

## Case for Support and Attachments - AHRC Specific Requirements

Proposals containing attachments exceeding the stated limits, or not adhering to the specified format, will not be considered.

Attachments should be in an Arial or other standard san-serif type font no smaller than size 11. Individual attachments are restricted to 10MB for Case for support and 5MB for other types of attachments. Please see [here](#) for cross council guidance on attachments.

Unless otherwise specified in the call guidance document the following rules apply for attachments. Please refer to the AHRC website here for call specific guidance: <https://ahrc.ukri.org/funding/research/researchfundingguide/>

### Case for Support

Requirements for the Case for Support vary according to the type of proposal being submitted. Applicants should refer to Section 4 of the AHRC Research Funding Guide <http://www.ahrc.ac.uk/funding/research/> for scheme-specific guidance on the format and content of the Case for Support for responsive mode schemes. The page limits for each scheme are:

Scheme	Case for Support page limit
Research Grants (Standard and Early Career Routes)	7 sides of A4
Follow-on Funding for Impact and Engagement	7 sides of A4
Research Networking	4 sides of A4

### AHRC-FAPESP MoU Research Grants

The Case for Support should be written in English and should outline all elements of the project. At the end of the Case for Support a statement from the applicants is required to indicate that consent is given for the joint processing of the application by AHRC and FAPESP. This should be under the title heading 'Consent to Joint Processing'.

### Summary curricula vitae

Summary CVs for each Principal Investigator/Applicant and any Co-investigators, named postdoctoral researchers or named project students should be attached as separate documents.

Each CV should be **no more than two sides of A4** and in a font no smaller than size 11, and should include basic information about education, employment history, and academic responsibilities.

### List of Publications

Summary publication/research output lists for each Principal Investigator/Applicant and any Co-Investigators or named postdoctoral researchers should be attached as separate documents.

Each list of publication should cover the publications/outputs that are most relevant to this research proposal and should be **no more than one side of A4** and in a font no smaller than size 11. Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal.

### Justification of Resources

For AHRC-FAPESP MoU Research Grants the Justification of Resources should provide justification of all resources that are requested. Please note that for applications submitted **under the FAPESP agreement only**, the justification of resources should be no more than **3 sides of A4** in a font no smaller than size 11.

For NSF/SBE MoU Research Grants the Justification of Resources should provide justification of all resources that are requested. Please note that for applications submitted **under the NSF/SBE agreement only**, the justification of resources should be no more than **3 sides of A4** in a font no smaller than size 11.

The Research Councils have standard guidance notes for the completion of the Justification of Resources attachment in Je-S. Details are available [here](#).

### Letter of Support - Project Partners

This letter should be added within the Project Partners section, not within the Attachments section. Having added the details of the organisation select 'Save' which will then provide a link for uploading the letter.

If your project involves one or more Project Partners, a signed and dated letter of support must be attached from each Project Partner. The letter should be written when the proposal is being prepared and targeted specifically to the project being supported. Please refer to Section 2 of the AHRC funding guide for the AHRC definition of 'Project Partner' and guidance on what should be included in the letter of support.

For AHRC-FAPESP MoU Research Grants the UK applicant will need to attach a Letter of Support from the Brazilian Institution agreeing to the Brazilian Partner's involvement. The document should be attached to the application using the attachment type: Project Partner Letter of Support.

### Data Management Plan

The Data Management Plan (DMP) should outline the project's approach to managing data. It is mandatory to include for all Research, Development and Engagement Fellowship Grants, Research Grants and Follow on Funding applications but is not required for Research Networking. A brief outline of the requirements is below, you should though refer to Section 4 of the AHRC Research Funding Guide for the complete guidance. The DMP should address these key points -

1. Briefly introduce the types of data
2. Detail the proposed methodologies
3. How the data will be stored in the short term
4. How the data will be stored in the long term
5. How the data will be shared
6. Ethical and legal considerations

### Visual Evidence

Applications may include **no more than two sides of A4** of non-textual, visual evidence in support of the proposal to illustrate the proposed aims and objectives and/or research methods. It is not permitted to include this material to supplement or replace your **curriculum vitae or publications list** or to illustrate previous work in any way. It is also **not** permitted to include workplans or Gantt charts as visual evidence, instead they should be uploaded using attachment type Workplan, see guidance below.

## **Workplan**

If you wish to include a workplan or Gantt chart it should be uploaded using the Workplan attachment type. It should outline your timetable for the project and to indicate the work to be undertaken in each month of the award. The document must not exceed **one side of A4**.

## **Letter of Support - Contractual Status**

Where the contractual status of any researcher named in the proposal changes during the grant period or where the contractual arrangements require detailed explanation in order to assure the Council of the researcher's eligibility or their costing on the grant, research organisations are encouraged to submit an explanation at the point of application. This should be attached using the Letter of Support attachment type within the Attachments section of the form.

## **Equipment**

### **Quotes and Business Case**

Equipment Quotations and the equipment Business Case are uploaded within the equipment item section, not within the attachments section.

### **Non-UK Components - Research Grants (Standard) only**

Applications under the AHRC FAPESP MoU must include the Brazilian breakdown of costs as an attachment to the application using the attachment type Non-UK Components. The FAPESP Consolidated Budget Form should be used for this and is available for download from our website <http://www.ahrc.ac.uk/funding/opportunities/current/saopauloresearchfoundation/>

Applicants must also attach a summary of the proposal for FAPESP purposes. This should be attached to the application using attachment type Non-UK Components. The FAPESP Proposal Summary Form should be used for this and is available for download from our website <http://www.ahrc.ac.uk/funding/opportunities/current/saopauloresearchfoundation/>

Applications under the NSF/SBE MoU must include the US breakdown of costs as an attachment to the application using the attachment type Non-UK Components. The NSF Consolidated Budget Form should be used for this and is available for download: <http://www.ahrc.ac.uk/funding/opportunities/current/rcuknsftwowayleadagency/>

## **Other**

This attachment type should not be used unless it is expressly requested in the scheme or call guidance document.