in delivering value to users.

5. Contacts

If you have any questions about the Programme Grant scheme please talk to a scheme contact. Contact details can be found on the EPSRC website (<https://epsrc.ukri.org/funding/applicationprocess/routes/capacity/programme/contacts/>).

If you experience any problems submitting the proposal through Je-S please contact the Je-S system helpdesk (JeSHelp@je-s.ukri.org – 01793 44 4164).

6. Change log

Name	Date	Versio	Change
Ruqaiyah Patel	27/09/2019	1	N/A
Luis López-Bracey	16/03/2020	2	Update assessment criteria due to changes to Pathways to Impact

Appendix 1: Je-S attachments Check List

Outline:

Attachment Type	Maximum Page length	Requirements
Case for Support	Four pages	Mandatory
Information on resources	One page	Mandatory This should be uploaded as a 'cover letter'. Please use the template provided on the EPSRC website. This attachment type is not seen by reviewers or panel members.

Full Proposal:

Attachment Type	Maximum Page length	Requirements
Case for Support	Twenty pages	Mandatory Comprising up to two A4 sides for a track record, six A4 sides describing proposed research and its context, and twelve A4 sides for a technical annex.
Work Plan	Two pages	Mandatory
Management Strategy	Two pages	Mandatory This should be uploaded as an 'additional document'.
Justification of Resources	Two pages	Mandatory
CVs	Two pages each	Mandatory For named and visiting researchers, and researcher co-investigators only.
Project Partner Support Letters	No page limits	Required Where applicable: 1. Must be included from all named project partners; 2. Must be on headed paper; 3. Must be signed and dated within six months of the proposal submission date.

Attachment Type	Maximum Page length	Requirements
Letters of Support	No page limits	Optional In exceptional circumstances a maximum of three letters can be submitted.
Equipment Quotes	No page limits	Required Where applicable with no page limit
Equipment Business Case	Two pages each	Required Required for any items or combined assets with a value above the OJEU limit.
Technical assessment	No page limit	Required Required for the use of a major facility
Proposal Cover Letter	No page limit	Optional The cover letter can be used to highlight any important information to EPSRC. This attachment type is not seen by reviewers or panel members.
Other attachment	No page limit	At EPSRC request only This can be used for a document that does not fit under any of the headings above. This attachment type is not seen by reviewers or panel members.

Please ensure you adhere to the above attachment requirements when submitting your proposal. Any missing, over length or unnecessary attachments may result in your proposal being rejected.