Announcement of Opportunity

Part B: Application Process

Deadlines:
Expressions of Interest by 8th December 2010

Full proposals by 19th January 2011
16.00 UK local time

Change log:

20th Sept: page 21, 'Pathways to Impact' % budget corrected to read 10% of overall budget.

This document provides the information you will need to apply for an ESPA consortium grant, including an overview of the application procedure and process and key dates for this Call.

Summary

Key dates:

- **8th December 2010** - An expression of interest **must** be submitted via the online Expression of Interest (EOI) form as a condition of submitting the full consortium proposal. http://www.nerc.ac.uk/research/programmes/espa/events/ao6.asp.
- **19th January 2011 16.00 UK local time** - The full consortium proposal **must** be submitted via the Joint Electronic System (Je-S) https://je-s.rcuk.ac.uk/ by 19th January 2011, 16.00 UK local time.
- **week of 6th June 2011**[*] - deadline for Principal Investigator (PI) response to reviewer comments. PIs should ensure that they, or a delegated other, are available during this time to complete this.
- **week of 27th June 2011**[*] - selected Consortia will present to moderating panel.
- Awards will be made based on the recommendation of the moderating panel by the end of **July 2011**[*]**.**

Key Requirements and Restrictions:

- All applications must be submitted through the Research Councils Joint Electronic Submission (J-eS) system. **https://je-s.rcuk.ac.uk/.**
- Consortium grants are designed to address larger scale research activities that will deliver the key research for ESPA to deliver on its objectives.
- Consortium grants are intended to facilitate and promote inter-institutional collaboration, enhance opportunities for inter-disciplinary collaboration, build capacity and encourage north-south and south-south integration.
- **Each consortium must be submitted as a joint proposal with a minimum of three eligible institutions, at least one of which must be from a developing country as defined in Annex 3**. International organisations which are located in developing countries may apply but should ensure that developing country researchers play a significant role in their proposed projects.
- Consortium grants provide funding **for between three and five years**.

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[*] dates maybe subject to change

- Project proposals with total requests (i.e.: 100% of the full economic cost) of between £500,000 and £5,000,000 will be accepted. Please recognise, however, that awards at the upper end of this range – above £4,000,000 – will only be made to exceptional proposals. This limit refers to the full cost of the project (i.e. the total across all the joint applications) and includes any project studentships and NERC major facility costs requested, such as ship time, air time.

- Applications which include doctoral Project Studentships for either developing country or developed country individuals must be led by a UK degree awarding institution, or a NERC Research and Collaborative Centre in partnership with a UK HEI.

- ESPA will award funds to the lead institution named on each application, which will then distribute funds to other organisations named on the application as necessary.

- All individuals employed by a UK based organisation, must be named on an application that is led by a UK based organisation, to ensure UK funds remain in pounds sterling and are not subject to unnecessary currency exchange.

- The consortium will retain responsibility for the management of the whole consortium's programme of work.

- The Principal Investigator (PI) named on the lead application will be expected to act on behalf of the consortium as focal point for contact with the NERC Swindon Office (on behalf of ESPA).

<u>Key information</u>

- You can start your Je-S application at any time. **Data can be saved and returned to later for editing and completing.** It is strongly recommended that applicants start the process at least three weeks before the full submission deadline.

- For applicants on low bandwidth internet access, it is recommended that you draft sections offline (for example in a Word doc) and paste these into the Je-S form when you are able to access the internet.

- All individuals 'named' on an application are required to create a Je-S account by registering on the Je-S system. It's recommended that this be completed well in advance of the deadline, to ensure the deadline is met. This can only be done if your organisation is already registered.

- Applicants are able to register their organisation on Je-S themselves, if it is not already registered (see Annex 1). It is recommended that registration of your organisation is completed as soon as possible as certain sections of the Je-S proforma will be unable to be completed until this has been done.

- Applicants are responsible for ensuring that they complete the registration of any named organisations or individuals in time to allow the application to be completed before the deadline.

- Due to changes made to the Je-S registration process, any new organisations that self-register on the Je-S system are no longer required to set-up a submitter pool (see section 9). These applications will now proceed directly from the individual submitting (through Je-S) to the Research Council managing the call for proposals (which for this call will be NERC).

- If your organisation is already Je-S registered, your application will be routed through your existing submission route for approval prior to submission to the Research Council managing the call (see Annex 2 and section 9). You cannot bypass, cancel or withdraw an already established submitter pool. You must ensure that your application completes this process and is submitted to Council.

1   Introduction

This document provides the information you will need to apply for an ESPA consortium grant including an overview of the application procedure and process, and key dates for this Call. For information on the research specification, please refer to Part A.

The ESPA Consortium grants are designed to address the larger scale research activities that will deliver the key research for ESPA to deliver on its objectives.   The grants will provide funding for between three and five years and for a value of between £0.5M and typically £4M. Exceptionally proposals may be up to the value of £5M. This budget limit refers to the total (100%) financial costs incurred to undertake the project (including overheads, any project studentships and major NERC facility costs such as ship time, air time). This is known as the full economic cost (FEC).

Each Consortium must contain at least three eligible Research Organisations that meet the ESPA eligibility criteria (see section 3).   Therefore, this means that each project proposal must be submitted as a joint grant on Je-S, with at least three applications as part of that project proposal.   Each Research Organisation submitting an application will be separately awarded the funds identified on their application. See section 6 for more information on joint grants.

The consortium will retain responsibility for the management of the consortium's programme of work, and ESPA Management will expect the lead Research Organisation to act as co-ordinator.

All applications must be submitted through the Joint Electronic Submission system (Je-S). **https://je-s.rcuk.ac.uk**

All organisations and individuals to be named on the application (with the exception of project partners and subcontractors) will be required to be registered on the Je-S system. Applicants are able to complete this process online themselves (see online Je-S help text). Other staff posts such as researchers and technicians have the option to be included using a post identifier[1], where necessary.

Applicants who have submitted to previous ESPA calls do not need to re-register with Je-S.

Applications can include a number of research roles, and these are described in section 4 as they relate to Je-S submission.

2   Expression of Interest to submit a consortium grant

Applicants to the ESPA Consortium grants are required to submit a brief statement notifying the ESPA Secretariat of their intention to submit a consortium proposal.

Submitting this expression of interest (EOI) is a condition of submitting the full consortium grant. If you do not submit your EOI you will not be eligible to submit the full grant.

The purpose of the **Expression of Interest** is to assist the ESPA Secretariat in gauging the level of demand for the scheme as well as to help the ESPA partners start the process of

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[1] For example 'Researcher 1', 'technician 1' etc

identifying a pool of high quality international reviewers and panel members in advance of receipt of full proposals. This will significantly improve the quality of the proposal assessment process and help to ensure its timely completion.

The EOI should be completed via the ESPA web pages on the NERC site: see link on http://www.nerc.ac.uk/research/programmes/espa/events/ao6.asp

The deadline for receipt of Expression of Interest is 8th December 2010.

You will be asked to provide the following information using the EOI online form:
- names and institutions of the Principal Investigator (PI), and co-Investigators (co-I);
- a brief description of the proposed research (~500 words);
- ESPA region(s) where the proposed work will take place;
- ESPA theme(s) that the research covers and the evidence challenge it seeks to address;
- approximate funding sought from ESPA;
- proposed duration and start date of project; and
- recommendations for nominated reviewers.

Applicants should endeavour to provide accurate information on the applicants to be named on the final proposal. However it is acknowledged that there may be some late changes to personnel between the December and January deadlines and this is acceptable.

Upon submitting your EOI through the web form, a confirmation email will be sent to you along with a reference number. This reference number should be quoted on your Je-S proposal for the full application (under 'Our ref', along with any reference of your own).

Whilst the Expression of Interest is NOT assessed, it IS compulsory that you submit the EOI by 8th December 2010 in order to be eligible to submit a full consortium grant application. No exceptions can be made.

This process does not require the use of Je-S, so Je-S registration is not required in advance of this process, although it is strongly recommended that applicants complete any required Je-S registration well in advance of the call deadline.

3   Organisation eligibility

Most UK higher education institutions and some other independent UK research organisations are already eligible to apply for, and hold, UK Research Council grants. Details on which UK organisations are currently eligible for Research Council funding can be found on http://www.rcuk.ac.uk/research/eligibility.htm.

ESPA will fund non-UK and other UK organisations where these are found to be eligible. Non-UK organisations (and other UK organisations not currently eligible[2] to receive Research Council funding) that are interested in applying will only be eligible to directly receive ESPA funding (i.e. be named as PI) **if** they satisfy all of the following conditions.

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[2] Research Organisations currently ineligible to receive funding from the UK Research Councils (RC) may be eligible under this call for proposals. Note that funding for these organisations will come from DFID and not the Research Councils. These organisations will not be eligible for any other RC funding, unless specifically stated by an individual Council.

(1) The organisation must be a legal entity.

2) The organisation must be able to demonstrate an independent in-house capability to undertake and lead research and training in the field or discipline in which it wishes to be funded. This would normally involve employment of at least three permanent or long term staff, each of whom have 4-6 years postdoctoral research experience or equivalent[*] and recognised research publications at national and at international level; they must also be capable of leading innovative research projects, directing post-doctoral researchers, and providing necessary supervision at this level. **Note that it is not essential to have post doctoral experience, equivalent research experience, such as demonstrated long term professional and specialist experience, will also be recognised.**

3) The organisation must meet the accountability and audit requirements of the ESPA funders. This requires your organisation to provide, on request, full documentation to give assurance of the:

> • institutional governance and accountability structures;
>
> • audit and accountability procedures;
>
> • sources of core funding and other funding.

Organisations that do not meet these requirements may not act as the lead organisation (i.e. as a PI) and <u>directly</u> receive funds from the awarding body, <u>but</u> may be named as a Co-I, Project Partner or sub-contractor organisation (and receive funds through the lead organisation) — that is, they can serve as one of the consortium's institutions, but not be the lead institution on an application.

If the proposal is successful and offered ESPA funding, the lead organisation (i.e. the organisation of the PI) on any grant application, will be required to undergo eligibility checks before any funding will be confirmed. This process will not apply to organisations that are already recognised to receive UK Research Council funding (principally UK HEI's and eligible RO's). See http://www.rcuk.ac.uk/research/eligibility.htm .

Any organisation that is not recognised to receive UK Research Council funding, but that has received ESPA funding from previous grants, may still be required to undergo these checks before funding is confirmed.

4   Research roles and eligibility

Applicants must ensure that they accurately define their roles within the consortium, so that there is no later confusion, and so that their application is correctly submitted into the Je-S system.

Individual research roles and the eligibility requirements of these are defined below.

With the exception of project partners and 'staff' such as researchers and technicians, individuals may be named on a **maximum of two** consortium grant proposals submitted, and may be named as a **Principal Investigator (PI) on only one**. The total time commitment across the applications with which they are involved should not exceed 100%.

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[*] : Equivalent experience which may take a number of forms, such as good track record of long term in depth professional experience in a relevant field of work. Any case for equivalent experience must be fully explained and justified in the track record section part of the application and the submitted CV

All individuals applying to ESPA employed by a UK based organisation, must be named on an application that is led by a UK organisation/PI. This is in order to ensure UK funds are not subject to unnecessary currency exchange.

4.1 Principal Investigators (PI)

- Each Je-S application submitted as part of the joint consortium project proposal will have a named PI (see Section 6 for a description of joint proposals). One of these applications will be the 'lead application' and the PI named on that will be the **lead** Principal Investigator for the project as a whole.
- The PI on the lead application will direct the research and the management of the project; for example, the lead PI is responsible for overall project reporting requirements.
- PIs on component parts of joint applications will work with the PI on the lead application to deliver the research, management and leadership of the project.
- Only the PI organisations named on an application will directly receive monies from the awarding body (NERC on behalf of the ESPA partnership). The organisation will then be responsible for disbursing funds to any other organisations named on their application (e.g. to any named Co-Investigator's, project partners or sub-contractors on that application).
- PIs and their respective organisations will be responsible for ensuring that the terms and conditions for their grant are met.
- Principal Investigators may be from any type of organisation that meets the eligibility criteria in section 3.
- UK Principal Investigators from Research Council eligible organisations are required to meet the standard NERC eligibility criteria stated in the NERC Grants Handbook http://www.nerc.ac.uk/funding/application/researchgrants/
- Non-UK Principal Investigators and PIs from organisations not normally eligible for UK Research Council Funding, should meet the following criteria:
  - have at least three years of relevant post-doctoral experience, or an appropriate equivalent level of research experience*;
  - be employed—at the time of application—by the Research Organisation submitting the proposal, or if not employed (i) have an existing formal arrangement with the organisation that enables him or her to carry out research there and receive all necessary management and infrastructure support from the organisation or (ii) be scheduled to move to the submitting organisation before the proposed start date of the grant in such a way that would ensure that the criterion stated above is met by the time the grant starts;
  - have an assurance from the submitting organisation—at the time of application—that should the proposal is successful, the contract of employment, or formal commitment, to provide support if not employed, will extend at least three months beyond the end date of the grant. Confirmation of this assurance from organisations should accompany any grant application.

4.2 Co-Investigator (Co-I)

- A Co-Investigator assists the PI in the research, management and/or leadership of the project.

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* NB: Equivalent experience which may take a number of forms, such as good track record of long term in depth professional experience in a relevant field of work. Any case for equivalent experience must be fully explained and justified in the track record section part of the application and the submitted CV

- They may be expected to take over the leadership of their part of the project if the PI is unable to continue in their role, except where their organisation is ineligible to directly receive funds from the awarding body (i.e. it does not meet the organisation eligibility criteria in section 3).
- Co-Investigators from an organisation that is not the same as the PI's organisation will receive any requested funds through the PI's organisation and not directly from the awarding body (NERC on behalf of ESPA funding partners).
- Co-Investigators may be from any organisation, including those that do not meet the eligibility criteria to directly receive funds from the awarding body (see section 3) because their organisation will not be receiving money directly.
- UK based Co-Investigators from Research Council eligible organisations are required to meet the standard NERC eligibility criteria stated in the NERC Grants Handbook http://www.nerc.ac.uk/funding/application/researchgrants/
- Non-UK based Co-Investigators and Co-I's from organisations not normally eligible for UK Research Council Funding should meet the following criteria:
  - o have at least three years of relevant post-doctoral experience, or an appropriate equivalent level of research experience*;
  - o be employed—at the time of application—by the Research Organisation submitting the proposal, or if not employed (i) have an existing formal arrangement with the organisation that enables him or her to carry out research there and receive all necessary management and infrastructure support from the organisation or (ii) be scheduled to move to the submitting organisation before the proposed start date of the grant in such a way that would ensure that the criterion stated above is met by the time the grant starts;
  - o have an assurance from the submitting organisation—at the time of application—that, if the proposal is successful, the contract of employment, or formal commitment, to provide support if not employed, will extend at least three months beyond the end date of the grant. Confirmation of this assurance from organisations should accompany any grant application.

4.3   Researcher Co-I

- A Researcher Co-I is a specifically named post doctoral research assistant (PDRA), or other suitably experienced staff member, who has at least two years of relevant post-doctoral experience, or an appropriate equivalent level of research experience*, but who is not eligible to be a PI or Co-I.;
- They will have made substantial contribution to the formulation and development of the project and will be closely involved in the project (if funded).
- Researcher Co-I's from an organisation that is not the same as the lead organisation will receive any requested funds through the lead organisation and not directly from the awarding body (NERC on behalf of ESPA funding partners).
- Researcher Co-I's may be from any organisation, including those that do not meet the eligibility criteria to directly receive funds from the awarding body (see section 3).
- A Researcher Co-I will be employed for the duration of their contract by the same Research Organisation as either the PI or one of the Co-Is (but not necessarily at the time of application). This contract may shorter than the length of the grant award, depending on the requirements of the post, and they do not have to be employed by that Research Organisation at the time of application. .
- Researcher Co-Is may not take over from the Principal Investigator, should the PI leave the project.

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* NB: Equivalent experience which may take a number of forms, such as a good track record long term in depth professional experience in a relevant field of work. Any case for equivalent experience must be fully explained and justified in the track record section part of the application and the submitted CV

4.4 Researchers

- A researcher is an individual who will work as a research assistant on the project, but who is not eligible to be a PI, Co-I or Researcher Co-I.
- The researcher must be from the same organisation as the PI, or one of the Co-I's.
- The researcher should have a suitable level of experience in order to fulfil the requirements of the project. This may include having a PhD, or having several years' relevant research or policy experience, as appropriate to the role.
- There is no limit to the number of applications a Researcher can be named on, but if successful on more than one grant awarded, an alternative researcher would need to be found if time committed exceeded 100% FTE.
- A Researcher may be a specifically named individual (in which case they would need to register with Je-S) or included using a post identifier[3], where the candidate will be recruited later.

4.5 Project partners

- Project Partners may be experts who provide invaluable inputs and advice to the project, and will have an integral role in the proposed research.
- An organisation should only be named as a Project Partner if it is providing **specific unpaid contributions**, either direct or indirect, to the project (e.g. time, equipment, etc).
- Minor costs may be requested to facilitate collaboration, but these should be substantially less than the contribution of the Project Partner organisation to the project. These costs will not come directly form the awarding body (NERC on behalf of ESPA funding partners) but will be distributed by the lead organisation on the proposal.
- Each project partner named must submit a Letter of Support confirming their contribution to the project.
- There is no limit to the number of Project Partners you can have on the application, but Project Partners must be from separate Research Organisations to those submitting the proposal.

4.6 Sub-contractors

- Sub-contractors contribute a specific service to the project, but may not necessarily be involved in the development and design of the project.
- They are not named specifically on the application pro-forma on Je-S, but should be identified in the case for support, along with a description of their input to the project.
- The costs for sub-contractors should be included in the application, under 'Directly Incurred Other' and will be distributed by the lead organisation on that application, i.e. NERC does not pay these costs directly to the subcontractor.
- The lead organisation will be responsible for drawing up any agreements regarding funding and work plans with any named subcontractors.

4.7 Project Studentships

- Doctoral Project Studentships for developing country and developed country students may be requested for the Consortium grants. They must be registered and supervised principally at a UK institution, but they may be co-supervised by members of the team from an overseas institution and spend up to 50% of their time overseas (see also section 7).

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[3] For example 'Researcher1'

- Potential students should not be named on the application. If the application is successful, an appropriate doctoral candidate should be found.

4.8 Visiting researchers
- Visiting Researchers may be funded to visit the investigator's institution for up to 12 months, in order to give full time advice and assistance on the research.
- Visiting Researchers must be named on the application and a coherent rationale for their role and contribution to the project included.

5 Je-S registration

5.1 Registering an organisation on Je-S

If your organisation is already registered on the Je-S system, you do not need to re-register. However, if this is your first application for funding, you should follow the steps in Annex 1 to ensure that your organisation is registered on Je-S.

5.2 Registering as an Individual on Je-S

All individuals that will be named on an application (with the exception of Project Partners and subcontractors) must create an individual Je-S account for themselves in order to be added to an application. See online Je-S helptext guidance on how to register on Je-S. It is necessary for an individual's organisation to have been registered before they can register themselves.

If you have registered as an individual with Je-S through a previous call, you will not need to do so again.

6 What is a joint grant?

Joint grants will enable different Research Organisations (RO) working on the same project to receive ESPA funding separately and directly from the awarding body (NERC on behalf of the ESPA partnership).

Joint grants involve the submission of several separate but linked Je-S applications for the same research project.

For the ESPA Research Consortium grants, the project must have at least three PIs and therefore submit at least three applications as part of a joint submission for the project.

There will be one overall lead Principal Investigator and lead Research Organisation, as named on the lead application. In addition, there will be at least two other eligible Research Organisations, with named Principal Investigators, submitting applications linked to that of the lead application.

Each separate application **must** be linked to all other component applications that collectively comprise the complete consortium and**, crucially**, must be linked to the lead organisation making the application through the Je-S application system.

All Research Organisations submitting an application to the ESPA Consortium Grants call will be asked by the Je-S system to confirm whether their application is the lead or non-lead. The lead application will be given a common identifying code for the project. Non-lead

applications will have to specify this common identifying code when submitting their application on Je-S. This common identifying code then links all the different/component joint applications comprising the whole project.

The lead PI must start the application process first in order for the common identifying code to be created. PIs on the non-lead application will not be able to start entering information until they have entered this code.

The minimum sum that can be awarded to an individual Research Organisation is £10,000 (100% FEC) – this means that any Je-S application submitted as part of the joint proposal must be applying for funds of £10,000 (100% FEC) as a minimum[4].

All Research Organisations receiving funds directly from this call (i.e. the lead organisation on an application) will be:
- accountable for all funds received;
- responsible for the proper disbursement of funds to any partner organisations named on their application (e.g. Co-I's, project partners, subcontractors); and
- subject to the terms and conditions for ESPA awards.

The consortium will take responsibility for the management of the programme of work. There will be one overall lead Principal Investigator and lead Research Organisation with responsibility for the management of the project as a whole. In addition, each constituent Research Organisation submitting a linked application must name a Principal Investigator who will have responsibility for the input of that component organisation.

The end date of an award made to the lead Research Organisation must not be earlier than the end dates of the awards made to all component Research Organisations.

All individuals employed by a UK based organisation, must be named on an application that is <u>led</u> by a UK based organisation, to ensure UK funds remain in pounds sterling and are not subject to unnecessary currency exchange. Researchers who are not employed by a UK-based organisation may be named on applications led by either a UK or non-UK based organisation.

ESPA Consortium projects must include collaborations that involve one or more developing country organisations (for list of developing countries see Annex 3)

Applications that do not involve a southern (developing country) organisation will **not** be accepted.

With the exception of project partners and 'staff' such as researchers and technicians, individuals may be named on a **maximum of two** consortium grant proposals submitted, and may be named as a **Principal Investigator (PI) on only one**.

7   *Including Project Studentships on a proposal*

<u>Projects are able to include doctoral studentships as part of their proposal.</u> Applications that include a 'Project Studentship' must be from a UK degree awarding institution or a NERC Research and Collaborative Centre in partnership with a UK HEI.

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[4] See NERC Grants Handbook http://www.nerc.ac.uk/funding/application/researchgrants/

Project studentships are designed to add value to the proposed research outlined in the application, whilst providing a clear opportunity for a distinct and independent course of enquiry for the student. Through being embedded with a high quality research team, they should offer the student an opportunity to both develop their substantive research skills, alongside broader professional development.

A project studentship provides funding for 36 - 42 months for a research student to carry out a well-defined programme of work within the research grant, leading to the award of a PhD/DPhil.

This scheme does not provide support for stand-alone doctoral students (i.e. those outside of the Consortium project). Any support for stand-alone doctoral research should be sought from alternative sources.

Eligibility of studentships
Students can be of any nationality and **do not** need to have been resident in the UK for three years prior to the studentship start date. This is an eligibility exception specific to this scheme. Eligibility has not been opened up for other Research Council studentships.

7.1 Generic Requirements for all 'Project Studentships'

Applications that include a 'Project Studentship' must provide satisfactory evidence that they meet the following criteria.

> i   Doctoral students may only be included in research applications from established and qualified research teams. The environment should be one where research is active and vibrant, where students can benefit from interaction with experienced researchers and current research projects.
>
> ii   There must be an adequate critical mass of students so that they can benefit from interaction with their peers.
>
> iii   Adequate arrangements must be in place for the supervision of students, as well as provision of formal, broadly-based and subject-specific training for students in research methodologies and transferable employment-related skills, and the arrangements for the provision of advanced training.
>
> iv   The organisation must demonstrate a satisfactory PhD thesis submission rates in which a majority of students complete their doctorates within a reasonable time.

viii   A project studentship should constitute a distinct project, providing added value to the research grant. The main research grant project should still be viable without the studentship and should have distinct objectives that are not reliant upon the studentship.

ix   Project studentships must **not** be displacement for normal research support required on the grant.

x   The duration of the project studentship programme must **not** exceed the length of the research project. However, it should be recognised that institutional and supervisory support for students is likely to continue beyond the funding period, to allow for the writing-up period, thesis submission date and final completion date. There may also be unforeseen eventualities during

the course of the studentship (e.g. extended periods of illness, maternity leave etc) which may mean it will extend beyond the period of the research award. In such circumstances continued institutional commitment to and support of the doctoral student must be guaranteed.

xi   Non-UK institutions may contribute to the supervision of a PhD student included on a proposal, provided they can demonstrate an appropriate research environment and infrastructure for doctoral work and robust supervisory provision. The student may spend a reasonable period (but not normally more than half) of their studentship at the non-UK institution. It is the responsibility of the UK Research Organisation to ensure that the student is receiving appropriate standards of supervision and training during any time spent out of the UK, and that the PhD thesis is submitted on time.

7.2   How to cost a Project Studentship

The project studentship includes the student's maintenance grant and university fees. These will automatically be paid at 100% FEC.

The maintenance grant and university fees are calculated using the appropriate/current rates that can be found at: http://www.rcuk.ac.uk/rescareer/rcdu/postgradtrain.htm. Where London Allowance is applicable, £2000 pa will be added to the maintenance grant.

Fees will be paid at the national agreed fee level for Research Council Students. For 2010/2011 this figure is £3,466. International rate fees cannot be claimed for studentships linked to ESPA Scheme applications. Current rates are available on the RCUK website at: http://www.rcuk.ac.uk/rescareer/rcdu/postgradtrain.htm.

Additional costs may be requested on the research grant application form for items such as conference attendance, fieldwork expenses and consumables. These should be requested as a Directly Incurred cost and will be paid at 80% FEC.

7.3   Including a project studentship on the Je-S proforma

Potential students should not be named on the proposal. If the grant is successful, an appropriate doctoral candidate should be found and their details submitted through the Je-S Studentship Details Portal (SDP).

A written case for each studentship requested must be entered on the Je-S form under 'Staff: Add New Project Student Item'. Proposed supervisors can only be selected from those individuals already selected as a PI or Co-I. Any further supervisors can be detailed in the free text boxes provided on the JeS form.

There are two free text sections in which to provide a summary of the student project and a description of how the students' project will contribute to the consortium project as a whole (4000 characters each section).

The research conducted by a doctoral student must represent a discrete piece of work which is clearly of a standard to be submitted as a doctoral thesis, but the synergy and added value with the main research project also needs to be demonstrated. The second box should also include information on the proposed supervisory arrangements for the 'Project Student', including, where appropriate, arrangements for co-supervision. Details of the proposed supervisor(s): academic record and area of research expertise; number of doctoral students currently and/or previously supervised.

8   Application components

All applications must be submitted in English and costed in pounds sterling (£) using the official NERC application form, submitted through the Research Councils Joint Electronic Submission (Je-S) system. **DOCUMENTS SHOULD BE SUBMITTED USING SINGLE-SPACED TYPESCRIPT, MINIMUM FONT SIZE 11 POINT (ARIAL FONT), WITH MARGINS OF AT LEAST 2CM.**

Applications must be completed through the Je-S system.

The application has several elements, some of which must be completed online (e.g. the pro-forma), while others can be completed offline and uploaded as attachments to the pro-forma (see below).

The pro-forma is an on-line form comprising a number of structured boxes for key information. It will need to be completed by all PI's, and is common to all applications.

The elements summarised below are completed offline and uploaded as attachments to the pro-forma. They are described in more detail in Sections 8.1 – 8.7

- **The 'Case for Support'** is comprised of two parts:

    i.   Previous Track record of organisations – up to two sides A4 for each component application submitted in the proposed Consortium; this section includes brief information and assurances of the organisational and fiduciary competencies, if applicable (see section 8.2.1) (Submitted by each individual application)

    ii.   Description of proposed research - up to 16 sides A4. (Common to all proposals in a joint submission – submitted by lead only)

- **Justification of the resources** requested - up to 2 sides A4 for each component application; this section includes details of how projects will deal with fluctuating currency markets (see section 8.4) (Submitted by each component application)

- Description of the proposed **Management Structure** (including data management) – up to 2 sides A4. (see section 8.5) (Common to all proposals in a joint submission – submitted by lead only)

- **Pathways to Impact** attachment -up to 1 side A4 (see section 8.6) (Common to all proposals in a joint submission – submitted by lead only)

- Description of proposed **Capacity Building** activities – up to 1 side A4 (see section 8.7) (Common to all proposals in a joint submission – submitted by lead only)

- **CVs** for all named research staff: PIs, Co-I's, Researcher co-I's, named 'Researchers' and Visiting Researchers (up to 2 sides A4 for each CV, and should include current and previous positions, key publications and research funding obtained).

- **Letters of support** from any named Project Partners -up to 2 sides A4 each. (see section 8.7) (Common to all proposals in a joint submission – submitted by lead only)

- Application forms for any NERC Facility/Ship-time requested (only applicable for organisations normally eligible for Research Council funding).

- Price quotations for equipment costing more than £25,000. For single items costing more than £100,000, a minimum of three quotations must be provided.

Full step-by-step guidance on how to complete a Je-S application form for this Scheme is available in the document 'Guide to creating a Je-S application' in Annex 2 on the website. Generic guidance is also available from the Je-S Help screens.

A checklist is provided in section 13 detailing the requirements for each Je-S application.

All elements of the application form must be properly completed. Specific care should also be taken with the Full Economic Costing (FEC) regime, which will be the basis for any grant given to successful applications. Guidance on FEC for UK applicants is available in the Research Grants Handbook on the NERC website (http://www.nerc.ac.uk/funding/application/researchgrants/).

8.1   Je-S Proforma

NB: Further step-by-step guidance on completing the Je-S Application form is available in the separate documentation 'Guide to creating a Je-S application'.

In order to prepare a Je-S proposal submission, the person preparing the proposal has to log onto Je-S and create a new proposal.

Note this person must have previously created an individual Je-S account for themselves.

On logging into Je-S, follow this procedure:
- Click on 'Documents', then create a 'New Document'
- Click on 'Call Search' and enter 'ESPA'. This will bring up the link to the current ESPA call: 'ESPA Research Consortium'.

Alternatively you can follow this procedure:
- Select the Research Council – NERC.
- Select Document type 'Standard Proposal'
- Select Scheme - 'Directed - International'.
- Select call 'ESPA Research Consortium'

Please not that applications submitted to the wrong call cannot be considered. Please ensure that you have selected the current ESPA call, entitled 'ESPA Research Consortium'.

There will then be a list of sections to complete that make up the pro–forma. This includes all the costs associated with the projects (see section 8.3 'Project finances' for guidance on this element).

Applicants are also referred to Annex 2 on the call website, for further step-by-step guidance on completing the Je-S proforma.

8.2   Case for Support

The Case for Support should include the following **two components:** Track Record and Description of Proposed Research. These components should be uploaded as a single attachment on Je-S.

8.2.1 Track record

This section should outline the organisations involved in the consortium, as named on that component application. It should include details on: the nature of the organisations named (i.e. university, research institute, NGO, etc); key individuals named , their role in the project and details of relevant experience; details of any external funding held for key individual and their organisations.

For non-UK organisations or UK organisations not normally eligible for Research Council funding[5], the track record should also include brief information and assurances of the organisational and fiduciary competencies of the organisation.

The Track record should be a maximum of 2 sides of A4 for each component application in the proposed Consortium.

8.2.2 Description of proposed research

The Description of Proposed Research included in the Case for Support contains the substance of the research application. It is essential that a coherent exposition of the proposed project is presented, addressing the intellectual and academic case and potential for impact on the ESPA research agenda. You should include details of the overarching research question, objectives and outputs of the proposed research as well as highlight the overarching policy question/evidence challenge or theme that you hope to address using a consortium approach. Additionally you should highlight any associated collaborations, partnerships and co-funding (either proposed or secured) that may be used in the Consortia.

Applicants are strongly advised to also refer to part A section 5 ''Summary and checklist for applicants' to ensure they address the requirements of ESPA in their application, as well as to be fully aware of the assessment criteria.

Applicants are advised that they should pay attention to the environmental implications of their research. The ESPA Programme Executive Board will consider funding the cost of low-carbon approaches to collaboration (including, where appropriate, the costs of technology or of less economic, but more environmentally friendly means of transport). Note that ESPA will apply the Research Council policy on carbon offsetting which currently states that projects may not claim the cost of offsetting carbon emissions arising from travel associated with research grants. Institutions may choose to use their own resources to cover such costs if required by their environmental policy. Where the project has control documents, reports and paper outputs, these should be printed on paper made from sustainably managed forests and/or recycled paper.

The ESPA Directorate will publish guidelines on managing environmental impact of the ESPA programme and all projects will be encouraged to adopt these.

The description of the Proposed Research should not exceed **16 sides A4 (minimum font size 11)**.

8.3 Project Finances

The budget limits on grant applications under this scheme refer to the total cost of the project – known as the **full economic cost (FEC)**. All of the UK Research Councils research grant applications are awarded on a full economic cost (FEC) basis. This will apply to ESPA.

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[5] see http://www.rcuk.ac.uk/research/eligibility.htm for organisation eligible for UK Research Council funding

FOR A CONSORTIUM BID, THE FULL ECONOMIC COST (FEC) OF ALL SUBMITTED APPLICATIONS COMPRISING A RESEARCH PROJECT MUST NOT EXCEED THE MAXIMUM BUDGET OF £5M STERLING. *That is, if a consortium comprising of three Research Organisations plans to bid for £5M, then the costs from the three organisations applications combined should not exceed this figure. Note, for example, that if each organisation claims £5M in costs on their application, this would show on our system as the Consortium bidding for £15M.*

Research grant funds are provided to meet the costs incurred by the specific research project. Funds may not be used to meet costs on any other project or activity. All costs associated with the project must be itemised and fully justified

Requested funds will be scrutinised during the assessment process, and if recommended for funding, NERC, on behalf of the ESPA Programme Executive Board (PEB), will request adequate evidence of the costing basis for all direct and indirect costs. Note that budgets may be reduced if considered excessive.

Further Guidance on fund headings are provided in Annex 4.

The financial cost of the proposed project should be identified through the following components:
- Je-S pro-forma
- justification of resources document

ESPA funding is available for UK and non-UK organisations, where these are eligible, if they are to receive funding directly.

The UK Research Councils, which includes NERC and ESRC, are able to provide funding for UK organisations that are recognised as eligible to receive UK Research Council funding, including UK Higher Education Institutes (HEI's) and other recognised UK Research Organisations (ROs). For a list of organisations that are eligible to receive Research Council funding see http://www.rcuk.ac.uk/research/eligibility.htm

Organisations that are currently ineligible to receive funding directly from UK Research Councils may still be eligible to apply for and receive funding from ESPA, if they meet the organisation eligibility criteria in section 3. This funding will be covered by DFID's contribution to ESPA.

8.3.1   UK organisations

UK organisations will receive **80% of the full economic cost** (FEC) of the project, as per standard Research Council funding rules.

UK universities are required to calculate the FEC using the "TRAC" (Transparent Approach to Costing) methodology. Other recognised UK research organisations (ROs) use an equivalent methodology, which has been validated by the Research Councils. For more information, please go to the RCs' Dual Support Reform web pages, which include guidance notes and FAQs (http://www.pparc.ac.uk/jes/DualSupport.asp). Other organisation will be required to explain their methodology for calculating any estates and indirect costs, if they are successful.

Overseas travel and expenses costs incurred by members of UK institutions will be paid at 80% and must be included as costs related to that UK institution (not included as costs relating to an overseas organisation),

All applicants should enter the full economic costs of the proposed research into the budget sections of the Je-S form, as per normal Research Council applications. **All costs should be in pounds sterling (£).**

8.3.2   Non-UK Organisations

Non-UK organisations are expected to be able to comply with full and transparent costing for budget elements.

Non-UK organisations will be supported at **100%** for the **direct** costs of the research.

In addition, indirect costs (including estates costs) may be charged on staff salary and other staff-related costs (i.e. statutory contributions analogous to UK National Insurance or Superannuation contributions).

Indirect costs (overheads) may **not** be charged on non-staff related direct costs, e.g. equipment, travel and subsistence, consultancies, conferences, etc.

The following rates for indirect costs should be applied:
- for applicants from **developing** countries, the rate is **50%** (a list of developing countries for the purpose of this costing regime is available in Annex 3.);
- for applicants from **developed** countries, the rate is **20%**.

All applicants should enter the full economic costs of the proposed research into the budget sections of the Je-S form. **All costs should be in pounds sterling (£).**

Non-UK organisation should not enter any costs in the 'Estates' section of Je-S. All overheads should be entered in the 'Indirect costs' section only.

In order to mark costs as payable at 100%, applicants should tick the '**Exceptions'** box under the relevant category in Je-S.

If an application involves costs from both UK and non-UK organisations, they should be entered as separate items. For example T&S costs for field work should be entered as two separate lines, that related to UK organisations payable at 80%, and that related to non-UK organisations, which will be payable at 100% by ticking the 'exceptions' box.

All applicants are advised to consult their institutional finance officers when completing the financial parts of the application.

8.4   Justification of Resources

All applicants must clearly state the justification for the costs requested within a separate document entitled '**Justification of Resources'.** This document must uploaded on Je-S as part of the application. This should state the full cost of the project and explain why the requested resources are needed, including identifying why the proposal presents value for money. It is not sufficient merely to list what is being requested. Where you do not provide sufficient justification for any item, it may be cut from any award made.

Please note that if successful, the amount awarded to a project is limited to that amount awarded at the time the award was issued, and will not be increased at any time due to

changes in the global financial markets. Therefore **applicants should set out how they will deal with any changing currency fluctuations** that may occur during the duration of their project and the possible impact this may have on the plan of works.

Justification of Resources for the Consortium grants should be described in a maximum of **2 sides A4 for each component application in the proposed consortium. This document is submitted by each component application.**

8.5 Management plans and structure

Each project is required to submit a detailed description of the proposed management structures and plans (**including data management**), participant roles and responsibilities, and scheduling chart. This should not exceed **2 sides of A4.** This is submitted by the lead application only.

8.6 Pathways to Impact

All applicants are required to include a '**Pathways to Impact'** attachment as part of their research proposal that describes how the proposed work will achieve impact and build capacity. Applicants should refer to section X 'Research Uptake and Impact' in Part A for further information.

The 'Pathways to Impact' attachment should address the following three questions:
- Who will benefit from this research?
- How will they benefit from this research?
- What will be done to ensure that they have the opportunity to benefit from this research?

It should also detail research uptake activities, including knowledge sharing and dissemination; for example:
- linkages created with related initiatives across sectors and disciplines;
- partnership and collaboration with non-academic partners.

It is recommended that **10% of the overall budget** should be dedicated to delivering the activities outlined in the Pathways to Impact attachment. There are no additional funds for this work and it must be costed as part of the overall cost for the programme of work.

The 'pathways to impact' attachment should not exceed **1 side of A4**

In addition to the Pathways to Impact activities developed by individual projects, it should also be noted that ESPA may wish to sponsor additional outreach activities involving one or more projects in order to increase the impact of their research outcomes. All grant holders will be expected to cooperate with the Programme Executive Board (PEB) or ESPA Directorate in contributing to the wider ESPA programme of knowledge sharing, uptake and communication activities, and will also be expected to represent the scheme and their project through involvement, where appropriate, in third-party events.

All projects will be required to work as part of the wider ESPA community and to participate in the ESPA Global Forum organised by the Directorate. Projects will need to cover their own costs (including staff time) for participation in these activities and should allocate 3- 5% of their budget to this.

8.7   Capacity Building

Applicants should include a detailed capacity building plan as (see Part A section 4.7), identifying how this fits with the overall research plan, and that addresses individual and institutional dimensions of capacity building.

The Capacity Building plan should not exceed **1 side of A4**

8.8   Letters of Support from Project Partners

Each Project Partner must provide a detailed signed letter of support of up to 2 sides of A4. The letter of support should confirm the organisation's commitment to the proposed project, identify the value, relevance and possible benefits of the proposed work to the partner, the period of support, the full nature of the collaboration and how the partner will be involved in the project and provide added value.   Partner contributions, whether in cash or in kind, should be explained in detail in the case for support, including the equivalent value of any in-kind contributions. The letter should be written when the proposal is being prepared and targeted specifically to the project.

9   Submitting your proposal

Applications must be completed in full before final submission. The Je-S system has a validation procedure which will identify sections that have not been completed. An exception to this is for any 'Other Attachments', so **applicants must ensure for themselves that any such documents have been included**.

Changes to the J-eS registration process mean that for certain schemes, such as ESPA, any organisations that are not currently Je-S registered, may self register their organisation (see Annex 1). For these self registering organisations there is no need to establish a submitter pool. Therefore these applicants can submit the application directly to the Council (NERC).

However, please note that for organisations that are already Je-S registered, your application will be routed through your existing submitter route. Therefore when a researcher submits his or her application, a message will be sent to their host organisation's designated 'submitter', who must then complete the submission process to Council.   Therefore, there is a further layer of administration between the researcher submitting the application and it being received by the NERC, via Je-S. This layer of administration is at the applicant's host institution, and the NERC cannot accept responsibility for any delays which may occur as a consequence.

Applicant → Submitter (within the applicant's institution) → NERC.

Note: each component application as comprising a joint proposal will need to go through the same submission process. **The PI on the lead application should ensure that all partners have submitted their part of the joint proposal.**

If all applications are not FULLY submitted by the deadline, i.e. all component parts from all PIs, they will not be accepted.

The deadline for all research applications to this call is **16:00 hours UK local time (GMT/UTC) on 19th January 2011**

Applications can only be accepted by electronic submission in the manner indicated on the form and accompanying guidance notes, and it must be clear and unambiguous that **full** submission took place prior to the deadline. Electronic acknowledgements will be sent to the lead Principal Investigator and submitting organisation.

Applicants must ensure they know whether their application will be routed through a submitter pool. You can check this in Je-S by opening your Je-S application and selecting 'Document Actions' at the top and then 'Show submission Path'.

We strongly advise applicants whose applications will be routed through a submitter pool to secure confirmation from their relevant administrator that the application has been submitted successfully to the NERC by 16:00 UK local time 19th January 2011.

10 Assessment Process

10.1 Scheme eligibility

All proposals received will undergo a number of eligibility checks to ensure that application procedures specified in the announcement have been adhered to, e.g. that proposals have included all the correct information requested and that page limits are not exceeded. Any application not adhering to the application guidelines will be rejected (although minor problems may be returned to the applicants through Je-S to correct within a specified time frame).

10.2 Peer Review

All Consortium grant proposals received under this call will be peer reviewed by expert members of a Peer Review Panel.

With reference to this information, the Panel is responsible for:

1. providing a final grading and comments on the proposal in a form that will be made available to the proposer (if requested);
2. providing recommendations for funding to the ESPA Programme Executive Board; where there are competing proposals, the panel will make recommendations on priorities in the context of the funding available;
3. satisfying themselves that the financial resources requested for funded proposals are reasonable, and present value for money, to meet the project objectives and recommend any areas of budget.

The specification described in detail in Part A will form the basis for assessment.

Please note that applicants may be required to attend the panel meeting to present their project and answer questions from the panel. Where possible video conferencing will be used for this.

Indicative dates for peer review processes are:
Stage 1 per review – early March 2011
Stage 2 peer review – mid April 2011 (applications passing the first review stage only)
PI rebuttal period – 23rd May – 6th June 2011(applications passing the first review stage only)
Panel meeting – week of 27th June 2011
Award confirmation – by end July 2011

11   Reporting

All grant holders will be expected to comply with both the Research Council's and DFID's commitment to open access, and to update information about their outputs on both NERC's online Research Outputs Database (ROD) www.rod.nerc.ac.uk and DFID's Research Portal www.research4development.info (R4D). Inputs to these systems will need to be in a form that enables progress against project and programme objectives to be monitored. Award holders will be facilitated in this through access to the ESPA Programme Logframe and Logic Charts. Award holders will be expected to work closely with the Directorate in developing their report. Previous ESPA grant holders are encouraged to maintain their output record from previous grants.

The ESPA Directorate and Secretariat will develop a policy on reporting that all projects will be required to adopt.

12   Data Policy

The funders of ESPA believe that datasets collected as a result of projects are an important resource that must be adequately managed. NERC has a number of designated data centres where data for the different environmental disciplines is stored (see http://www.nerc.ac.uk/research/sites/data/). Both qualitative and quantitative social science data should be deposited with the Economics and Social Data Service (ESDS) (http://www.esds.ac.uk/). Investigators should therefore make sure that the relevant designated data centre is aware of any significant datasets to be compiled as a result of their projects, so that the long-term future of these data can be planned. At the end of an award, Investigators are required to offer the appropriate NERC or ESRC Data Centre a copy of any dataset generated, so that the data can be made available for other researchers. The Intellectual Property Rights to the data need not be transferred.

The ESPA funders reserve the right to access all unpublished papers, records, data or collections resulting from the work carried out under a grant, some of which may be required to be deposited with one of the funding bodies. Similarly, ESPA reserves the right to use information on the outcome of awards to report on achievements, e.g. in annual reports. ESPA may, at any time, require detailed information on the results of work funded through grants for use in scientific or financial audits.

All award holders will be expected to cooperate with the Directorate and data centre staff to ensure that all data generated during the research project is appropriately formatted and deposited in the relevant data centre.

The ESPA Directorate will develop a policy on data management and implement procedures for overall data management by the programme. All projects will be required to adopt these procedures. Projects are strongly encouraged to adopt their own agreement on Intellectual Property at an early stage of project implementation.

The cost of all data management activities, including any costs associated with transferring the data to a designated data centre in a format usable by that data centre, must be fully costed within the research grant. As an indicative figure, data management costs are normally 3-5% of the cost of a consortium project. If not completed by the award holder(s), the cost of this activity may be deducted from the final reconciliation of the grant.

13 Application Checklist

Summary of Requirements for Applications

Document Type	Common to all proposals	Submitted by Lead Only	Submitted by Individual components	Number limit
Title of proposal (pro forma)	✓		✓	150 characters
Type of proposal (pro forma)	✓		✓	n/a
Objectives (pro forma)	✓		✓	4000 characters
Summary (pro forma)	✓		✓	4000 characters
Academic Beneficiaries (pro forma)	✓		✓	4000 characters
Impact Summary (pro forma)	✓		✓	4000 characters
Nominated referees (pro forma)		✓		Max 4
Project Partners (pro forma)	✓	✓		No limit
Project Student details (pro forma)			✓	See section 7.3
Facility (pro forma)			✓	n/a
Previous Track Record for each component (Part 1 of the Case for Support).			✓	Max 2 sides A4
Description of Proposed Research (Part 2 of the Case for Support)	✓	✓		Max 16 sides A4
Proposed Management Structure and plans	✓	✓		Max 2 sides A4
Justification of Resources			✓	Max 2 sides A4 each application
'Pathways to Impact'	✓	✓		Max 1 sides A4
Capacity Building plan	✓	✓		Max 1 sides A4
Letters of support from Project Partners	✓	✓		Max 2 sides A4
CVs for named research staff and Visiting Researchers from all component Research Organisations			✓	Max 2 sides A4 each
CVs for all Principal and Co-I Investigators from all component Research Organisations			✓	Max 2 sides A4 each
Equipment Quotations			✓	n/a
Facility forms (Ship-time/Marine Equipment, Aircraft ASF/FAAM)			✓	n/a

14   Further Guidance

This document has been created to specifically help applicants applying for the ESPA programme. It may be used in conjunction with generic guidance found in the NERC grants Handbook and in Je-S Help text.

Further information is available in the NERC Grants Handbook http://www.nerc.ac.uk/funding/application/researchgrants/

Je-S Help text is available on every page of your Je-S form – click on 'Help' in the top right corner of each page or go to   https://je-s.rcuk.ac.uk/jesHandBook/jhHome.aspx

Important note: Where information and guidance issued in this document differs from the general guidance in the above sources, **the information in this document should be adhered to.**

Further information on the ESPA Programme can be found in the Programme Memorandum http://www.nerc.ac.uk/research/programmes/espa/resources.asp

15   Contacts

Je-S Helpdesk (for all technical queries)
E-mail: JeSHelp@rcuk.ac.uk
Phone: +44 (0) 1793 44 4164*
Staffed Monday to Friday 9am - 5pm UK local time (excluding Bank holidays and other holidays)
Out of hours: leave a Voice Mail message

When reporting problems by e-mail or telephone, please supply the following information:
- your name, organisation and user id,
- the date and time,
- what part of the form or system you were working on,
- the nature of the problem.

Scheme specific guidance:
For queries relating to the application process please contact the ESPA Secretariat: espa@nerc.ac.uk

For questions relating to ESPA Science, Impact and the Global Forum, please contact the ESPA Directorate: info@espa.ac.uk

For phone contact details, refer to the NERC website: http://www.nerc.ac.uk/research/programmes/espa/contacts.asp

16   Glossary

CBD	Convention on Biological Diversity
CCCEP	Centre for Climate Change Economics and Policy
CO-I	Co-Investigator
CV	Curriculum Vitae/ Resume
DAC	Development Assistance Committee
DFID	Department for International Development
EOI	Expression of Interest
ESPA	Ecosystem Services for Poverty Alleviation
ESRC	Economics and Social Research Council
EU	European Union
FAQ	Frequently asked questions
FEC	Full Economic Cost
FTE	Full time equivalent
GBP	Great British Pound
GEF	Global Environment Facility
GMT	Greenwich Mean Time
HEI	Higher Education Institution
IBPES	Intergovernmental Platform on Biodiversity and Ecosystem Services
IGBP	International Geosphere-Biosphere Programme
IHDP	International Human Dimensions Programme on Global Environmental Change
Je-S	Joint Electronic Submission
LWEC	Living with Environmental Change
MA	Millennium Assessment
NERC	Natural Environment Research Council
NGO	Non-governmental organisation
OECD	Organisation for Economic Co-operation and Development
PEB	Programme Executive Board
PDRA	post-Doctoral research Assistant
PI	Principal Investigator
RC	Research Council
RO	Research Organisation
ROD	Research Outputs Database
STEPS	Social, Technological and Environmental Pathways to Sustainability
TEEB	The Economics of Ecosystems and Biodiversity
TRAC	Transparent Approach to Costing
UN	United Nations
UTC	Coordinated Universal Time