

Please note that section 16 of the guidance has been amended, as of 02/08/18.

UK-Japan Call for Proposals 2018
UKRI-JSPS Full stage application Guidance

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1. Introduction

Researchers will be responsible for developing their own collaborations. All projects will have a Principal Investigator (PI) based at a UK Research Organisation (RO) and a Principal Investigator based at a Japanese RO. **For administrative purposes, the Japanese applicant will need to be listed on JeS as a Co-I, but must be highlighted as the joint PI within the text.** Japanese and UK partners must work together to complete one joint application to be written in **English** and submitted by the UK lead Research Organisation to UKRI via the Joint electronic System (Je-S) <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

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

Please note that this funding opportunity is in conjunction with the Japan Society for the Promotion of Science (JSPS). As a funder, JSPS will participate in the decision making processes for this call and will therefore have access to the information contained within the application. UKRI is committed to protecting personal information and will ensure appropriate safeguards are in place to protect the information you supply ([see UKRI Privacy Notice](#)).

2. Overview of application and review process

1. Call opens in the Je-S system **on Tuesday, 10 July 2018**; please begin preparing your joint application in the system on this date.
2. We strongly encourage potential applicants to submit an intention to submit via [SmartSurvey](#) by **16:00 BST Tuesday, 24 July 2018**.
3. Joint applications from the UK and Japanese researchers must be received by **16:00 BST Tuesday, 14 August 2018**. All jointly prepared UKRI applications will be submitted to the Biological Sciences Research Council (BBSRC), the Medical Research Council (MRC) or the Natural Environment Research Council (NERC), according to the remit of the research proposal, via the Joint Electronic System (Je-S). The UK PI will submit the application on behalf of all collaborators.
4. Joint peer review process including UK and Japanese assessors will then take place.
5. Joint panel meetings of academic experts for UKRI and JSPS will take place during the **week commencing 3 December 2018**.

3. Eligibility Criteria and Requirements

3.1 Eligibility Criteria for the UK applicant

The UK Principal Investigator (PI) and Research Organisation (RO) must be eligible to apply according to the relevant Research Council's guidance. Applicants may submit one proposal to this call. Please identify the Council under whose remit the majority of the application falls and follow their guidance along with the UKRI terms and conditions which can be found at the following links:

[UK Research and Innovation \(UKRI\)](#)

[Biotechnology and Biological Sciences Research Council \(BBSRC\)](#)

[Medical Research Council \(MRC\)](#)

[Natural Environment Research Council \(NERC\)](#)

3.2 Eligibility criteria for the Japanese applicant

All Japanese applicants should be eligible to apply for a Grants-in-Aid for Scientific Research (KAKENHI) and their affiliated institution must judge them able to implement the project and to provide an appropriate research environment (e.g., laboratory, equipment, personnel). Applicants may submit one proposal for this call. For eligibility queries please contact bottom-up@jsps.go.jp.

3.3 Trilateral/multilateral partnerships

The initiative is aimed at developing UK-Japan research partnerships. However, the involvement of third countries will be considered by exception if deemed to contribute toward the achievement of scientific excellence. Third countries will not receive funding from UKRI or JSPS.

3.4 Industry/Business Engagement

The involvement of industry/business will be considered if justified in the case for support and it is made clear the partners have funding to support their involvement in the partnership. Please note that industry/business partners should be listed as project partners on the application. UKRI will not provide funding to the industrial partner. Please contact intcallenquiries@rcuk.ac.uk should you wish to include an industrial partner.

Please note that the eligibility of participants from Japanese industries is same as the one mentioned above in 3.2.

3.5 Collaboration Agreement

As the research projects will be carried out by multiple research organisations and project partners, the basis of collaboration between the organisations and project partners, including ownership of intellectual property (IP) generated during the project and rights to exploitation and costs of IP management is expected to be set out in a formal collaboration agreement between the research organisations involved. It is the responsibility of the research organisations to put such an agreement in place before the research begins. The terms of collaboration shall not conflict with UKRI or JSPS terms and conditions.

Arrangements for collaboration and/or exploitation must not prevent the future progression of academic research and the dissemination of research results in accordance with academic custom and practise and the requirements of the funding bodies. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

Details of key issues included in the Collaboration Agreement, for example management of IP, should be detailed in the case for support.

3.6 Intellectual Property

Ownership of intellectual property (IP) generated during the project and rights to exploitation, as well as any costs regarding management of IP, are expected to be agreed between the collaborating research organisations before the research begins. Details of this agreement should be included in the Collaboration Agreement (as above). Agreements must not conflict with the UKRI or JSPS terms and conditions. Any agreements in place between a research organisation and their respective funding organisation must be adhered to, including the sharing of IP costs or benefits. Any IP sharing agreements in place between a research organisation and their national funding body would be expected to apply only to the IP share of that research organisation.

3.7 Material Transfer Agreements

Collection and exchange of material may occur between collaborating institutions, as necessary, in strict compliance with the legislation in effect in both countries.

4. Funding Available

UKRI funding will be used to support the UK component of the partnership and JSPS funding will support the Japanese component.

Following normal UKRI rules, the below are eligible UK costs to be covered by UKRI at 80% fEC:

- Staff costs (including directly incurred and directly allocated posts).
- Other research costs (including consumables). Please note that no single items over £10,000 may be included.
- Travel and subsistence for exchange/mobility activities (including cost of workshops, meetings etc.).
- Estates and indirect costs.

Please note that studentships and equipment costing over £10,000 are **not** eligible for funding by UKRI.

The following are eligible costs for participants from Japan to be covered by JSPS:

- Small equipment and consumables.
- Travel expenses, such as transportation expenses, accommodation fees and a daily allowance for Japanese researchers.
- Personnel expenditure and remuneration, such as honoraria, compensation for the persons hired by the Japanese team including postdoctoral fellows, research assistants, technical assistants and temporary staff.
- Costs of PR activities to disseminate the research achievements.

For further details, please consult JSPS' website. https://www.jsps.go.jp/j-bottom/02_i_sinsei.html

5. Application Process

5.1 Intention to Submit

Please submit an intention to submit by **16:00 BST 24 July 2018**. Please follow the link to the [SmartSurvey page](#).

It is advised that you begin creating your project in the Je-S system as soon as possible. This will ensure that you have enough time for the proposal to go through your research office before final submission.

5.2 Japanese PIs' Registration

Japanese PIs are required to register their basic information via [JSPS online application system](#).

Japanese PIs are not required to submit their applications to JSPS, and are required to submit CVs of Japanese PI and Co-Is and financial forms through UKRI.

Registration for Japanese PIs via [JSPS online application system](#) will be open from 10 July and closes at 16:00 (Japan local time) 14 August.

5.3 Application deadline

The deadline for applications is **16:00 BST, Tuesday 14 August 2018**.

Applications to this UKRI-led call will be made through the Biotechnology and Biological Sciences Research Council (BBSRC), Medical Research Council (MRC) or the Natural Environment Research Council (NERC), who are hosting this call on behalf of UKRI and JSPS. All applications must be made through the UKRI Joint electronic-Submissions system (Je-S). The URL for the Je-S application system is: <https://je-s.rcuk.ac.uk/>

After submitting your intention to submit via SmartSurvey, changes can still be made to your full application (i.e. additional co-applicants can be added and strands of work can be amended). If you wish to amend key elements (e.g. principal investigator changes or changes to the main research topic), please contact UKRI: intcallenquiries@rcuk.ac.uk.

Proposals within the themes identified are welcomed from across the remits of UK Research and Innovation, although the proposal by majority should fall within the remit of BBSRC, MRC or NERC.

The application process is hosted by the MRC, BBSRC and NERC on behalf of UKRI and JSPS. After the application deadline UKRI will share the applications submitted with JSPS as part of the assessment process.

All applications must be submitted via the Je-S system. Proposals submitted by email will not be accepted for processing.

5.4 Submitting your full stage application

To submit your proposal the UK Research Organisation must be registered for Je-S and the applicants must hold Je-S accounts. **Overseas investigators should be registered early on in the**

process to avoid any issues within JeS. Further information and guidance is available on the [Je-S Help Pages](#). The applicant may wish to liaise with ROs to confirm any internal deadlines.

After all mandatory sections of your proposal have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are a **mandatory requirement to be completed for this specific call**.

The submit button will route your finalised proposal to the authorising facility within your research organisation. The Research Organisation's submission route usually includes both an approver (i.e. head of department) and submitter pool (i.e. Grants admin office). **Please allow sufficient time for completion of the research organisation's submission checks and authorisation.**

UKRI cannot accept responsibility for any delays which may result in applications being unable to be submitted. We strongly advise applicants to secure confirmation from their relevant administrator that the proposal has been successfully submitted to the relevant Council in good time before the call closes.

The Je-S System will not allow proposals to be submitted after 16:00 BST on 14 August 2018. When the Research Organisation submits the proposal to the Research Council you will receive an email confirming submission by the Research Organisation. The document status will also change to 'with council- in progress'.

6. Using the Joint electronic-Submission System (Je-S)

Please log in to your Je-S account via <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>, using the username and password you have chosen (if you do not have a Je-S account, or have forgotten your password, please see the guidance provided further below).

- Select '**Documents**' from left hand menu list from your Je-S account home page
- Select '**New Document**' from within the Functions/create section of your documents page

Creating your Je-S application:

Please note, the call, **UKRI-JSPS Research Partnerships Call 2018** can only be selected when the call opening date **10 July 2018**, has been reached.

This UKRI funding call closes at **16:00 BST, on 14 August 2018.**

- Select Council: **BBSRC, MRC or NERC (according to the remit of the research proposal)**
- Select Document Type: **Standard Proposal**
- Select Scheme: **RCUK Scheme**
- Select Call/Type/Mode according to the remit of the proposal:

1. UKRI-JSPS Research Partnerships Call 2018 (BBSRC)

2. UKRI-JSPS Research Partnerships Call 2018 (MRC)
3. UKRI-JSPS Research Partnerships Call 2018 (NERC)

- Select 'Create Document' option

New Je-S Users: In order to gain access to the Je-S System, please [create an Account](#). **It is important to register on Je-S at least two weeks before the deadline to include Co-Is.**

If you have a Je-S account but have forgotten your login details use the option on the login page: Retrieve.

Please telephone Je-S Helpdesk 01793 444164 should you require any assistance with the Je-S System.

It is the applicant's responsibility to ensure that the proposal is created and submitted against the correct call (and consequently correct scheme). **We will not accept proposals for processing that are not submitted using the above call route. If you are unsure which call to submit to please contact UKRI.**

7. Application attachments

Please note all attachments must be submitted in a minimum font type of Arial 11 point, with margins of at least 2cm.

It is important that applicants **only submit the supporting attachments specified in this document**. It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance; <https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm>

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

- Case for support, including details of the applicant's track record (8 sides of A4 page limit)
- Justification of resources for UK costs (2 sides of A4 page limit).
- Finance annex detailing Japanese costs (4 sides of A4 page limit)
- Pathways to impact (2 sides of A4 page limit)
- Data management plan (1 side of A4 page limit)
- CVs for both Japanese and UK Principal Investigators and Co-Investigators (2 sides of A4 page limit per CV, to include list of publications)
- Institutional letters of support for UK ROs (2 pages of A4 page limit)
- Project partner letters of support (2 pages of A4 page limit)

If your project involves human participation, use of animals or use of stem cells, please also include:

- [Human Participation letter](#) required if the Japanese partner or another third party (ANY organisation other than the host UK RO) is responsible for recruitment of people as research participants and/or providing human tissue ([2 sides of A4 max](#))
- Use of Animals letter (2 sides of A4 max)
- Use of Stem cells letter (2 sides of A4 max)

Important note: If you are unclear about whether you can include a specific attachment please contact intcallenquiries@rcuk.ac.uk for advice, as unrequested attachments can hinder the processing of your application. The Research Councils reserve the right to return or reject applications that include attachments not permitted on this call.

8. Joint Case for Support

This is the body of your research proposal; applicants must complete a case for support and attach it as a “Case for Support” attachment. The overall page length of 8 sides of A4 must not be exceeded and the text must be in a minimum font size of Arial, 11 point, with margins of at least 2cm.

Peer reviewers are advised to base their assessment solely on the information contained within the application and are instructed not to access external links. UKRI reserves the right to withdraw proposals that contain links to additional information which extends the Case for Support.

The Case for Support should provide a description of the proposed research and its content. Lists of references and illustrations should be included in the page limit and should not be submitted as additional documents or as an annex. Applicants must not include URLs to web resources in order to extend their Case for Support. The Case for Support should be clear, concise and free from technical jargon.

The Case for Support should include the following sections:

a) Background

- introduce the topic of research, its importance and explain its academic and wider context
- demonstrate a knowledge and understanding of past and current work in the subject area both in the UK and Japan.

b) Programme and methodology

- identify the overall aims of the project and the individual measurable objectives against which you would wish the outcome of the work to be assessed. This should refer to the objectives set out in the proposal form.
- detail the methodology to be used in pursuit of the research and justify this choice
- detail the research environment
- explain why the proposed project is of sufficient timeliness and novelty to warrant consideration for funding

- outline the research plans and deliverables, indicating the research to be undertaken and the milestones that can be used to measure its progress. The detail should be sufficient to indicate the programme of work for each member of the research team. A Gantt chart, or diagrammatic work plan may be included within the page limit.
 - explain how the project will be managed.
- c) Consideration of ethical, governance and IP issues around the project**
- Ethical issues arising from any involvement of people, animals, stem cells or personal data in the research proposal. Please give details of how any specific risks to human participants will be controlled, and of any new animal research UKRI would be supporting.
 - Ethical review and research governance arrangements that would apply to the work done.
- d) Track Record**
- provide a summary of the results and conclusions of your recent work in the scientific area which is covered by the research proposal. Include reference to both UKRI/JSPS funded and non UKR/JSPS funded work.
 - outline the specific expertise available for the research at the host organisation and that of any associated organisations.
 - Recommended page length for the track record is **one to two pages** within the overall eight page limit.
- e) References**
- References should appear in a list at the end of the Case for Support and be linked to relevant text by, for example, sequential numbering and superscript reference numbers embedded in the body of the document. The citation of preprints is acceptable.
 - Within the list of references, URL links to relevant publications or online resources are permissible on the condition that they do not extend the Case for Support.

A one-page annex may be included in addition to the case for support page limit providing further detail of the methodology and experimental design aspects of the proposal. This information must be provided as a clearly marked annex at the end of the main Case for Support entitled **'Methodology and experimental design annex'**. Please note that you are not required to duplicate information presented elsewhere in the application. **The use of this annex is strongly advised** where the proposal includes the use of animals, stem cells and/or human participants, or where the methodology/experimental design proposed is practically novel.

Please note, we also ask applicants to complete the 'Overseas Rodents Use' document where rodents are being used overseas. This document can be found on the UKRI-JSPS Joint call webpage and should not exceed 2 sides of A4. Please refer to the [additional questions on the use of rodents overseas](#) for more information.

9. UK Justification of Resources

A two page A4 statement using the template provided written in a minimum font size of Arial, 11 point, with margins of at least 2cm, justifying that the resources requested from UKRI are appropriate to undertake the research project.

You must complete one Justification of Resources (JoR) document; justifying UK costs only and attach it to your application under “Justification of Resources”. The JOR must contain a breakdown of the costs requested for this funding scheme taking into account the requirements outlined under the Funding Available section of this document.

The JOR should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form. Where you do not provide explanation for an item that requires justification, it may be cut from any grant made.

Please refer to the joint Research Council Je-S help text <https://je-s.rcuk.ac.uk/Handbook/index.htm#pages/JeSHelpdesk.htm> further guidance.

10. Finance annex detailing Japanese costs

Please complete the Japanese costs finance annex template. If you have queries about the finance annex please consult JSPS at bottom-up@jsps.go.jp.

This must be a maximum of 4 sides of A4 and submitted as a “Non-UK components” attachment

11. Pathways to Impact

While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for users to benefit from your research and thus for achieving economic and societal impact, are maximised.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the ‘Academic Beneficiaries’ section of the Je-S form and the ‘Case for Support’ as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature

Impact can take many forms, manifest at different stages in the research process and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards) and the long term.

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

This must be a maximum of 2 pages and submitted as a “Pathways to Impact” attachment.

12. Data Management plan

All applicants submitting a proposal MUST include a Data Management Plan as an attachment to their Je-S application.

Please describe how the transnational project will be managed with emphasis on communication strategies, data management and data sharing across the project and management of intellectual property. Any additional impacts to those outlined in the Pathways to Impact that benefit the UK and Japan should also be noted. Include interaction with private sector, policy makers and other relevant stakeholders.

This statement must clearly detail how you will comply with [the Research Councils’ Common Principles on Data Policy](#), including concise plans for data management and sharing as part of research grant proposal, or provide explicit reasons why data sharing is not possible or appropriate.

Data sharing plans may include details of:

- Data areas and data types - the volume, type and content of data that will be generated e.g. experimental measurements, records and images;
- Standards and metadata - the standards and methodologies that will be adopted for data collection and management and why these have been selected;
- Relationship to other data available in public repositories;
- Secondary use - further intended and/or foreseeable research uses for the completed dataset(s);
- Methods for data sharing - planned mechanisms for making these data available, e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate;
- Proprietary data - any restrictions on data sharing due to the need to protect proprietary or patentable data;
- Timeframes - timescales for public release of data;
- Format of the final dataset.
- Applicants may claim justifiable costs associated with data sharing activities, which should be captured in the application proforma and in Justification of Resources statement.

Please note that preliminary data and descriptions of the proposed work belong in the Case for Support and should not be included in the data sharing statement.

The data management plan must be a maximum of 1 side of A4 and should be submitted as a “data management plan” attachment.

In addition, if your project will produce environmental science NERC relevant data, then you must work with the relevant NERC Data Centre(s) to cost this as part of your proposal, and enter it as an 'Other Directly Incurred cost' <http://www.nerc.ac.uk/research/sites/data/>.

13. CVs and publications

A CV for each Principal Investigator and Co-investigator must be included, with a maximum of two sides of A4 per applicant. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications and a record of research funded by the Research Councils, JSPS and other bodies. Please note publication lists should be submitted within these two pages, not as a separate document.

14. Institutional letters of support

Please include letters of support for the following:

- From the UK institutions involved in the project.

These should be a maximum of two sides and submitted as a “Letter of Support” attachment.

15. Project partner letters of support

Please include letters of support for the following:

- Organisations entered on the Je-S form as ‘Project Partners’. A Project Partner is an organisation which contributes in cash or in kind to the project but which is not requesting any money.

These must be a maximum of two sides and uploaded as a “Project Partner Letter of Support”.

16. Human Participation

The Research Organisation is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the [Department of Health's Research Governance Framework for Health and Social Care](#). There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Guidance by the [MRC on the conduct of medical research](#) and by [ESRC on the conduct of social science research](#), provided on behalf of all Research Councils, must be observed. In particular, for research involving humans to take place overseas is that for research to be undertaken internationally, both local and UK ethical approval is required.

All research involving human participants must be undertaken in accordance with relevant policies and guidance and recorded on the Je-S form. Researchers should ensure equivalent up-to-date information relevant to ethical and legislative requirements in Japan is determined and addressed in any application. For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

Significant developments must be assessed as the research proceeds, especially those that affect safety and well-being, which should be reported to the appropriate authorities and to the Research Council. The Research Organisation must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

Where there is recruitment of people as research participants and/or providing human tissue, details should be included in the [Case for Support](#).

Applicants must comply with relevant MRC policies and guidance MRC Guidance for Applicants. In particular, applicants should be aware of the following guidance/requirements:

MRC current policy for research involving humans to take place overseas , is that for research to be undertaken internationally, both local and UK ethical approval is required.

For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

Where the partner or another third party (ANY organisation other than the UK RO) is responsible for recruitment of people as research participants and/or providing human tissue, a letter of support MUST be attached to the application. The letter should be titled 'Human participation' and include confirmation of the following:

- that the international partner has agreed to recruit the participants/provide tissue
- that what is being supplied is suitable for the research being undertaken
- that the quantity of tissue (where relevant) being supplied is suitable, but not excessive for achieving meaningful results.

The human participation letter must be an integral part of the application (as an attachment) and must focus on the proposal it accompanies. This attachment should be uploaded as a "Letter of support".

17. Animal Research

Applicants are expected to have developed their proposals in accordance with the cross funder guidance for the use of animals in research [Responsibility in the Use of Animals in Bioscience Research](#) and [NC3Rs Guidelines: Primate Accommodation, Care and Use](#).

Experiments using animals funded by the Research Councils must comply with the [Animals \(Scientific Procedures\) Act 1986 \(ASPA\), amended 2012](#) and any further embodiments, in:

- using the simplest possible, or least sentient, species of animal appropriate;
- ensuring that distress and pain are avoided wherever possible;
- employing an appropriate design and using the minimum number of animals consistent with ensuring that scientific objectives will be met.

Advice on opportunities and techniques for implementing these principles can be found on the NC3Rs website: www.nc3rs.org.uk

In particular, UK Institutions should be aware of the following aspect of the guidance relating to research or collaboration outside the UK:

When collaborating with other laboratories, or where animal facilities are provided by third parties, researchers and the local ethics committee in the UK should satisfy themselves that welfare standards consistent with the principles of UK legislation (e.g. the Animals (Scientific Procedures) Act 1986) and set out in this guidance, are applied and maintained. Where there are significant deviations, prior approval from the funding body should be sought and agreed.

International research should also be compliant with all relevant national and local regulatory systems in the host country where the research is to be conducted.” [Responsibility in the Use of Animals in Bioscience Research](#)

If your proposal involves animals **and** is conducted outside the UK, please provide a statement to indicate that you are abiding by UK standards whilst conducting experiments overseas. Refer to this document for details of the exact requirements. In addition if your proposal uses **rodents** abroad, then please **also** fill out the associated checklist for the use of rodents abroad. The written statement should be signed by both UK based and overseas PIs and attached as a letter of support to your proposal, and the checklist should be added separately to your proposal as a further letter of support.

The animal species section must be completed **irrespective of whether funding for the animals is requested as part of the proposal**.

Researchers must provide well justified information in their applications concerning the experimental design and its suitability to answering the research questions posed.

While UKRI recognises that there are ethical imperatives to reduce the number of animals used, it is also unethical to conduct a study that because of its limited size has inadequate statistical power to robustly answer a research question. Applicants should therefore provide adequate justification for their choice of design and numbers of animals and interventions. It is important that adequate information is given concerning methodological issues. Planned procedures to minimise experimental bias (for example, randomisation protocols, blinding) should be outlined or an explanation included as to why such procedures are not appropriate. Each experiment does not need to be described in detail, but sufficient information must be included that reviewers are readily able to understand the experimental plan. The scientific rationale for the experimental design should be explained in the Case for Support.

Researchers must provide a properly constructed justification of how the numbers of animals to be used were determined. In general it would be expected that professional statistical advice will be sought in putting this section together. In many instances this section will include statistical power calculations based on justifiable and explicit assumptions about the anticipated size of the experimental effects. If statistical power calculations are not given, applicants should provide a principled explanation of the choice of numbers. In general, explanations based solely in terms of 'usual practice' will not be considered adequate. An overview of the planned statistical analyses and their relation to the choice of sample size should be included. This attachment should be uploaded as a "Letter of support".

18. Use of Stem Cells

In addition to the standard BBSRC, MRC and UKRI terms and conditions, applicants undertaking research involving human stem cell lines must adhere to MRC supplementary terms and conditions for grants introduced in the context of stem cell research - [see MRC additional terms and conditions: section AC13](#).

This attachment should be uploaded as a "Letter of support".

19. NERC Facilities – Technical Assessment Form

Technical assessment forms must be provided for all facility costs requested for any NERC facilities. A full list of facilities can be found here - <https://nerc.ukri.org/research/sites/facilities/list/>.

Prior to submitting a proposal, applicants wishing to use any NERC facilities must contact the facility to seek agreement that they could provide the service required. You must obtain a 'Technical Assessment' form completed by the service provider, which should be attached in Je-S as an 'Other attachment'. The technical assessment is required to detail the outline discussions that have taken place with the research facility, to ensure the facility will be available to you at the required time. Please also confirm the start and end date of use of the facility, support requirements and a brief summary of the facilities use and importance of their use for the project. Please include any other information you consider relevant.

The costs for the service or facility must be included within the Directly Incurred Other Costs section of the standard proposal on Je-S, and counts towards the funding limits of the proposal.

20. Completing your Je-S Form

Please complete the full Je-S form. [The initial Je-S document instructions](#) page will give you general guidance on the navigation layout, specifically icon descriptions. The left hand column 'Document Menu' lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed). The details below are not an exhaustive step-by-step guidance and we recommend that you refer to the [Je-S help text](#) for additional information.

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

20.1 Project details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use "Your reference" to help distinguish easily between proposals in users' Current Documents lists. The reference is intended to be a unique identifier for the proposal and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- Enter 'Project Title' (maximum limit of 150 characters)
- For 'Proposal Call', select *UKRI-JSPS Research Partnerships Call 2018 followed by the relevant remit council in brackets*. Please note that the option will only be available once the call is live on 10 July 2018.
- Due to the funding restrictions of the JSPS budget, grants must start by **14 February 2019** at the very latest.
- Contrary to normal UKRI terms and conditions, the start of the grant may **not** be delayed by up to 3 months from the start date shown in the offer letter as is usually allowed. Grants may start on any directly incurred cost heading.

Please refer to <https://www.ukri.org/files/legacy/news/grant-fec-tcs-january-2018-v1-pdf/> for information on what the starting procedure entails; please ensure that you inform the relevant support staff in your organisation of this requirement to ensure the project starts on time.

20.2 Investigators

Enter the name of the Principal Investigator (PI) and any Co-Investigators (Co-Is).

Investigators may be from more than one Research Organisation but the UK PI must be from the Organisation that will administer the UK side of the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person

for Research Council correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

Please note that it is mandatory that you answer positively to the question ‘Post will outlast project?’ To clarify, there is an expectation that the PI’s post will be in place for the duration of the project.

For any submission through the UK Research Council online submission system, **ALL** named investigators (Principal Investigator and all Co- Investigators) must be registered users. For this initiative, that includes all named UK and Japanese investigators. Easy instructions to register are available here. For help with using Je-S please contact the Je-S helpdesk:

Email: JeSHelp@rcuk.ac.uk

Phone: +44 (0)1793 444164

Je-S website: <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

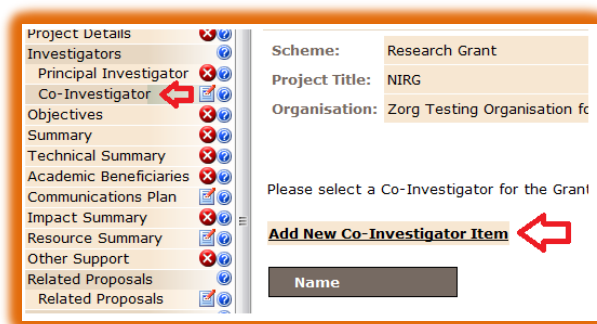
Please input the UK PI under the Principal Investigator and the Co-Investigators under Co-Investigator as normal, unlike with the Japanese Co-I’s you will also need to record all the costs, including the number of hours.

The Je-S form only allows there to be one Principal Investigator on a grant. Although in reality grants under this call there will be two PI’s: one from the UK and one from Japan. For the purposes of completing the Je-S form, please enter the UK PI on to the system as the PI. Please add the Japanese PI on to the Je-S form as a Co-Investigator, as well as any other UK or Japanese Co-Investigators.

Please add all Japanese Co-Investigators on to the form as below. **All Co-investigators should be registered well before the closing date to avoid any issues on JeS.**

From the document menu select Co-Investigator option.

Select Add New Co-Investigator Item



- Choose the Select option (Je-S Person Search pop-up window appears). Search for and select the Co-Investigator from the search results. **Please note:** Uncheck the tick box so you search for people outside of the lead organisation.

- b) Select Yes option
- c) Indicate the total number of hours the Japanese Co-Investigator will be working on the project. Please note; must be a minimum of 1.
- d) Cost Type (defaults to Directly Allocated), leave as DA.
- e) Indicate 1 as the salary rate. **Please note** if the Co-I wishes to indicate their annual salary then this should be **converted to sterling**.
- f) Contracted Hours per week E.G. if the Co-I's overseas institution contract is fulltime then they should indicate 100. If they have a part-time contract at their RO, please indicate the appropriate % depending on their actual contract.
- g) Number of hours charged should be 0 (zero).
- h) Select the calculate button (**cost estimate will be 0**). All the costs associated with the Japanese PI and Co-Is will be recorded on the Japanese Costings Annex.
- i) Select the 'Save' to save the information. Section should then validate (green tick instead of red circle with cross).

21. Resources

Within the Je-S form, please enter the costs to be incurred by the **UK Research Organisation(s) and NOT those to be incurred by the Japanese Research Organisation(s)**. All resources requested for the UK must be fully justified in the [Justification for Resources](#).

The value of the award shall not exceed £625,000 (at 100% fEC). UKRI will fund 80% of this cost (up to £500,000). Research organisations, in accepting an fEC grant, undertake to provide the remaining 20% from their own resources.

Each proposal may request up to 10 million JPY (approximately £67,000/year) for each of the three years of the project (a total of 30 million JPY) for each successful project from JSPS.

UKRI funding will be used to support the UK component of the partnership and JSPS funding will support the Japanese component.

UK Research Councils will pay the UK component of the award directly to the lead UK Organisation, which where necessary will be responsible for disbursing the funds to other UK Co-Investigators.

JSPS will pay the approved projects according to their regular procedure.

Publication costs are no longer awarded and should not form part of your application. This is in line with UKRI terms and conditions. These costs are available from your Research Organisation via the block grant they receive for Publication costs. **Please note:** Time allocation for **Japanese Co-Is** must be entered under 'Directly Allocated Staff' but the salary rate should be entered as zero.

21.1 Staff costs

If your project requires staff other than the team of investigators, their details should be entered here. 'Directly Allocated staff' are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g.

investigators). 'Directly Incurred staff' are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians).

21.2 Travel and Subsistence costs

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

21.3 Other directly incurred costs

Including specified consumables, consultancy fees and equipment costing less than £10,000, recruitment and advertising costs to be incurred by the UK Research Organisation.

21.4 Other directly allocated costs

Including support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

21.5 Estates and indirect costs

Estate and indirect costs are specific to each research organisation and do not require justification in your Justification of Resources. Please note that if your project will produce environmental science NERC-relevant data, then you must work with the relevant NERC Data Centre(s) to cost this as part of your proposal and enter it as an 'Other Directly Incurred Cost'. These costs should be flagged as an exception and will be awarded at 100% fEC. More information can be found [here](#).

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates. Your Research Office will be able to assist with this section.

21.6 Exception costs

Exceptional costs are not expected within this call. If applicants feel it is essential they should discuss any exceptional cost by emailing intcallenquiries@rcuk.ac.uk in the first instance, explaining the cost and why it is essential to the success of the proposal. Please note that only 80% of the fEC amount may be funded.

21.7 Facilities costs

If Research Council facilities (see Annex 1) are being used the requested costs should be included under 'Other Directly Incurred costs'. Any facilities should be named and the costs fully justified in the Justification of Resources. Although not compulsory, a technical assessment form may also be provided (attached as an "Other attachment" in JeS).

21.8 Project partners

If you have secured a commitment from another organisation or funding body (other than the country partner) to provide additional resources for this project, the details of that support should

be entered here. A Project Partner letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an attachment via this section. Please see section above on Project Partner Letter of Support.

21.9 Other support

Enter details of any support sought or received from any other source for this or other research in the same field in the past three years. Complete all fields for support either received or pending a decision. Contributions from project partners should not be entered here - they should be detailed in the project partners section.

21.10 Ethical Implications

Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

22.11 Approvals

All Research Organisations involved in the project are responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body within the UK and Japan. Approval to undertake the research must be granted before any work requiring approval begins. Please indicate all approvals sought, whether in the UK or Japan, if it is none of those listed below, please put the information into the other bodies section. Successful proposals may be expected to provide copies of these permissions before funding is released.

You must seek approval within the UK even if your research will take place in Japan. Please indicate the approvals you have sought/will seek within your application.

We do not require the approvals for making a funding decision but they must be in place before the project can start.

20.12 Proposal classifications

You should populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of the research areas covered in the application.

The Proposal classification area is a harmonised (and expanded) structure agreed with other Research Councils.

22. Assessment Process and Criteria

Once a proposal has been received by UKRI and JSPS, it will be considered according to eligibility and adherence to the call criteria by both funding agencies. Providing the criteria are satisfactorily met, the proposal will be sent to expert peer reviewers representing both JSPS and UKRI for comment. Applicants will be given the opportunity to respond to peer review comments.

Subsequently proposals will be considered by an independent expert JSPS-UKRI assessment panel which will make final recommendations for funding. Funding recommendations from the panel will be subject to approval by each of the national funding agencies. There will be one review process and a single decision on each proposal, however please note that proposals will only be funded if both funding agencies are in agreement. It is anticipated that final funding decisions will be communicated to applicants in January 2019 with successful projects commencing no later than **14 February 2019**.

Proposals will be assessed against the following criteria:

Assessment Criteria
Research excellence of the proposal
Relevance and fit to scope of the proposal to the call topics – including potential outputs and impact
Strength and appropriateness of proposed partnership and collaboration
Project management structure and resources, including value for money
The possibility of future sustainability of the project

23. Post Award

After the decision meeting in **December 2018** applicants will be informed of the outcomes.

28 June 2018	Call documentation made available online
10 July 2018	Call opens on JeS for submission of full applications
24 July 2018	Intention to submit deadline
14 August 2018	Call closes on JeS
August 2018 - October 2018	Peer Review
W/C 29 October	Principal Investigator Response
W/C 3 December 2018	Joint UKRI-JSPS panel meeting
January 2019	Successful projects announced
14 February 2019	All successful projects to start

*Please note that dates are subject to change by UKRI/JSPS.

24. Contact information

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

- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word 'Help' in the top right hand corner of each page)
- **Je-S helpdesk** (for all Je-S system enquiries)
jeshelp@rcuk.ac.uk or 01793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Thursday 08.30-17.00 UK time and Friday 08.30-16.40 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message.

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

For further information regarding the call please contact:

- Siân Summerton, International Policy Manager, UKRI
Email: intcallenquiries@rcuk.ac.uk
Telephone: 01793 444012
- Lauren Clarke, International Policy Manager, UKRI
Email: intcallenquiries@rcuk.ac.uk
Telephone: 01793 444265
- Atsuko Nakatsuka, Head of International Policy Planning Division, JSPS
Email: bottom-up@jsps.go.jp
Telephone: +81-(0)3-3263-1724/1918

24. Attachment Checklist

Attachment	Maximum page length	Mandatory/ optional	Extra guidance
Case for support	8 pages	Mandatory	See guidance above.
Pathways to impact	2 pages	Mandatory	
Data management plan	1 page	Mandatory	
UK Justification for Resources	2 pages	Mandatory	A template is provided.
Non-UK Components – JSPS Finance Annex	4 pages	Mandatory	A template is provided.
CVs	2 pages per CV (to include list of publications)	Mandatory	
Human participation letter	2 pages	As required.	See guidance above.
Animal participation letter	2 pages	As required.	See guidance above.
Stem Cell letter	2 pages	As required.	See guidance above.
Overseas Rodents Use	2 pages	As required. To be included as an Annex in the Case for Support.	See guidance above.
Project Partner Letters of Support	2 pages	As required	
Institutional Letters of Support	2 pages	Required for UK ROs.	
Equipment Quotes		Not relevant. Do not submit.	
Equipment Business case		As required.	Required for facilities.
Technical Assessment		Optional.	
List of publications		Separate document not required. Do not submit. Please include in CV.	



Work plan		Separate document not required. Do not submit.	Please include in Case for Support.
Head of department statement		Not required. Do not submit.	
NERC Facilities – Technical Assessment Form		As required.	
Proposal cover letter		Not required. Do not submit.	

25. Annex 1

List of facilities for which a quote is mandatory

NERC Airborne Research and Survey Facility (NARF)

ARCHER

Atmospheric Measurement Facility Argon Isotope Facility (AIF)

Chilbolton Facility for Atmospheric and Radio Research (CFARR)

Cosmogenic Isotope Analysis Facility (CIAF)

Culture Collection of Algae & Protozoa (CCAP)

Earlham Institute

EPSRC National Service for AC-STEM

EPSRC National Service for iii-v Technologies

EPSRC National Service for Solid State NMR

EPSRC National Service for X-ray Photoelectron Spectroscopy

EPSRC national Wave Testing Service

European Incoherent Scatter Radar Facility (EISCAT)

Facility for Airborne Atmospheric Measurements (FAAM)

Field Spectroscopy Facility Geophysical Equipment Facility (GEF)

Ion Beam Centre at University of Surrey

Ion Microprobe Facility (IMF)

Life Sciences Mass Spectrometry Facility

Mesosphere, Stratosphere And Troposphere Radar (MSTRF)

National Marine Facilities

National Wind Tunnel Facility

NERC Biomolecular Analysis Facility (NBAF)

NERC Earth Observation Data Acquisition and Analysis Service (NEODAAS)

NERC Isotope Geosciences Laboratory

NERC Radiocarbon Facility

NEXCS Research Data Facility (RDF)

Space Geodesy Facility