

Research Services Division

Instructions for Submitting a Grant
Application through the Joint
Electronic Submission (JE-S)
System

For the Research Councils: AHRC & ESRC

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Before you begin

1. Make sure you are registered to use pFACT
2. Make sure you have left three days to receive your Je-S log in and password
3. Make sure you know whether the HoD will also need to see the application and allocate time accordingly
4. Make sure you have left yourself a clear week to complete the actual application and all attachments
5. Make sure you have left RSD 5 working days to turn the application around

CREATING AN ACCOUNT

With the exception of documents created by users, the user has no copyright in the material contained in the system. The licensee shall not interfere with:

- the textual material;
- artwork;
- photographs;
- computer software;
- audio and visual elements;
- the databases; and the structure and design of the system.

You must not reproduce, distribute, transmit modify, adapt, display (including adaptations/displays such as by "framing") the contents, of all or any part, the system with the exception of using the system through the normal means provided by the Councils.

We own the software on which the system is built. You must not reverse engineer, decompile, or disassemble the system's software unless applicable law allows you to do so.

7. Acceptance

I accept the terms and conditions for use of Je-S

I do not wish to decide at present

If you have any queries, contact the Je-S Helpdesk (tel: 01793 444164; e-mail: jeshelp@rcuk.ac.uk)

Je-S Version 3.1.37 • Copyright © Research Councils 2001-2004. All rights reserved.

Accept the terms and conditions and press submit

If you do not accept the terms and conditions you cannot use the Je-S system.

Personal Details

Title:

Forenames: *

Surname: *

Email Address: *

Telephone: *

Date of Birth: *

Current Post: *

Post Start Date: *

Ethnic Origin:

Enter your details

User Account Details

Preferred User Name:

Password:

Confirm Password:

Password Hint:

Choose a Username and Password

Organisation Details

Organisation: *

Department: *

Click "Select" to search for your Organisation

If you cannot find your organisation or department please contact the [Je-S Help Desk](#) on 01793 444164.

Click "Select" to search for your Department

Example: Searching and Selecting

Je-S Department Search

Please specify a part of the department name to search for.
Click on the any part of a row to select that department onto the form.

2 results found

Department	DepartmentType	ValidForGrants
Cambridge Centre for Brain Repair	Department	Yes
Cambridge Institute for Medical Research	Department	Yes

Je-S 1 Version 3.1.37 (6361) • Copyright © Research Councils 2001-2003 - All rights reserved.

Example Screen: After clicking “Select Department” and searching for all departments starting with “camb”

Challenge Responses

Please provide 3 prompt and response pairs. These are required as part of a security measure to help ensure that only you may gain access to your account.

If you have trouble remembering your password and fail to login three times in succession, the system will lock your account. You will consequently receive an e-mail containing a URL. Visit this URL to activate the re-authentication process. The system will randomly select 2 of the prompts you have provided. If you provide the correct responses, the system will ask you to reset your password and password hint.

Example prompt/response pairs are:

Prompt 1:	Favourite food	Response:	cheese
Prompt 2:	First pet	Response:	Spike

Please do not use these examples. It is important that the responses you use cannot be easily determined by others.

If you access other Web sites that use prompts and responses, you may prefer to use different pairs for Je-S. The prompts and responses are stored in encrypted format in Je-S but may be used by the Je-S Helpdesk to authenticate you if you make contact by telephone.

Please Enter 3 Prompt & Response Pairs	
Prompt :	Response :
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Type of Account

Select three prompt & response pairs. Example: Dog/Cat, Sun/Moon, Night/Day

If you lock your account by using an incorrect password, you will be asked to provide 2 of the above pairs in order to re-access the account. How the pairs are structured is your own choice.

Type of Account

Your Je-S account will be unregistered, unless you request registration below.

Click [here](#) here to see what this means.

Select only if you also require the following:

Be a fellowship applicant

Create a registered account

- A registered account is one for which the Research Councils have verification the account holder is who they claim to be. Click [here](#) for more details.
- To be an **applicant on research proposals** (other than fellowships) you must have a **registered account**.
- You will need to fill in all the fields marked *

If you are a P.I./Co-I/Researcher Co-I you must tick the box to “Create a Registered Account”

Otherwise do not tick any of the boxes and this will allocate an unregistered account. An unregistered account allows you to create an application and makes your details available on the searchable Je-S database

Click “Update”

Research
Councils
UK



Joint
electronic
Submission

Welcome to Je-S

The Portal for BBSRC, EPSRC, NERC and PPARC Electronic Research Grant Services

Log in to Je-S

User Id:

Password:

If you have forgotten your password [CLICK HERE](#) for a password hint.

[Terms and Conditions of Use](#)
[Supported Browsers](#)

[About JeS](#) [About JeS Framework](#) [Create Account](#) [Registration](#) [System Help](#) [Tutorials](#)

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You will be returned to the log-in screen.

Je-S HelpDesk will now request confirmation with RSD that you are eligible for a registered account.

Confirmation can take up to three days to be processed by both Je-S and RSD.

When confirmation is complete, you will receive an email from Je-S with your User Id and Password.

You can now log-in and begin your application.

In order to submit your completed Je-S application, RSD still requires a pFACT and a **three working day turnaround time.**

LOGGING IN FIRST TIME

Confirming Personal Details

Je-S Assigned Document Summary

[Report Problem](#) [My Details](#) [Login Details](#) [Help](#) [Forum](#) [Log Out](#)

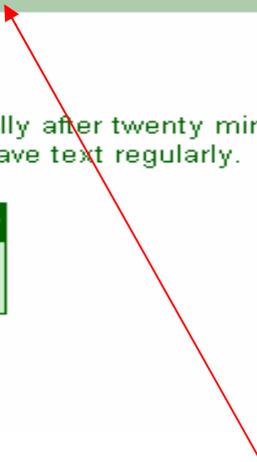
You will be logged out automatically after twenty minutes of system inactivity. **Typing in inactivity.** Please remember to save text regularly.

Assigned Document Summary

No documents assigned.

[Add New Document](#)

Click on "My Details"



Personal Details		
	Existing	Amended
PID:		H11314J
Title:	Mrs	Mrs <input type="text"/>
Forenames:	Jamie	Jamie <input type="text"/> <input type="text"/> <input type="text"/>
Surname:	Horsley	Horsley
Preferred Name:		<input type="text"/>
Gender:	Female	Female <input type="text"/>
Date of Birth:		<input type="text"/> <input type="text"/> <input type="text"/>
Ethnic Origin:	Unknown	Unknown <input type="text"/>
Honours:	M.A.	M.A. <input type="text"/>
Disabled Indicator:	No	<input type="checkbox"/>
Details:		<input type="text"/>
Current Post:	Applications Manager	Applications Manager <input type="text"/>
Current Post Start Date:	1 June 2003	1 <input type="text"/> Jun <input type="text"/> 2003 <input type="text"/>
Sector:	Higher Education Institution	Higher Education Institution <input type="text"/>
Function:	Manager/Admin	Manager/Admin <input type="text"/>
Expertise:		<input type="text"/>
I require the ability to create grant proposals:	Yes	<input checked="" type="checkbox"/>
I confirm my details are correct, last affirmed 28 October 2004. <input type="checkbox"/>		
<input type="button" value="Save"/>		

You MUST tick the box and click "Save" to confirm your details.

If you do not confirm your details, any application on which you are named as a Co-I/P.I./ Researcher Co-I will receive an error message upon submission and will NOT be able to submit.

SUMMARY SCREEN :

Other Functions

Changing your Password

Je-S Assigned Document Summary

Report Problem My Details Login Details Help Forum Log Out

Welcome you last logged in on 19/07/2005 12:34:21

You will be logged out automatically after twenty minutes of system inactivity. **Typing in a te inactivity.** Please remember to save text regularly.

Assigned Document Summary	
Document Type	Number Assigned
FEC Grant Proposal	6
Fellowship Proposal	0
Grant Proposal	0
Final Reports	0

Add New Document

Je-S Change Password

<-- Back to JeS Report Problem Help

Challenge Responses

Please Enter Account Details

User Id:	HORSLEYJ1
Email Address:	jamie.horsley@rsd.cam.ac.uk
Preferred User Name:	<input type="text" value="HORSLEYJ1"/>
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
New Password Hint:	<input type="text"/>

Update

From Document Summary screen, Click "Login Details"

Change password details as appropriate and click "Update"

After a set time period, the system will also automatically prompt you at log-in to change your password

You can also access/edit your Challenge Responses from this screen

Changing Personal Details

Je-S Assigned Document Summary

Report Problem My Details Login Details Help Forum Log Out

Welcome you last logged in on 19/07/2005 12:34:21

You will be logged out automatically after twenty minutes of system inactivity. **Typing in a te inactivity.** Please remember to save text regularly.

Document Type	Number Assigned
FEC Grant Proposal	6
Fellowship Proposal	0
Grant Proposal	0
Final Reports	0

Add New Document

From Document Summary screen, Click "My Details"

Personal Details

<< Document Summary Address Details Registered Details

Personal Details		Existing	Amended
PID:			H11314J
Title:	Mrs		Mrs
Forenames:	Jamie		Jamie
Surname:	Horsley		Horsley
Preferred Name:			
Gender:	Female		Female
Date of Birth:	19 May 1978		
Ethnic Origin:	Unknown		Unknown
Honours:	M.A.		M.A.
Disabled Indicator:	No		<input type="checkbox"/>
Details:			
Current Post:	Applications Manager		Applications Manager
Current Post Start Date:	1 June 2003		1 Jun 2003
Sector:	Higher Education Institution		Higher Education Institution
Function:	Manager/Admin		Manager/Admin
Expertise:			
I require the ability to create grant proposals:	Yes		<input checked="" type="checkbox"/>

I confirm my details are correct, last affirmed 28 October 2004.

Edit/Add details

This is the same screen you used to confirm your details for "Logging in First Time"

Changing Address Details

Je-S Personal Details

<< Document Summary **Address Details** Registered Details

From Personal Details screen, click "Address Details"

Je-S Personal Details

<< Document Summary **Person Details** Registered Details

Contact Details		
Existing	Amended	
Email Address:	jamie.horsley@rsd.cam.ac.uk	jamie.horsley@rsd.cam.ac.uk
Telephone:	01223 333543	01223 333543
Fax:		

Contact Mail Address - We hold this as your current mailing address		
Effective Date:	Address:	Select:
19 Aug 2003	University of Cambridge, 16 Mill Lane, Cambridge, CB2 1SB, United Kingdom	

Add New Address

I confirm my details are correct, last affirmed 28 October 2004.

Save

Click "Add New Address"

Je-S Personal Details

<< Document Summary **Person Details** Registered Details

Contact Details		
Existing	Amended	
Email Address:	jamie.horsley@rsd.cam.ac.uk	jamie.horsley@rsd.cam.ac.uk
Telephone:	01223 333543	01223 333543
Fax:		

Contact Mail Address - We hold this as your current mailing address		
Please Enter New Address		
Address:	University of Cambridge	University of Cambridge
	16 Mill Lane	16 Mill Lane
	Cambridge	Cambridge
Town:		
County / State:		
Country:	United Kingdom	United Kingdom
Postcode:	CB2 1SB	CB2 1SB

Effective Date:	Address:	Select:
19 Aug 2003	University of Cambridge, 16 Mill Lane, Cambridge, CB2 1SB, United Kingdom	

I confirm my details are correct, last affirmed 28 October 2004.

Save

Add/Edit details, tick confirmation box, and click "Save"

Changing Department/Organisation Details

Je-S Personal Details

<<Document Summary Address Details **Registered Details**

From Personal Details screen, click “Registered Details”

Je-S Personal Details

<<Document Summary **Person Details** Address Details

Registered Details	
Existing	Amended
Surname: Horsley	<input type="text" value="Horsley"/>
Organisation: University of Cambridge	<input type="text" value="University of Cambridge"/>
Department: Research Services Division	<input type="text" value="Research Services Division"/>

Changes made to this data will be made indirectly by the Research Council, and will not change until actioned.

I confirm my details are correct, last affirmed 28 October 2004.

Save

Click “Select” and search new Organisation and/or Department.

The change is not automatic. Je-S will have to verify the change with the central administration of the new department/organisation.

CREATING A GRANT APPLICATION

Je-S Assigned Document Summary

Report Problem My Details Login Details Help Forum Log Out

From Document Summary Screen

You will be logged out automatically after twenty minutes of system inactivity. **Typing in a text b inactivity.** Please remember to save text regularly.

Assigned Document Summary

No documents assigned.

Click "Add New Document"

Add New Document

Je-S Add New Document

Select Council:

Select Document Type:

Select Scheme:

Copy existing document

Select your Council, Document Type, and Scheme from the drop-down lists

Create Document **Cancel**

Click "Create Document"

Copying an Existing Proposal

Je-S Add New Document

Select Council:

Select Document Type:

Select Scheme:

Copy existing document

It is possible to copy a proposal you have already made.

Select the Council the Document Type and the scheme - then tick the box for "Copy an Existing Document"

Je-S Select document to copy

Automatic logout in 1:59:29 [Help](#) [Report](#)

1	<u>Council</u>	<u>Reference</u>	<u>Title</u>	<u>PI</u>	<u>Organisation</u>
1	NERC	RGXX	Je-S fEC training	Mrs J Horsley	University of Cambridge

Select from your list of existing proposals which one you require copied. Note: The application you select MUST be for the same Research Council. For example, you cannot copy an AHRC proposal for an ESRC application.

DOCUMENT MENU



Document Menu

Automatic logout in 0:19:47 [Help](#) ~ [Log Out](#)
[Report Problem](#)

Scheme:
Project Title:
Organisation: **Department:**

Document Data

[Edit Project Details](#)
[Edit Investigators....](#)
[Edit Objectives](#)
[Edit Summary](#)
[Edit Outputs](#)
[Edit Ethical Information](#)
[View Resource Summary](#)
[Edit Other Support](#)
[Edit Related Proposals](#)
[Edit Staff...](#)
[Edit Resources....](#)
[Edit Estates and Indirect Costs....](#)
[Edit Project Partners](#)
[Edit Technical Appendix](#)
[Edit Classification....](#)
[Edit Nominated Assessor](#)
[Edit Attachments](#)

Document Actions

[Validate Document](#)

Document Import / Export

[Create Document for Printing](#)
[Export Document as XML](#)

Document Management

[Document Status](#)
[User Access Privileges](#)
[Document History](#)
[Hide Document](#)
[Delete Document](#)
[Transfer Document Ownership](#)

[<< Back to current documents](#)

This is the screen from which you will enter details and upload documents for your application. It is the main screen for editing a research proposal document. This screen may look slightly different for different research councils.



Project Details

Autofill

Scheme: Research Grants - Standard

Project Title:

Organisation: Department:

Submitting Organisation

Organisation: University of Cambridge

Select Organisation

Department: Research Services Division

Select Department

Submitter's reference:

Project Title

Closing Date/Proposal Call

Please choose a closing date or a call for proposals:

Start Date and Duration

Please enter date and duration

Start date: 02 November 2005

Duration: months

Save Cancel

Click "Select Organisation"

Click "Select Department"

You may call this what you like but RSD will change it to your RG number at submission

Please ensure you select the right call so that your application is routed to the right assessors correctly

Please complete all fields and press save

EDIT INVESTIGATORS



Investigators
Arts & Humanities Research Council

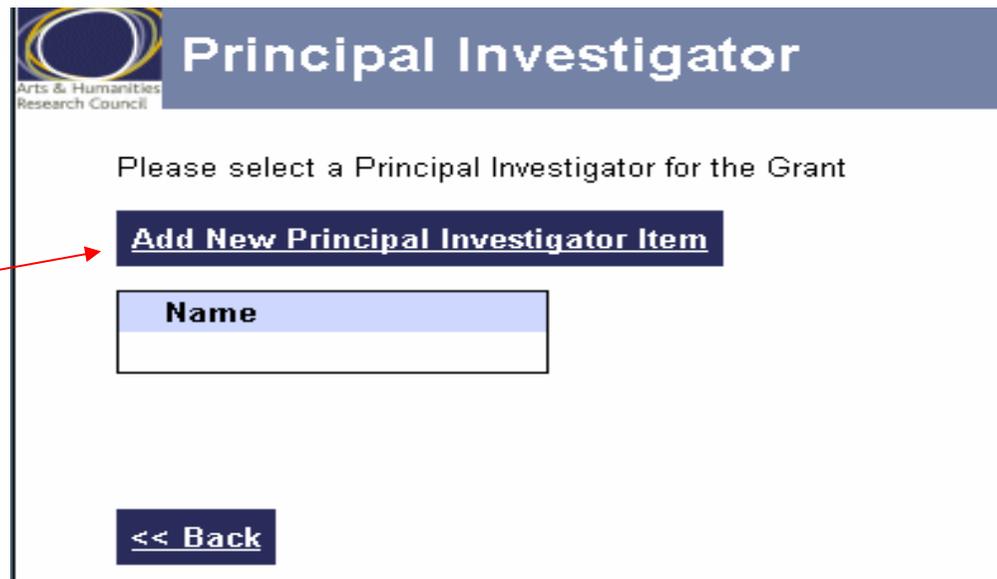
Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Principal Investigator](#)
[Edit Co-Investigator](#)

<< Back to document menu

Select the type of Investigator

Select add new PI



Principal Investigator
Arts & Humanities Research Council

Please select a Principal Investigator for the Grant

Add New Principal Investigator Item

Name

<< Back

Select P.I. from Je-S Database. P.I./Co-I must have a Registered Account.

Post will outlast project” must say “Yes”. See particular RC guidelines.

Enter the figures year by year

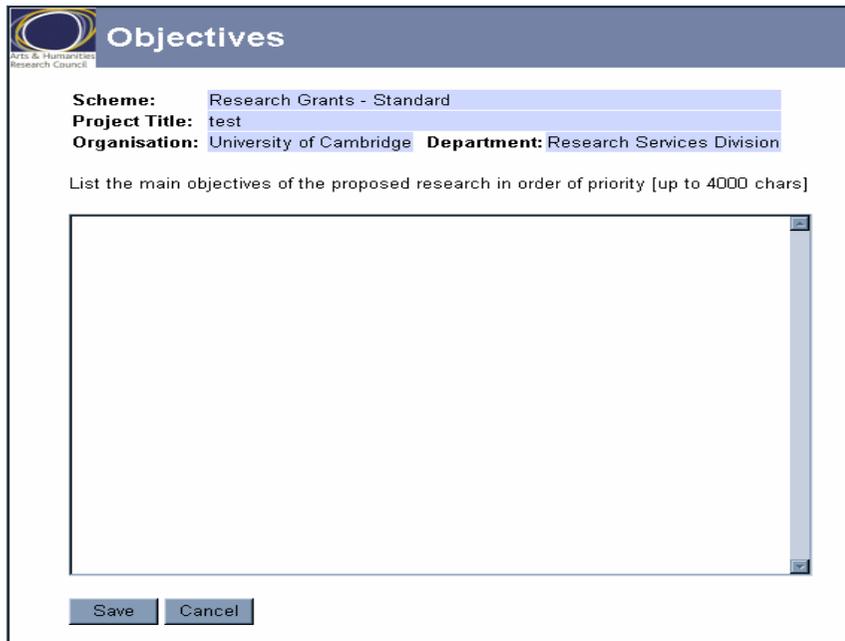
The screenshot shows the 'Principal Investigator' form for the Arts & Humanities Research Council. The form includes fields for Name, Post will outlast project?, Total number of hours to be worked, Cost Type, % Council Contribution Rate, Salary Rate, Contracted Working Week, Total number of hours to be charged, Average hours per week, Cost Estimate, and Cost Profile (Year 1, Year 2, Year 3). A 'Calculate' button is present. A text box on the right explains that if a post is Directly Allocated, the user should enter the 'banded rate' as the salary rate and be clear about hours worked and charged. Red arrows point from the text boxes to the 'Post will outlast project?' field, the 'Cost Type' field, and the 'Total number of hours to be worked' field.

If a post is Directly Allocated then you will need to enter the “banded rate” as the salary rate. Please make sure you are clear what hours are being WORKED and which are CHARGED

If Directly Incurred (i.e asking for their own salary), select appropriate pay scale, JNCHE or Non-JNCHE
If Directly Allocated, select “Directly Allocated” instead of pay scale.

Enter “Total number of hours” as a portion of 1650 hours p.a. full time.

Objectives and Summary - Fill in as per Council guidelines for your scheme/call.



Objectives

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

List the main objectives of the proposed research in order of priority [up to 4000 chars]

[Empty text area for objectives]

Save Cancel



Summary

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Describe the proposed research in simple terms in a way that could be publicised to a general audience [up to 4000 chars]

[Empty text area for summary]

Save Cancel

You can also cut and paste text from a Word document into these sections.

Outputs



Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Select the main outputs of the Research

- Book (single authored)
- Book (co-authored)
- Book (edited)
- Book (chapter)
- Critical edition
- Journal article (refereed)
- Journal article (non-refereed)
- Conference paper
- Catalogue
- Datasets
- Database
- Software
- Website
- Performance, film or recording
- Exhibition or installation
- Artefact, work of art
- Composition or score
- Piece of creative writing
- ...

You will need to select the output of your project



Ethical Information



Ethical Information

Automatic logout in 1:59:55 [Help](#) ~ [Log Out](#)
[Report Problem](#)

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Are there ethical implications arising from the proposed research ? Yes No

Does the institution have a policy on good conduct in research ? Yes No

Provide details of where the policy can be accessed [up to 100 characters]

Complete as necessary

Edit Other Support

 **Other Support** Automatic logout in 0:11

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Provide details of any other support sought or received from any other source for this or other research in the same field in the past three years.

Add New Other Support Item ← Click "Add New....."

Description	Title of Project	Amount
		Total: £ 0

<< Back to Document Menu

 **Other Support**

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Awarding organisation: **Select Organisation** ← Select and Search organisation.

Awarding organisation's reference:

Title of project:

Decision made ? : Yes No

Award made ? : Yes No

Start date:

End date:

Amount sought:

Save **Cancel** Add support details as appropriate

Edit Related Proposals

 **Related Proposals**

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Is this proposal related to a previous proposal to AHRC?

Add New Related Proposals Item

Reference Number	How Related ?
------------------	---------------

<< Back to Document Menu

If the proposal is related to one or more proposals previously submitted to the Council, select “Add new Related Proposals Item”.

Tick the appropriate box and add reference number as requested (this number will be provided on the previous grant submission)

 **Related Proposals**

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

How is this proposal related to a previous one ?

Continuation
 Resubmission

Please give the previous research grant proposal Reference Number:

[Valid Reference Number formats](#)

Save **Cancel**

Edit Resources

Resources
Arts & Humanities Research Council

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Equipment](#)
[Edit Travel and Subsistence](#)
[Edit Other Directly Incurred Costs](#)
[Edit Other Directly Allocated Costs](#)

[<< Back to document menu](#)

Click appropriate category

Remember Directly Allocated is for services already in existence and Directly Incurred is costs that arise specifically from the application

Example: Add Other Directly Incurred Costs

Other Directly Incurred Costs
Arts & Humanities Research Council

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Description:

Amount:

Year values: Year 1 Year 2 Year 3 Year 4 Year 5

Add the description, the amount and a yearly breakdown

Example: Add Equipment

Equipment

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Add details of individual items of equipment dedicated to the project and costing £3000 or more £50,000 will automatically be added to the 'Exceptions' heading in the resources summary table

Add New Equipment Item

Description	Amount
edit Wide Screen TV	3,000 delete
	3,000

<< Back

Click "Add New Equipment"

Add details of individual items of equipment dedicated to the project and costing £3000 or more (including VAT). The total value of equipment costing in excess of £50,000 will automatically be added to the 'Exceptions' heading in the resources summary table and paid at 100% fEC

i.e total equipment is £75,000, £50,000 will be awarded at 80% and £25,000 at 100%

Equipment

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Description: Wide Screen TV
Country of Manufacture: United Kingdom
Delivery Date: 01 October 2006
Basic Price: 3000
Import Duty: 0
VAT: 0

Cost Profile: Year 1: 3000 Year 2: 0 Year 3: 0

Save Cancel

Add details. Make sure you include VAT on EU purchased equipment

Enter year by year

Edit Estate Rates/Indirect Costs

 **Estates and Indirect Costs**

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Estates Costs](#)
[Edit Indirect Costs](#)

<< Back to document menu

Select "Edit Indirect Costs" or "Edit Estates Costs"

 **Estates Costs**

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Total Amount:

	Year 1	Year 2	Year 3
Year Values :	<input type="text" value="7484"/>	<input type="text" value="7485"/>	<input type="text" value="7485"/>

Enter the values year by year for estate rates/indirect costs

Edit Classifications/Nominated Assessor/Project Partners

Nominated Assessor

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Assessor name: Mrs Dawn Barker **Select Assessor**
Organisation: University of Cambridge
Department: Head of Research Collaboration Office

Area of expertise: research (max 150 chars)
Relationship with assessor: boss (max 500 chars)
Reason for assessor: nice person (max 500 chars)

Save Cancel

Project Partners

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Partner Organisation Details

Organisation: **Select Organisation**
Department:
Address:
Town / City:
Administrative Area / County:
Country:
Postcode:

Contact Details

Contact Name: **Select Contact**
Address:

Note: For "Project Partners", and "Nominated Assessor" if your "Select" search fails, you will then be given the option to "Add New Organisation/Partner"

Technical Appendix

 **Technical Appendix** Automatic logout in 1:59:32 [Help](#) ~ [Log Out](#)
[Report Problem](#)

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Please complete this appendix if your application proposes to create an electronic resource.

You will be logged out automatically after twenty minutes of system inactivity.
Typing in a text box is not detectable by the system and is regarded as system inactivity.
Please remember to save text regularly.

1: Project Management of technical aspects

Management and reporting structure:

Project timetable:

Project deliverables:

Monitoring process:

If an electronic resource is to be produced you will need to complete this section

Classification

Classification

Arts & Humanities Research Council

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Panels](#)
[Edit Subject](#)
[Edit Keywords](#)

Select

<< [Back to document menu](#)

Panels

Arts & Humanities Research Council

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Please specify a lead panel and an optional secondary panel.

Lead panel:
 Panel 1: Classics, Ancient History and Archaeology

Secondary panel:

- none --
- Panel 2: Visual Arts and Media: practice, history, theory
- Panel 3: English Language and Literature
- Panel 4: Medieval and Modern History
- Panel 5: Modern Languages and Linguistics
- Panel 6: Librarianship, Information and Museum Studies
- Panel 7: Music and Performing Arts
- Panel 8: Philosophy, Religious Studies and Law

Subject

Arts & Humanities Research Council

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Subject Group: Archaeology
 Subject Area: Archaeological Science

Time Period:

- 18th Century
- 19th Century
- 20th Century
- Ancient Egypt: Egyptian Prehistory
- Ancient Egypt: The Hellenistic and Roman Period (c.300BC - c.700AD)
- Ancient Egypt: The Pharaonic Period (c.3000 - c.300BC)
- Ancient Near East: Hellenistic Period to Sassanids (c.300BC - AD 651)
- Ancient Near East: Prehistory
- Ancient Near East: Sumerians to Persians (c.3500BC - c.300BC)
- Archaic Greece (c. 850-600 BC)
- Byzantine Empire
- Classical Greece (c. 500 BC)
- Contemporary
- Early Medieval (c.400 - 1100)
- Early Modern (c1500-1900)

Geographical Area:

- Africa
- Central America (including Caribbean)
- Central Asia
- Eastern Europe
- England
- Far East (China/Japan)
- Mediterranean
- Middle East
- North America
- Ireland
- Oceania
- Scandinavia
- Scotland
- South America
- South Asia (Pakistan to Indonesia)

Classification Keywords

Arts & Humanities Research Council

Scheme: Research Grants - Standard
Project Title: New Zealand
Organisation: University of Cambridge **Department:** Research Services Division

Please enter up to six keywords associated with the proposal.

Nominated Assessor

Scheme: Research Grants - Standard
Project Title: test
Organisation: University of Cambridge **Department:** Research Services Division

Assessor name: **Select Assessor**
Organisation:
Department:

Area of expertise:
(max 150 chars)

Relationship with assessor:
(max 500 chars)

Reason for assessor:
(max 500 chars)

Save Cancel

Click select Assessor

Internet Explorer provided by RSD
Je-S Person Search - Microsoft Internet Explorer provided by RSD

Je-S Person Search

Please specify the *beginning* of the surname and optional initials to search for a person.
After searching, click on the any part of a row to select that person onto the form.

Surname Initials
Barnard
Search Cancel
Add New Person...

8 results found

PID	Title	Initials	Surname	Org or Address	Department
B71424H	Professor	AJ	Barnard	University of Edinburgh	Sch of Social and Political Studies
B00410K	Professor	C	Barnard	University of Nottingham	Sch of Biology
B11269H	Dr	P	Barnard	Natural History Museum (The)	Entomology
B0349BK	Dr	PJ	Barnard	Medical Research Council	Cognition & Brain Sciences Unit
B12135B	Ms	R	Barnard	University of Cambridge	Research Services Division

Type the name of the individual in the “surname” box, if they are not registered with Je-S then you have the option to add a new person

View Resource Summary



Resource Summary

Automatic logout in 0:19:51 [Help](#) ~ [Log Out](#)
[Report Problem](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Summary fund heading	Fund heading	Full economic cost	RC contribution	% RC contribution
Directly Incurred	Staff	224,988.00	179,990.40	80
	Travel	0.00	0.00	80
	Equipment	0.00	0.00	80
	Other	17,500.00	14,000.00	80
	Sub-total	242,488.00	193,990.40	
Directly Allocated	Investigators	57,492.00	45,993.60	80
	Estates Costs	13,609.00	10,887.20	80
	Other	0.00	0.00	80
	Sub-total	71,101.00	56,880.80	
Indirect Costs	Indirect Costs	148,501.00	118,800.80	80
Total		462,090.00	369,672.00	

Staff type	Months
Investigator	12
Researcher	36
Technician	36
Other	36
Visiting Researcher	0
Student	0
Total	120

This is a read-only screen which is populated automatically from the other screens we have entered information into such as staff.

You can use this screen to check back at your ongoing costs

Adding Attachments

Arts & Humanities Research Council

Attachments

Automatic logout in 0:19:53 [Help](#) ~ [Log Out](#)
[Report Problem](#)

Scheme: Research Grants - Standard

Project Title:

Organisation: University of Cambridge Department: History

Document type: C.V. (1 or more)

Filename: of the following types as attachments:

Description:

Upload Cancel

Once your file has been uploaded it automatically converts to PDF file so if you wish to read them again you will need Acrobat on your system.

This is where you will add your case for support, CV's etc. You will need to select your document type and then click browse to select your file. Add a brief description and then click upload.

Please ensure that you check the terms and conditions of the scheme you are applying to as some will specify file types allowed.

STAFF

Question: Do I use JNCHEs or Non-JNCHEs?

Use JNCHEs	Use Non-JNCHEs
RA1A posts up to national spine point 13	RA1A posts over national spine point 13 (discretionary)
RA1B posts up to national spine point 6	RA1B posts over national spine point 6 (discretionary)
SRA (RA2A) posts (tick the “discretionary points” box on the staff data screen if you need to include discretionary points)	All Technicians
	All Computer Officers
	All Clerical/Administrative staff
	All Clinical Staff
	All Nurses

Important Points for the JNCHE data screen:

- The “Effective Date of Scale” will fill in automatically to the date you have filled in the information. You cannot change this date.
- The increment date for unnamed researchers is the anniversary of their start date.
- For named researchers already employed at Cambridge, please be sure you have checked their increment date with Personnel or your Departmental Administrator.

Important Points for the Non-JNCHE data screen:

- The “Effective Date of Scale” does not fill in automatically. This is the latest date of the national pay award.
- The increment date for technicians is always the October following the post start date providing the post starts by 1 July. (must be in post at least 3 months to receive an increment)
- The increment date for Clerical staff is always the July following the post start date providing the post starts by 1 April. (3 month provision)
- The increment date for Nurses/Clinical staff is always the April following the post start date providing the post starts by 1 January. (3 month provision).

Example: Staff pages All Councils

PPARC Staff

Scheme: Standard
Project Title:
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Researcher](#)
[Edit Technician](#)
[Edit Other Staff](#)
[Edit Visiting Researcher](#)

[<< Back to document menu](#)



Staff

Scheme: Standard Grant
Project Title: Je-S fEC training
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Researcher](#)
[Edit Technician](#)
[Edit Other Staff](#)
[Edit Visiting Researcher](#)
[Edit Tied Studentship](#)

EPSRC Staff

Scheme: Standard
Project Title: Je-S fEC training
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Researcher](#)
[Edit Technician](#)
[Edit Other Staff](#)
[Edit Visiting Researcher](#)
[Edit Project Student](#)

[<< Back to document menu](#)



Staff

Scheme: Research Grants - Standard
Project Title: Je-S fEC training
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Researcher](#)
[Edit Technician](#)
[Edit Other Staff](#)
[Edit Project Students](#)

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Staff

Scheme: Research Grants
Project Title: Je-S fEC training
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Researcher](#)
[Edit Technician](#)
[Edit Other Staff](#)
[Edit Visiting Researcher](#)

[<< Back to document menu](#)



Staff

Scheme: Standard
Project Title:
Organisation: University of Cambridge **Department:** Research Services Division

Document Data
[Edit Researcher](#)
[Edit Technician](#)
[Edit Other Staff](#)

[<< Back to document menu](#)

Name:	<input type="radio"/>	<input type="text" value=""/>	<input type="button" value="Select"/>
Post Identifier:	<input type="radio"/>	<input type="text" value="Joanne Hacket"/>	
JNCHE Scale?	<input checked="" type="checkbox"/>		

Post:	Researcher
Start Date:	01 Oct 2006
Increment Date:	01 Oct 2007
Effective Date Of Scale:	23 Aug 2005
Duration Months:	24
FTE %:	100
London Allowance:	1
Other Allowance:	0
Total Cost:	64193.00
Discretionary Points:	1
Grade:	RA1A
Spine Point:	10

Cost Profile

Year 1 - £	<input type="text" value="31223.00"/>	Year 2 - £	<input type="text" value="32970.00"/>	Year 3 - £	<input type="text" value="0"/>
------------	---------------------------------------	------------	---------------------------------------	------------	--------------------------------

Tick the circle next to “Name” if your researcher is in the Je-S database. Tick the circle next to “Post Identifier” if the post is unnamed or not in the database.

If your post is a JNCHE (Joint Negotiating Committee for Higher Education) post, tick the “JNCHE Scale” box.

If your post is a non-JNCHE post, leave the box unticked.

Click Show Calculator

Example: JNCHE post

The calculator will enable you to automatically calculate the staff costs according to national scales

Je-S Staff Post Calculator - Joint Staff

Post Start Date	1	August	2006
Duration / Fulltime Percentage	60	Months	100 %
Staff Type	Researcher		
Discretionary Points	<input type="checkbox"/>		
London Wght / Grade / Spine Pt	<input type="checkbox"/>	RA1A	6
Increment Date	1	August	2007
Total Other Allowances	£ 0		

Calculated Staff Costs			
Starting Salary (£)	26,219.00	Fulltime Effort	60 months
Total Cost (£)	143,558.00	End Date	31 July 2011

Spine Point	Start Date	End Date	No of Days	Annual Salary (£)	Amount (£)
6	Tuesday, August 01, 2006	Tuesday, July 31, 2007	365	26,219.00	26,219.00
7	Wednesday, August 01, 2007	Thursday, July 31, 2008	366	27,288.00	27,288.00
8	Friday, August 01, 2008	Friday, July 31, 2009	365	28,688.00	28,688.00
9	Saturday, August 01, 2009	Saturday, July 31, 2010	365	30,140.00	30,140.00
10	Sunday, August 01, 2010	Sunday, July 31, 2011	365	31,223.00	31,223.00

Enter details in the drop down/fill in boxes as required i.e. start date, duration, etc.

Click "Calculate"

The lower half of the screen will populate with the appropriate salary figures.

Click "Ok"

Example: Completed JNCHEs post summary screen

Your screen will then automatically populate with all the figures

The screenshot shows a web interface for the Arts & Humanities Research Council. The header includes the logo and the text "Researcher" and "Automatic logout in 1:5". The main content area is a form with the following fields:

Name:	<input type="text" value=""/> Select	Post:	Researcher
Post Identifier:	<input type="text" value="Joanne Hackett"/>	Start Date:	01 Oct 2006
JNCHE Scale?	<input checked="" type="checkbox"/>	Increment Date:	01 Oct 2007
		Effective Date Of Scale:	31 Aug 2005
		Duration Months:	24
		FTE %:	100
		London Allowance:	No
		Other Allowance:	0.00
		Total Cost:	53,507.00
		Discretionary Points:	No
		Grade:	RA1A
		Spine Point:	6

Below the form is a "Cost Profile" section with three input fields: "Year 1 - £26219.00", "Year 2 - £27288.00", and "Year 3 - £0". At the bottom of the form are "Save" and "Cancel" buttons. A red arrow points to the "Show Calculator" button.

Check details: start date/increment date etc.

If you need to make amendments or changes click "Show Calculator" to return to the post data screen.

Example: Non- JNCHES post data screen



Name:

Post Identifier: TBA

JNCHES Scale?

You have NOT ticked the box

Je-S Staff Post Calculator

FullTime Effort	
Post Start Date	1 August 2006
Months on Project	60
Fulltime Percentage	100 %
End Date	31 July 2011
FullTime Effort (Months)	60
Scale	T4/1
Effective Date Of Scale	1 August 2006
Increment Date	1 October 2007
Basic Starting Salary	£ 16251
London Allowance	£ 0
Super Annuation & NI	£ 4250
Total Other Allowances	£ 0
Total Cost On Grant	£ 111583

OK Cancel

There is no automatic calculation on this screen.

Fill in all details AS PER pFACT/Personnel salary scales.

Click "OK"

Project Students

 **Project Students**

Student Name:

Post Identifier:

Organisation: University of Cambridge

Start Date:

Duration:

Is Full-Time?: Yes No

Estimated Cost:

For named project students, please state the source and duration of any prior funding for postgraduate study? (

Proposed departmental unit where the student will be registered

Proposed supervisor (name, department and institution)

Nature and scope of doctoral thesis

Please describe how the student's project will contribute to the work of the project as a whole, justifying the imp
arrangements are there for the supervision and support of the student?

To calculate the estimated cost, you should add together the student's entitlement to maintenance, tuition fees and college fees

You can find the tables of figures in the sponsor's guidance notes and the college fees from the Board of Graduate Studies website

VALIDATION & SUBMISSION

Validation



Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

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Once completed, you can check that your application meets the electronic system's requirements by clicking "Validate Document"

Example: Validation Failure

Document Menu Automatic log

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

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Hide validation **Print** Validation Display limited to a maximum of 20 errors

Section Tested	Error Message	Outcome
Project Details	Project Title must be specified.	✘
Project Details	Reference must be specified.	✘
Objectives	Section has not been completed.	✘
Summary	Section has not been completed.	✘

Clicking “Validate Document” will split the screen. Validation Errors will show at the bottom of the screen.

“Errors” must be corrected before you are permitted to submit

“Warnings” are just for information and submission is still allowed if you wish to ignore the warning

Submitting

The screenshot shows the 'Document Menu' interface. At the top left is the Arts & Humanities Research Council logo. The top right shows 'Automatic logout in 0:19:57' and links for 'Help ~ Log Out' and 'Report Problem'. The main content area is divided into several sections:

- Scheme:** Research Grants - Standard
- Project Title:** [Empty field]
- Organisation:** University of Cambridge **Department:** History
- Document Data**
 - [Edit Project Details](#)
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- Document Actions**
 - [Validate Document](#)
 - [Submit Document](#) (indicated by a red arrow)
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At the bottom left, there is a button labeled '<< Back to current documents'.

Click "Submit Document". It will ask you to confirm "Ok" or "Cancel".

Upon successful submission, an email acknowledgement is sent to all parties involved in the production, approval, and submission of the application.

Reminder: "Submitting" sends the application to RSD or your Head of Department, NOT to the Research Council

Note: Submission Process

<i>One-stage approval</i>	
Status:	Proposal is sent to:
Owner (P.I)	Submitter (RSD)
Submitter (RSD)	Research Councils

<i>Two-stage approval</i>	
Status:	Proposal is sent to:
Owner (P.I)	Approver (Head of Department)
Approver (Head of Department)	Submitter (RSD)
Submitter (RSD)	Research Councils

Please check with your departmental administrator to find out if your application will follow the One-Stage or Two-Stage Approval process.

Remember, RSD still requires a pFACT form and five working day turnaround time from receipt of the pFACT and application submission.

DOCUMENT MENU: Other Functions

Printing

 **Document Menu** Automatic logout in 0:19:57 [Help](#) [Reg.](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

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Click "Create Document for Printing"

 **Print document** [Help](#) ~ [Log Out](#)
[Report Problem](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Documents to be printed are queued in strict order of request.
There are currently no items in the print queue.

Email me my print as a Word attachment
 Email me my print as a Pdf attachment
 Do not email me. I will wait to view the Word document on-line
 Do not email me. I will wait to view the Pdf document on-line

You can select to receive the document by email either as a PDF or as a Word attachment.

Or you can view the document on-line as a PDF or word document

For either option, open the application and Print as normal once you have received/viewed the document.

Document Status

 **Document Menu** Automatic logout in 0:19:57 [Help](#) [Reg.](#)

Scheme: Research Grants - Standard
Project Title:
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Document Status shows your current level of access rights to the document i.e Edit, Read-Only

User Access Privileges

 **Document Menu** Automatic logout in 0:19:57 [Help](#) [Reg.](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

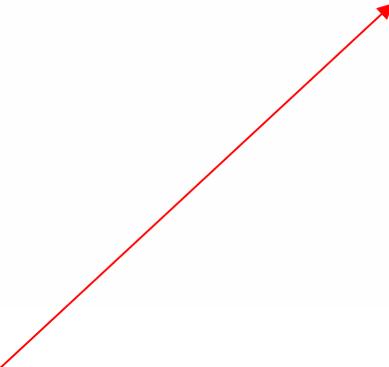
Document Data
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To allow other users (besides Co-Investigators) to view/edit the document, select “User Access Privileges”.

Arts & Humanities Research Council
Document Editors and Access Privileges

Scheme: Research Grants - Standard
Project Title: [Redacted]
Organisation: University of Cambridge **Department:** History

Add editor **Add temporary user as editor**

Username	Email Address	Privileges
srss	srss@cam.ac.uk	View Edit

<< **Back to Document Menu**

In this screen there are two options:

You can pick an individual already registered on Je-S or enter a temporary individual by entering the email address

Within both these screen you can choose to make the individual either view, edit or submit, or all three

Arts & Humanities Research Council
Document Editors and Access Privileges

Scheme: Research Grants - Standard
Project Title: [Redacted]
Organisation: University of Cambridge **Department:** History

Enter email address:

Privileges:

Reason:

Grant user access to document

Arts & Humanities Research Council
Document Editors and Access Privileges

Scheme: Research Grants - Standard
Project Title: [Redacted]
Organisation: University of Cambridge **Department:** History

Name: **Select**

Email address:

Privileges:

Reason:

Grant user access to document

Document History

 **Document Menu** Automatic logout in 0:19:57 [Help](#) [Reg.](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

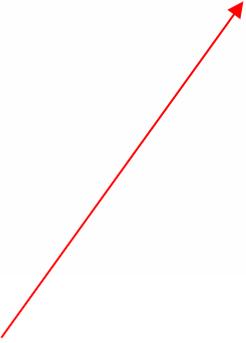
Document Data
[Edit Project Details](#)
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To display status of the document throughout the stages of the process Click
"Show Document History".

Hiding an Application

The screenshot shows a web interface titled "Document Menu" with a dark blue header. On the left, there is a logo for the Arts & Humanities Research Council. The main content area is divided into several sections:

- Scheme:** Research Grants - Standard
- Project Title:** [Redacted]
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 - [Hide Document](#) (indicated by a red arrow)
 - [Delete Document](#)
 - [Transfer Document Ownership](#)

At the bottom left, there is a button labeled "<< Back to current documents". In the top right corner, there is a notification: "Automatic logout in 0:19:57" with links for "Help" and "Reg".

Click "Hide Document".

Please note the "Hide Document" option will only appear if you are the **OWNER** of the application. A document that is hidden then becomes **READ-ONLY**. To edit the document again select "Unhide Document".

Deleting an Application

The screenshot displays the 'Document Menu' interface. At the top left is the logo for the Arts & Humanities Research Council. The header includes the text 'Document Menu' and 'Automatic logout in 0:19:57' with links for 'Help' and 'Rep.'. Below the header, there are fields for 'Scheme: Research Grants - Standard', 'Project Title:', 'Organisation: University of Cambridge', and 'Department: History'. The main content is divided into three sections: 'Document Data' with various edit options, 'Document Actions' with 'Validate Document' and 'Submit Document', and 'Document Import / Export' with 'Create Document for Printing' and 'Export Document as XML'. The 'Document Management' section includes 'Document Status', 'User Access Privileges', 'Document History', 'Hide Document', 'Delete Document', and 'Transfer Document Ownership'. A red arrow points from the text 'Click "Delete Document"' to the 'Delete Document' link. At the bottom left, there is a button labeled '<< Back to current documents'.

Document Menu Automatic logout in 0:19:57 [Help](#) [Rep.](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

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Click "Delete Document"

<< Back to current documents

Please note the "Delete Document" option will only appear if you have **EDIT** privileges on the application.

Transferring Ownership

 **Document Menu** Automatic logout in 0:19:57 [Help](#) [Reg.](#)

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

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On the next screen "Select" search the person to whom you wish to transfer. Then click "Transfer Ownership"

Fellowships - Creating an Account

Type of Account

Your Je-S account will be unregistered, unless you request registration below.

Click [here](#) here to see what this means.

Select only if you also require the following:

Be a fellowship applicant

Create a registered account

- A registered account is one for which the Research Councils have verification the account holder is who they claim to be. Click [here](#) for more details.
- To be an **applicant** on **research proposals** (other than fellowships) you must have a **registered account**.
- You will need to fill in all the fields marked *

Instead of ticking “Create a registered account”, tick “Be a fellowship applicant”. This will complete the registration without attaching the Fellow permanently to University of Cambridge under Je-S.

Click “Update”
The Fellow will shortly receive an email to activate/access the new account.

Complete entry of personal details etc. as per normal grant application

Please see terms and conditions of the Research Council for guidelines regarding salaries, attachments etc

ESRC VARIATIONS

Document Menu

Scheme: Research Grants
Project Title: ESRC TEST
Organisation: University of Cambridge **Department:** Research Services Division

Document Data

[Edit Project Details](#)
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[Edit Summary](#)
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[Edit Staff Duties](#)
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EXTRA HEADINGS

- Disciplines
- Beneficiaries
- Staff Duties
- Communications plan and User Engagement
- Joint Research Grants Scheme
- Timetable
- Data Collection
- Referees

With the ESRC there is no need to do year by year figures

Disciplines

Scheme: Research Grants

Project Title:

Organisation: **Department:**

Please enter a main discipline and up to 4 secondary disciplines.

Main Discipline

Secondary Discipline

- Demography
- Economic and social history
- Economics
- Education
- Environmental Planning

Beneficiaries

Scheme: Research Grants

Project Title:

Organisation: **Department:**

Describe who will benefit from the research [up to 4000 chars].

Staff Duties

Scheme: Research Grants

Project Title:

Organisation: **Department:**

Summarise the roles and responsibilities of each post for which funding is sought [up to 2000 characters]

Communications Plan and User Engagement

Scheme: Research Grants

Project Title:

Organisation: **Department:**

Describe plans to engage with potential non-academic users of the research, to communicate the research to users outside the research community [up to 4000 chars]

Describe plans to engage with potential non-academic users of the research, to communicate the results of the research to such users, and the potential value of the research to users outside the research community [up to 4000 chars]

Joint Research Grants Scheme

Scheme: Research Grants

Project Title:

Organisation: **Department:**

If MoD/DSTL have indicated that they are prepared to provide support contact details.

Percentage level of support: * % *(between 1 and*

Reference: *

Name of MoD/DSTL contact - Title: * -- none --

Forenames: *

Surname: *

Email: †

Telephone: †

The ESRC support joint schemes with Industry and Government such as the MoD, who will part fund the project if it is in the right subject area. Please see the ESRC website for more details

Timetable

Aut

Scheme: Research Grants
Project Title:
Organisation: **Department:**

Estimate the number of months after the start of the project to reach the following stages:

Stage	Number of months
Completion of all preparation and design work	<input type="text"/>
Commencement of fieldwork or material/information/data collection phase of study	<input type="text"/>
Completion of fieldwork or collection phase of study	<input type="text"/>
Commencement of analysis phase of study (substantive phase where research facilities are involved)	<input type="text"/>
Completion of analysis phase of study	<input type="text"/>
Commencement of writing-up of the research	<input type="text"/>

Data Collection

Scheme: Research Grants
Project Title:
Organisation: **Department:**

If the research involves data collection or acquisition, please indicate how existing datasets have been reviewed and state why currently available datasets are inadequate for this proposed research.

Will the research proposed in this application produce new datasets?

Yes No

Referees

E·S·R·C
ECONOMIC
& SOCIAL
RESEARCH
COUNCIL

Referees

Scheme: Research Grants
Project Title:
Organisation: Department:

Document Data
[Edit Academic Referees](#)
[Edit User Referees](#)

<< Back to document menu

Academic Referees

For applications over £100,000, you may provide details of up to two people from outside your institution who can provide expert comment on your proposal, one of whom will normally be selected as a referee.

User Referees

In addition, for applications over £100,000, you may provide the details of up to two potential users of the research who can comment on the utility of the research outcomes. For research where it is difficult to identify value to users outside the research community, these nominations may be left blank.

Proposals will not be disadvantaged by the absence of nominated reviewers.

E·S·R·C
ECONOMIC
& SOCIAL
RESEARCH
COUNCIL

Academic Referees

Scheme: Research Grants
Project Title:
Organisation: Department:

Referee name: **Select Referee**
Organisation:
Department:

Save Cancel

If the Referee is not registered with Je-S then you can add them manually

PROBLEMS/NOTES

Common Problems

Problem: Application is “Locked” and none of the shared users with edit privileges can edit anything.

Reason 1: Someone is already in the application and is using it.

Reason 2: The last person to access the application did not log out properly. If you leave the application by clicking the “X” (close) button on the window, instead of clicking “Log-Out”, the application can often become locked.

Solution 2: The person who locked the form needs to log back in, access the application, and click “Log-Out” properly. The application should now be accessible again.

If the person who locked the application is unavailable or the above solution does not work, the JeS HelpDesk should be able to unlock it.

Suggestions/Notes

If your department has selected to be an “Approver” please ensure that your Head of Department (or applicable delegated administrator) will be available to approve your application electronically.

“Help” function pops up directly to the section that you are in. Also, it contains research council specific Help for relevant sections. Full Help is available at the log-in screen under “System Help”.

Give shared access to your departmental administrator so they will be able to view and assist with your application

If you are using an application as a template only or are not intending to submit, please use the “Hide” function so that the application is not visible on the central system. “Hide” renders the document read-only.

Je-S System Tutorials are available at the log-in screen under “Tutorials”

HOW TO COMPLETE J-ES USING THE PFACT FORM

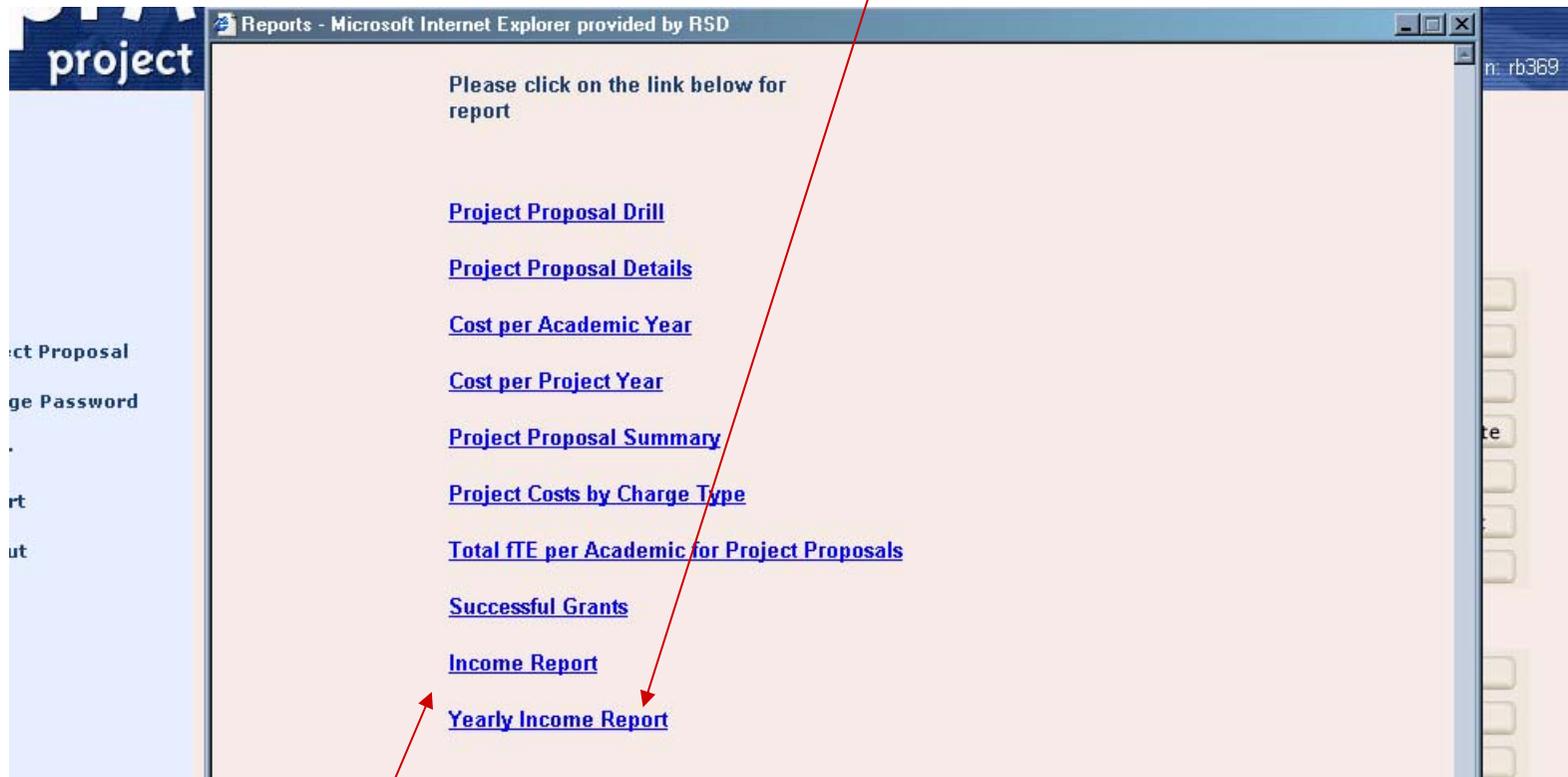
Research Councils pFACT checklist

1. Make sure you have selected the RC3 Research Council fEC 100% template
2. Make sure all your staff have been calculated in hours
3. Make sure you have not added any inflation on any costs
4. Make sure you take the figures from the income column

Sample form from pFACT

Reports

You will need the Yearly Income Report



You can also use the income report for final totals checking

Reading your reports

For Research Councils, always read the **income** column on your report. This has no inflation added as all RC will cash limit awards

Yearly Income Report From 01-oct-2006												Staff Cost using Pay Banding 04-Nov-2005		
Project Name : TEST TEMPLATES														
Project Code :														
Income From : 01-Oct-2006 to 30-Sep-2007														
Funder Name : AHRC						Funder Code : 1447								
Income Template : Research Council fEC100%						Income Template Code : RC3						All figures in £		
Staff Cost														
Inflation	Charge Type	Description	Name	Type	Ext	Basic	LW	NI	SA	OA	Income	Cost		
		Category : Academic Staff												
Zero	Directly Allocated	Reader	Szreter Simon Richard	PI	No	15,441	0	1,544	2,162	0	19,147	19,930		
		Total	Academic Staff	:		15,441	0	1,544	2,162	0	19,147	19,930		
		Category : Research Staff												
Zero	Directly incurred	Research Assistant TBA			No	22,225	0	1,669	3,112	0	27,006	28,111		
		Total	Research Staff	:		22,225	0	1,669	3,112	0	27,006	28,111		
		Category : Support Staff												
Zero	Directly incurred	Clerical CS3	TBA		No	15,735	0	1,000	3,100	0	19,835	20,649		
		Total	Support Staff	:		15,735	0	1,000	3,100	0	19,835	20,649		

At the moment basic salary and on costs are not correct so please extract this information from the Personnel salary scales

Reading your reports cont...

Yearly Income Report From 01-oct-2006											Staff Cost using Pay Banding 04-Nov-2005	
Project Name : TEST TEMPLATES												
Project Code :												
Income From : 01-Oct-2006 to 30-Sep-2007												
Funder Name : AHRC						Funder Code : 1447						
Income Template : Research Council FEC100%						Income Template Code : RC3						All figures in £
Staff Cost												
Inflation	Charge Type	Description	Name	Type	Ext	Basic	LW	NI	SA	OA	Income	Cost
Category :		Academic Staff										
Zero	Directly Allocated	Reader	Szreter Simon Richard	PI	No	15,441	0	1,544	2,162	0	19,147	19,930
Total Academic Staff :						15,441	0	1,544	2,162	0	19,147	19,930

The Yearly Income Report will break your figures down by indicated years, the Income Report will give you overall totals for the whole project

Income Report											Staff Cost using Pay Banding 04-Nov-2005	
Project Name : TEST TEMPLATES												
Project Code :												
Funder Name : AHRC						Funder Code : 1447						
Income Template : Research Council FEC100%						Income Template Code : RC3						All figures in £
Staff Cost												
Inflation	Charge Type	Description	Name	Type	Ext	Basic	LW	NI	SA	OA	Income	Cost
Category :		Academic Staff										
Zero	Directly Allocated	Reader	Szreter Simon Richard	PI	No	60,743	0	6,074	8,504	0	75,321	81,204
Total Academic Staff :						60,743	0	6,074	8,504	0	75,321	81,204

Principal Investigator Costs


Principal Investigator
Automatic logout in 0:19:55 [Help](#) ~ [Log Out](#) [Report Problem](#)

Name:

Post will outlast project?: Yes No

Total number of hours to be worked on the grant over duration of the grant:

Cost Type: Directly Allocated JNCHE Non JNCHE

% Council Contribution Rate:

Salary Rate:

Contracted Working Week expressed as % of full time work:

Total number of hours to be charged to the grant over the duration of the grant:

Average hours per week:

Cost Estimate:

Cost Profile
 Year 1 - £ Year 2 - £ Year 3 - £

The salary banding figures are available on page 5 at http://www.admin.cam.ac.uk/cam-only/univ/fec/proposals/fec_rates_for_industry.pdf

Inflation	Charge Type	Description	Name	Type	Ext	Basic	LW	NI	SA	OA	Income
Category		Academic Staff									
Zero	Directly Allocated	Reader	Szreter Simon Richard	PI	No	15,441	0	1,544	2,162	0	19,147
Total Academic Staff						15,441	0	1,544	2,162	0	19,147

Take the figure from the **income** column from each year and enter into Je-S

You will notice that the amounts do not run in ascending order, this is due to a leap year problem for individuals at the top of scales, in these cases simply divide the total by the number of years

Researcher Costs

Researcher
Automatic logout in 0:1

Name:

Post Identifier:

JNCHE Scale?

Post: Researcher

Start Date: 01 Oct 2006

Increment Date: 01 Oct 2007

Effective Date Of Scale: 03 Nov 2005

Duration Months: 36

FTE %: 100

London Allowance: No

Other Allowance: 0.00

Total Cost: 94,333.00

Discretionary Points: No

Grade: RA1A

Spine Point: 9

Cost Profile

Year 1 - £30140.00 Year 2 - £31223.00 Year 3 - £32970.00

Please select the JNCHE scale as this will then enable the salary to be automatically calculated at national rates

Staff Post Calculator - Joint Staff

Post Start Date	1	October	2006
Duration / Fulltime Percentage	36	Months	100 %
Staff Type	Researcher		
Discretionary Points	<input type="checkbox"/>		
London Weight / Grade / Spine Pt	<input type="checkbox"/>	RA1A	9
Increment Date	1	October	2007
Total Other Allowances	£ 0		

Calculated Staff Costs

Starting Salary (£)	0.00	Fulltime Effort	36 months
Total Cost (£)	0.00	End Date	30 September 2009

Category		: Research Staff							
Zero	Directly incurred	Research Associate TBA	No	25,549	0	1,919	3,577	0	31,045
Total Research Staff			:	25,549	0	1,919	3,577	0	31,045

The figures will populate automatically for you in Je-S so you can check them against the **income** column on the pFACT report. Please bear in mind that as Je-S have not updated their salary scales the totals will be somewhat different

Other Staff Costs



Other Staff

Automatic logout in 0:11

Staff Post Calculator

Name:

Post Identifier:

Post: Other Staff

Start Date: 01 Oct 2006

Increment Date: 01 Oct 2007

Effective Date Of Scale: 01 Aug 2005

Duration Months: 36

FTE %: 100

London Allowance: 0

Other Allowance: 0

Total Cost: 61342.00

Scale: Clerical CS3

Super Ann & NI: 4055.00

Starting Salary: 15628.00

Cost Profile

Year 1 - £19635 Year 2 - £20487 Year 3 - £21020

You will need to type in each year from the income column on the pFACT report

FullTime Effort

Post Start Date: 1 October 2006

Months on Project: 36

Fulltime Percentage: 100 %

End Date: 30 September 2009

FullTime Effort (Months): 36

Scale: Clerical CS3

Effective Date Of Scale: 1 August 2005

Increment Date: 1 October 2007

Basic Starting Salary: £ 15628

London Allowance: £ 0

Super Annuation & NI: £ 4055

Total Other Allowances: £ 0

Total Cost On Grant: £ 61342

Category		Support Staff									
Zero	Directly incurred	Clerical CS3	TBC	No	15,735	0	1,000	3,100	0	19,835	20,649
		Total Support Staff		:	15,735	0	1,000	3,100	0	19,835	20,649

For other staff you must enter the details manually as there are no national scales. You can get the basic starting salary and NI and SuperAnn from the Salary Scales on the Personnel website. The total you will get from the **income** column on pFACT. Add each of the years up

Technical Staff Costs

Technician

Name:

Post Identifier:

JNCHE Scale?

Post: Technician

Start Date: 01 Oct 2006

Increment Date: 01 Oct 2007

Effective Date Of Scale: 01 Aug 2005

Duration Months: 36

FTE %: 100

London Allowance: 0

Other Allowance: 0

Total Cost: 69313.00

Scale: T4

Super Ann & NI: 4664.00

Starting Salary: 17726.00

Cost Profile

Year 1 - £22390 Year 2 - £23141 Year 3 - £23782

You will need to type in each year from the income column on the pFACT report

Je-S Staff Post Calculator

FullTime Effort

Post Start Date: 1 October 2006

Months on Project: 36

Fulltime Percentage: 100 %

End Date: 30 September 2009

FullTime Effort (Months): 36

Scale: T4

Effective Date Of Scale: 1 August 2005

Increment Date: 1 October 2007

Basic Starting Salary: £17726

London Allowance: £0

Super Annuation & NI: £4664

Total Other Allowances: £0

Total Cost On Grant: £69313

Category		: Technical Support									
Zero	Directly incurred	Technician T4	TBA	No	17,715	0	1,185	3,491	0	22,390	23,308

For other staff you must enter the details manually as there are no national scales. You can get the basic starting salary and NI and SuperAnn from the Salary Scales on the Personnel website. The total you will get from the **income** column on pFACT. Add each of the years up

Adding Equipment Costs

Because the equipment on this project is less than £3000 it is listed under Other Directly Incurred Costs



Other Directly Incurred Costs

Scheme:

Project Title:

Organisation: **Department:**

Description:

Amount:

Year values:

Year 1	Year 2	Year 3
<input type="text" value="2500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

When you enter the data on pFACT you will specify the year you plan to buy the equipment and you use the figures from the **income** line in the report accordingly to complete the ~~Je-S~~ yearly breakdown. In this instance all the equipment is being bought in the first year.

Category		: Equipment > 10k								
Zero	Directly incurred	BIG EQUIPMENT	Standard	17.50	1	each	2,128	372	2,500	2,500
		Total	Equipment > 10k	:			2,128	372	2,500	2,500
		Total	Facilities & Equipment Cost	:			2,128	372	2,500	2,500

Non-Staff Cost

Adding Consumables and Travel Costs

We will also need to add our travel and consumable items to Other Directly Incurred Costs.



Other Directly Incurred Costs

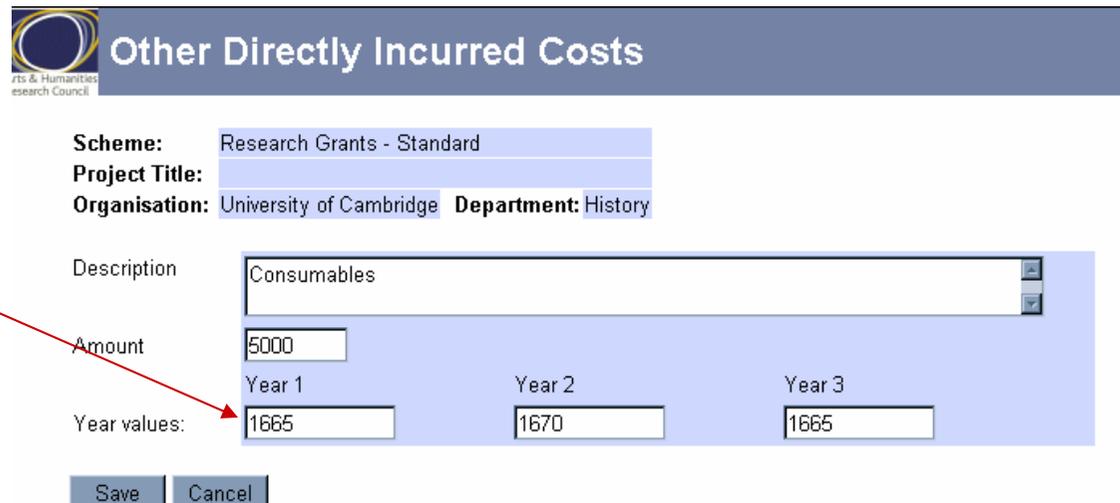
Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Add New Other Directly Incurred Costs Item

Description	Amount (£)
edit Equipment	2,500 delete
	2,500

Because we already have an item we will need to add a new one

You can itemize each consumable item and how much for each year, again taken from the income column of the report from pFACT



Other Directly Incurred Costs

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Description: Consumables

Amount: 5000

Year values: Year 1: 1665, Year 2: 1670, Year 3: 1665

Save **Cancel**

Adding Consumables and Travel Costs Cont...



Other Directly Incurred Costs

Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Description:

Amount:

Year values:

Year 1	Year 2	Year 3
3330	3339	3331

Again if you have several costs please itemize them and take the costs from the income report for the yearly breakdown

Category		:		Consumables						
Zero	Directly incurred	CONSUMABLES	Standard	17.50	0	each	1,417	248	1,665	1,665
		Total	Consumables	:			1,417	248	1,665	1,665
Category		:		Travel						
Zero	Directly incurred	Travel to meetings	Standard	17.50	0	each	2,834	496	3,330	3,330
		Total	Travel	:			2,834	496	3,330	3,330
		Total	Non Staff Cost	:			4,251	744	4,995	4,995

Adding Estate Rates and Indirect Costs



Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Total Amount:
 Year 1 Year 2 Year 3
Year Values :



Scheme: Research Grants - Standard
Project Title:
Organisation: University of Cambridge **Department:** History

Total Amount:
 Year 1 Year 2 Year 3
Year Values :

Again please take the yearly breakdown of figures from the income column on the pFACT report.

Charge Type	Description	FTE	Income	Cost
Group Name : University-wide Office				
Directly Allocated	Indirect	1.33	49,455	49,455
Directly Allocated	Estates - Office	1.33	4,532	4,532
Total		University-wide Office	53,988	53,988
Total		FTE Related Cost	53,988	53,988

You may notice that the yearly breakdown seems strange, this is due to the leap year in 2008. If you wish you can simply take the total and divide by three

pFACT contacts

Website: <http://www.rsd.cam.ac.uk/staff/applying/process/pfact/>

Useful information

<http://www.rsd.cam.ac.uk/staff/applying/process/pfact/faq/index.html>

Check out the faq page to see if the answer you require is there

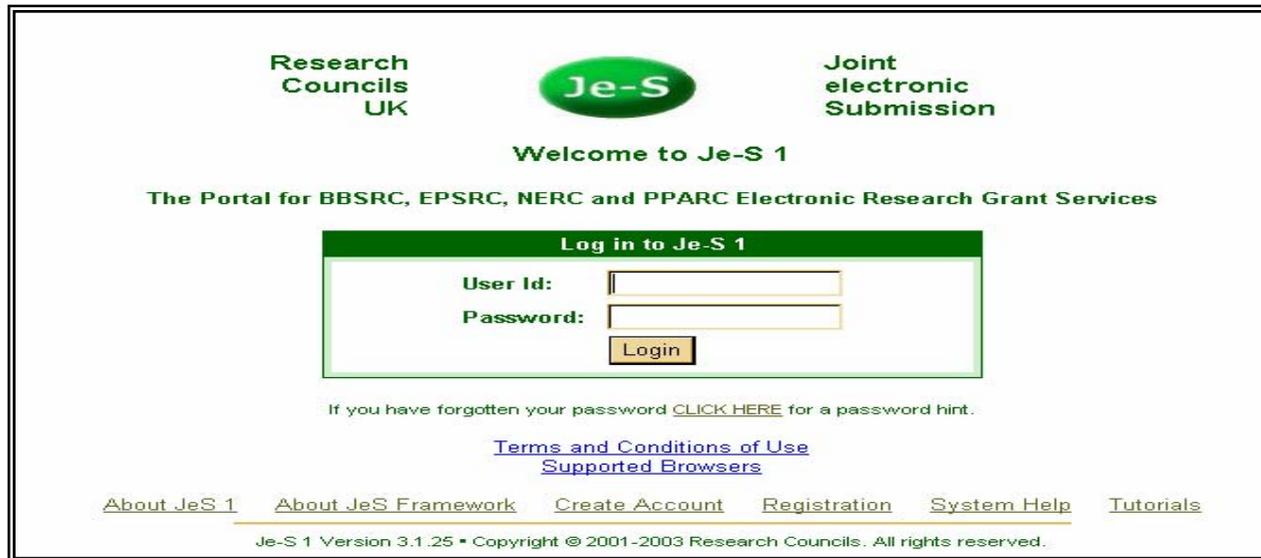
pfact.helpdesk@rsd.cam.ac.uk

Use this for any questions you have relating to actually creating your pFACT application

fec.training@rsd.cam.ac.uk

Use this if you or your department need training on pFACT

Contacts and Links



Research Councils UK

Je-S

Joint electronic Submission

Welcome to Je-S 1

The Portal for BBSRC, EPSRC, NERC and PPARC Electronic Research Grant Services

Log in to Je-S 1

User Id:

Password:

Login

If you have forgotten your password [CLICK HERE](#) for a password hint.

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- JeS HelpDesk

JE-SHelp@rcuk.ac.uk

T: 01793 444164

Staffed Monday to Friday 9am-5pm

- JeS log-in Homepage

<https://je-s.rcuk.ac.uk/eforms/secure/Login.asp>

Research Services Home Page

www.rsd.cam.ac.uk

University of Cambridge fEC page

<http://www.admin.cam.ac.uk/univ/fec/>