

Summary of Requirements for UK – Australia Built Environment and Prevention Research Scheme 2019 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	11 pages (including project Gantt chart, illustrations & references) + 1 page for optional (but recommended) methodology annex	
CVs for ALL investigators and named research staff on the application	2 pages	
Publications for ALL investigators and named research staff named on the application	1 page	
Justification of Resources using template provided	2 pages for UK justification, 2 Pages for Australian Justification.	
Pathways to Impact	2 pages	
Data Management Plan	3 pages	
MICA form and Heads of Terms (if required)		
Use of animal's overseas form(s) (if required) https://www.nc3rs.org.uk/use-animals-overseas		
UK SoECAT form if NHS costs are applied (See section 3.5 of the MRC Guidance for Applicants https://mrc.ukri.org/funding/guidance-for-applicants/resources/#3.5)		
Letters of support (if applicable)		
From the UK Research Organisation(s) demonstrating support for the proposed research project	2 pages each	
From the Australian Research Organisation(s) demonstrating	2 pages each	

support for the proposed research project		
From any project partner where an in-kind payment is being contributed	2 pages	
A human participation / human tissue letter signed by the UK PI and Australian CI (if applicable)	2 pages	
Use of Animals letter signed by both the UK PI and Australian CI (if applicable)	2 pages	
Use of Stem cells letter (if applicable)	2 pages	

Further information on all of the above documents is provided in the call-specific Guidance for Applicants document,

Common errors in applications:

- 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 animals overseas template not completed
- Ethics letters do not explain in which research takes places in which country
- Ethics letters do not explain which animals are used in which country
- Justification of Resources template not used
- Budget on Je-S form and does not match budget and items listed in Justification of Resources.
- MICA Heads of Terms or MICA Form missing (this form is required if Industry is involved in ANY country)