# Help-Sheet and FAQ

**Completing your Je-S Application for the *Towards a National Collection* Discovery Projects call.**

**Please Note:** The Arts and Humanities Research Council (AHRC) is not responsible for the maintenance or operation of the Joint Electronic Submissions (Je-S) system. If you are encountering any technical issues or have any detailed questions you can get in touch with them via the Je-S Helpdesk. Detailed guidance on completing the form can also be found in the Je-S Handbook.

## Frequently Asked Questions.

**What is the upper limit for proposals? Does the £2.9 million figure represent 100% or 80% of the full economic cost?**

*The maximum total payable by AHRC (the maximum 'funding envelope') is £14.5m for all of the Discovery Projects taken together. The indicative limit for each project is £2.9m where £2.9m represents 80% of the project's full economic cost (fEC). Applicants may submit proposals for less than the indicative limit where this is appropriate to the research proposed. As £2.9m represents 80% of the overall fEC, the total economic cost of any project (the 100% figure) could be up to £3.625m.*

***Please note:*** *Following a budget review, partly in response to the addition of the Urgency Call, the total funding envelope for the Discovery Projects has been reduced from £15m to £14.5m. The indicative limit for each project has been reduced to £2.9m. The aim to fund up to five projects remains unchanged.*

***Where, in the proposal form, should I include our 'Collaborating Organisations'?***

*The involvement of Collaborating Organisations should be detailed under the Partnerships and Collaboration section of the Case for Support (and other headings, if appropriate), and their costs should be included in the summary of resources on Je-S, and fully justified in the Justification of Resources attachment. They do not need to be included anywhere else on the form and should **not** be included under the 'Project Partners' section.*

***Under which cost headings should the costs of 'Collaborating Organisations' be included?***

*All costs for 'Collaborating Organisations' should be included under the Directly Incurred (DI) cost heading. This is even the case for arrangements where those staff costs would normally fall under DA (i.e. where the time of existing staff is being partially bought out by the grant).*

***Who do I need letters of support from?***

*You need a letter of support from every institution that is acting either as a 'Project Partner' or a 'Collaborating Organisation.' You do not need letters of support from institutions that are providing PIs or Co-Is.*

***Can I upload additional supporting attachments, if appropriate?***

*No. You may only include those attachments that are specified in the call document.*

***How do I ensure a completed application reaches AHRC?***

*Application submission is a two-stage process, and **both** steps need to be completed prior to the call deadline:*

1. *The PI submits the application to the institution's submitter pool.*
2. *The institution's designated submitter (as assigned within Je-S) submits the application to the AHRC.*

***The Je-S form requires a Project Summary and Objectives, can I repeat what has been written in the case for support?***

*Yes, you can use the same material to fill in these sections that you have written in your Case for Support. However, please bear in mind that the summary you write here would become publicly available on the Gateway to Research site if your project is funded, and so it should be written in a style and manner that is accessible to non-specialist readers.*

***Can a proposal have multiple Principal Investigators (PIs)?***

*No. Although other research councils do allow proposals to be submitted with multiple PIs, you can only designate a single PI on AHRC grants. Please note, this is a requirement of the Je-S form.*

***What should I set for the start date?***

*You can set the start date for the project at any time between 1$^{st}$ October 2021 and 1$^{st}$ December 2021. Please note, your proposed project may **not** begin later than 1$^{st}$ December 2021.*

***What should I set for the duration of the project?***

*Discovery projects may be up to 36 months in duration, so you can set a duration of up to 36 months.*