



UK-Thailand STFC-NARIT

Capacity Building in Software & Hardware Infrastructure and Data handling through Astronomy

Guidance on submitting a proposal

1. Submission

Your proposal must be submitted by **4pm on 16th November 2017**. Due to the tight funding restrictions of the Newton Fund it is imperative you work with your Research Organisation to get your grant started on time.

2. Guidance on resubmitting to the STFC Je-S form

Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

Documents screen: Select 'New Document'

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

Select the Create Document button.

1. Log in to your Je-S account.
2. From the left hand menu, select **Documents**.
3. Under functions on the Main Menu, select Create **New Document**.
4. In the Add New Document screen:
 - a. Select Council **Science and Technology Facilities Council**
 - b. Select document type **Standard Proposal**
 - c. Select scheme **Newton Fund**
 - d. Select Call **STFC-Thailand 2017**
 - e. Select Create **Document**
5. Please prefix the title of your application with **Newton STFC-NARIT**

The call is being hosted by STFC through Je-S. You do not need to submit a separate application to NARIT. After the application deadline STFC will share the applications submitted with NARIT.

Please ensure that you allow time for any internal authorisation processes in the UK and Thailand ahead of the submission deadline.

STFC Funding extends from 1 January 2018 to 31 March 2020 and all successful projects must be completed by this date.

3. Application Attachments

It is recommended that attachments are uploaded in PDF format to ensure that unsupported font type issues do not cause problems.

The follow attachments are mandatory:

1. Case for support – please complete the template
2. Justification of Resources (including Thailand costs information – please complete the template)
3. Pathways to Impact
4. Data Management Plan
5. CVs and publications (three A4 pages maximum for each UK and Thai investigator)
6. Letters of support from host organisations (two A4 pages maximum)

Optional:

7. Proposal cover letter (two A4 pages maximum)

4. Joint Case for Support (please complete the template)

This is the body of the research proposal; applicants must complete the Case for Support template and attach is as a “Case for Support” document.

5. Justification of Resources (please complete the template)

Please complete the template, justifying both UK and Thai costs and providing a more detailed breakdown of the Thai costs. The Justification of Resources must contain a breakdown and explanation of the costs requested by each partner, taking into account the nature and complexity of the activities proposed.

6. CVs and Publications (maximum of three sides of A4 per applicant)

A CV for each Principal Investigator and Co-investigator should be included. This should include contact details, qualifications, academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the UK and Thai funding bodies. This should not exceed three A4 pages. It is expected you would use two pages for the CV and one page for publications.

7. Letter of Support (maximum of two sides of A4 per applicant)

Please include letter of support for the following:

- From the partner country institutions involved in the project
- Any 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.)

8. Cover Letter (maximum of two sides of A4) Optional

You may include a cover letter.

9. Eligible costs

UK applicants should refer to the STFC Research Grants Handbook for more detail on eligible costs. The STFC funding element will not cover the cost of individual items of equipment costing more than £10,000 (including VAT). In general eligible UK costs for this programme include Directly Incurred costs (staff, travel and subsistence, other costs, Directly Allocated (investigators, estates and other directly allocated, e.g. administrative support staff where fully justified) and Indirect costs. Studentships (e.g. fees and stipends) are not eligible for funding but costs of training and/or exchange visits for students are eligible. The STFC element of the funding must be spent in the UK and can be used, for example, to cover the costs of UK investigators' time, bursaries for Thai researchers visiting the UK (to cover the costs of accommodation and other living expenses) and costs of travel to Thailand.

Thai applicants should consult NARIT for guidance on funding.

10. Completing the Je-S form

10.1 Investigators

Investigators may be from more than one Research Organisation both in the UK and Thailand but the UK Principal Investigator must be from the Organisation that will administer the UK side of the grant. Thai and UK investigators need to be registered on the Je-S system. Instructions for registering with Je-S are available [here](#).

With the exception of the UK PI, please input UK and Thai investigators as co-investigators. The number of hours being applied for by UK researchers should be recorded on Je-S. The number of hours for Thai researchers should be recorded as zero in Je-S and entered into the separate Justification of Resources template, which is then uploaded as an attachment.

If a Thai co-investigator wishes to indicate their annual salary in Je-S this should be converted to sterling.

10.2 Resources

All resources requested for both Thailand and the UK must be fully justified in the Justification of Resources template.

Within the Je-S form, enter the costs to be incurred by the UK Research Organisation and NOT those to be incurred by the Thailand Research Organisation. Research grants under RCUK are costs on the basis of full economic costs (fEC). If a grant is awarded, STFC will provide funding on the basis on 80% of fEC. The UK research organisation must agree to find the balance of fEC for the project from other resources.

Thailand resource costs should not be included on the Je-S form but included in the Justification of Resources template.

STFC will pay the UK component of the award directly to the lead UK Research Organisation which, where necessary, will be responsible for disbursing the funds to other UK co-investigators. NARIT will pay the approved Thai costs according to their normal procedure.

Under the Newton fund we cannot accept costs for capital i.e. equipment costing over £10,000 on the UK side.

10.3 Project Partners

If you have secured a commitment from another organisation or funding body (other than the Thai partner) to provide additional resources for the 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.

10.4 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 last three years.

10.5 Human Participation and Animal Research

We envisage that projects funded under this call will not involve human participants or animal research. All proposals that plan to involved the use of humans or animals need to contact STFC before submission.

11. Assessment Process and Criteria

Following submission, assessment will be undertaken by NARIT and STFC. To be funded, proposals must be of a standard equivalent to that normally expected to be supported by each funding organisation.

Key assessment criteria for the submissions will be:

- Research merit of the proposal
- Relevance of the proposal to the strategic objectives of the Newton Fund – including potential benefits and impact
- Strength and appropriateness of proposed partnership and collaboration
- Project management structure and resources, including value for money

Applications will be assessed by an expert panel consisting of experts from both Thailand and the UK.

12. Equal Opportunities

STFC are committed to a policy of equal opportunities for our applicants for funding. No eligible applicant should receive less favourable treatment on the grounds of disability, sex or gender re-assignment, marital status, sexual orientation, pregnancy, race, colour, nationality, ethnic or national origin, religion or belief, or contractual and work roles.

If anybody has any concerns regarding our equal opportunities policies or any other aspect of the sandpit application process then please contact us to voice these issues. We constantly strive for absolute equality within our organisation, and we make every attempt to make the sandpits available to as many people as possible.

13. Contact Information

For all queries relating to Je-S please contact the Je-S helpline: jeshelp@rcuk.ac.uk or 01793 444164. Helpdesk staff can be contacted Monday to Friday 09.00-17.00 UK time (excluding bank holidays and other holidays). For 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 non-Je-S enquiries please contact Stephen Loader, 21st Century Challenges Programme Manager, stephen.loader@stfc.ac.uk, telephone 01793 442111 or Richard Traini, Grants Manager, richard.traini@stfc.ac.uk telephone 01793 442162.