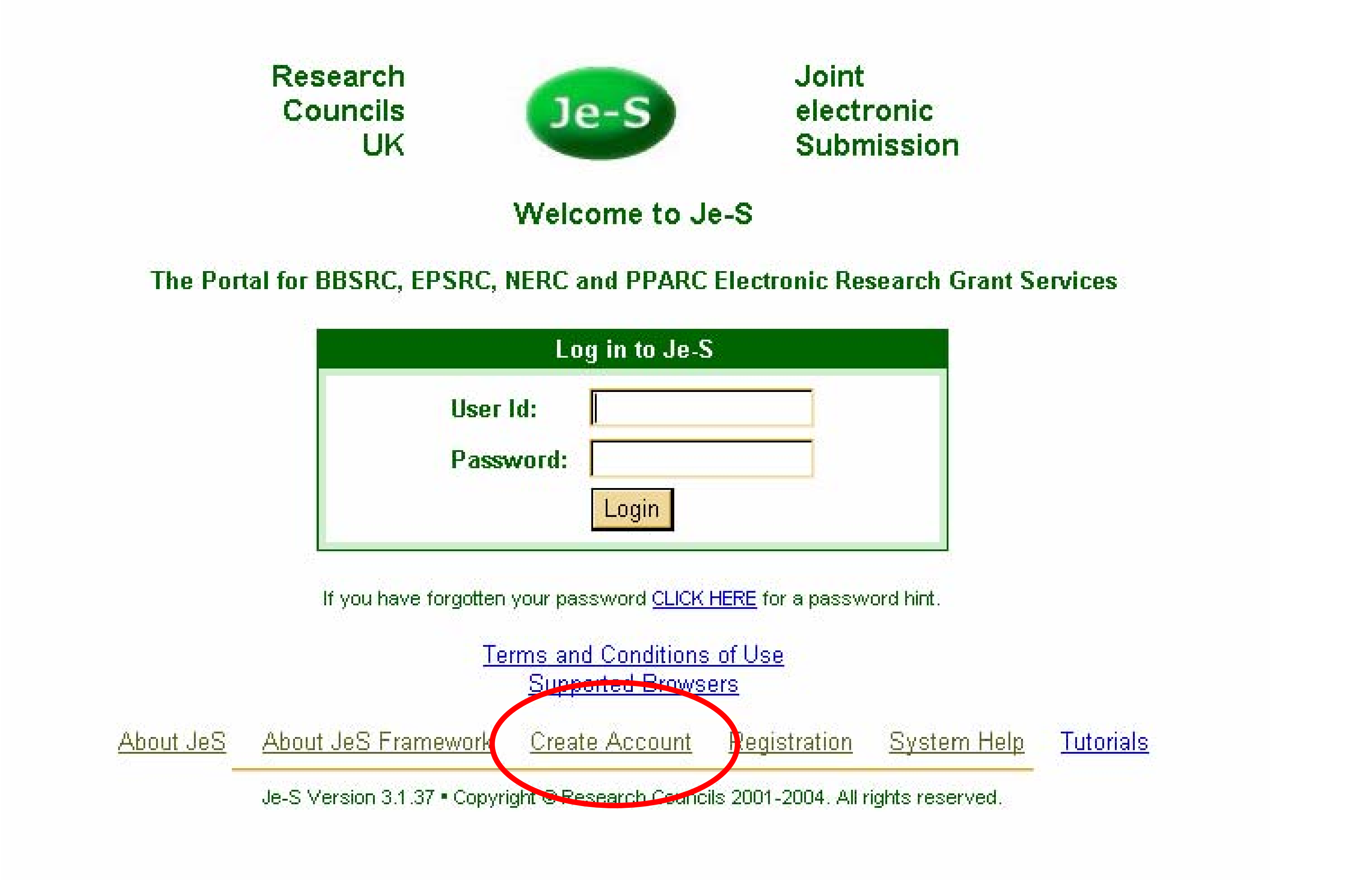
Research Services Division

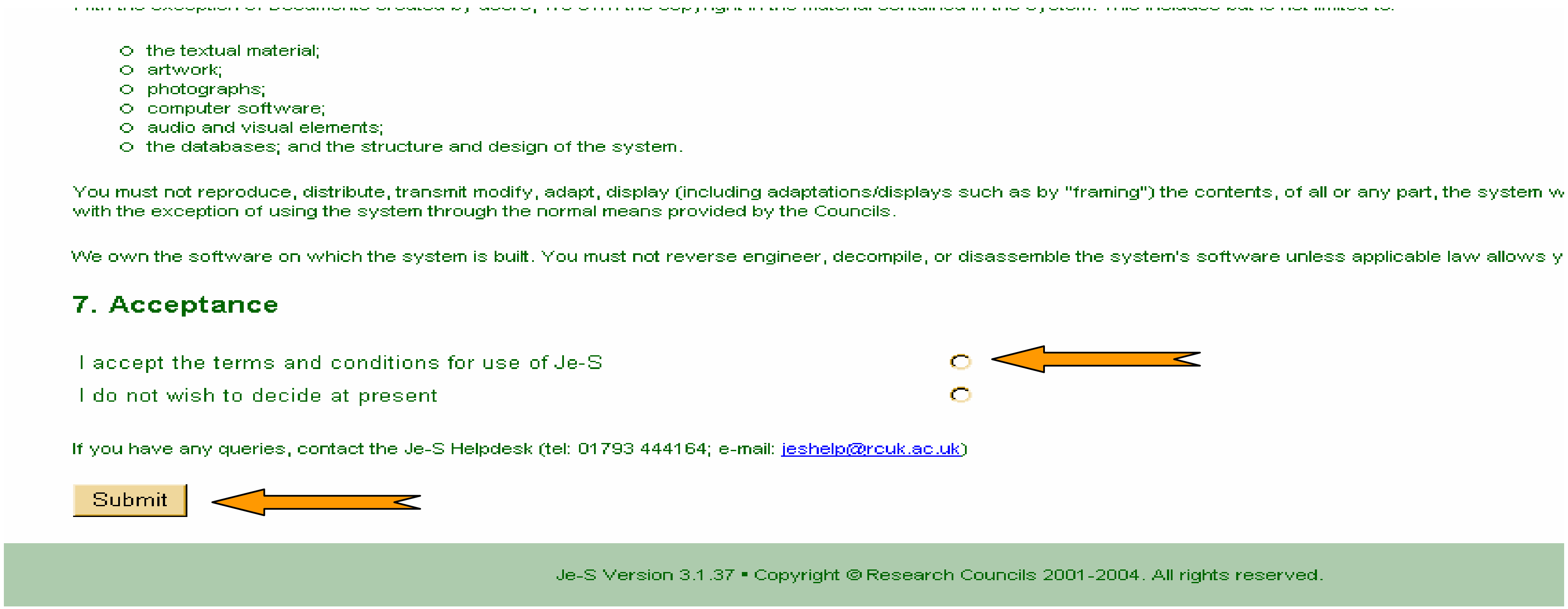
Submitting a Grant Application through the Joint Electronic Submission (JE-S) System

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

CREATING AN ACCOUNT



Click Create Account



- 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 w
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 y

7. Acceptance

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

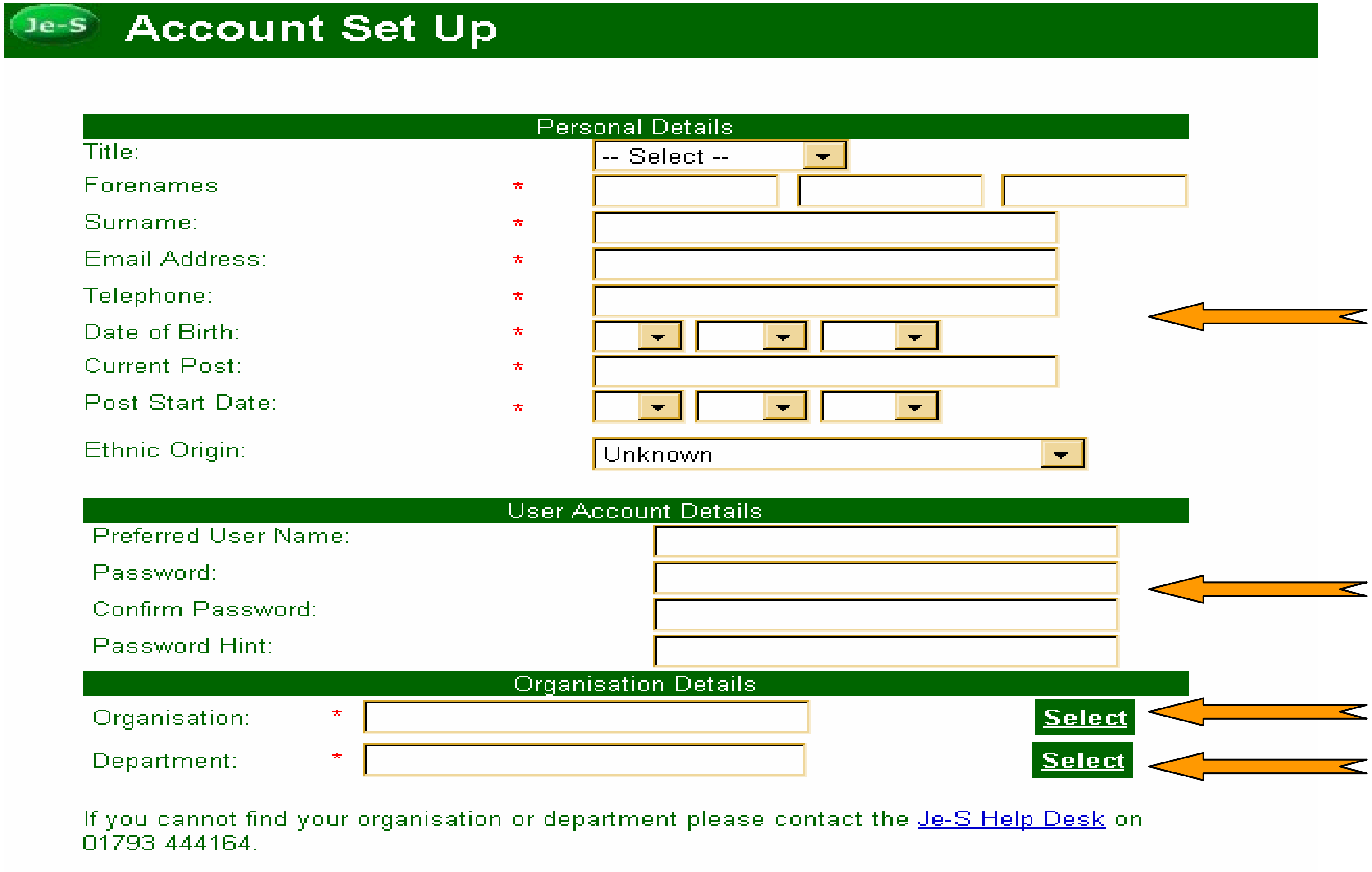
I do not wish to decide at present

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

Submit

Accept the terms and conditions and press submit

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



Account Set Up

Je-S

Personal Details

Title: -- Select --

Forenames *

Surname: *

Email Address: *

Telephone: *

Date of Birth: *

Current Post: *

Post Start Date: *

Ethnic Origin: Unknown

User Account Details

Preferred User Name:

Password:

Confirm Password:

Password Hint:

Organisation Details

Organisation: * Select

Department: * 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.

camb

Search Cancel

2 results found

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

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.

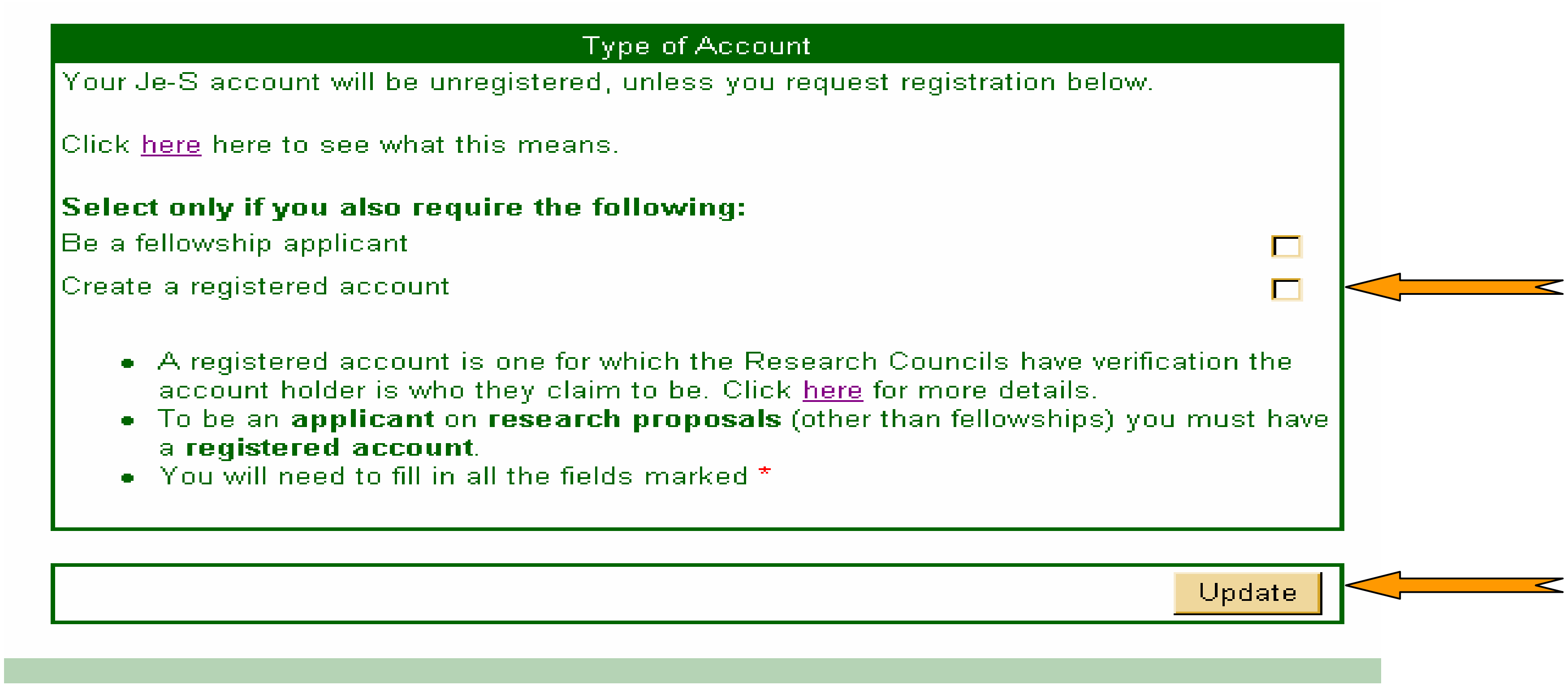
Please Enter 3 Prompt & Response Pairs

Prompt :	Response :

Type of Account

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

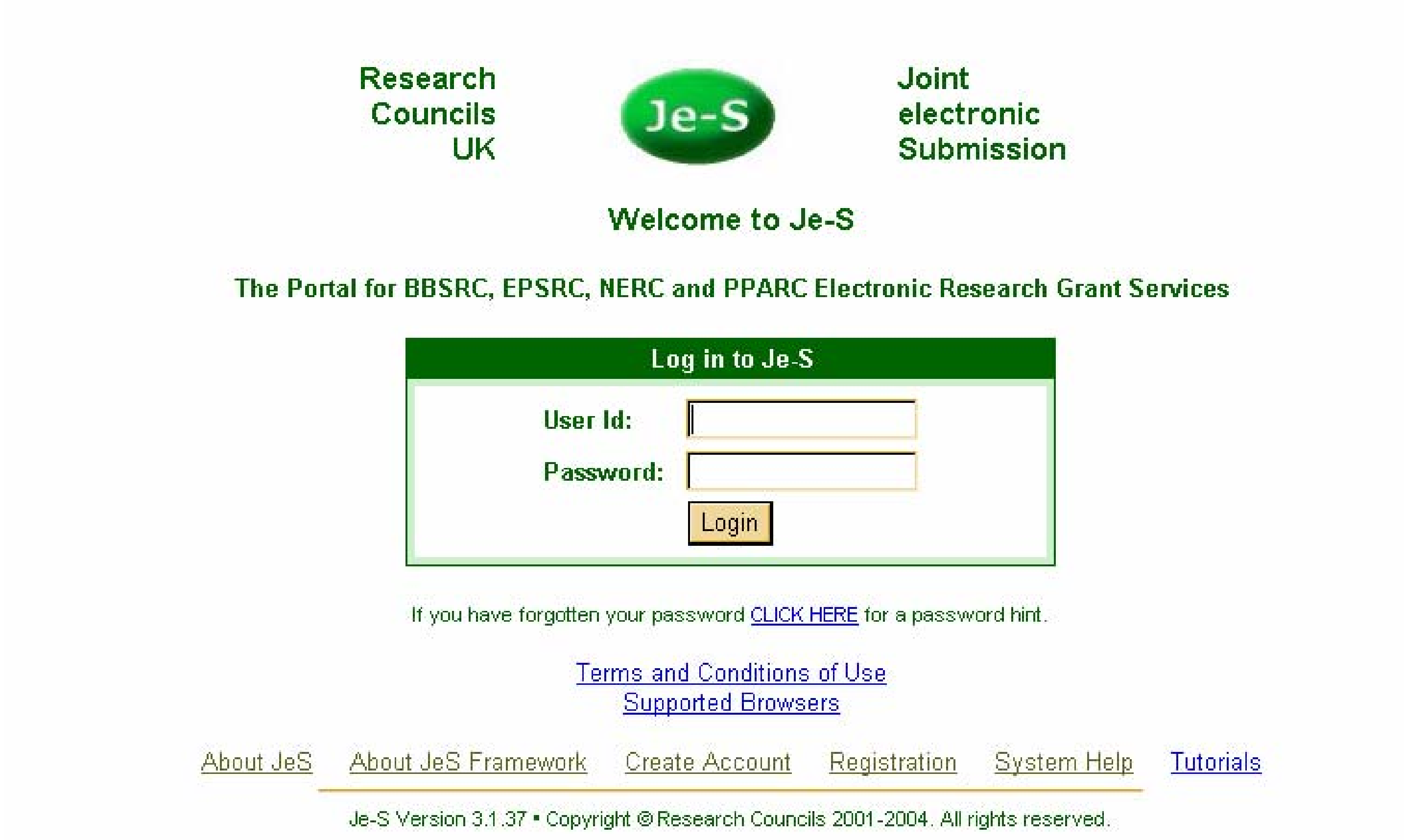
If you lock your account by using an incorrect password, you will be asked to provide 2 of the above pairs in order to re-access the account. How the pairs are structured is your own choice.



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”



You will be returned to the log-in screen.

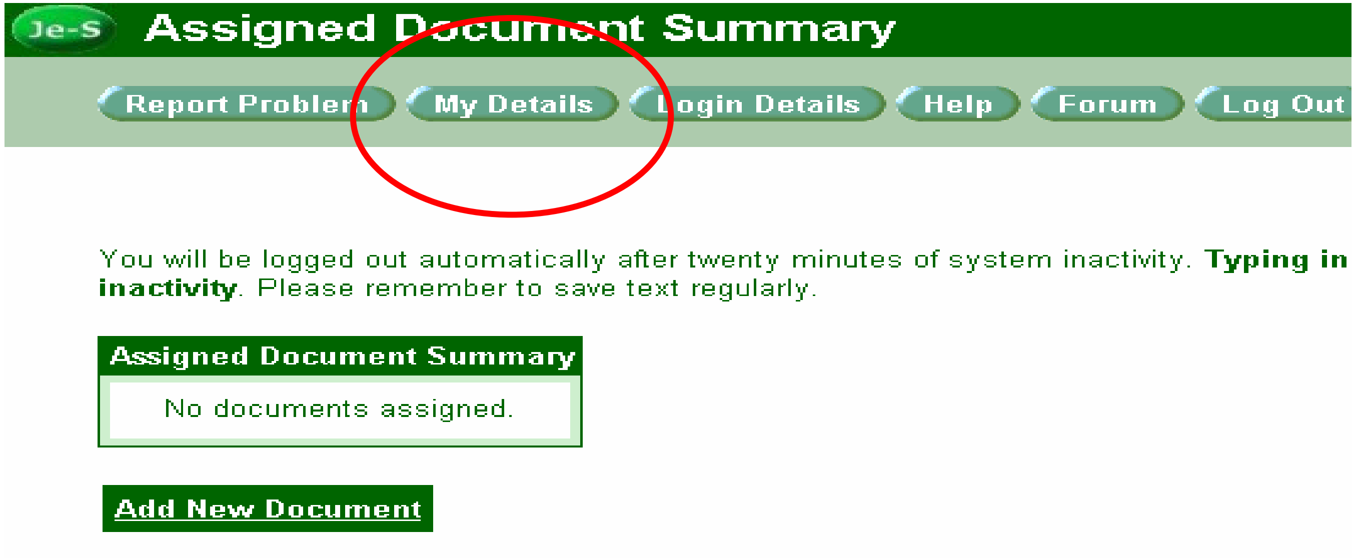
Je-S HelpDesk will now request confirmation with RSD that you are eligible for a registered account. Confirmation can take up to three days to be processed by both Je-S and RSD.

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.

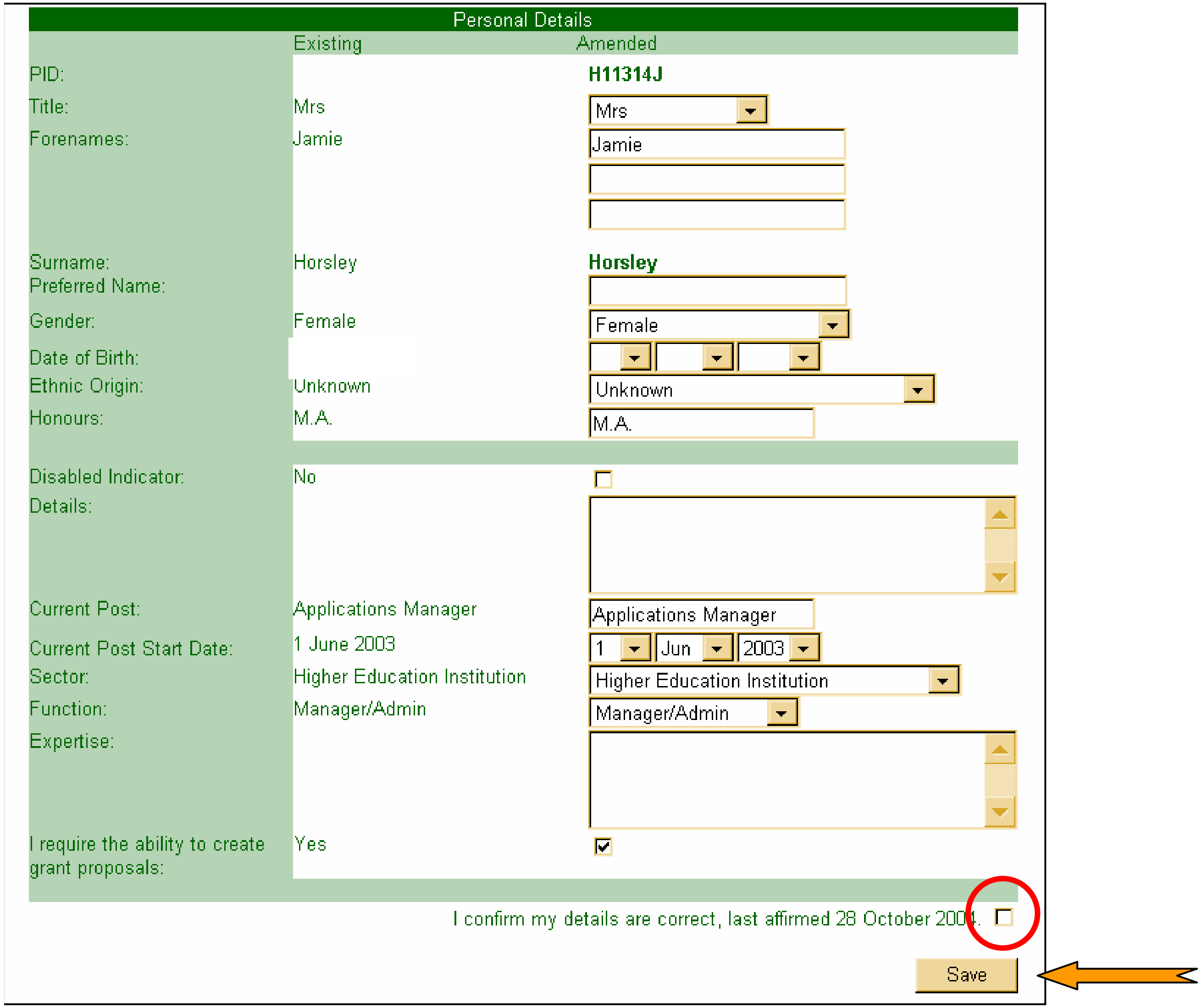
In order to submit your completed Je-S application, RSD still requires an RSD-1a/PFACT and a **three working day turnaround time.**

LOGGING IN FIRST TIME

Confirming Personal Details



Click on “My Details”



Personal Details

	Existing	Amended
PID:		H11314J
Title:	Mrs	Mrs
Forenames:	Jamie	Jamie
Surname:	Horsley	Horsley
Preferred Name:		
Gender:	Female	Female
Date of Birth:		
Ethnic Origin:	Unknown	Unknown
Honours:	M.A.	M.A.
Disabled Indicator:	No	☐
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	☑

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

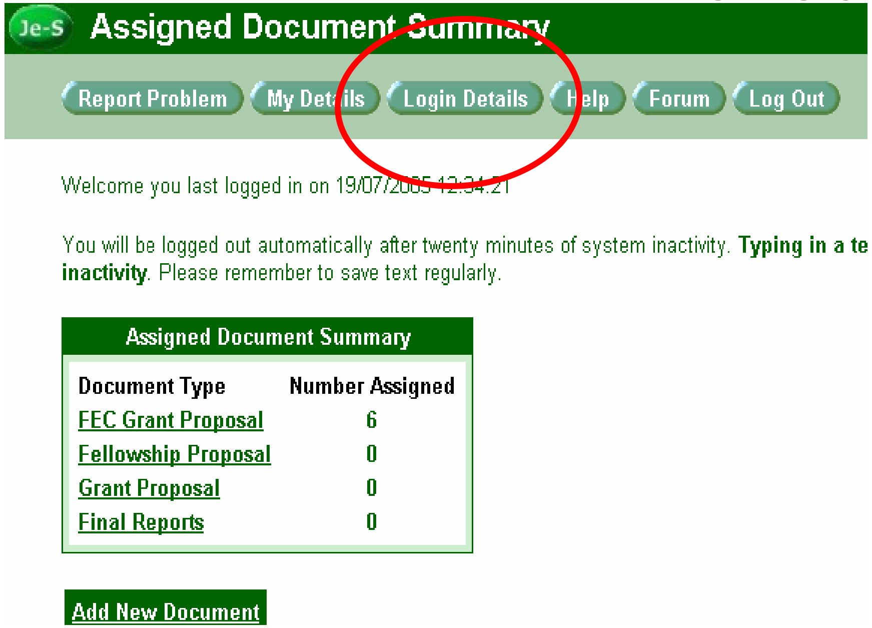
Save

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

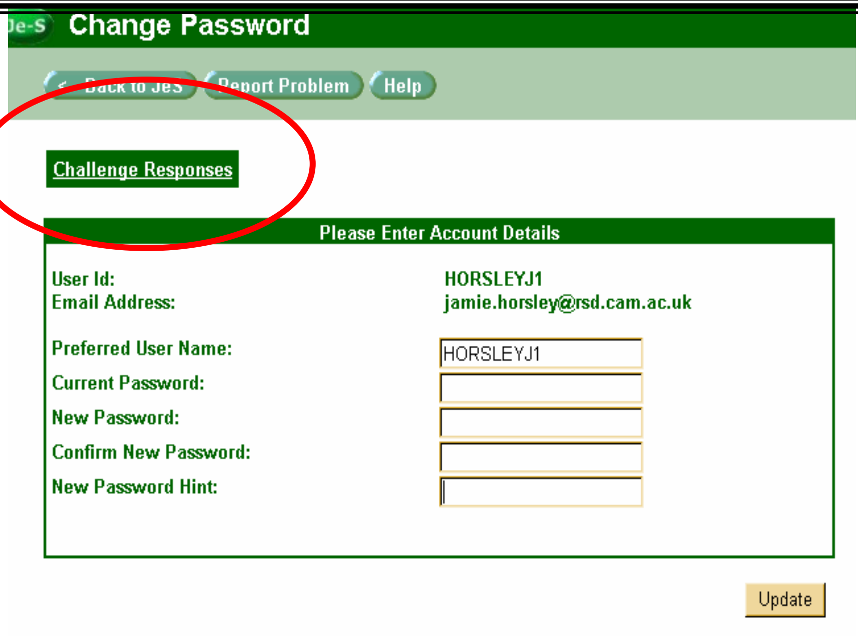
If you do not confirm your details, any application on which you are named as a Co-I/P.I./ Researcher Co-I will receive an error message upon submission and will NOT be able to submit.

SUMMARY SCREEN :
Other Functions

Changing your Password



From Document Summary screen, Click "Login Details"

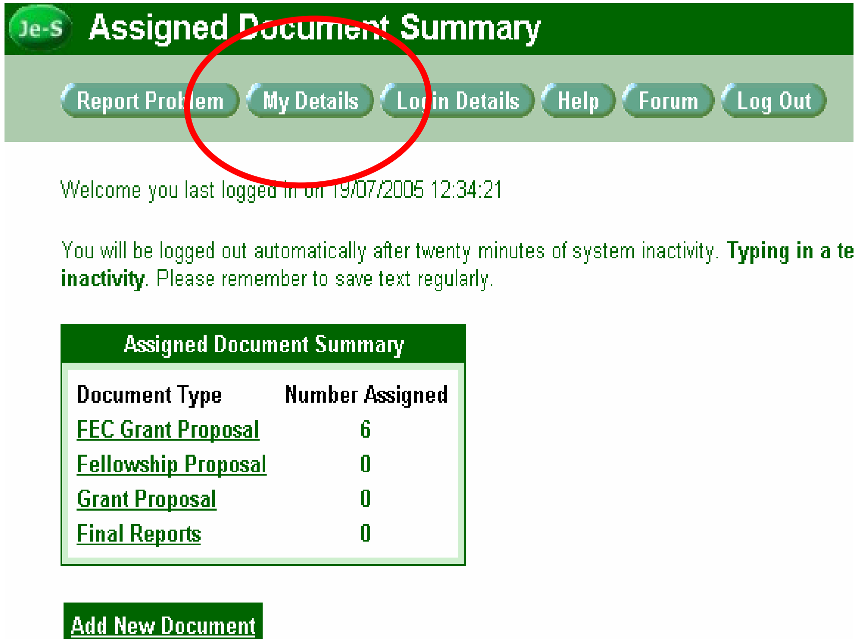


Change password details as appropriate and click "Update"

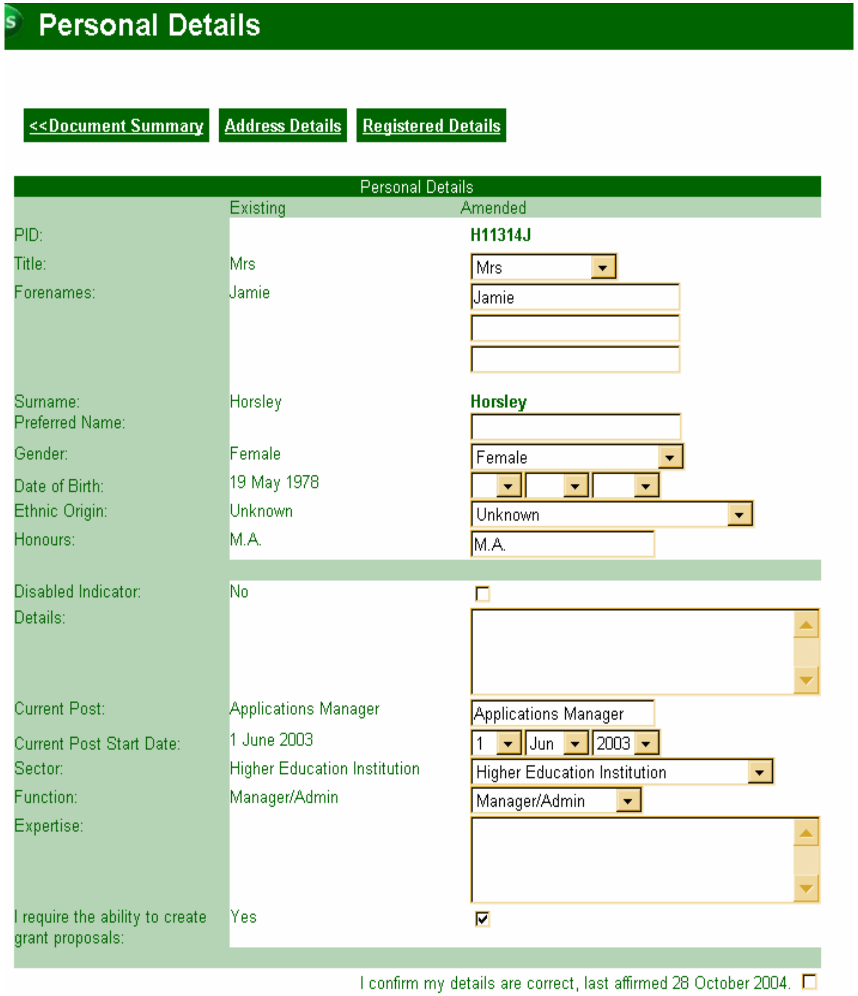
After a set time period, the system will also automatically prompt you at log-in to change your password

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

Changing Personal Details



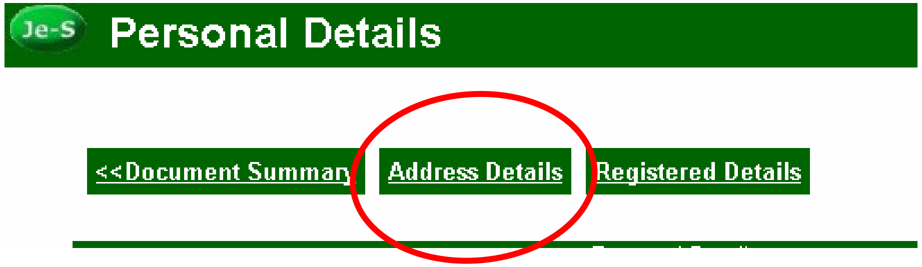
From Document Summary screen, Click "My Details"



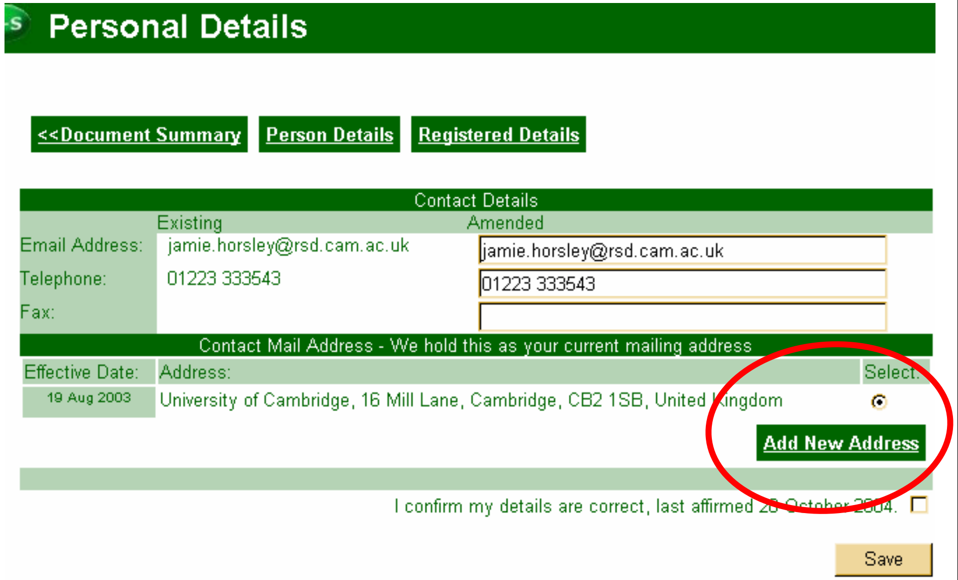
Edit/Add details

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

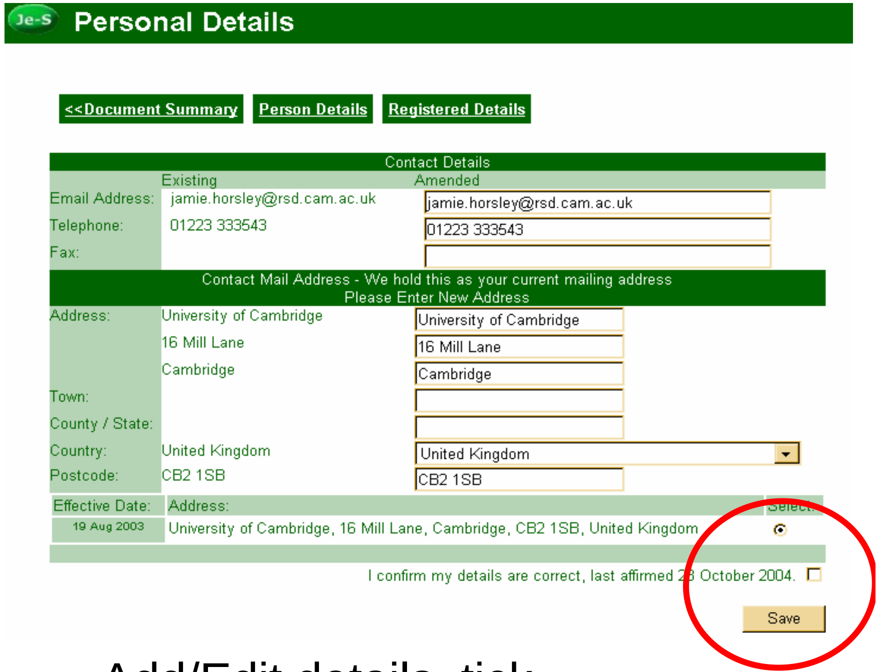
Changing Address Details



From Personal Details screen, click “Address Details”



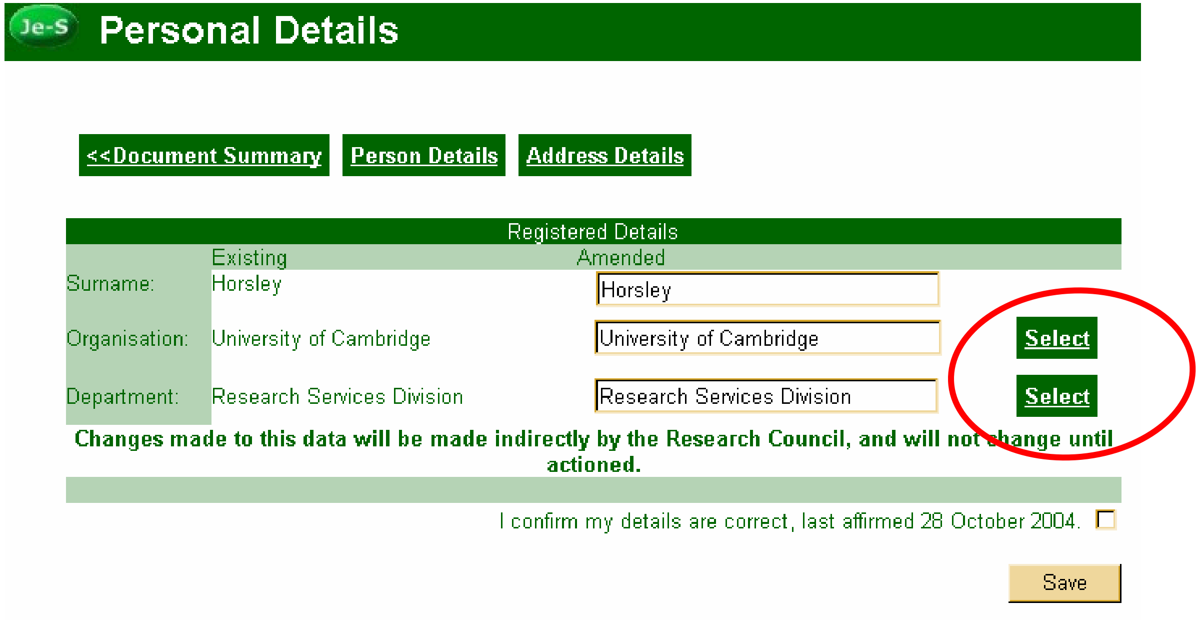
Click “Add New Address”



Add/Edit details, tick confirmation box, and click “Save”

Changing Department/Organisation Details

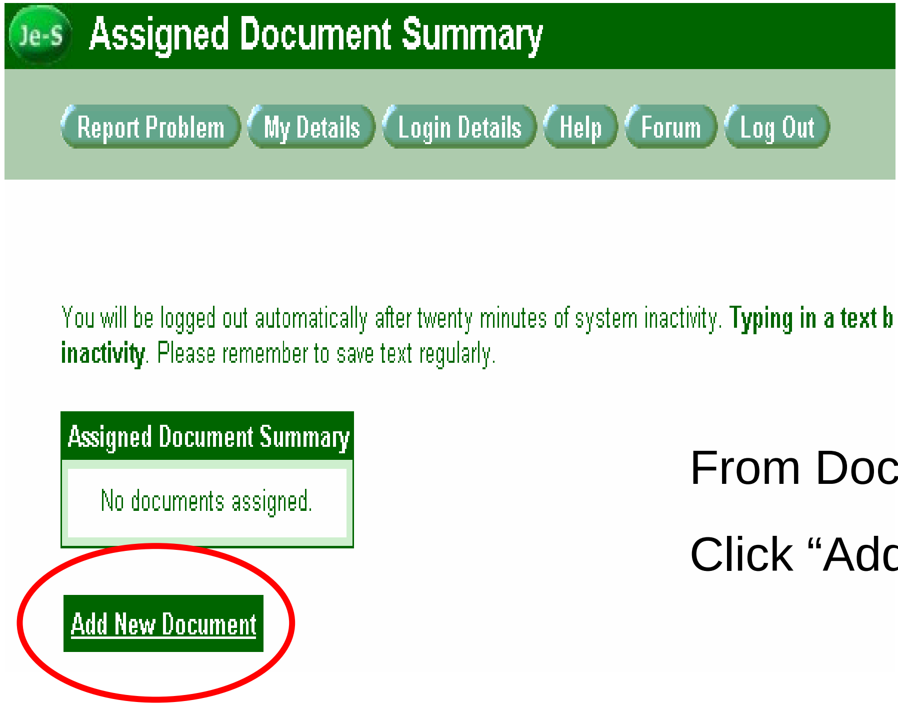
From Personal Details screen, click “Registered Details”



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

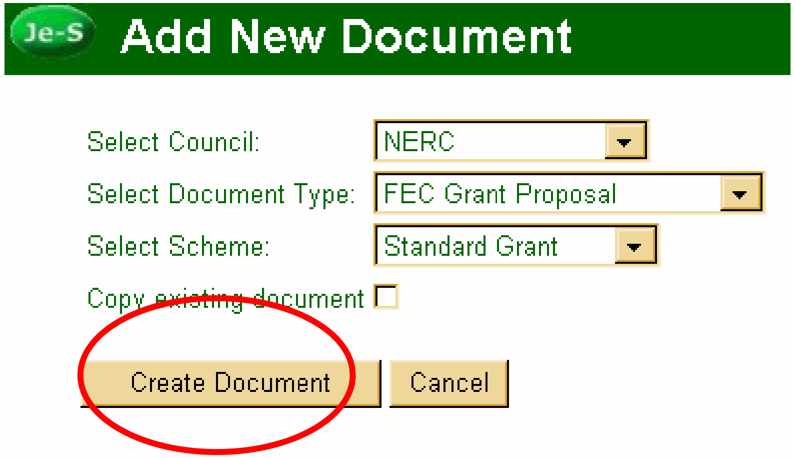
The change is not automatic. Je-S will have to verify the change with the central administration of the new department/organisation.

CREATING A GRANT APPLICATION



From Document Summary Screen:

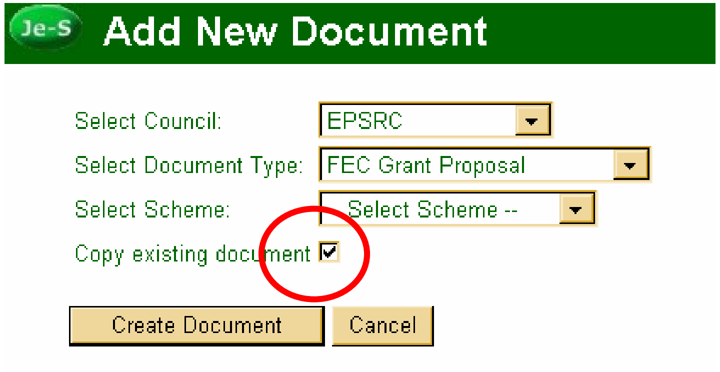
Click “Add New Document”



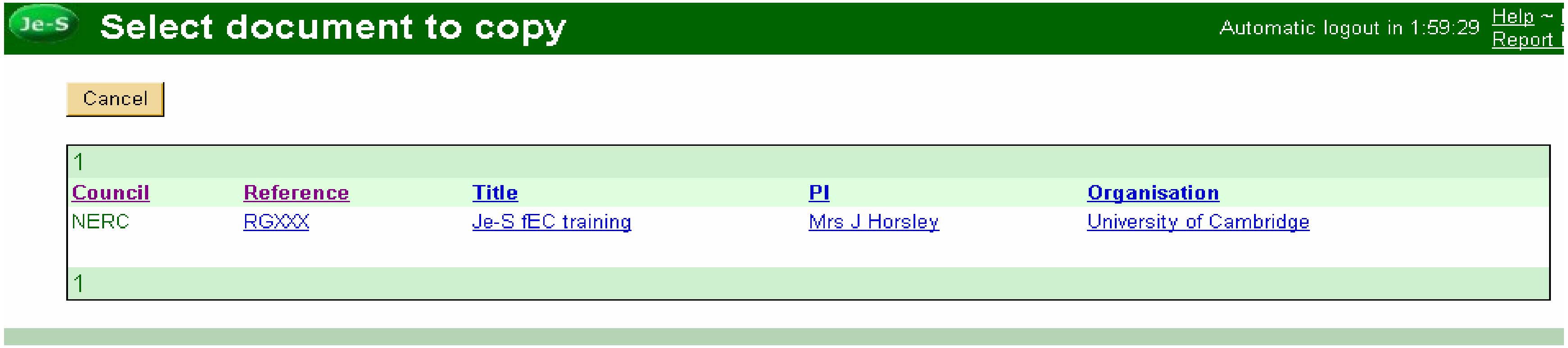
Select your Council, Document Type, and Scheme from the drop-down lists

Click “Create Document”

Copying an Existing Proposal

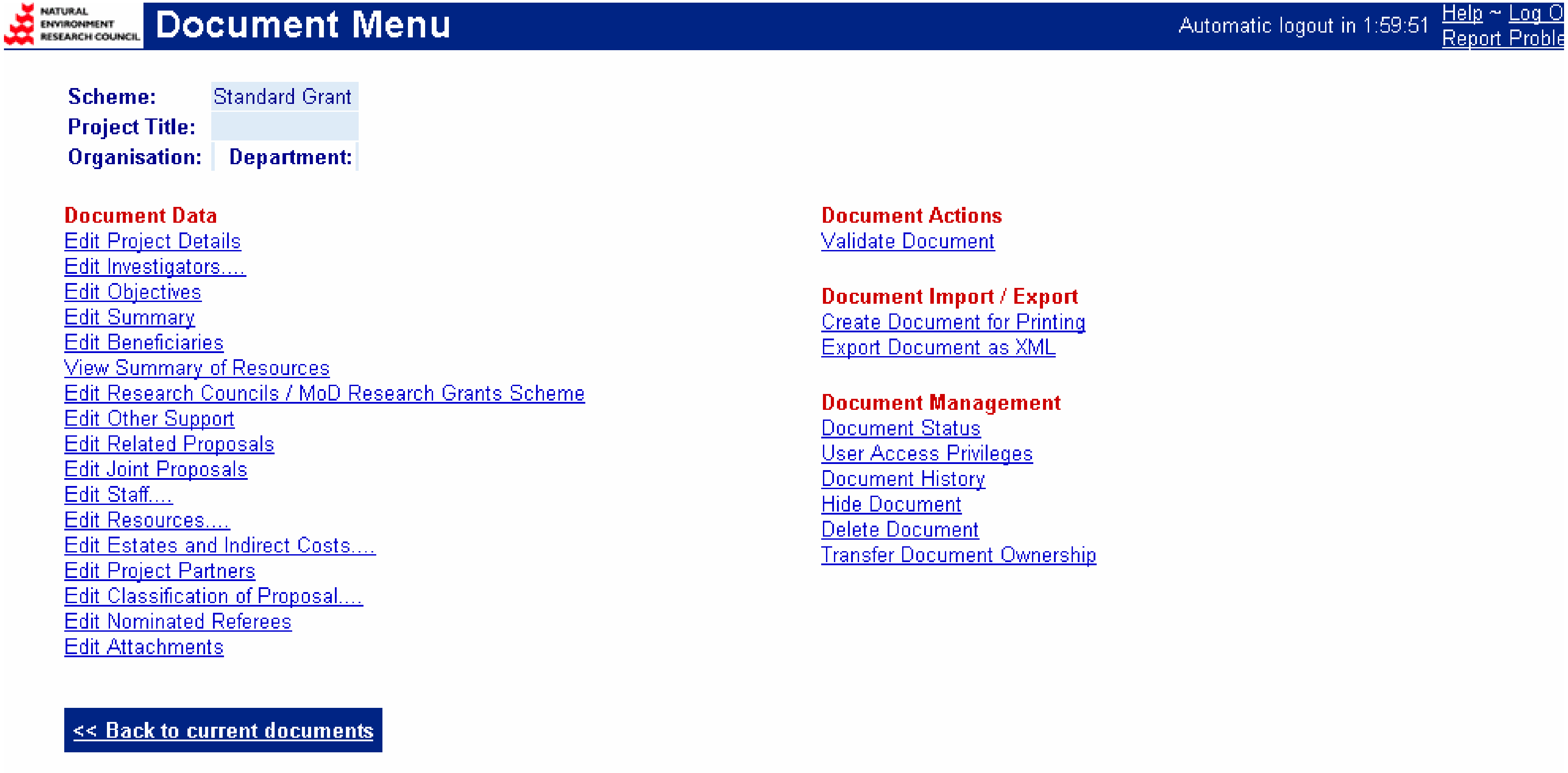


To copy a proposal you have already formatted, Select Council, Document Type and Scheme then tick the box for “Copy an Existing Document”



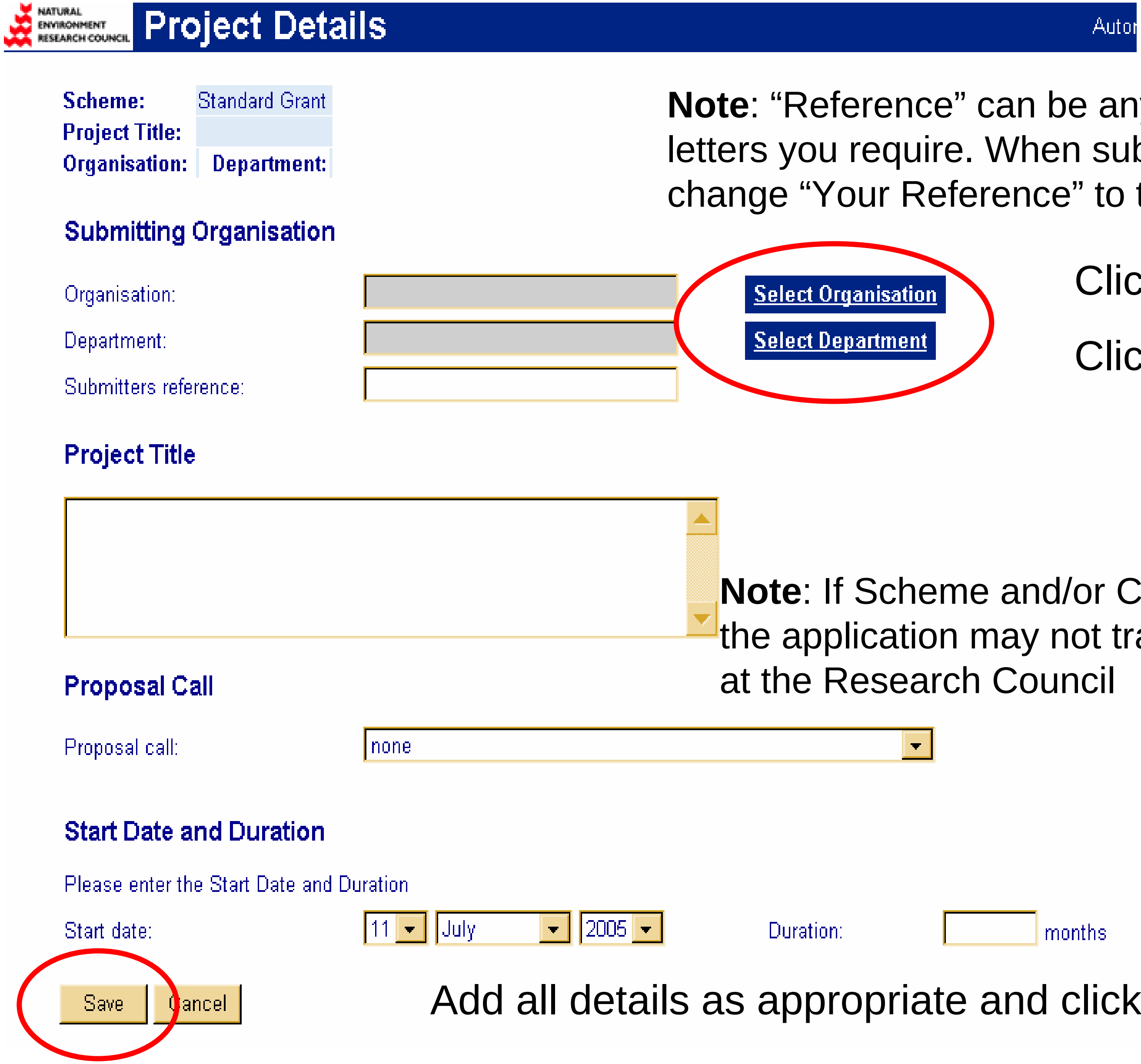
Select from your list of existing proposals which one you require copied. Note: The application you select MUST be for the same Research Council. For example, you cannot copy a BBSRC proposal for a NERC application.

DOCUMENT MENU



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



Note: "Reference" can be any combination of numbers or letters you require. When submitted RSD will add to or change "Your Reference" to the internal "RG Number"

Click "Select Organisation"

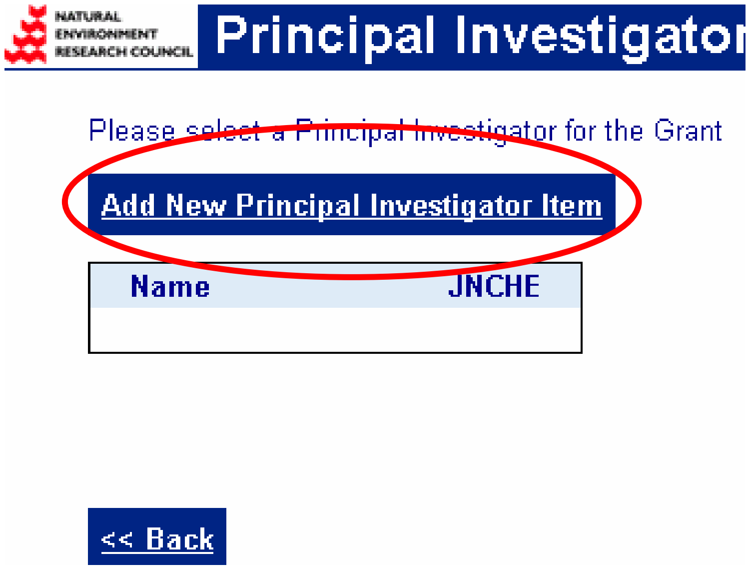
Click "Select Department"

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

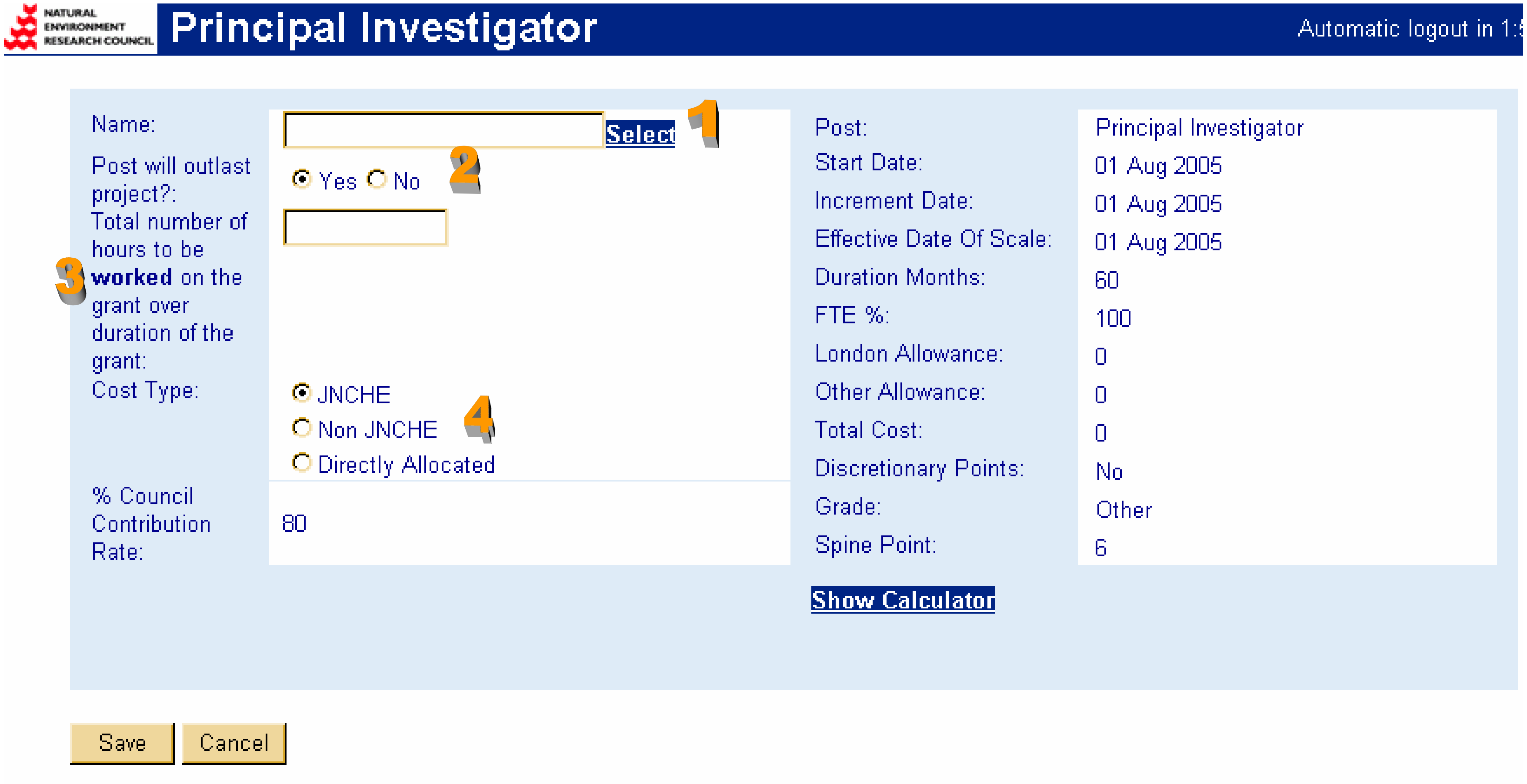
Add all details as appropriate and click "Save"

Edit Investigators

Select type of Investigator to Edit



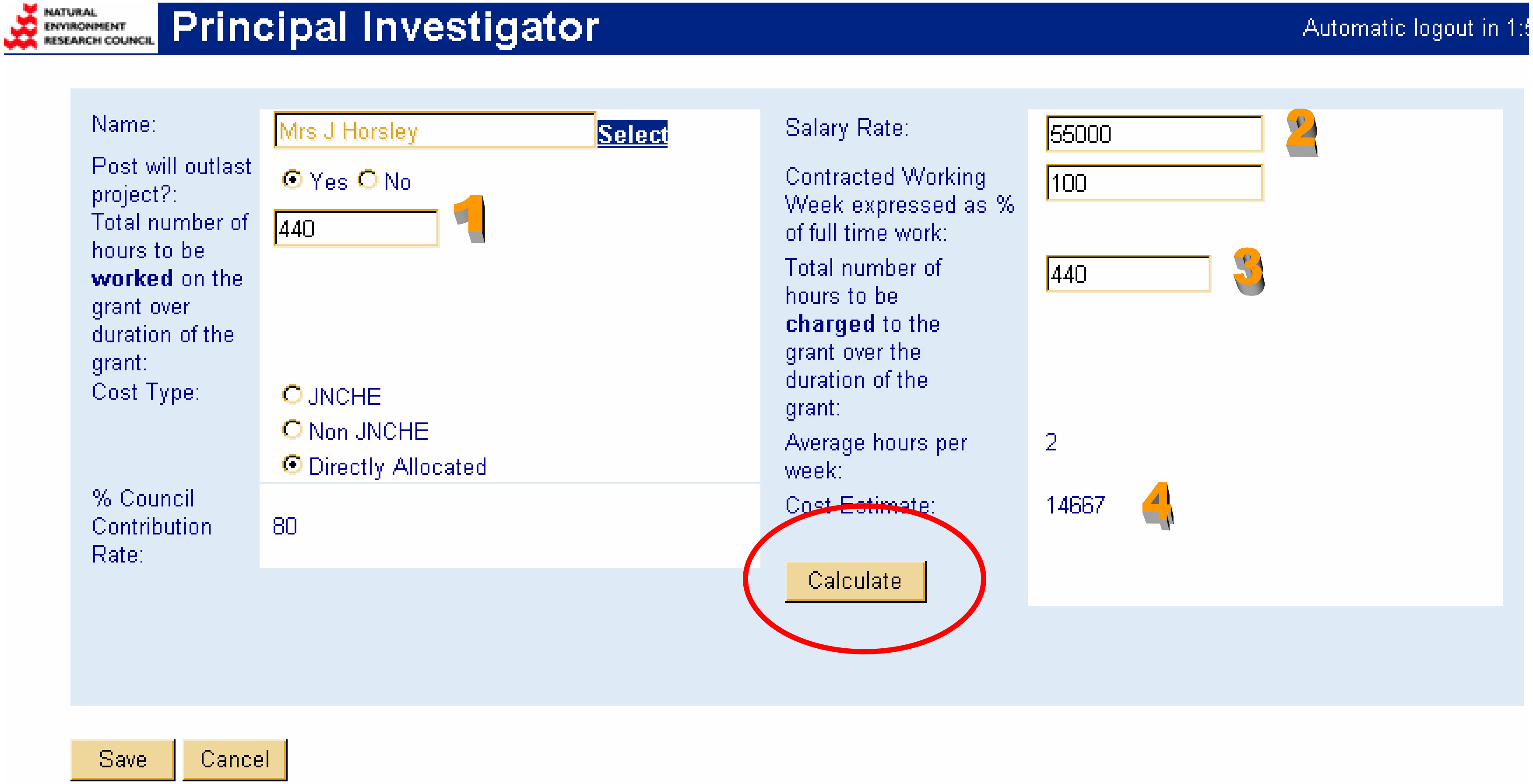
Click “Add New XXX Investigator”



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



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

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

Staff Post Calculator - Joint Staff

Post Start Date	1 August 2006
Duration / Fulltime Percentage	60 Months 100 %
Staff Type	Researcher-Co-Investigator
Discretionary Points	
London Wght / Grade / Spine Pt	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

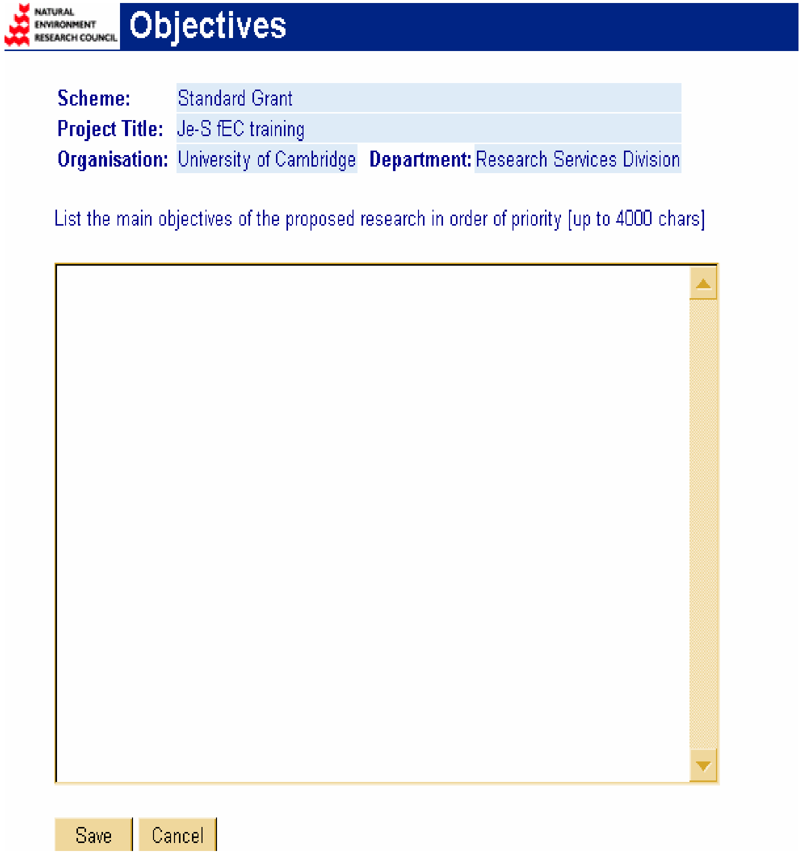
OK Cancel

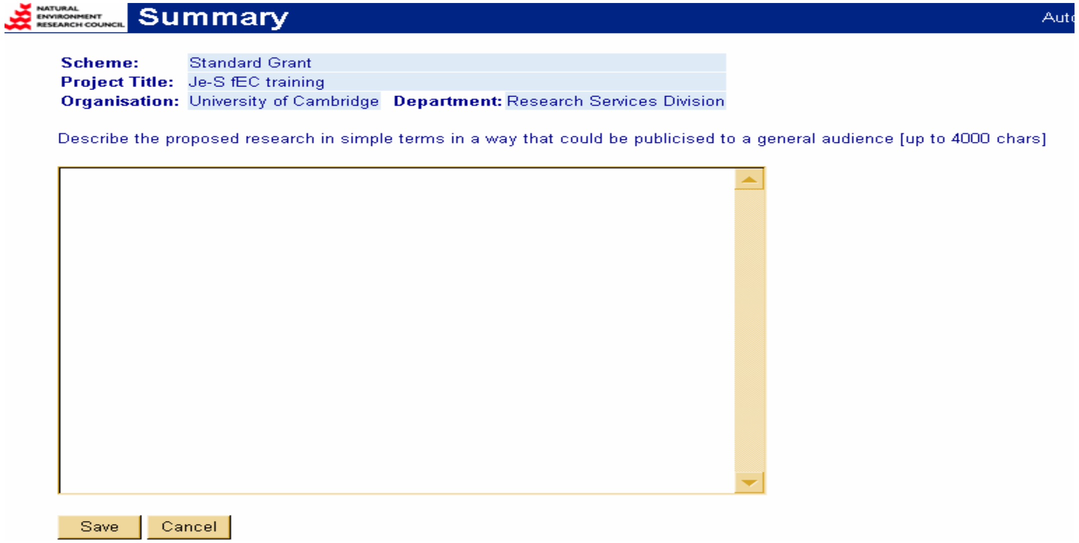
The lower half of the screen will populate with the appropriate salary figures.

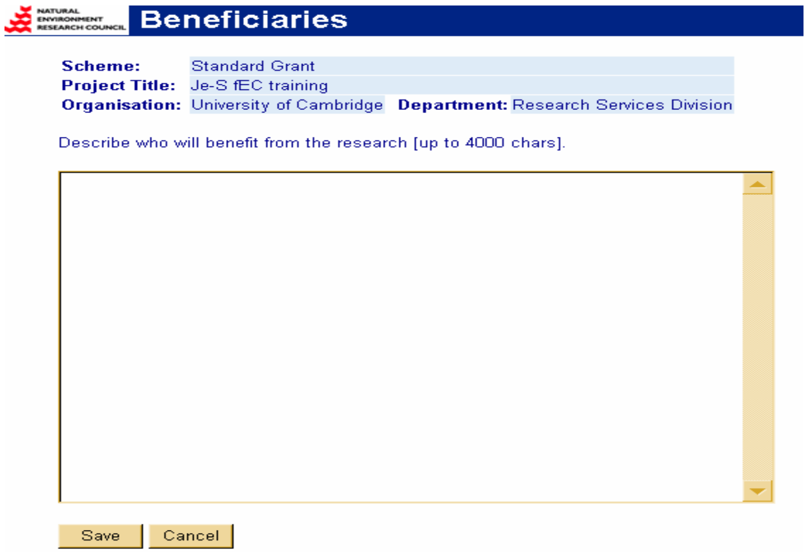
Click "Ok"

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.

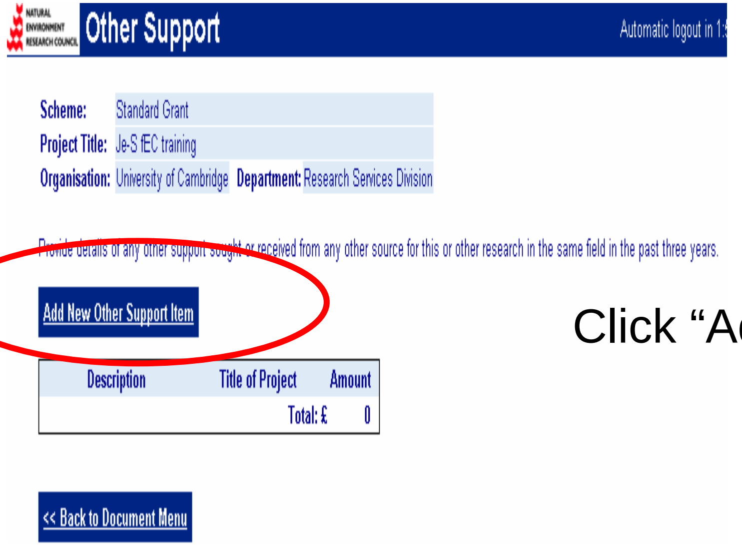




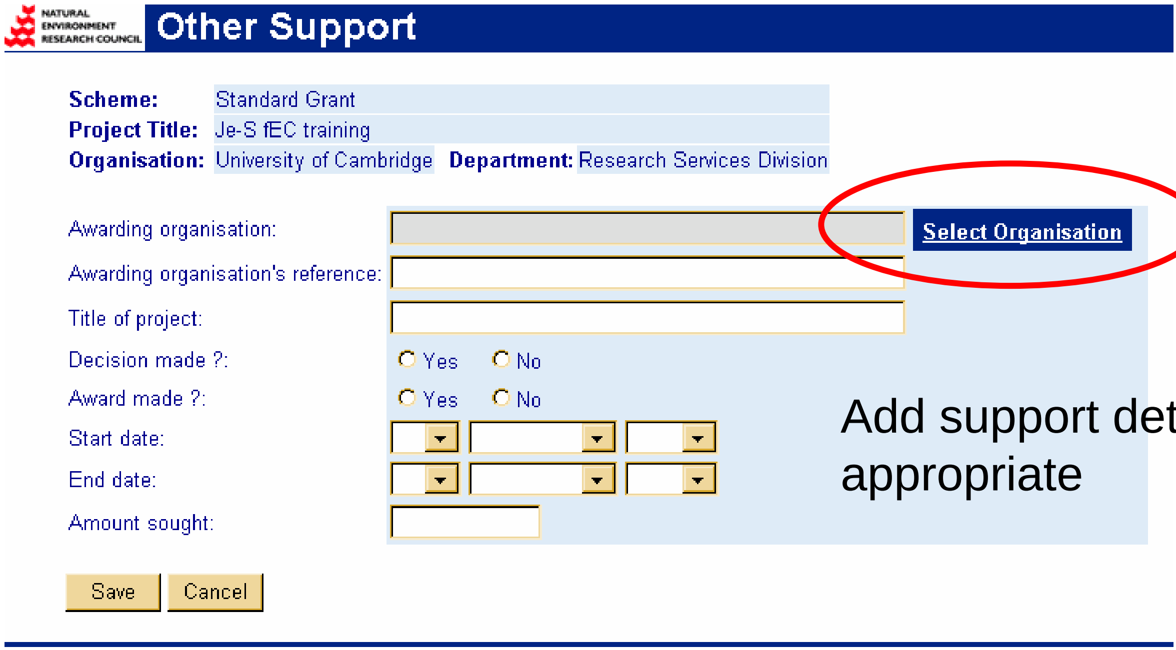


You can also cut and paste text from a Word document into these sections.

Edit Other Support



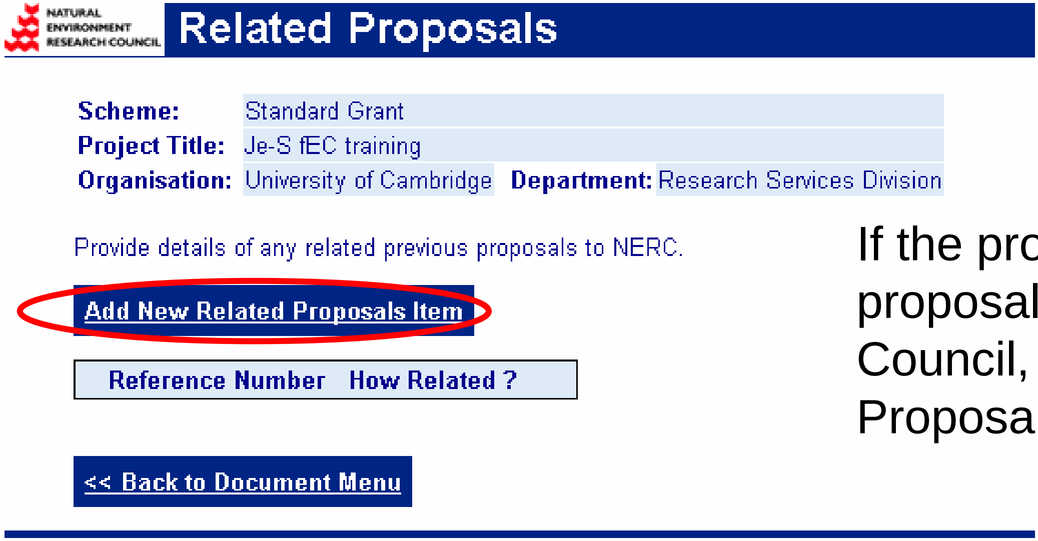
Click "Add New….."



Select and Search organisation.

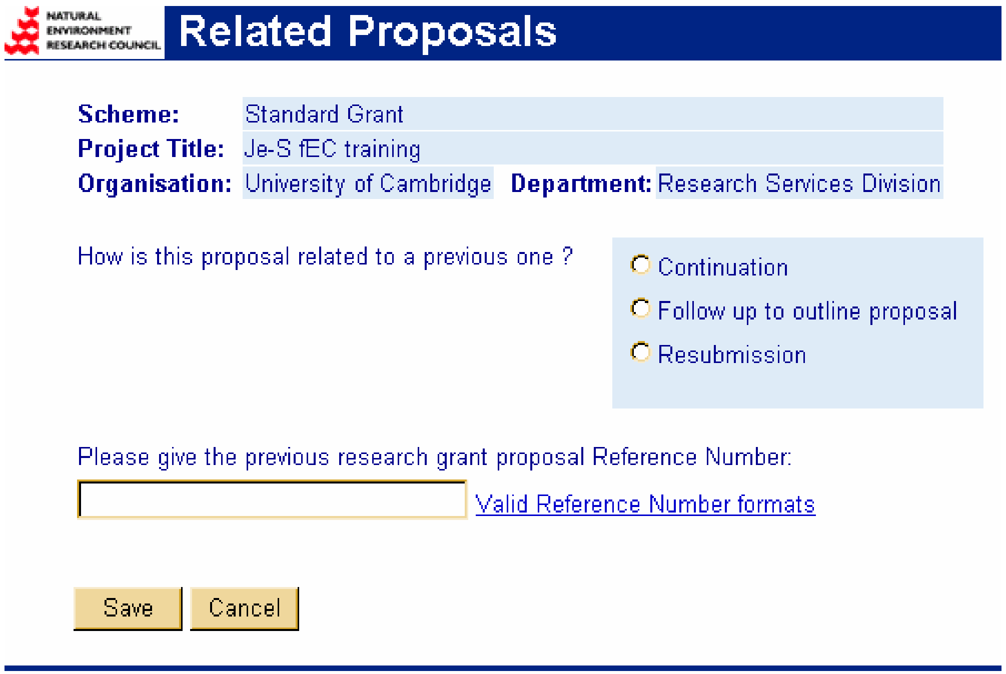
Add support details as appropriate

Edit Related Proposals

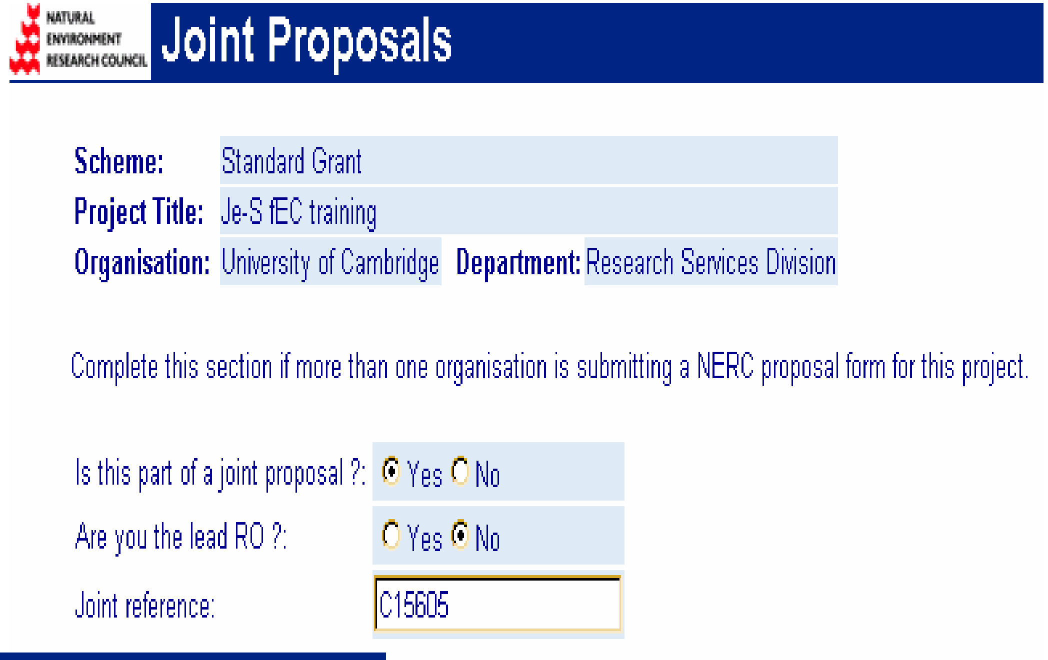


If the proposal is related to one or more proposals previously submitted to the Council, select "Add new Related Proposals Item".

Tick the appropriate box and add reference number as requested

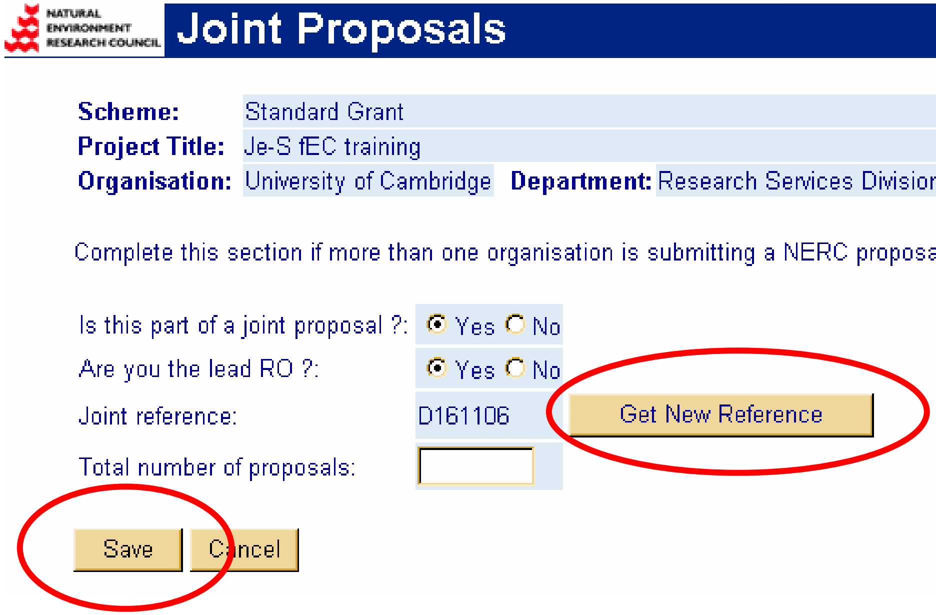


Edit Joint Proposals



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

<u>Example: Partner organisation</u>



<u>Example: Lead Organisation</u>

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.

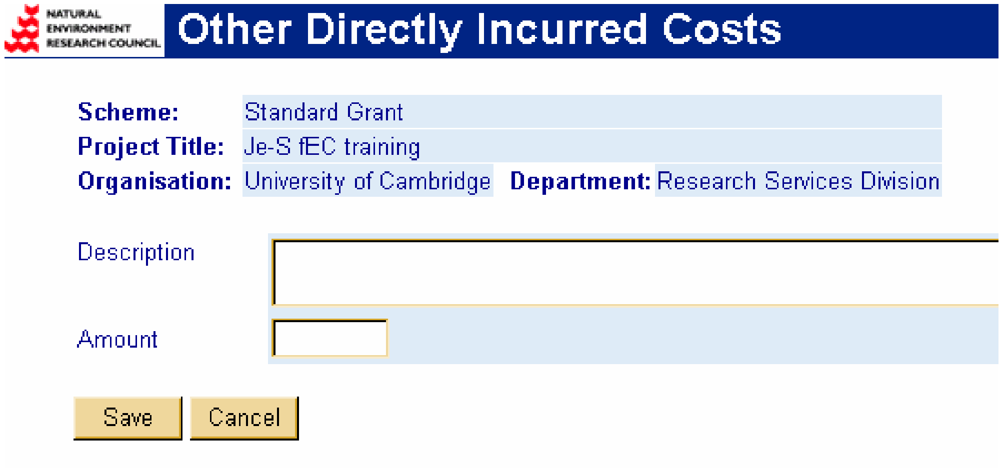
•If you are not the Lead Organisation, you will have to obtain the joint reference from your lead partner.

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

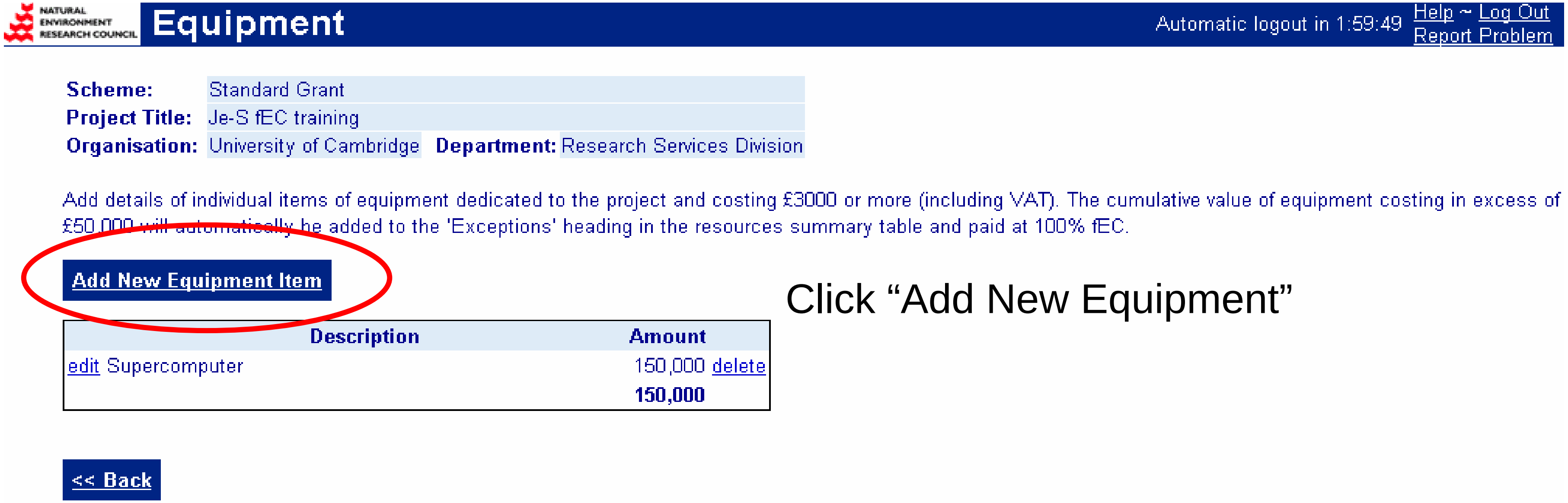
Edit Resources

Click appropriate category and add necessary costs.

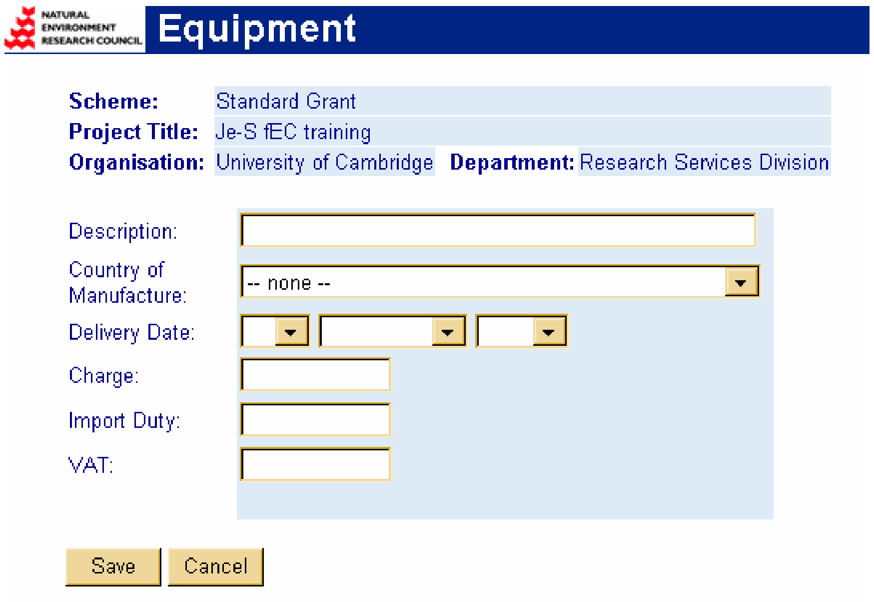
Example: Add Other Directly Incurred Costs



Example: Add Equipment

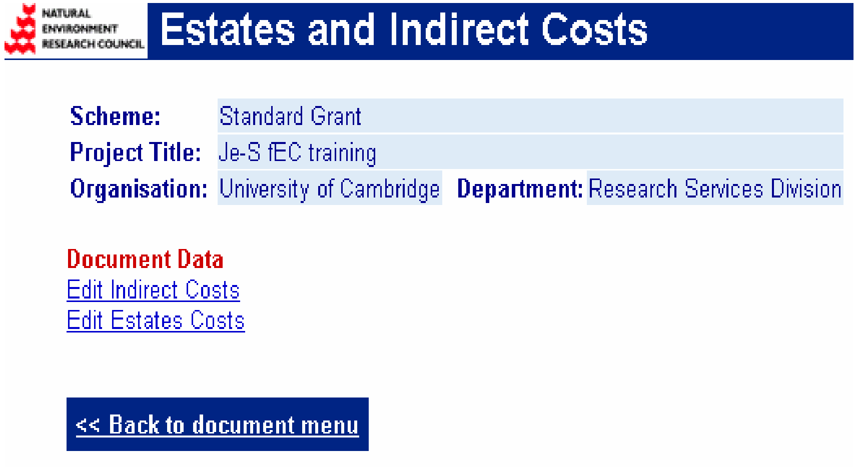


Click “Add New Equipment”



Add details. Include VAT on EU purchased equipment

Edit Estate Rates/Indirect Costs



Select “Edit Indirect Costs” or “Edit Estates 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 -		

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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 c
Council.

Add New Project Partners Item

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

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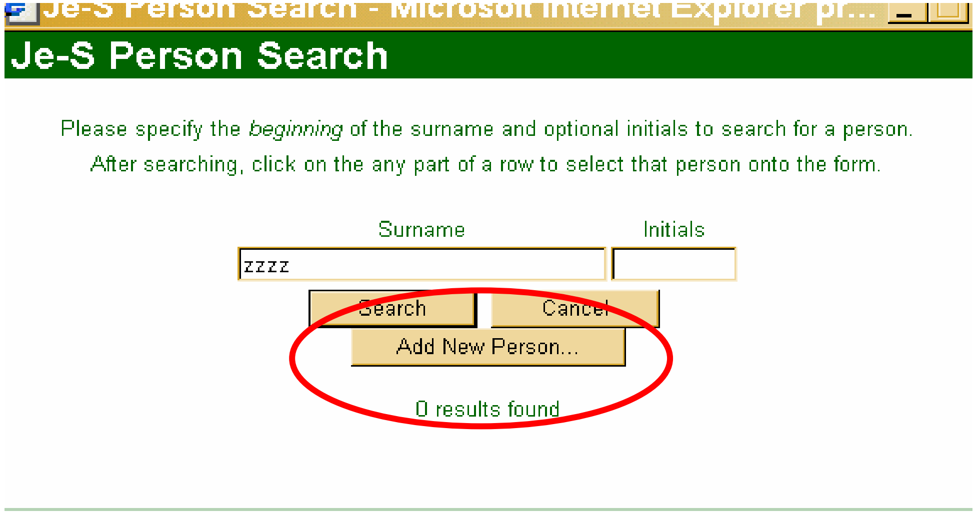
Note: For "Other Support", "Project Partners", and "Referees" if your "Select" search fails, you will then be given the option to "Add New Organisation/Partner"

Example: Searching and Selecting: Adding Information Manually



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

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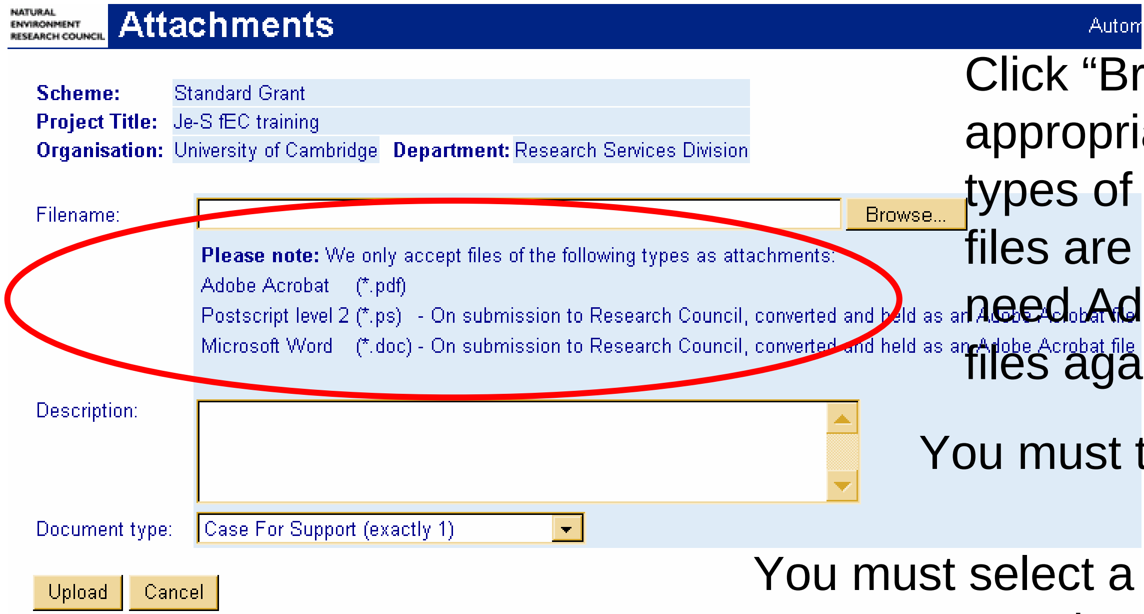
This is a read-only screen which is populated automatically from the other data screens: staff/resources. It shows the fEC and the RC contribution at 80%

Adding Attachments

Click “Edit Attachments”

Click “Add New Attachment”



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.

Click “Upload”

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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NATURAL ENVIRONMENT RESEARCH COUNCIL 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

Arts & Humanities Research Council 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

<< Back to document menu

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

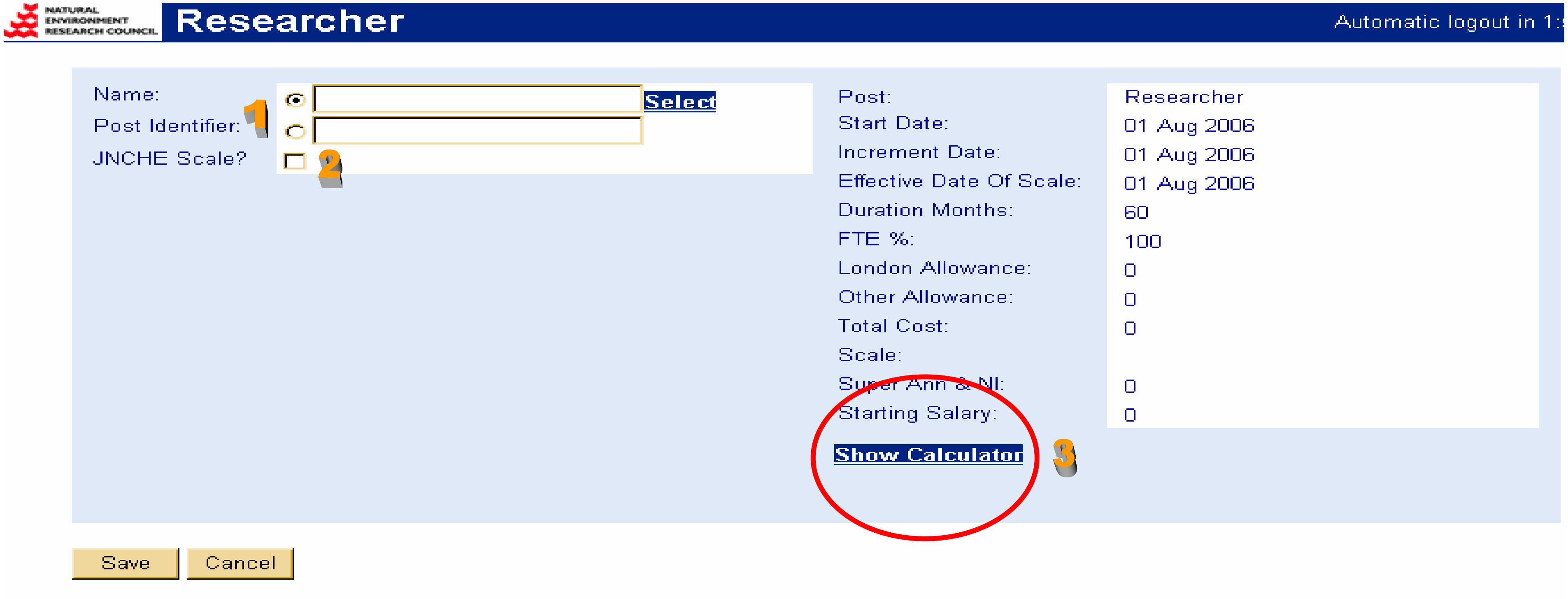
<< Back to document menu

bbsrc 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



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	☐
London Wght / Grade / Spine Pt	☐ 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

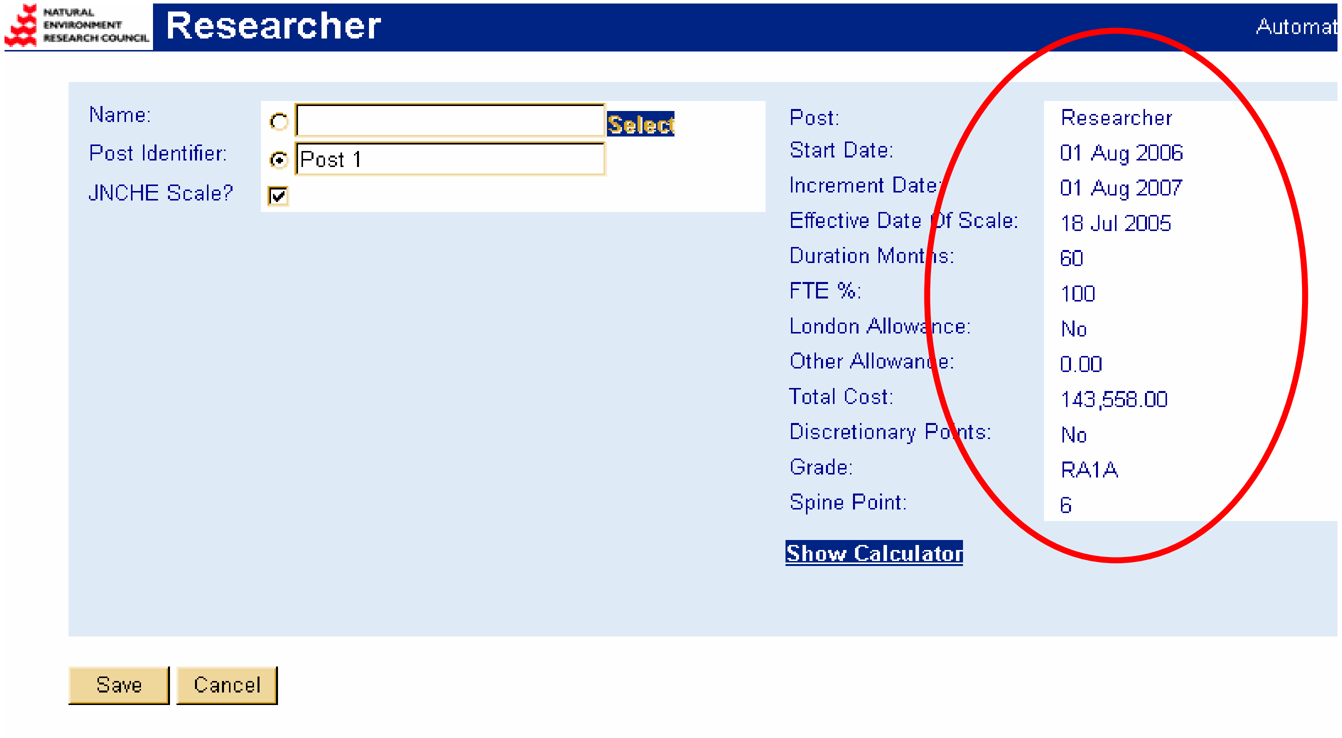
Spine Point	Start Date	End Date	No of Days	Annual Salary (£)	Amount (£)
6	Tuesday, August 01, 2006	Tuesday, July 31, 2007	365	26,219.00	26,219.00
7	Wednesday, August 01, 2007	Thursday, July 31, 2008	366	27,288.00	27,288.00
8	Friday, August 01, 2008	Friday, July 31, 2009	365	28,688.00	28,688.00
9	Saturday,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

OK Cancel

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

Click "Ok"

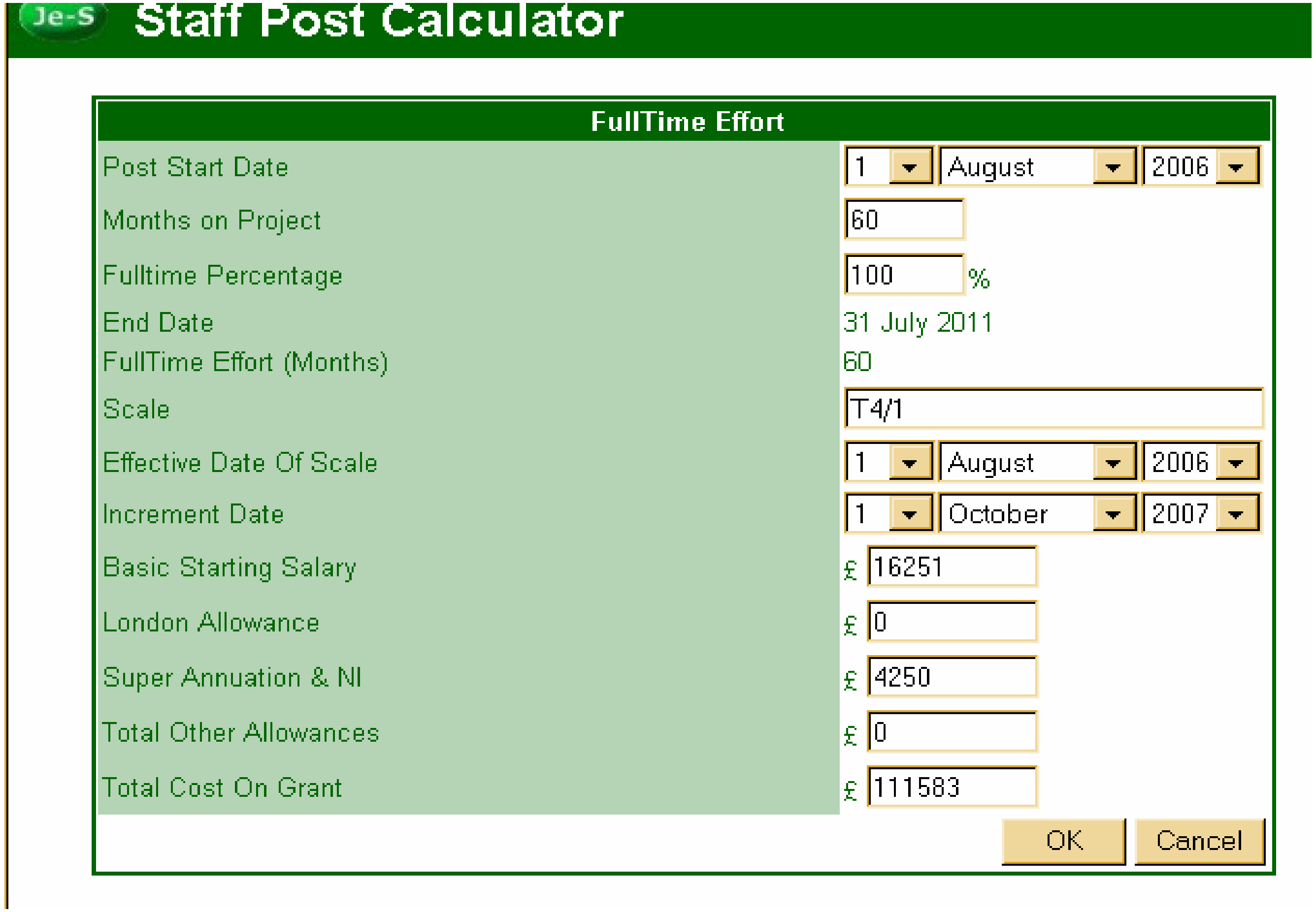
Example: Completed JNCHES post summary screen



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

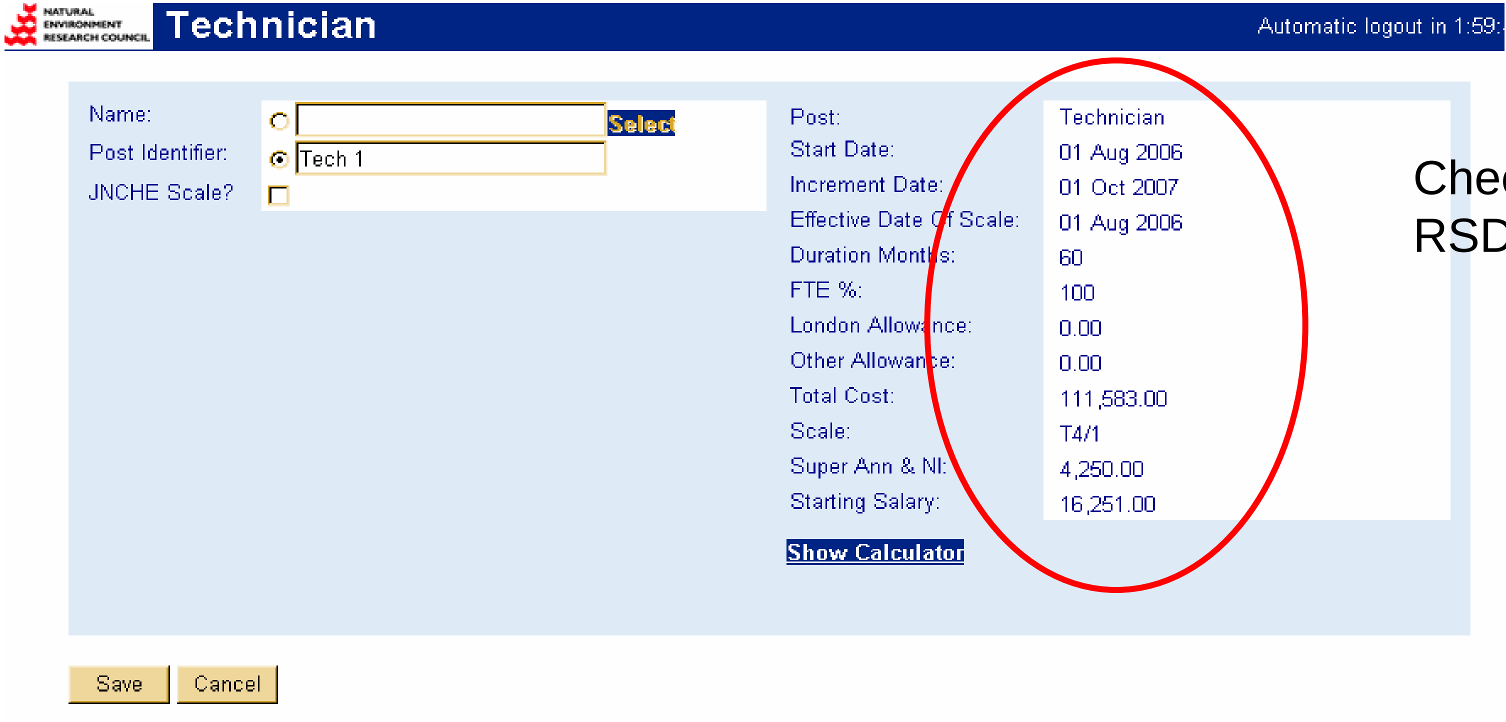


There is no automatic calculation on this screen.

Fill in all details AS PER THE RSD-1a or PFACT.

Click “OK”

Example: Completed Non- JNCHES post summary screen



Check details against RSD-1a/PFACT.

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

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

Example: Validation Failure

NATURAL ENVIRONMENT RESEARCH COUNCIL

Document Menu

Automa

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

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

<< Back to current documents

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

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

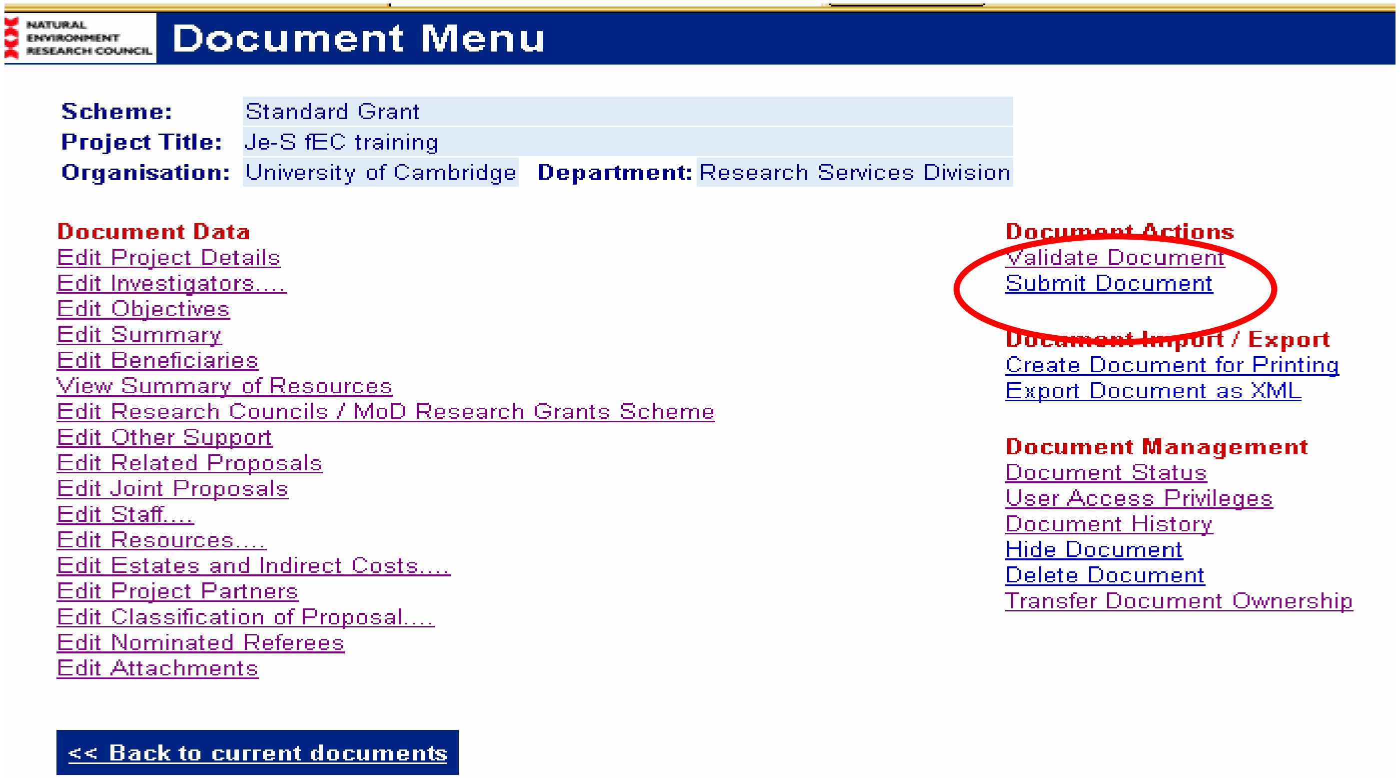
Important: Common Error

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



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

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

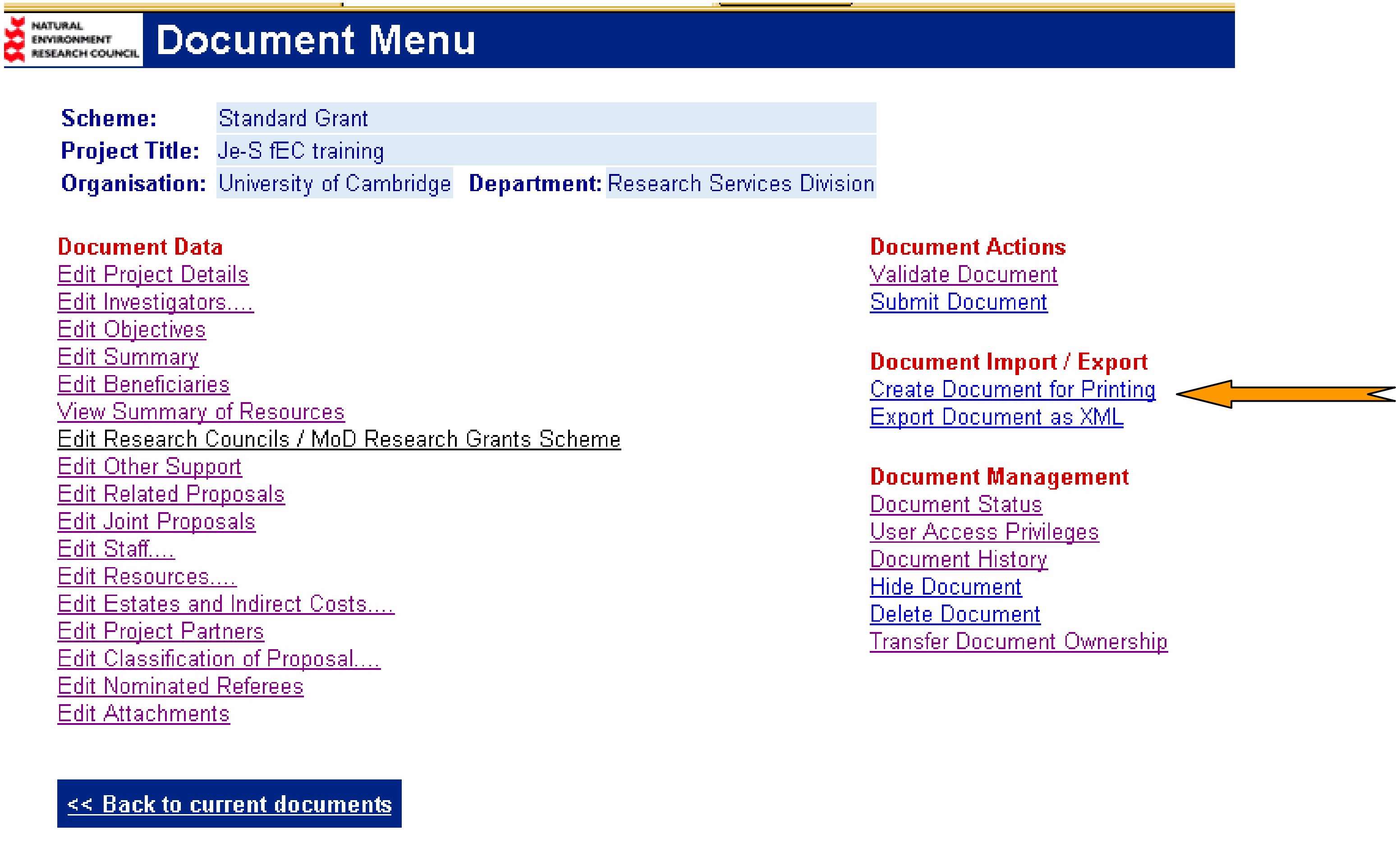
Two-stage approval	
Status:	**Proposal is sent to:**
Owner (P.I)	Approver (Head of Department)
Approver (Head of Department)	Submitter (RSD)
Submitter (RSD)	Research Councils

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

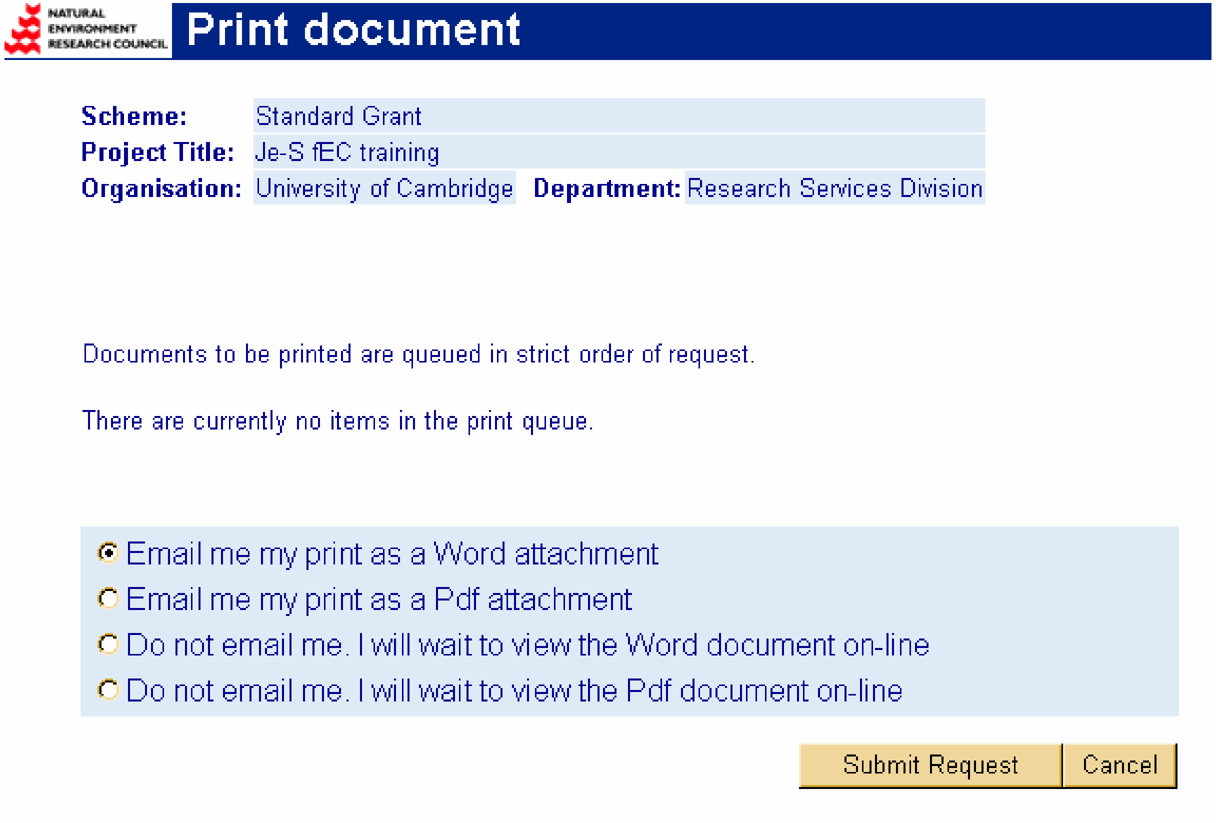
Remember, RSD still requires an RSD-1a/PFACT and three working day turnaround time from receipt of RSD-1a/PFACT and application submission.

DOCUMENT MENU:
Other Functions

Printing



Click “Create Document for Printing”

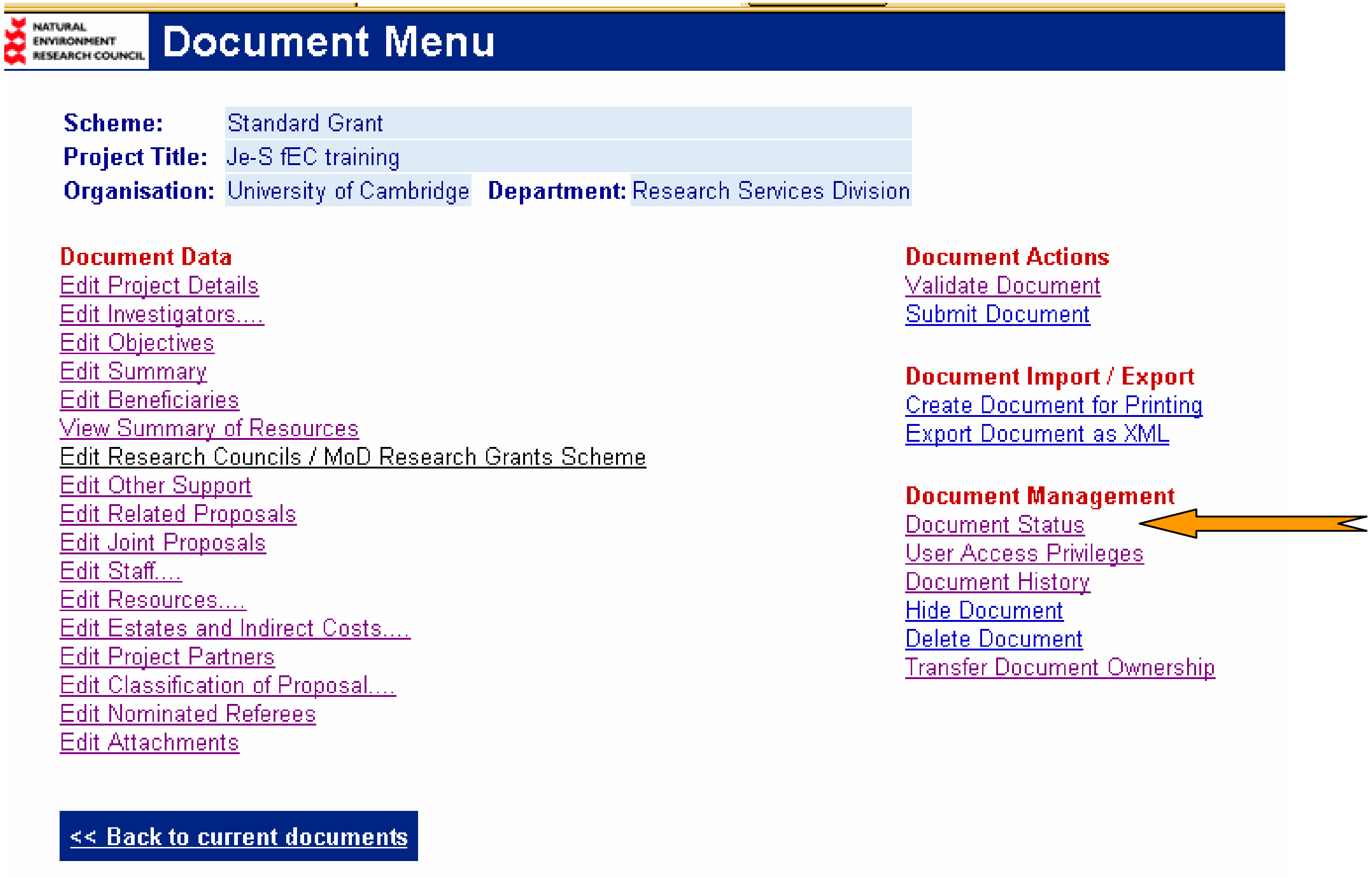


You can select to receive the document by email either as a PDF or as a Word attachment.

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

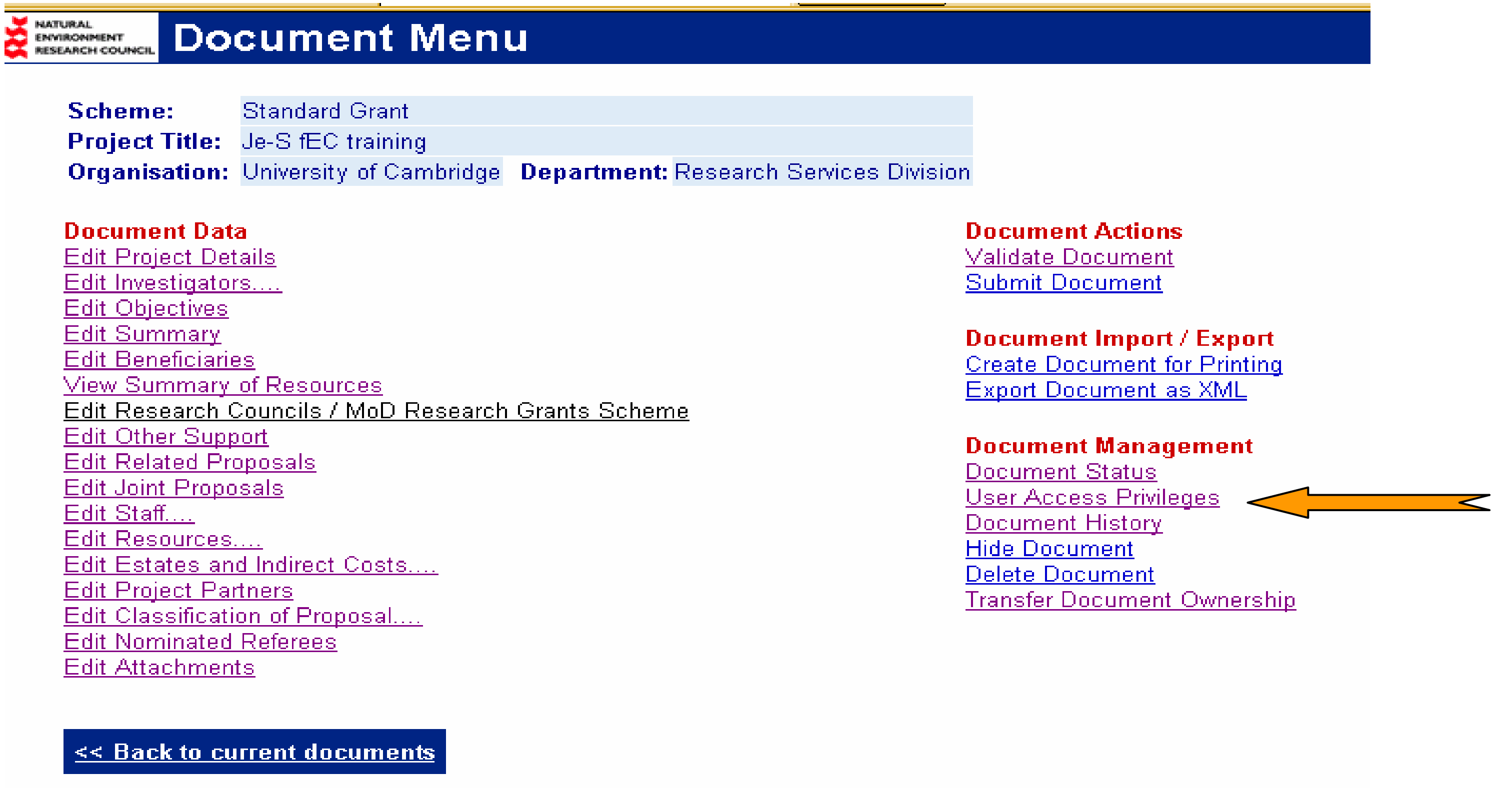
For either option, open the application and Print as normal once you have received/viewed the document.

Document Status



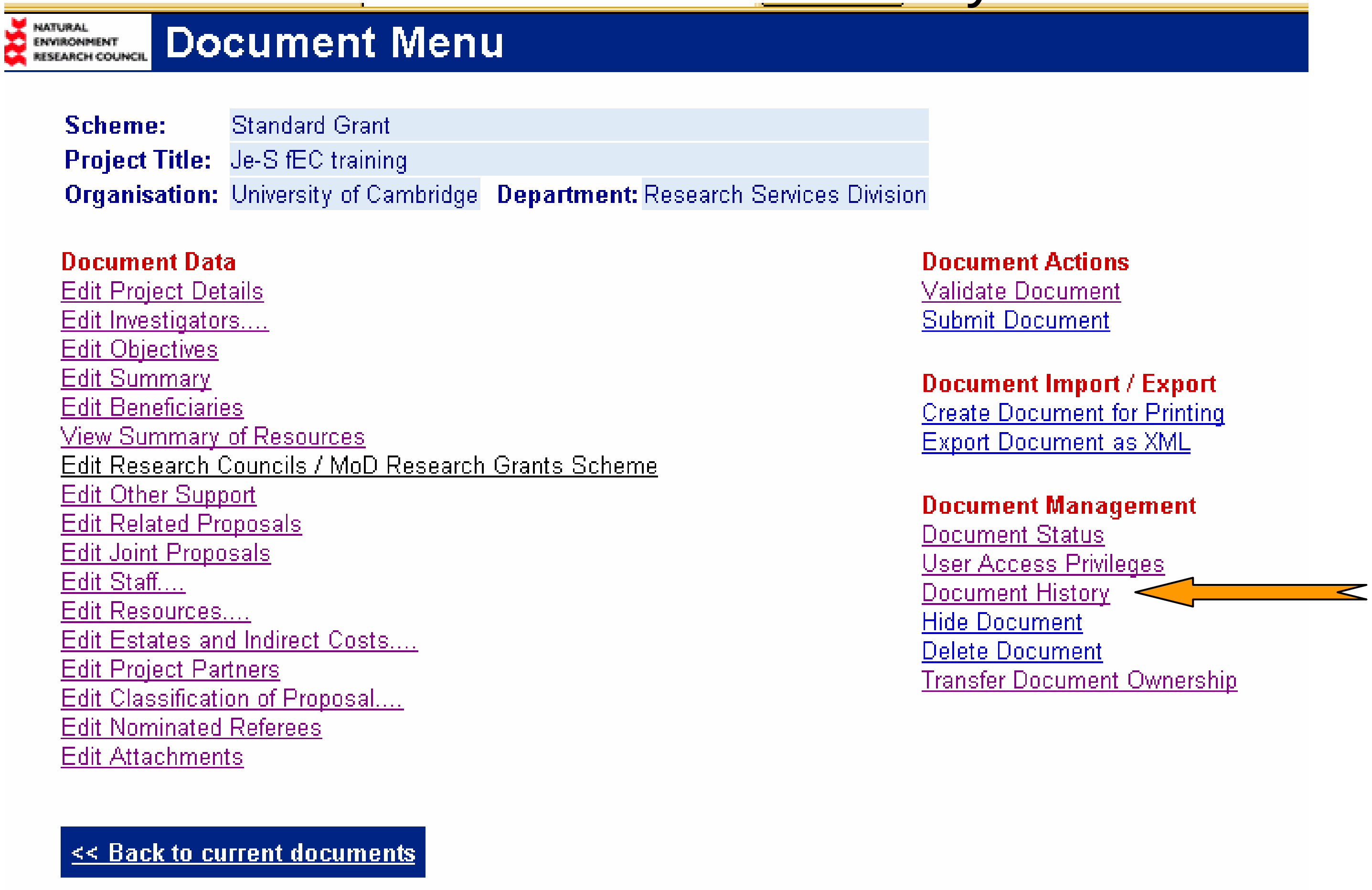
Document Status shows your current level of access rights to the document i.e Edit, Read-Only

User Access Privileges



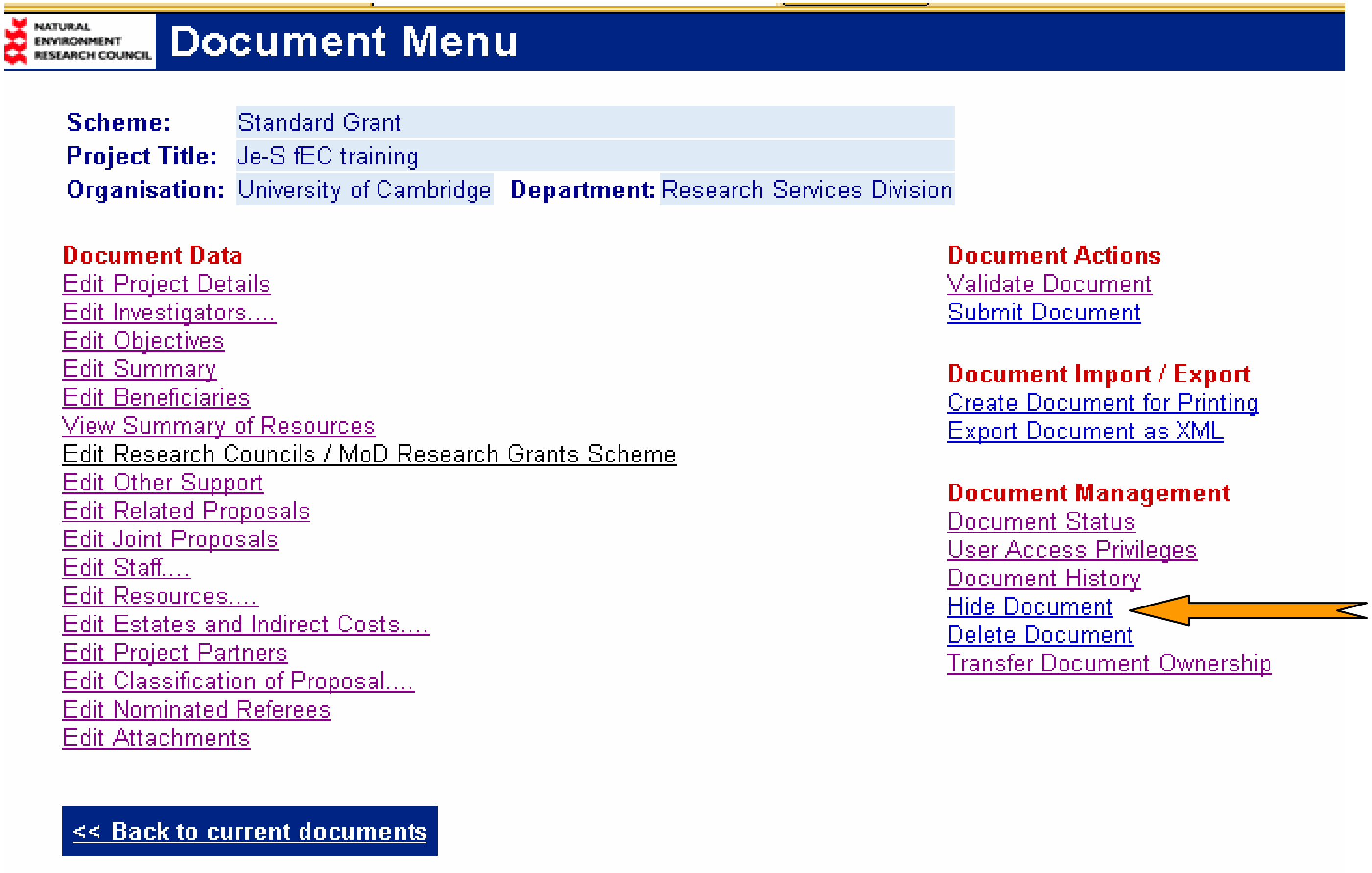
To allow other users (besides Co-Investigators) to view/edit the document, select “User Access Privileges”. You can then “Select” someone or add a “temporary user” using their email address.

Document History



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

Hiding an Application

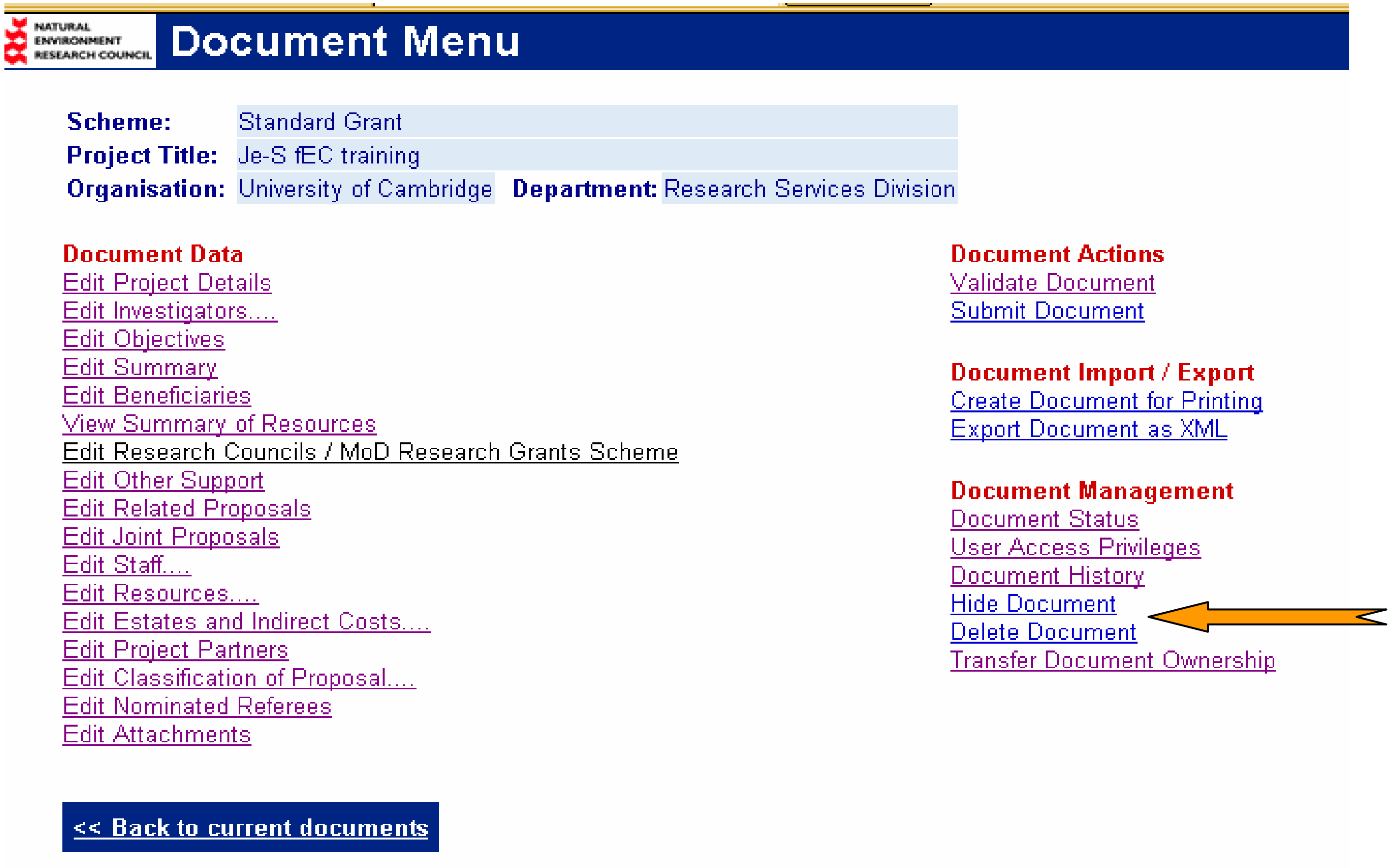


Click “Hide Document”.

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



Click “Delete Document”

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

Transferring Ownership

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”.

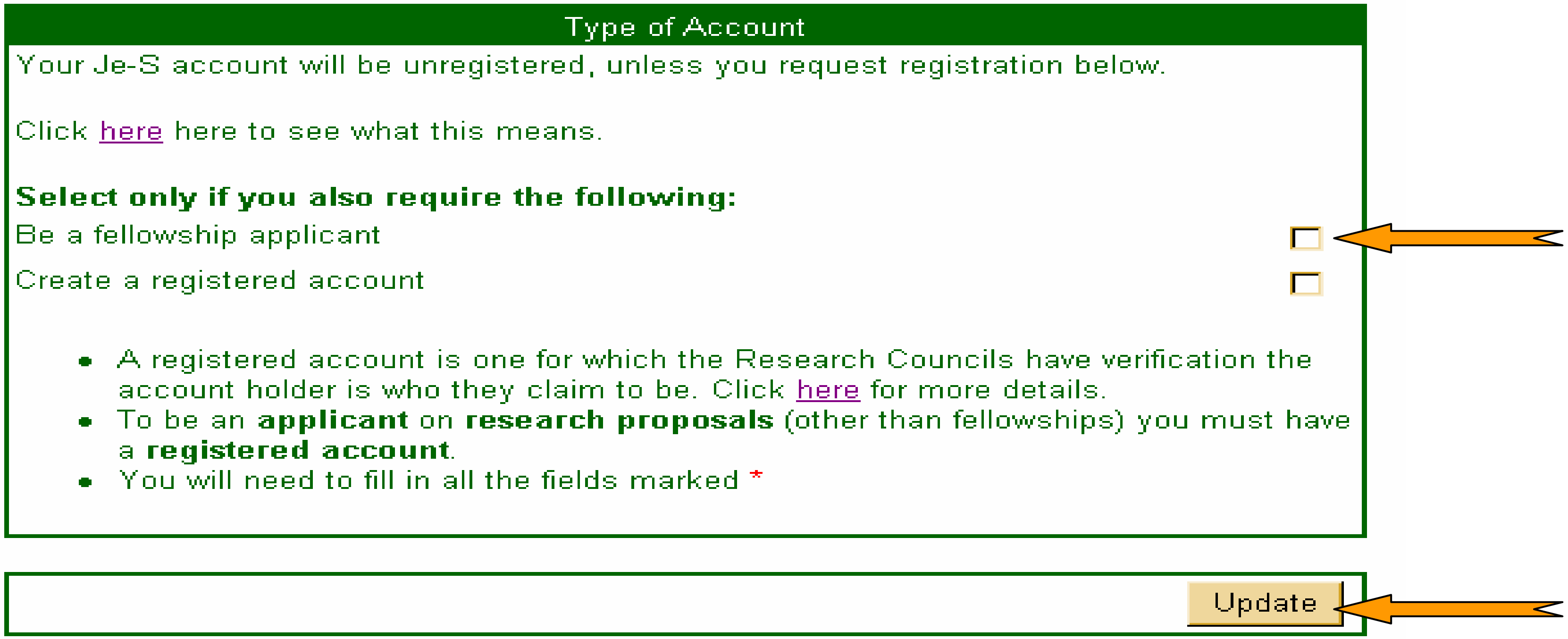
Give shared access to your departmental administrator so they will be able to view and assist with your application

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 *

Update

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)

<< Back to current documents

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
- User Access Privileges
- Show Document History
- Hide Document
- Delete Document
- Transfer Document Ownership

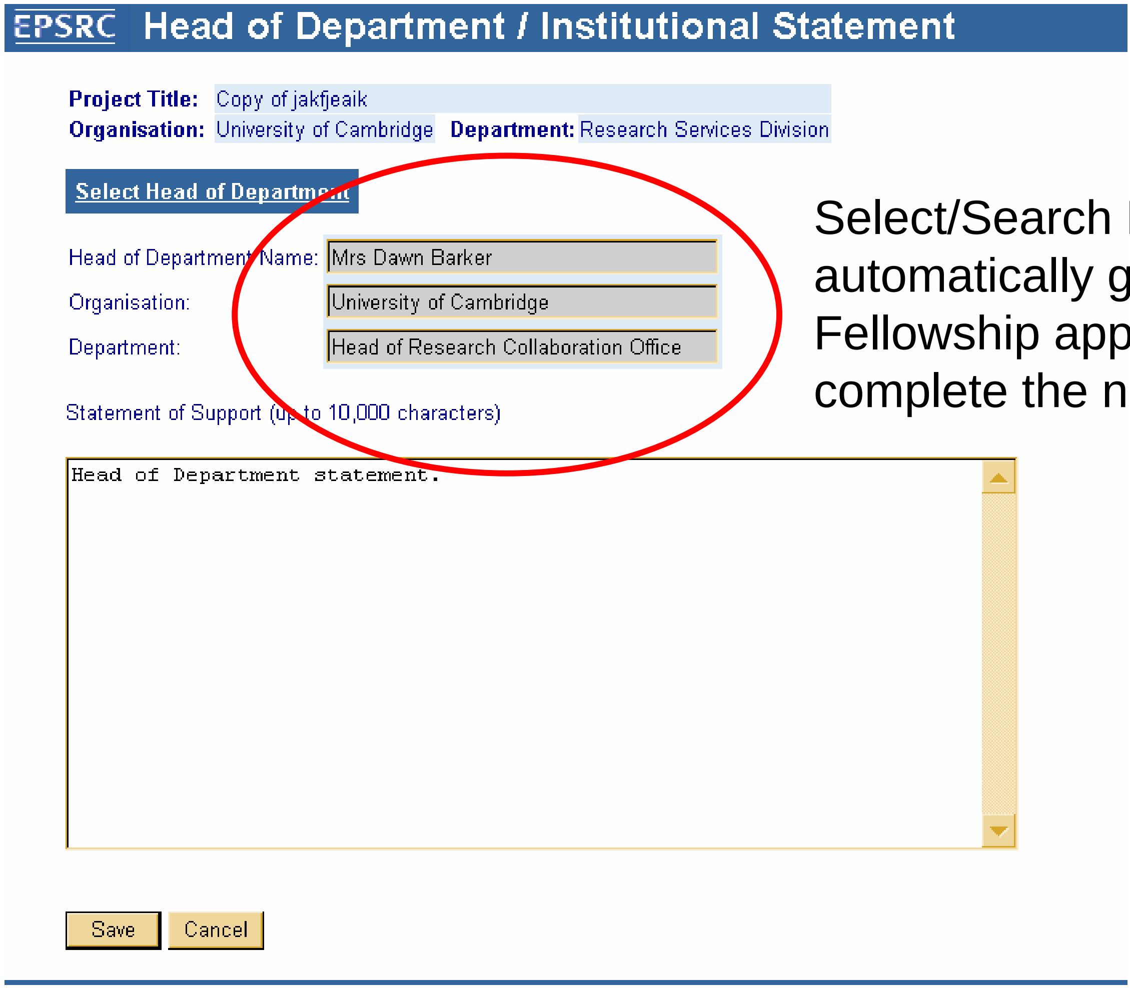
Example – EPSRC Fellowship document menu

Optional Research Grant – EPSRC Only

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



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.

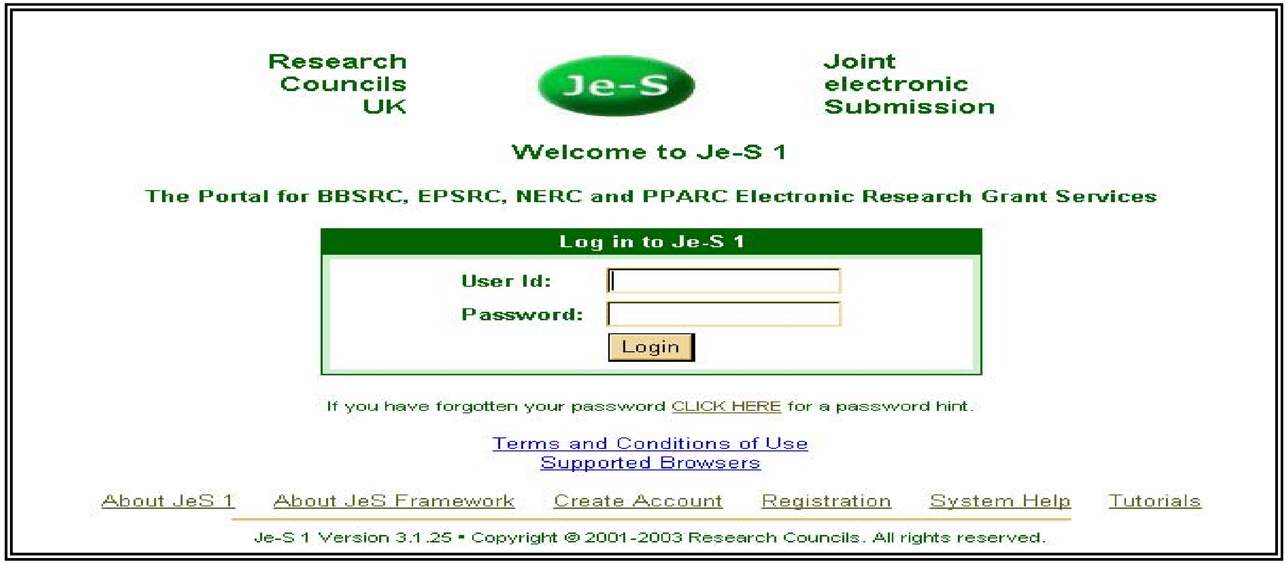
Fellowship – Further Notes/Comments

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



•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/