

## Contents

How to apply.....	2
Summary.....	4
Core team .....	5
TFS grant request questions .....	5
Contact details .....	8
Get help with your application.....	8
Contact details.....	8

## How to apply

We are running this funding opportunity on the new UK Research and Innovation (UKRI) Funding Service so please ensure that your organisation is registered. You cannot apply on the Joint Electronic Submissions (Je-S) system.

The **UK project lead** is responsible for completing the application process on the Funding Service, but we expect all team members and project partners to contribute to the application.

Only the lead research organisation can submit an application to UKRI.

1. Confirm you are the project lead Sign in or create a Funding Service account. To create an account, select your organisation, verify your email address, and set a password. If your organisation is not listed, email [support@funding-service.ukri.org](mailto:support@funding-service.ukri.org)

Please allow at least 10 working days for your organisation to be added to the Funding Service. We strongly suggest that if you are asking UKRI to add your organisation to the Funding Service to enable you to apply to this opportunity, you also create an organisation Administration Account. This will be needed to allow the acceptance and management of any grant that might be offered to you.

2. Answer questions directly in the text boxes. You can save your answers and come back to complete them or work offline and return to copy and paste your answers. If we need you to upload a document, follow the upload instructions in the Funding Service. All questions and assessment criteria are listed in the How to apply section on this Funding finder page.
3. Allow enough time to check your application in 'read-only' view before sending to your research office.
4. Send the completed application to your research office for checking. They will return it to you if it needs editing.
5. Your research office will submit the completed and checked application to UKRI.

For more guidance on the Funding Service, see:

[how applicants use the Funding Service](#)

- [how research offices use the Funding Service](#)
- [how reviewers use the Funding Service](#)

## Generative artificial intelligence (AI)

Use of generative AI tools to prepare funding applications is permitted, however, caution should be applied.

For more information see our policy on the [use of generative AI in application and assessment](#).

### **Deadline**

**AHRC must receive your application by 2/10/25 4:00pm UK time**

You will not be able to apply after this time.

Make sure you are aware of and follow any internal institutional deadlines.

Following the submission of your application to the funding opportunity, your application cannot be changed, and applications will not be returned for amendment.

If your application does not follow the guidance, it may be rejected.

### **Personal data**

#### **Processing personal data**

AHRC, as part of UKRI, will need to collect some personal information to manage your Funding Service account and the registration of your funding applications.

We will handle personal data in line with UK data protection legislation and manage it securely. For more information, including how to exercise your rights, read our [privacy notice](#).

AHRC as part of UKRI, may need to share the application and any personal information that it contains with DFG.

#### **Sensitive information**

If you or a core team member need to tell us something you wish to remain confidential, email International Partnerships and Engagement Team - AHRC UKRI [international@ahrc.ukri.org](mailto:international@ahrc.ukri.org)

Include in the subject line: AHRC: DFG research grants round seven (2024 to 2025); sensitive information; *your Funding Service application number*.

Typical examples of confidential information include:

individual is unavailable until a certain date (for example due to parental leave)

- declaration of interest
- additional information about eligibility to apply that would not be appropriately shared in the 'Applicant and team capability' section

- conflict of interest for UKRI to consider in reviewer or panel participant selection
- the application is an invited resubmission

For information about how UKRI handles personal data, read [UKRI's privacy notice](#).

### **Publication of outcomes**

AHRC as part of UKRI, will publish the outcomes of this funding opportunity at [What AHRC has funded – UKRI](#).

If your application is successful, we will publish some personal information on the [UKRI Gateway to Research](#).

## **Summary**

Word limit: 550

In plain English, provide a summary.

We usually make this summary publicly available on external-facing websites, therefore do not include any confidential or sensitive information. Make it suitable for a variety of readers, for example:

- opinion-formers
- policymakers
- the public
- the wider research community

### **Guidance for writing a summary**

Clearly describe your proposed work in terms of:

- context
- the challenge the project addresses
- aims and objectives
- potential applications and benefits

## Core team

List the key members of your team and assign them roles from the following:

- project lead (PL)
- project co-lead (UK) (PcL)
- project co-lead (international) (PcL (I))
- specialist
- professional enabling staff
- research and innovation associate
- technician

Only list UK project lead as main project lead

The German PL should be added to the core team as project co-lead (international) (PcL (I)) The core team should remain otherwise unchanged from the original application.

Find out more about [UKRI's core team roles in funding applications](#).

## TFS grant request questions

### Resources and cost justification

Word limit 0

Please input the just the UK costs that you submitted on the UK finance form when submitting your original application through the DFG 'elan' system.  
We don't require textual justification of the costs.

## **Project partners**

Add details about any project partners' contributions. If there are no project partners, you can indicate this on the Funding Service.

A project partner is a collaborating organisation who will have an integral role in the proposed research. This may include direct contributions for example cash, donated equipment and resources, or staff seconded to the project, or indirect and in-kind contributions for example use of project partner's equipment, datasets, or facilities. Project partners may be in industry, academia, third sector or government organisations in the UK or overseas, including partners based in the EU.

Add the following project partner details:

- the organisation name and address (searchable via a drop-down list or enter the organisation's details manually, as applicable)
- the project partner contact name and email address
- the type of contribution (direct or indirect) and its monetary value

If a detail is entered incorrectly and you have saved the entry, remove the specific project partner record and re-add it with the correct information.

For audit purposes, UKRI requires formal collaboration agreements to be put in place if an award is made.

## **Elan application**

Please upload the integrated proposal that you submitted to the DFG 'elan' system when submitting your original application.

For the file name, use the unique Funding Service number the system gives you when you create an application, followed by the words 'Elan application'.

Save this document as a single PDF file, no bigger than 8MB. Unless specifically requested, please do not include any sensitive personal data within the attachment.

If the attachment does not meet these requirements, the application will be rejected.

The Funding Service will provide document upload details when you apply.

## **Discipline Classification – primary**

Word limit: 5

Please provide the primary research area of your proposal.

What the assessors are looking for in your response

You must select only one of these research disciplines.

This information will be used for the purposes of processing your proposal and in the selection of appropriate assessors.

- archaeology
- area studies
- classics
- cultural and museum studies
- dance
- design
- development studies
- drama and theatre studies
- education
- history
- human geography
- information and communication technologies
- languages and literature
- law and legal studies
- library and information studies
- linguistics
- media
- music
- philosophy
- political science and international studies
- social anthropology
- theology, divinity and religion
- visual arts

## Contact details

### Get help with your application

If you have a question and the answers aren't provided on this page

The helpdesk is committed to helping users of the UK Research and Innovation (UKRI) Funding Service as effectively and as quickly as possible. In order to manage cases at peak volume times, the helpdesk will triage and prioritise those queries with an imminent opportunity deadline or a technical issue. Enquiries raised where information is available on the Funding finder opportunity page and should be understood early in the application process (for example, regarding eligibility, content or remit of a funding opportunity) will not constitute a priority case and will be addressed as soon as possible.

### Contact details

For help and advice on costings and writing your application please contact your research office in the first instance, allowing sufficient time for your organisation's submission process.

For questions related to this specific funding opportunity please contact [international@ahrc.ukri.org](mailto:international@ahrc.ukri.org).

Any queries regarding the system or the submission of applications through the Funding Service should be directed to the helpdesk.

Email: [support@funding-service.ukri.org](mailto:support@funding-service.ukri.org)

Phone: 01793 547490

Our phone lines are open:

- Monday to Thursday 8:30am to 5:00pm
- Friday 8:30am to 4:30pm

To help us process queries more efficiently, we request that users highlight the council and opportunity name in the subject title of their email query, include the application reference number, and refrain from contacting more than one mailbox at a time.

For further information on submitting an application read [How applicants use the Funding Service](#).