
Research Services Division

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

For the Research Councils: PPARC, BBSRC,
NERC & EPSRC



CREATING AN ACCOUNT

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:

Login

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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Click Create Account

With the exception of documents created by users, the user has no copyright in the material contained in the system. This includes but is not limited to:

- 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)

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Accept the terms and conditions and press submit

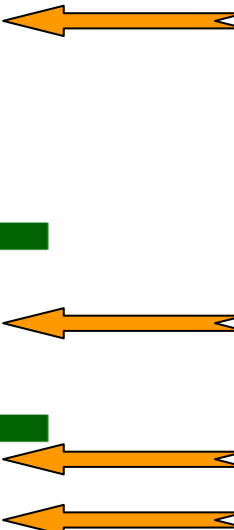
If you do not accept the terms and conditions you cannot use the Je-S system.

Je-S Account Set Up

Personal Details	
Title:	<input type="text" value="-- Select --"/>
Forenames *	<input type="text"/>
Surname: *	<input type="text"/>
Email Address: *	<input type="text"/>
Telephone: *	<input type="text"/>
Date of Birth: *	<input type="text"/> <input type="text"/> <input type="text"/>
Current Post: *	<input type="text"/>
Post Start Date: *	<input type="text"/> <input type="text"/> <input type="text"/>
Ethnic Origin:	<input type="text" value="Unknown"/>

User Account Details	
Preferred User Name:	<input type="text"/>
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Password Hint:	<input type="text"/>

Organisation Details	
Organisation: *	<input type="text"/> <input type="button" value="Select"/>
Department: *	<input type="text"/> <input type="button" value="Select"/>



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

Enter your details

Choose a Username and Password

Click "Select" to search for your Organisation

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

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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 style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" 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.

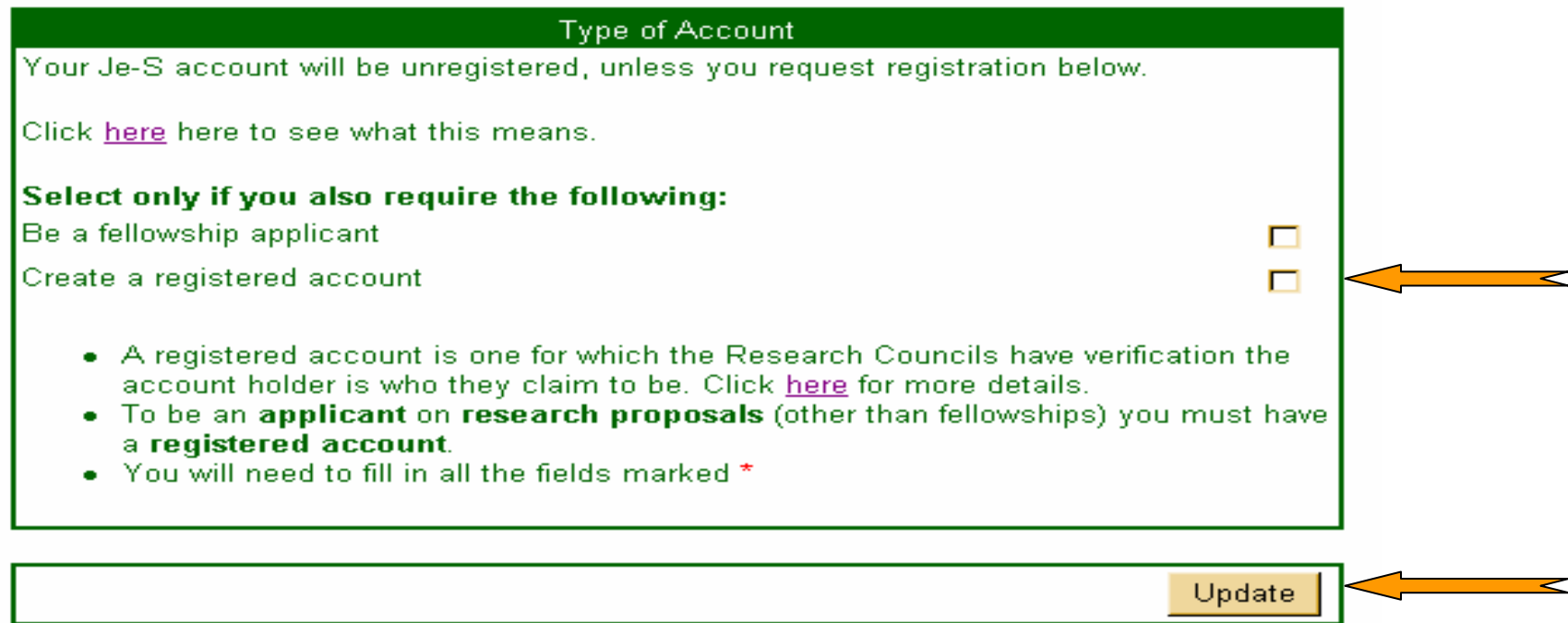
Click [here](#) here to see what this means.

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.

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[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 an RSD-1a/PFACT and a **three working day turnaround time**.

LOGGING IN FIRST TIME

Confirming Personal Details



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"

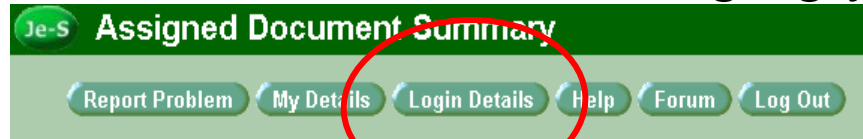
Personal Details		
	Existing	Amended
PID:		H11314J
Title:	Mrs	Mrs <input type="text"/>
Forenames:	Jamie	Jamie <input type="text"/> <input type="text"/> <input type="text"/>
Surname:	Horsley	Horsley <input type="text"/>
Preferred Name:		<input type="text"/>
Gender:	Female	Female <input type="text"/>
Date 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.

Assigned Document Summary	
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
Telephone:	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	<input type="radio"/>

Add New Address

I confirm my details are correct, last affirmed 20 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
Telephone:	01223 333543
Fax:	

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

Effective Date:	Address:	Select
19 Aug 2003	University of Cambridge, 16 Mill Lane, Cambridge, CB2 1SB, United Kingdom	<input type="radio"/>

I confirm my details are correct, last affirmed 23 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

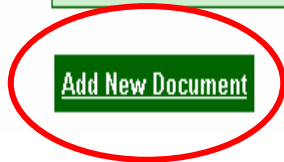
Je-S Assigned Document Summary

Report Problem My Details Login Details Help Forum Log Out

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.



From Document Summary Screen:
Click “Add New Document”

Je-S Add New Document

Select Council: NERC
Select Document Type: FEC Grant Proposal
Select Scheme: Standard Grant
Copy existing document

Create Document Cancel

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

Click “Create Document”

Copying an Existing Proposal

Je-S Add New Document

Select Council:

Select Document Type:

Select Scheme:

Copy existing document

To copy a proposal you have already formatted, Select Council, Document Type and 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 a BBSRC proposal for a NERC application.

DOCUMENT MENU

Scheme: Standard Grant
Project Title:
Organisation: **Department:**

Document Data

[Edit Project Details](#)
[Edit Investigators....](#)
[Edit Objectives](#)
[Edit Summary](#)
[Edit Beneficiaries](#)
[View Summary of Resources](#)
[Edit Research Councils / MoD Research Grants Scheme](#)
[Edit Other Support](#)
[Edit Related Proposals](#)
[Edit Joint Proposals](#)
[Edit Staff...](#)
[Edit Resources....](#)
[Edit Estates and Indirect Costs....](#)
[Edit Project Partners](#)
[Edit Classification of Proposal....](#)
[Edit Nominated Referees](#)
[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.

Edit Project Details



Project Details

Auton

Scheme: Standard Grant

Project Title:

Organisation: Department:

Submitting Organisation

Organisation:

Department:

Submitters reference:

Select Organisation

Select Department

Click "Select Organisation"

Click "Select Department"

Project Title

Note: If Scheme and/or Call are not selected correctly, the application may not travel to the relevant assessors at the Research Council

Proposal Call

Proposal call:

Start Date and Duration

Please enter the Start Date and Duration

Start date:

Duration: months

Save

Cancel

Add all details as appropriate and click "Save"

Edit Investigators



Investigators

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

Document Data

- [Edit Principal Investigator](#)
- [Edit Co-Investigator](#)
- [Edit Researcher Co-Investigator](#)

Select type of Investigator to Edit

[<< Back to document menu](#)



Principal Investigator

Please select a Principal Investigator for the Grant

[Add New Principal Investigator Item](#)

Name	JNCHE

Click "Add New
XXX Investigator"

[<< Back](#)

<p>Name: <input type="text" value="Select"/> 1</p> <p>Post will outlast project?: <input checked="" type="radio"/> Yes <input type="radio"/> No 2</p> <p>Total number of hours to be <input type="text"/> 3</p> <p>worked on the grant over duration of the grant:</p> <p>Cost Type: <input checked="" type="radio"/> JNCHE <input type="radio"/> Non JNCHE <input type="radio"/> Directly Allocated 4</p> <p>% Council Contribution Rate: 80</p>	<p>Post: Principal Investigator</p> <p>Start Date: 01 Aug 2005</p> <p>Increment Date: 01 Aug 2005</p> <p>Effective Date Of Scale: 01 Aug 2005</p> <p>Duration Months: 60</p> <p>FTE %: 100</p> <p>London Allowance: 0</p> <p>Other Allowance: 0</p> <p>Total Cost: 0</p> <p>Discretionary Points: No</p> <p>Grade: Other</p> <p>Spine Point: 6</p> <p>Show Calculator</p>
--	---

1. Select P.I. from Je-S Database. P.I./Co-I must have a Registered Account.
2. "Post will outlast project" must say "Yes". See particular RC guidelines.
3. Enter "Total number of hours" as a portion of 1650 hours p.a. full time.
4. If Directly Incurred, select appropriate pay scale, JNCHE or Non-JNCHE
If Directly Allocated, select "Directly Allocated" instead of pay scale.

Example: P.I. – Directly Allocated

Name:

Post will outlast project?: Yes No

Total number of hours to be **worked** on the grant over duration of the grant: **1**

Cost Type: JNCHE Non JNCHE Directly Allocated

% Council Contribution Rate:

Salary Rate: **2**

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: **3**

Average hours per week:

Cost Estimate: **4**

1. Example: 2 hpw x 44 wpa x 5 = 440 hours worked over duration of the grant.
2. Enter Salary Rate – Actual or by Banding as per PFACT.
3. “Total Number of Hours to be Charged” should equal hours to be charged to the project. This may not be equal to “Hours Worked”.
4. Click “Calculate”. Form will calculate P.I. cost for whole project.

Example: Co-I Researcher – Directly Incurred

Name:	<input type="text" value="Mrs G Hollander"/> Select	Post:	Researcher-Co-Investigator
Post will outlast project?:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Start Date:	01 Aug 2005
Total number of hours to be worked on the grant over duration of the grant:	<input type="text" value="8250"/> 1	Increment Date:	01 Aug 2005
Cost Type:	<input checked="" type="radio"/> JNCHE <input type="radio"/> Non JNCHE 2	Effective Date Of Scale:	01 Aug 2005
% Council Contribution Rate:	80	Duration Months:	60
		FTE %:	100
		London Allowance:	0
		Other Allowance:	0
		Total Cost:	0
		Scale:	
		Super Ann & NI:	0
		Starting Salary:	0
		Show Calculator 3	

1. Total number hours to be worked should be full or near full time
2. Cost Type should be JNCHE
3. Click "Show Calculator"

Je-S Staff Post Calculator - Joint Staff

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

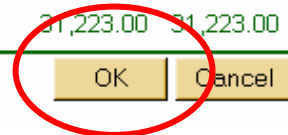
Enter details in the drop down/fill in boxes as required i.e. start date, duration, etc.



Click "Calculate"

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

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



Click "Ok"

<p>Name: <input type="text" value="Mrs G Hollander"/> Select</p> <p>Post will outlast project?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Total number of hours to be worked on the grant over duration of the grant: <input type="text" value="8250"/></p> <p>Cost Type: <input checked="" type="radio"/> JNCHE <input type="radio"/> Non JNCHE</p> <hr/> <p>% Council Contribution Rate: <input type="text" value="80"/></p>	<p>Post: Researcher-Co-Investigator</p> <p>Start Date: 01 Aug 2006</p> <p>Increment Date: 01 Aug 2007</p> <p>Effective Date Of Scale: 13 Jul 2005</p> <p>Duration Months: 60</p> <p>FTE %: 100</p> <p>London Allowance: No</p> <p>Other Allowance: 0.00</p> <p>Total Cost: 143,558.00</p> <p>Scale:</p> <p>Super Ann & Nil: 0</p> <p>Starting Salary: 0</p>
---	---

[Show Calculator](#)

Shows summary of calculations. Double-check information is correct. If you need to make corrections, click “Show Calculator”

Objectives, Summary and Beneficiaries: Fill in as per Council guidelines for your scheme/call.



Objectives

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

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

Save Cancel



Summary

Aut

Scheme: Standard Grant
Project Title: Je-S fEC training
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]

Save Cancel



Beneficiaries

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

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

Save Cancel

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

Edit Other Support

Scheme: Standard Grant
Project Title: Je-S fEC training
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

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

Select and Search organisation.

Awarding organisation:

Select Organisation

Awarding organisation's reference:

Title of project:

Decision made ?:

Yes No

Award made ?:

Yes No

Start date:

End date:

Amount sought:

Add support details as appropriate

Save

Cancel

Edit Related Proposals



Related Proposals

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

Provide details of any related previous proposals to NERC.

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



Related Proposals

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

How is this proposal related to a previous one ?

- Continuation
- Follow up to outline proposal
- Resubmission

Please give the previous research grant proposal Reference Number:

[Valid Reference Number formats](#)

Save

Cancel

Edit Joint Proposals



Joint Proposals

Additional options will appear down the list as you answer “Yes” or “No”.

Example: Partner organisation

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

Complete this section if more than one organisation is submitting a NERC proposal form for this project.

Is this part of a joint proposal?: Yes No
Are you the lead RO?: Yes No
Joint reference: C15605



Joint Proposals

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

Example: Lead Organisation

Complete this section if more than one organisation is submitting a NERC proposal form for this project.

Is this part of a joint proposal?: Yes No
Are you the lead RO?: Yes No
Joint reference: D161106
Total number of proposals:

Click “Get New Reference”. The system will provide the “joint reference” number

Enter total number of proposals including lead.
Click “Save”

Notes: Joint Proposals

- If you are the Lead Organisation you will have to obtain the joint reference as per the example and then notify your partners of the reference so they can include this on their own applications.
- If you are not the Lead Organisation, you will have to obtain the joint reference from your lead partner.

There is no automatic notification to partners of the joint reference.

Edit Resources



Resources

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

Click appropriate category and add necessary costs.

Document Data

- [Edit Travel and Subsistence](#)
- [Edit Equipment](#)
- [Edit Animal Costs](#)
- [Edit Other Directly Incurred Costs](#)
- [Edit Other Directly Allocated Costs](#)
- [Edit Facilities](#)

[<< Back to document menu](#)

Example: Add Other Directly Incurred Costs



Other Directly Incurred Costs

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

Description

Amount

Save

Cancel

Example: Add Equipment

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

Add details of individual items of equipment dedicated to the project and costing £3000 or more (including VAT). The cumulative 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.

[Add New Equipment Item](#)

Description	Amount
edit Supercomputer	150,000 delete
	150,000

[<< Back](#)

Click "Add New Equipment"

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

Description:

Country of Manufacture:

Delivery Date:

Charge:

Import Duty:

VAT:

[Save](#)

[Cancel](#)

Add details. Include VAT on EU purchased equipment

Edit Estate Rates/Indirect Costs



Estates and Indirect Costs

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

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

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Select “Edit Indirect Costs”
or “Edit Estates Costs”



Estates Costs

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

Please specify total Estates Costs for the grant.

Estate Costs:

Enter Estate/Indirect Cost
as calculated by PFACT

Edit Classifications/Referees/Project Partners



Classification of Proposal

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

Document Data

- [Edit Scientific Area](#)
- [Edit Secondary Classification](#)
- [Edit Science Topics](#)
- [Edit ENRI](#)

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Nominated Referees

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

Enter the details of up to 4 referees whom NERC may approach for assessment of this research proposal.

[Add New Referee](#)

Referee Name	Organisation or Address	Department or Town
- There are no items to show -		

[<< Back to Document Menu](#)



Project Partners

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

Please enter details of partners in the project and their contributions to the research. These can be added to the NERC Research Council.

[Add New Project Partners Item](#)

Partner Organisation	Contact Name	Amount
- There are no items to show -		

[<< Back to Document Menu](#)

Note: For “Other Support”, “Project Partners”, and “Referees” if your “Select” search fails, you will then be given the option to “Add New Organisation/Partner”

Example: Searching and Selecting: Adding Information Manually

Je-S Person Search - Microsoft Internet Explorer pr...

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
zzzz	

Search Cancel

Add New Person...

0 results found

If “Select” search fails, some data screens will give you the option to “Add New xxxxx” and input information manually.

Data Screens that allow this option include “Edit Other Support”, “Edit Project Partners”, and “Edit Referees”

Note: This option will not appear until the search has failed.

View Resource Summary



Summary of Resources

Automatic logou

Scheme: Standard Grant
Project Title: Je-S fEC training
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Summary fund heading	Fund heading	Full economic cost	RC contribution	% RC contribution
Directly Incurred	Staff	398,699.00	318,959.20	80
	Travel	0.00	0.00	80
	Equipment	50,000.00	40,000.00	80
	Other	5,656.00	4,524.80	80
	Sub-total	454,355.00	363,484.00	
Directly Allocated	Investigators	14,666.67	11,733.34	80
	Estates Costs	0.00	0.00	80
	Other	25.00	20.00	80
	Sub-total	14,691.67	11,753.34	
Indirect Costs	Indirect Costs	0.00	0.00	80
Exceptions	Equipment	100,000.00	100,000.00	100
	Sub-total	100,000.00	100,000.00	
Total		569,046.67	475,237.34	

Staff type	Months
Investigator	3
Researcher	120
Technician	60
Other	0
Visiting Researcher	0
Student	0
Total	183

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This is a read-only screen which is populated automatically from the other data screens: staff/resources. It shows the fEC and the RC contribution at 40 80%

Adding Attachments



Document Menu

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Organisation: University of Cambridge **Department:** Research Services Division

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Click “Edit Attachments”

Attachments

Scheme: Standard Grant
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Please read the requirements for attachments by clicking on the help link at the top right

Add New Attachment

Filename	Description	Type
- There are no items to show -		

<< Back to Document Menu

Click “Add New Attachment”

Attachments

Autom

Scheme: Standard Grant
Project Title: Je-S fEC training
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Filename:

Please note: We only accept files of the following types as attachments:

Adobe Acrobat (*.pdf)

Postscript level 2 (*.ps) - On submission to Research Council, converted and held as an Adobe Acrobat file

Microsoft Word (*.doc) - On submission to Research Council, converted and held as an Adobe Acrobat file

Description:

Document type:

Click “Upload”

Click “Browse” and navigate to the appropriate file/s on your system. Note the types of files accepted. Once uploaded all files are converted to PDF files. You will need Adobe Acrobat in order to read the files again once uploaded.

You must type a description

You must select a document type either “Case for Support” or “Other”. “Other” may be support letters, cover letters, quotations etc.



STAFF



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](#)

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Staff

Scheme: Standard Grant
Project Title: Je-S fEC training
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Document Data
[Edit Researcher](#)
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EPSRC Staff

Scheme: Standard
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Document Data
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Staff

Scheme: Research Grants - Standard
Project Title: Je-S fEC training
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Document Data
[Edit Researcher](#)
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Staff

Scheme: Research Grants
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Document Data
[Edit Researcher](#)
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[Edit Other Staff](#)
[Edit Visiting Researcher](#)

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Staff

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

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

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Name:	<input type="radio"/> <input type="text"/>	Select	Post:	Researcher
Post Identifier:	<input type="radio"/> <input type="text"/>		Start Date:	01 Aug 2006
JNCHE Scale?	<input type="checkbox"/>		Increment Date:	01 Aug 2006
			Effective Date Of Scale:	01 Aug 2006
			Duration Months:	60
			FTE %:	100
			London Allowance:	0
			Other Allowance:	0
			Total Cost:	0
			Scale:	
			Super Ann & NI:	0
			Starting Salary:	0
			Show Calculator	

Save Cancel

1. 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.
2. 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.
3. Click “Show Calculator”

Example: JNCHE post

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		
Calculate			

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
OK Cancel					

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

NATURAL ENVIRONMENT RESEARCH COUNCIL **Researcher** Automate

Name: [Select](#)

Post Identifier:

JNCHE Scale?

Post: Researcher

Start Date: 01 Aug 2006

Increment Date: 01 Aug 2007

Effective Date Of Scale: 18 Jul 2005

Duration Months: 60

FTE %: 100

London Allowance: No

Other Allowance: 0.00

Total Cost: 143,558.00

Discretionary Points: No

Grade: RA1A

Spine Point: 6

[Show Calculator](#)

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

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 THE RSD-1a or PFACT.

Click "OK"

Example: Completed Non- JNCHES post summary screen



Name:	<input type="text"/>	Select	Post:	Technician
Post Identifier:	<input type="text" value="Tech 1"/>		Start Date:	01 Aug 2006
JNCHES Scale?	<input type="checkbox"/>		Increment Date:	01 Oct 2007
			Effective Date Of Scale:	01 Aug 2006
			Duration Months:	60
			FTE %:	100
			London Allowance:	0.00
			Other Allowance:	0.00
			Total Cost:	111,583.00
			Scale:	T4/1
			Super Ann & NI:	4,250.00
			Starting Salary:	16,251.00

[Show Calculator](#)

Check details against RSD-1a/PFACT.

[Save](#) [Cancel](#)

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

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. If you don’t know the effective date of scale it is a yellow box on the RSD-1a staff pages titled “effective date of salary”.
- 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).



VALIDATION & SUBMISSION



Validation

NATURAL
ENVIRONMENT
RESEARCH COUNCIL

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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

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

[Hide validation](#) [Print](#)

Validation Display limited to a maximum of 20 errors

Section Tested	Error Message	Validation Type	Outcome
Co-Investigator	Applicant Miss Emma Stratford post must outlast project	ApplicantList	✘
Indirect Costs	Section has not been completed.	ChargeableItem	✘
Estates Costs	Section has not been completed.	ChargeableItem	✘
Attachments	Section has not been completed.	AttachmentList	✘

Errors

“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

Important: Common Error

Co-Investigators	Co-Investigator Ms Ruth Barnard - Personal details have not been affirmed in the last 12 months	Error
----------------------------------	---	-------

Participant has not “saved” personal details. See *“Logging In First Time”*.

Please ensure that all Co-I/P.I/ Researcher Co-Investigators in your application have saved their personal details in the last 12 months or you will NOT be able to submit. There is nothing RSD can do to assist with this error and Je-S HelpDesk is not guaranteed to be able to correct this.

Submitting

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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 an RSD-1a/PFACT and three working day turnaround time from receipt of RSD-1a/PFACT and application submission.

DOCUMENT MENU: Other Functions


Printing

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Click “Create Document for Printing”

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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

Submit Request


Cancel

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


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Document Status shows your current level of access rights to the document i.e Edit, Read-Only

User Access Privileges


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To allow other users (besides Co-Investigators) to view/edit the document, select “User Access Privileges”. You can then “Select” someone or add a “temporary user” using their email address.

Document History



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To display status of the document throughout the stages of the process Click “Show Document History”.

Hiding an Application


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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


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Click “Delete Document”

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

Transferring Ownership



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Click “Transfer Document Ownership”

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

PROBLEMS/NOTES

Common Problem

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”

FELLOWSHIPS

Creating an Account

Type of Account

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

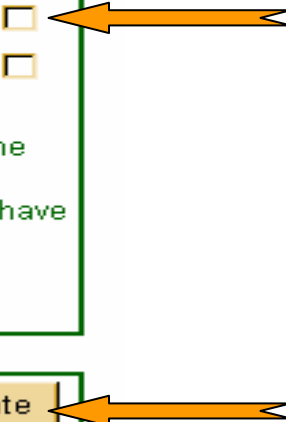
Click [here](#) here to see what this means.

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 *



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

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.

Fellowship – Document Menu

EPSRC Document Menu

Project Title: Copy of jakfjeaik

Organisation: University of Cambridge **Department:** Research Services Division

Document Data

[Edit Project Details](#)
[Edit Applicant](#)
[Edit Applicant Commitments \(0\)](#)
[Edit Applicant Salary \(£0\)](#)
[Edit Years of Post-Doctoral Experience](#)
[View Resource Summary](#)
[Edit Related Proposals \(0\)](#)
[Edit Optional Research Grant \(N\)](#)
[Edit Objectives](#)
[Edit Summary](#)
[Edit Beneficiaries](#)
[Edit Head of Department / Institutional Statement](#)
[Edit Other Support \(0\)](#)
[Edit Referees \(0\)](#)
[Edit Notes and Comments \(0\)](#)

Document Actions

[Edit Attachments \(0\)](#)
[Validate Document](#)
[Submit Document](#)

Document Import / Export

[Create Document For Printing](#)
[Export Document as XML](#)
[Import Document from XML](#)

Document Management

[Document Status](#)
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[Show Document History](#)
[Hide Document](#)
[Delete Document](#)
[Transfer Document Ownership](#)

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Example – EPSRC Fellowship document menu

Optional Research Grant – EPSRC Only

EPSRC Optional Research Grant

Project Title: Copy of jakfjeaik
Organisation: University of Cambridge **Department:** Research Services Division

If the Fellowship proposal has an Optional Research Grant, please enter the joint proposal reference generated by the lead Research Proposal.

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If the Fellow is submitting a Research Grant with an EPSRC Fellowship, he/she will need to obtain a joint reference number from the research grant application. See Joint Proposal Instructions page 28.

The joint reference number must then be entered into the Fellowship application.

Head of Department Statement

EPSRC Head of Department / Institutional Statement

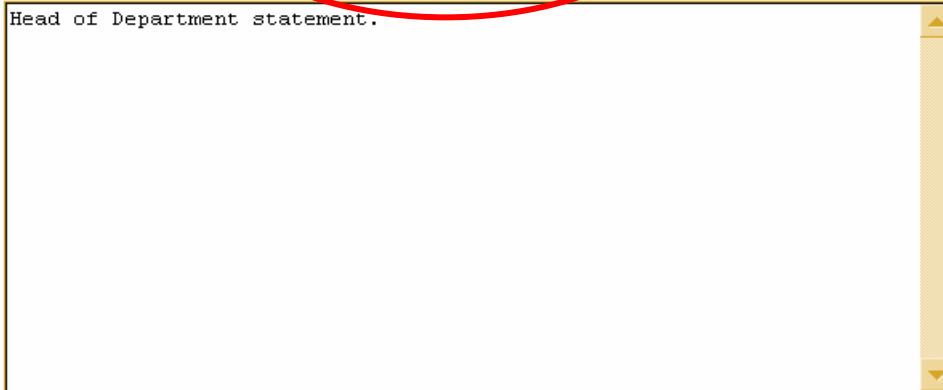
Project Title: Copy of jakfjeaik
Organisation: University of Cambridge **Department:** Research Services Division

Select Head of Department

Head of Department Name: Mrs Dawn Barker
Organisation: University of Cambridge
Department: Head of Research Collaboration Office

Statement of Support (up to 10,000 characters)

Head of Department statement.



Save Cancel

Select/Search Head of Department. This automatically gives the HoD access to the Fellowship application via email in order to complete the necessary support statement.

Please note the Head of Department Statement is NOT confidential. The applicant will be able to access and read the statement.

Fellowship – Further Notes/Comments



Add New Fellowship Proposal

There are no active Calls for this Council's Fellowship Proposals, so a new Fellowship Proposal may not be created.

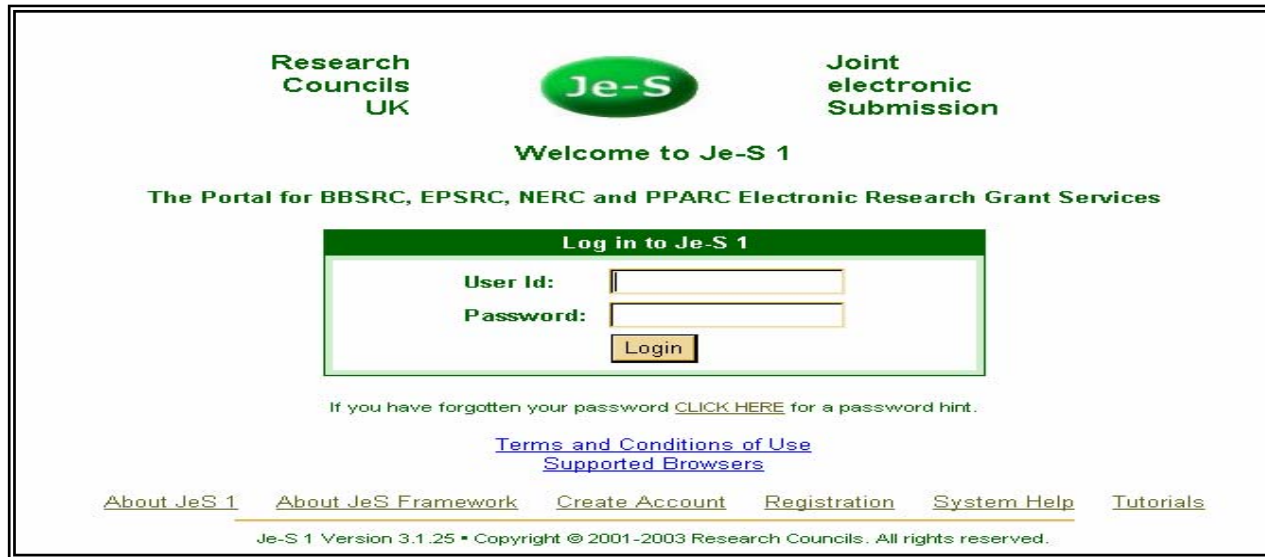
[Go Back](#)

If there are no active calls for Fellowship proposals, you will not be able to create an application.

Fellowships are currently available only for EPSRC, PPARC, NERC, AHRC & ESRC. BBSRC Fellowships will be available sometime in 2005.

Fellowship applications still require an RSD-1a/PFACT and three working days processing time.

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.

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

[About JeS 1](#) [About JeS Framework](#) [Create Account](#) [Registration](#) [System Help](#) [Tutorials](#)

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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/>