

Summary of Requirements for Newton Fund Grant Proposals submitted via the [Joint electronic System \(Je-S\) System](#).

It is important to read the scheme specific guidance for more information of the below requirements to avoid the application being returned.

Document Type	Page lengths	Tick list for Research Organisation before submitting the application
Je-s proposal form – ALL named investigators need to be registered on Je-s		
Cover letter (optional)	2 pages	
Jointly prepared Case for Support	9 pages (including project Gantt chart, illustrations & references) + 1 page for methodology annex	
CVs for ALL investigators named on the grant	2 Pages	
Publications for ALL investigators named on the grant	1 Page	
Justification of resources using template provided	4 Pages	
Pathways to Impact	2 Pages	
Data Management Plan	3 Pages	
MICA form and Heads of Terms (if required)		
International budget proforma to be completed by Newton Country Principal Investigator		
Use of animal's overseas template https://www.nc3rs.org.uk/use-animals-overseas		
Gender Equality Statement	Half page A4	
Letters of support		
ODA compliance – see template provided	Up to 150 words	
From both the principal investigators research organisations demonstrating support for the proposed research project.	2 Pages	
Where there is recruitment of people as research participants and/or providing any biological material including human tissue.	2 Pages	

From any project partner where an in-kind payment is being contributed.	2 Pages	
From both Principal Investigators when animal research is proposed. (Must be signed by both Principal Investigators on the grant)	2 Pages	

Common reasons for returning applications to research offices:

- Attachments over permitted page length or and/incorrect font.
- Missing CV for researchers named on the grant
- Named researchers from both countries not registered on Je-s
- Letters of support for human tissue or recruitment not provided
- Letter of support (ethics) not signed by both Principal Investigators
- Publishing/open access costs requested on the UK side
- Project Gantt chart not provided within the Case for support
- Track changes on documents
- Insufficient animal use justification
- Use of animal's overseas template not completed
- ODA or Gender Equality Statement not provided
- Justification of Resources template not used
- Cost summary in the Justification of Resources template not matching the total MRC contribution costs on the Je-S form or the international costs pro-forma
- MICA Heads of Terms or MICA Form missing

Please note, we will be unable to re-open this call on Je-s if you fail to submit your application by the deadline of 5 September 2019 at 16:00 BST.