



Economic
and Social
Research Council

ESRC-FAPESP Lead Agency Agreement Je-S guidance for applicants

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Introduction

This is a guidance document created to assist applicants with the specific guidelines for this call. Applicants should read this document in conjunction with the [ESRC Research Grant Je-S guidance](#). The usual guidance for responsive mode applications applies, with the addition of the bullets below:

- Applicants need to approach FAPESP prior to submitting an application to confirm eligibility.
- A submission of the proposal by the São Paulo-based PI to FAPESP needs to be made via SAGe before the application to ESRC is made.
- Proposals approved for funding will be jointly approved by ESRC and FAPESP.
- Reviewer Comments and Feedback will be shared with FAPESP after panel meeting as well as with the UK applicants.
- Note the timeframe for getting a decision may be longer than stated in the research guidance.

The aim of this guidance is to provide information on the call and outline the requirements specific to your application including how to add FAPESP investigators to the proposal.

For further guidance including information on submitting applications to Je-S, eligible costings, and International Co-Investigators, please see [ESRC Research Grant Je-S guidance](#).

Scheme Summary

UK Research and Innovation (UKRI) and the State of São Paulo Research Foundation (FAPESP) have agreed a pioneering Memorandum of Understanding (MoU) to welcome, encourage and support applications that may cut across their national boundaries and involve international collaborative teams.

The UKRI-FAPESP Memorandum of Understanding underpins the 'Lead Agency Agreement', the goal of this agreement is to reduce some of the barriers researchers and funding agencies encounter when working internationally and to encourage collaborative research. Where the ESRC is involved, collaborative research proposals may be submitted in any area of the social sciences within the remit of both the ESRC and FAPESP. There is no deadline, and proposals will be accepted on an ongoing basis until expiry of the MoU on 31 December 2025.

In order for ESRC/FAPESP proposals submitted through the lead agency agreement to receive support from FAPESP, Brazilian partners must be based at eligible institutions, these

are higher education and research organisations, public or non-profit in the **State of São Paulo**.

Applicants should contact FAPESP to confirm their eligibility before submitting an application. For eligible applicants, FAPESP will provide a letter confirming eligibility which should be attached to the joint funding application submitted to FAPESP (SAGe) and ESRC (Je-S).

Please note that, in contrast to normal FAPESP procedure, resubmissions are not permitted (unless investigators are specifically invited to do so). ESRC recommends that this difference in procedure is clearly communicated with all São Paulo-based collaborators so that the best possible proposal can be submitted.

Sistema de Apoio a Gestão (SAGe)

Please note that a submission of the proposal by the São Paulo-based PI to FAPESP needs to be made via SAGe before the application to ESRC is made. The full proposal form should then be saved as a PDF and attached to the Je-S submission.

Both the submission to SAGe and the submission to Je-S should include a copy of the letter of eligibility from FAPESP.

If you have any questions or experience any difficulties with regards to the SAGe/FAPESP submission please contact ukri-agreement@fapesp.br.

Before creating your proposal

Research proposals may **only** be made on research councils' Joint Electronic Submission (JeS) forms.

Please note that this is an **open funding opportunity which operates to open deadlines**. Proposals may be submitted at any time via the ESRC Research Grants (Open Call) scheme until the termination of the UKRI-FAPESP agreement. The existing **Memorandum of Understanding expires at the end of 2025**. You should **allow sufficient time for completion of the research organisation submission process checks/authorisation**. You can view all Je-S registered organisations via the Je-S login page, to ascertain whether the proposed submitting organisation is registered.

We will receive and assess proposals on behalf of both organisations but FAPESP-nominated experts will be involved throughout. We aim for the assessment process to be completed within six months but due to the involvement of international reviewers this can sometimes take longer.

Creating your proposal

Log in to [Je-S](#).

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title **Research Grants (Open Call)** and select from the list created. The remaining three selection fields will be automatically populated.

Select the 'Create Document' button.

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.

Completing your proposal

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 recommended that you refer to the Je-S helptext for additional information.

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

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 ESRC-FAPESP lead agency proposals, the **project title must begin with the words ESRC-FAPESP**. In cases where a proposal is found during checks to involve researchers from the State of São Paulo and request money from FAPESP, but where the proposal title does not begin with ESRC-FAPESP, the proposal will be returned via Je-S Doc Sync with a request that this be changed in order for processing to continue.
 - For 'Proposal Call', select **Research Grants (Open Call)**.
 - Your grant can be up to a maximum of 60 months.

- Submission route – It is recommended that once this initial section is completed, check the submission path (via Document Actions tab) to see if the proposal has to be signed off by submitters and approvers, in which case please make sure they will be available to process the document on the day you intend to submit it to Council.
- Your start date should be at least eight months after your submission date to allow time for a decision to be made on your proposal.

Investigators

Enter the name of the principal investigator (PI) and any co-investigators (Co-Is) if applicable.

Investigators may be from more than one research organisation, but the PI must be from the organisation that will administer the UK-led (ESRC-funded) part of the grant. The PI will take intellectual leadership of the project and manage the research; this individual will be the contact person for ESRC correspondence. All named investigators are responsible for ensuring that successful proposals are undertaken and completed in the manner specified.

All São Paulo-based applicants for whom funds are being requested from FAPESP must be listed as international co-investigators in Je-S. Please see “International co investigators” section for more details.

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.

Third party data protection - Applicants must ensure that they have obtained the permission of any other person named on the proposal form (for example any Co-Investigators or Project Partners) for the provision of their personal information to UKRI and the processing of their data by UKRI for the purpose of assessing the application and management of any funding awarded.

International co-investigators

For proposals submitted under the ESRC – FAPESP Lead Agency Agreement, São Paulo-based applicants whose costs are being sought from FAPESP should be entered as international co-investigators. Any such individuals must be eligible for funding from FAPESP as their costs **will not** be covered by the ESRC.

In the Je-S form, **São Paulo co-investigator ‘time’ allocation must be entered under the standard Co-I section, but the salary rate must be entered as zero.** The Resource Summary section in the Je-S form should not contain any costs associated with the São Paulo team.

It is recommended that potential overseas-based co-investigators should contact the Je-S Helpdesk (jeshelp@je-s.ukri.org) if their organisation is not selectable as part of the Je-S person account registration process. These organisations will then be added to the Je-S database which will allow relevant selection as part of the required person account registration process (that co-applicants are obliged to initiate, via the login page).

In the SAGe form, all costs for São Paulo-based international co-investigators must be entered into the FAPESP budget as part of the SAGe proposal form. The SAGe proposal form (as a whole) should then be uploaded to the Je-S proposal as an additional attachment. All costs associated with FAPESP-funded researcher costs must be entered in the FAPESP budget table (which is included in the SAGe proposal form) and costs must be in accordance with FAPESP's normal funding rules for proposals.

International co-investigators based outside of São Paulo and not funded by FAPESP are eligible to receive costs from ESRC.

The normal guidelines for international co-investigators applies within this call. Please see the [ESRC Research Grant Je-S guidance](#) for more information on how to enter international co-investigators on Je-S and associated eligible costs.

For additional detailed guidance on ESRC's International Co-Investigators policy, including costing guidance, please see: <https://esrc.ukri.org/funding/guidance-for-applicants/inclusion-of-international-co-investigators-on-proposals/>

Resources

All resources requested must be fully justified in the 'Justification' attachment., with specific reference to shared UK and Brazilian costs. The he ESRC-FAPESP Lead Agency Agreement will provide up to 60 months with funding ranging from £350,000 to £1 million (100% fEC) for the UK-funded component of the proposal. If successful, ESRC will meet 80% of the eligible UK full economic costs on proposals submitted and the host institution is expected to support the remaining 20%. FAPESP will pay all Brazilian justified costs submitted through SAGe.

Project partners

This call allows for the inclusion of project partners. If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered here. A 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 (maximum of one side of A4 per document). **Please note a letter of support from FAPESP confirming the eligibility of the proposal by their standards should also be included as an attachment via this section.**

Attachments

It is important that applicants **only submit the supporting attachments specified in this document**. We reserve the right to reject applications that do not include the required attachments or include attachments not specified in this guidance. 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](#).

The required format for the below documents follows the guidance for the responsive mode calls. Please see the [ESRC Research Grant Je-S guidance](#) for information on mandatory page lengths.

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

- Case for support
- Justification of resources
- Data Management Plan (for grants planning to generate data)
- CVs for all named researchers – both UK and Brazil based

The UK-based PI should submit the following documents as attachments with their Je-S application:

- FAPESP Proposal Form
This should be exactly the same as submitted to FAPESP via SAGe – once the SAGe form is complete, please save as a pdf. As the FAPESP proposal form includes the FAPESP consolidated budget, applicants are not required to include São Paulo-based researcher costs within the Je-S form/UK budget table.
- Letter of support from FAPESP confirming eligibility for FAPESP funding.
- Further documentation may be required by FAPESP, to be supplied by the São Paulo based PI in order to complete the analysis of the proposal.

The FAPESP proposal form and FAPESP letter of eligibility should be provided to the UK based PI by the São Paulo-based PI.

Applicants should contact FAPESP to confirm their eligibility before submitting an application through Je-S.

Reviewers (academic and user)

Nominate two academic and two non-academic/user reviewers. These people must not be from the same research organisation as any of the investigators on the project, and should not represent potential conflicts of interest. Agreement should be sought from nominated reviewers before their details are submitted. We may contact one of each ‘type’ of reviewer to assist in the peer review of your proposal. We encourage the inclusion of a Brazilian reviewer.

Proposals will not be disadvantaged by the absence of nominated reviewers.

For additional information please see:

- ESRC Research Funding Guide <https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>
- ESRC guidance on ‘How to write a good research grant proposal’ <https://esrc.ukri.org/funding/guidance-for-applicants/how-to-write-a-good-researchgrant-proposal/>

- **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@je-s.ukri.org or +44 (0)1793 444164

Important note: If you are unclear about whether you can include a specific attachment in your Je-S application please contact international@esrc.ukri.org for advice, as unrequested attachments can hinder the processing of your application. ESRC reserves the right to return or reject applications that include attachments not permitted on this call.