

EU- India Platform for the Social Sciences and Humanities Call for collaborative research

Sustainability, equity, wellbeing and cultural connections

Je-S guidance for applicants

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Introduction

This is a guidance document created to assist applicants in the completion of their joint EU-India proposal. It is specific to this call and should be used in conjunction with the following information:

- **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)

Important: Where information and guidance issued in this document differs from the general guidance offered in these sources; you should adhere to the guidance in this document.

- **Je-S helpdesk** (for all Je-S system enquiries)
jeshelp@rcuk.ac.uk or +44 (0) 1793 444164

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9.00-17.00 UK time (excluding bank holidays and other holidays). 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.

- **Scheme-specific guidance – call specification**

For further information contact:

- Tim Pank
Email: equipcall@esrc.ac.uk
Telephone: +44 (0) 1793 413174

Joint Electronic Submissions (Je-S)

All proposals under this call must be completed and submitted through the Research Councils’ Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

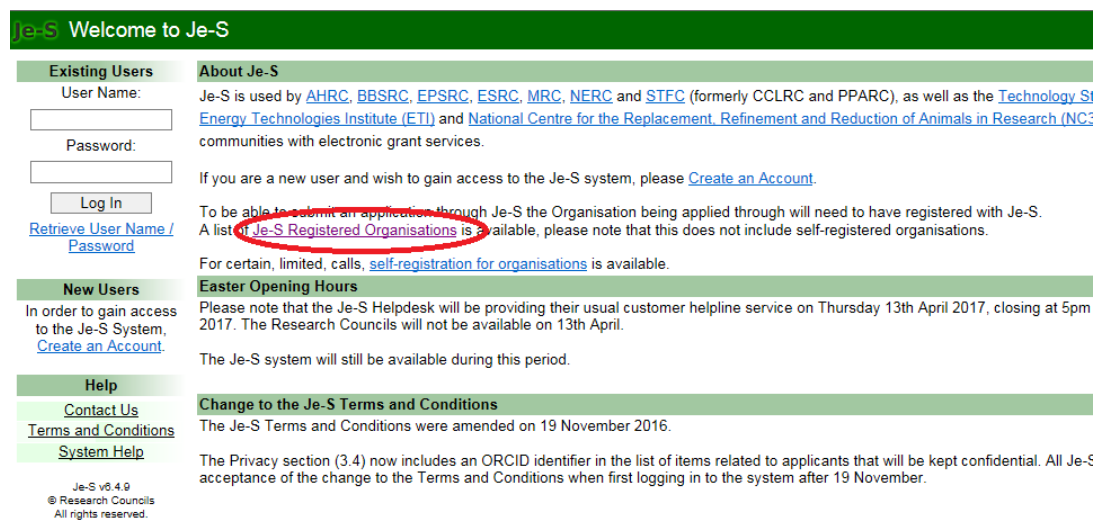
There are three possible categories of organisations from which proposals can be submitted:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S*. A list of these

organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.
**From 01 November 2016, any IRO currently eligible for RC funding can submit proposals to RCs for any calls that open after this date.*

- **Overseas organisations** which have previously registered for Je-S to submit to international focused schemes (but would not be eligible to apply for other research responsive mode schemes). A list of these organisations is available from the Je-S login page. The organisation will have previously set up the submission process and will therefore be available within the Je-S searches.

First please consult the list of previously registered organisations to see if yours is on there: <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>



Je-S Welcome to Je-S

Existing Users
 User Name:

 Password:

[Retrieve User Name/ Password](#)

About Je-S
 Je-S is used by [AHRC](#), [BBSRC](#), [EPSRC](#), [ESRC](#), [MRC](#), [NERC](#) and [STFC](#) (formerly CCLRC and PPARC), as well as the [Technology Strategy Institute \(TSI\)](#), [Energy Technologies Institute \(ETI\)](#) and [National Centre for the Replacement, Refinement and Reduction of Animals in Research \(NC3Rs\)](#) communities with electronic grant services.
 If you are a new user and wish to gain access to the Je-S system, please [Create an Account](#).
 To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S. A list of **Je-S Registered Organisations** is available, please note that this does not include self-registered organisations.
 For certain, limited, calls, [self-registration for organisations](#) is available.

New Users
 In order to gain access to the Je-S System, [Create an Account](#).

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

Easter Opening Hours
 Please note that the Je-S Helpdesk will be providing their usual customer helpline service on Thursday 13th April 2017, closing at 5pm 2017. The Research Councils will not be available on 13th April.
 The Je-S system will still be available during this period.

Change to the Je-S Terms and Conditions
 The Je-S Terms and Conditions were amended on 19 November 2016.
 The Privacy section (3.4) now includes an ORCID identifier in the list of items related to applicants that will be kept confidential. All Je-S acceptance of the change to the Terms and Conditions when first logging in to the system after 19 November.

Je-S v6.4.9
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If it is, please following the instructions under ‘Personal Registration’ (below)

- Organisations which do not appear in the list of registered organisations may be **‘self-registered’**. This can be done from the link on the Je-S login page, if it is an eligible function under this call (which may typically attract non-UK organisations).

Self-registration for organisations

If you are interested in applying for the EU- India Platform for the Social Sciences and Humanities Call for collaborative research and your organisation does not hold Je-S registration, please follow these instructions to self-register your organisation before creating a personal Je-S account.

- Firstly navigate to the Je-S homepage by selecting <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>
- Select the link ‘self registration for organisations’.

Je-S Welcome to Je-S	
Existing Users User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Log In"/> Retrieve User Name / Password	About Je-S Je-S is used by AHRC , BBSRC , EPSRC , ESRC , MRC , NERC and STFC (formerly CCLRC and PPARC), as well as the Technology S Energy Technologies Institute (ETI) and National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) communities with electronic grant services. If you are a new user and wish to gain access to the Je-S system, please Create an Account . To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S. A list of Je-S Registered Organisations is available, please note that this does not include self-registered organisations. For certain, limited, cases, self-registration for organisations is available.
New Users In order to gain access to the Je-S System, Create an Account .	Easter Opening Hours Please note that the Je-S Helpdesk will be providing their usual customer helpline service on Thursday 13th April 2017, closing at 5pm 2017. The Research Councils will not be available on 13th April. The Je-S system will still be available during this period.
Help Contact Us Terms and Conditions	Change to the Je-S Terms and Conditions The Je-S Terms and Conditions were amended on 19 November 2016.

- Accept the Terms and Conditions that are displayed.
- Complete the 'Organisation' page. Please note there is a restriction on the number of characters available in the 'organisation name' field, and please note that words such as university should be entered in English.
- If a 'Potential Duplicates' page appears, please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (eg it may be shortened or a word such as 'university' may be either at the start or end of the name), so please check carefully to avoid creating a duplicate. If your organisation is on the list please select cancel, this means your organisation is already with Je-S and do not need to continue with this process. If your organisation is not registered and does not appear on the list then please select 'Next Step'.
- Check the details and select 'Create organisation'.

Registration of your organisation is now complete. You will now need to create a personal Je-S account to enable you to prepare a proposal. Please navigate to the Je-S homepage <https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx> and select the 'Create Account' link.

However, if you have used Je-S previously you will already have an account and you will not need to create a new one - but you will need to amend the organisation details of your existing account.

Je-S accounts for applicants

To get you started on creating an account please refer to the Je-S helptext at <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupajeSaccount/SettingupajeSaccount.htm>
 Please ensure that applicants select the 'Account Type: Research Proposal' and the option 'An Applicant on a Standard or Outline Proposal' - see helptext <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupajeSaccount/SettingupajeSaccount.htm>

It is strongly recommended to create the account as soon as possible after the call has been published and well before it closes.

Each organisation will need to assign a submitter pool within their internal structure to ensure the organisation is happy to support a proposal. This will add another stage before the final submission. It is strongly recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be submitted through the Je-S System to ESRC by the institution's nominated contact – 'submitter'. Once

the applicant completes and submits the proposal, notification is then sent to their organisation's 'submitter' to action. The 'submitter' is the person in that organisation authorised to approve the proposal and do the final stage of submission.

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool - this means the proposal is still with the organisation but is **not** yet submitted to the Research Council. The final submission process is the responsibility of the host institution, and we cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants to check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted to the Research Council (see also 'Tracking your proposal').

Before creating your proposal

Research proposals may **only** be made on Research Councils' Joint Electronic Submission (Je-S) forms.

Please note that **the deadline for research organisation submission of proposals is no later than 16:00 on 30 November 2017 (UK time).**

Creating your proposal

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

Logged In	New / Recently Accessed Documents <ul style="list-style-type: none"> No reference available Standard Proposal for the ESRC Centres scheme No reference available Standard Proposal for the ESRC Centres scheme No reference available Standard Proposal for the ESRC Research Grants scheme No reference available Standard Proposal for the ESRC Research Grants scheme
Log Out	
Account	Change to the Je-S Terms and Conditions
Home	The Je-S Terms and Conditions were amended on 19 November 2016.
Documents	The Privacy section (3.4) now includes an ORCID identifier in the list of items related to applicants that will be kept confidential. All account holders will be prompted to confirm acceptance of the change to the Terms and Conditions when first logging in to the system in November.
News	
Login Details	Upcoming Closing Dates (cut off 22 September 2017)
Account Summary	NPIF Advanced Training AUG17
Forum	<i>NERC (ends 29 August 2017)</i>
Feedback	EPSRC-UKRI Innovation Fellowships Outlines
Personal Details	<i>EPSRC (ends 31 August 2017)</i>
Personal Information	ISCF Faraday Challenge: Research Institute
Contact Details	<i>EPSRC (ends 31 August 2017)</i>

Documents screen: Select 'New Document'

Add new document screen: Select 'Call search' (highlighted at top of screen). When prompted, type in the call title: **EU-India Platform for the Social Sciences and Humanities** and select from the list created. The remaining three selection fields will be automatically populated.

To find the council, document type and scheme combination, click on the **Call Search** (opens in a new window) button.


Select Council:

Select Document Type:

Select Scheme:

Select Call/Type/Mode (optional):

Copy existing document?



The screenshot shows a search window titled 'Je-S Call Search' with the following content:

Please specify a part of the call name to search for.
 After searching, click on any part of a row to select it.

1 result found

Call Name	Scheme Name	Doc Type	Council
EU-India Platform for the Social Sciences and Humanities	Research Grants	Standard Proposal	ESRC

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). Please refer to the call specification document to check which documents are mandatory for this call.

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 or equivalent). If your Research 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 'Proposal Call', **select EU-India Platform for the Social Sciences and Humanities**. Please note that the option will only be available once the call is live.
- Your start date should be 01 January 2019 . Your grant should be a proposed duration of no more than 36 months.

Investigators

Enter the name of the overall project principal investigator (PI)/project coordinator **and** any co-investigators (Co-I)/principal applicant for a national research team, or research team members if applicable.

Investigators may be from more than one research organisation, but the overall project principal investigator (PI)/principal applicant for a national research team must be from the organisation that will administer the grant. The PI will take intellectual leadership of the project and manage the research collaboration; 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.

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.

Please complete the rest of the questions with the information provided below for all investigators:

- Total number of hours to be worked: **Please complete this section**
- Cost type: directly allocated
- Salary rate: 0
- Contracted working rate: 0
- Number of hours to be charged to the grant: 0
- Average hours per week: 0
- Cost estimate: 0

The financial information will captured on the Joint Project Financial Form attachment, information on this attachment can be found below.

Objectives

List the objectives of your research in order of priority. *(4000 character limit)*

Summary

Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. *(4000 character limit)*

Academic beneficiaries

Please summarise how your proposed research will contribute to knowledge, both within Europe, India and globally. This should include how the research will benefit other researchers in the field and identify whether there are any academic beneficiaries in other

disciplines and, if so, how they will benefit and what will be done to ensure that they benefit. (4000 character limit)

For further detailed guidance please access the helptext page linked to this Je-S section.

Staff duties

Summarise the duties of the staff members that will be involved in your project (overall project principal investigator (PI)/project coordinator, principal applicants for national research teams, Co-Investigators and researchers). Detail how the proposed project will be managed across the countries, with particular demonstration of the added benefits to each party due to the collaboration. This could be shown through the use of work packages. Make clear why it is necessary for individuals to perform their role at the resource levels you have requested. You can use this information to tie in with your management plan attachment. (2000 character limit)

Impact summary

Applicants are required to consider carefully how best to build links and contacts at the concept and development stage of the proposal with the potential beneficiaries and users to be involved within the grant and to work towards co-production of knowledge with research users where appropriate. It is vital that the economic and societal impact of all projects funded is maximised.

Please address the following two questions (4000 character limit):

- **Who will benefit from this research?** List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research - both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.
- **How will they benefit from this research?** Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work.

Please note that this section may be published to demonstrate the potential impact of funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the helptext page linked to this Je-S section.

Ethical information

This section must be comprehensively addressed. (4000 character limit)

Applicants must ensure the proposed research will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

The ESRC's Framework for Research Ethics (<http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>) contains a full explanation of our approach, with guidance for UK applicants. **Research collaborations are strongly encouraged to consider the ethical guidelines of all partners involved in a proposal, and not just those of the ESRC.**

Other support (Not applicable)

Related/previous proposals (Only if applicable)

If applicable please include details of any potential for linkages to other research activities (for example, those supported by other funding bodies) or for international collaboration. You will need to expand on this section in your case for support.

Staff (Not applicable)

Resources (Not applicable)

No information needs to be included in this section. Details need to be provided in the Joint Project Financial Form (Annex 3 of the call specification document) and Justification of Resources.

T&S (Not applicable)

Please enter £0 against this heading.

Equipment (Not applicable)

Please enter £0 against this heading.

Other directly incurred costs (Not applicable)

Please enter £0 against this heading.

Other directly allocated costs (Not applicable)

Please enter £0 against this heading.

Estates and indirect costs (Not applicable)

Please enter £0 against this heading.

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.

Timetable

Provide a clear timetable for the project and the intended progress of the research through the different stages. Your planned timetable can be expanded upon if necessary within your case for support.

Data collection

“Will the research proposed in this application produce new datasets?” Please mark the ‘no’ box unless you wish to share your datasets with the UK Data Service.

Reviewers - academic and user (Not applicable)

Classifications (Not applicable)

User involvement

If 'Users' have been/will be engaged with your research project, please specify the nature of their engagement. 'Users' are individuals, groups or organisations who have an interest in or may benefit from the research. Users may be from the public sector, private sector, civil society or the wider public in general. Engaging users in your research from its conception and development through to the dissemination stage is likely to increase the impacts achieved. Applicants should expand upon how the proposed work will be managed to engage users and beneficiaries in the pathways to impact attachment.

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; <https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm>

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

- Case for support (ten sides of A4 max)
- Justification of resources (one side of A4 per participating country)
- Pathways to Impact (two sides of A4 max)
- Data Management Plan – **only if a project is creating new data** (two sides of A4 max)
- CV (two sides of A4 max per named researcher)
- Project Management Plan (two sides of A4 max)
- Joint Project Financial Form

List of Publications, Research Organisation/Institution Letter of Support, and Other are optional attachments and should be included where necessary. **Please see Annex I of the call specification for further details on national requirements.**

Important note: If you are unclear about whether you can include a specific attachment please equipcall@esrc.ac.uk for advice, as unrequested attachments can hinder the processing of your application. Funders reserve the right to return or reject proposals that include attachments not permitted on this call.

Case for support (maximum of ten sides of A4)

The overall project principal investigator (PI)/project coordinator and principal applicants for national research teams, should prepare a single identical case for support and this will form body of your research proposal. It must not exceed ten sides of A4 and must include the following sections:

- The introduction should set the aims and objectives of the study in context. It should briefly sketch the main work on which the research will draw, with references. Any relevant policy or practical background should be included.
- The detailed research questions to be addressed should be clearly stated.

- Give a full and detailed description of the proposed research methods. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.
- Clearly state the framework and methods for analysis, and explain the reasons for their choice.
- Indicate the expected outputs both academic and those orientated to (potential) users (articles, papers, datasets, events, etc). Where possible, describe the expected impact.
- The bibliography for references cited in the proposal, this should not include publications not cited in the proposal.

Justification of resources (*one side of A4 max per participating country*)

One side of A4 max per participating country justifying that the resources requested are appropriate to undertake the research project. The justification of resources should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. It should not be simply a list of the resources required, as this is already given in the Je-S form.

Pathways to Impact (*maximum of two sides of A4*)

While the Impact Summary section of the Je-S form is for applicants to explain who will benefit from the research and how, the Pathways to Impact attachment should be used to explain what will be undertaken by the applicant to ensure that opportunities for users to benefit from your research, and thus for achieving economic and societal impact, are maximised.

The Pathways to Impact is your opportunity to describe how the potential impacts of your research will be realised. This attachment is specific to users and beneficiaries of the research who are outside of the academic research community including, for instance, the public sector, private sector, civil society or the wider public in general.

User communities for research may include bodies and individuals from industry, charities, universities, local authorities and other public bodies, government departments and independent policy bodies.

Potential academic beneficiaries of your work and pathways towards achieving academic impact should not be detailed in this attachment but in the 'Academic Beneficiaries' section of the Je-S form and the 'Case for Support' as appropriate.

In describing plans to maximise impact, applicants should consider what is achievable and expected for research of this nature. If you do not feel that your research has potential to achieve impact outside of academia, you should use the Pathways to Impact attachment to explain why this is the case. However, it is expected that applicants will have considered impact in its broadest economic and societal terms before coming to this conclusion. Applicants should note that while we recognise the value of this type of research, reviewers may comment on the applicant's reasoning during consideration of the proposal. Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the grant), medium term (up to one year afterwards), and the long term. A statement about our expectations of the research we fund is at www.esrc.ac.uk/impact-expectations.

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page.

Data Management Plan (*maximum of two sides of A4*)

It is a requirement that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, ie primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant.

CV (*two sides of A4 max per named researcher*)

A CV for each applicant and named research staff member must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded. This should not exceed two A4 sides.

Project Management Plan (*maximum of two sides of A4*)

One page should be used for a diagrammatic work plan, for example a PERT or Gantt chart. This should cover the project as a whole, detailing significant milestones and showing how different aspects of the project will link together and be managed.

List of publications

The bibliography for references cited in the proposal only should be attached. Please note publications not cited in the proposal should not be added here. A list of the most relevant and recent publications by the applicant should be included in the applicant CV.

Proposal cover letter/letter of support (*maximum of one side of A4*)

If this proposal is an invited resubmission to the ESRC, the appropriate cover letter(s) must be included. A covering letter summarising the major revisions must accompany the proposal.

Exceptionally letters of support can be submitted as part of a proposal; provided they are essential to the successful conduct of the research (eg confirming access to datasets, or confirming access to or use of the facilities provided by named organisations). General letters of support that are not essential for the successful conduct of the research or do not confirm any specific contribution to the project should not be included.

Joint Project Financial Form (Please find a template on the call website)

Applicants should complete and submit **one** funding request template per project. Please note that some funders require an additional budget request to be submitted; for further information on individual funders' requirements in Annex I of the call specification.

Details must be provided of all research partners involved in the project (including Co-investigators, project partners and collaborating organisations under the Project Overall Principle / Principle Investigator for a National Research).

Requirements include:

- Role and name of the applicant(s)- there should be one PI/main applicant for each country involved
- The name of the applicant’s organisation(s)
- Country
- Total funding amounts applied for from each country

Proposal classifications

The information provided in this section will be used by us to identify appropriate peer reviewers. It would therefore assist us greatly if you could populate the Research Area/Qualifiers/Keyword sections to provide a comprehensive description of your area of expertise.

Submit your proposal

After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have **completed all attachments** that are not standard mandatory attachments for Je-S but are a **mandatory requirement to be completed for this specific call**. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above).

Please note that the proposal must be formally submitted by your organisation **no later than 16:00 on 30 November 2017 (UK time)**.

Commissioning timetable

June 2017	Pre-announcement of the call and Partner search tool
w/c 4 September 2017	Call for proposals launched and call documents published
30 November 2017 16.00 (UK time)	Call closes – deadline for submitting applications
December 2017	Funders’ eligibility checks
January – April 2018	Peer-review of applications
w/c 7 May 2018	Peer review comments sent to applicants for responses
Late June 2018	Panel meeting to evaluate proposals
July 2018	Funders Forum meeting
Late July/August 2018	Applicants are informed about final funding decisions
January 2019	Awards commence

Tracking your proposal

There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the ‘Show submission path’ will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool or submitted to Council.

Further enquiries

Enquiries relating to research funding rules and proposal procedures should be addressed to:



- Tim Pank
Email: equipcall@esrc.ac.uk
Telephone: +44 (0) 1793 413174

Enquiries relating to technical aspects of the Je-S form should be addressed to:

- Je-S helpdesk
Email: jeshelp@rcuk.ac.uk
Telephone: 01793 444164