Research Services Division

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

For the Research Councils: AHRC & ESRC
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### Before you begin

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

### 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:**
- **Department:**

---

Enter your details

Choose a Username and Password

Click “Select” to search for your Organisation

Click “Select” to search for your Department

If you cannot find your organisation or department please contact the Je-S Help Desk on 01783 444164.
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.

Search for: camb

2 results found

<table>
<thead>
<tr>
<th>Department</th>
<th>DepartmentType</th>
<th>ValidForGrants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge Centre for Brain Repair</td>
<td>Department</td>
<td>Yes</td>
</tr>
<tr>
<td>Cambridge Institute for Medical Research</td>
<td>Department</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

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:

<table>
<thead>
<tr>
<th>Prompt 1:</th>
<th>Favourite food</th>
<th>Response:</th>
<th>cheese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prompt 2:</td>
<td>First pet</td>
<td>Response:</td>
<td>Spike</td>
</tr>
</tbody>
</table>

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.
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 verified 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”
You will be returned to the log-in screen.

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

When confirmation is complete, you will receive an email from Je-S with your User Id and Password. You can now log-in and begin your application.

In order to submit your completed Je-S application, RSD still requires a pFACT and a three working day turnaround time.
LOGGING IN FIRST TIME
Confirming Personal Details

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

Click on “My Details”
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”

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

Click “Create Document”
Copying an Existing Proposal

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

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

Click “Select Department”

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

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

Please complete all fields and press save
EDIT INVESTIGATORS

Select the type of Investigator

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

Document Data
Edit Principal Investigator
Edit Co-Investigator

<< Back to document menu

Principal Investigator

Please select a Principal Investigator for the Grant
Add New Principal Investigator Item
Name

<< Back

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

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

Enter the figures year by year

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

If Directly Incurred (i.e asking for their own salary), select appropriate pay scale, JNCH or Non-JNCH.

If Directly Allocated, select “Directly Allocated” instead of pay scale.

Enter “Total number of hours” as a portion of 1650 hours p.a. full time.
Objectives and Summary - Fill in as per Council guidelines for your scheme/call.

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

<table>
<thead>
<tr>
<th>Scheme:</th>
<th>Research Grants - Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>New Zealand</td>
</tr>
<tr>
<td>Organisation</td>
<td>University of Cambridge</td>
</tr>
<tr>
<td></td>
<td>Department: Research Services Division</td>
</tr>
</tbody>
</table>

Select the main outputs of the Research:
- [ ] Book (single authored)
- [x] Book (co-authored)
- [ ] Book (edited)
- [ ] Book (chapter)
- [ ] Critical edition
- [ ] Journal article (refereed)
- [ ] Journal article (non-refereed)
- [ ] Conference paper
- [ ] Catalogue
- [ ] Datasets
- [ ] Database
- [ ] Software
- [ ] Website
- [ ] Performance, film or recording
- [ ] Exhibition or installation
- [ ] Artefact, work of art
- [ ] Composition or score
- [ ] Piece of creative writing
- [ ] Other...

You will need to select the output of your project.
Ethical Information

<table>
<thead>
<tr>
<th>Scheme:</th>
<th>Research Grants - Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td>New Zealand</td>
</tr>
<tr>
<td>Organisation:</td>
<td>University of Cambridge</td>
</tr>
<tr>
<td>Department:</td>
<td>Research Services Division</td>
</tr>
</tbody>
</table>

Are there ethical implications arising from the proposed research?  
- [ ] Yes  
- [x] No

Does the institution have a policy on good conduct in research?  
- [ ] Yes  
- [x] No

Provide details of where the policy can be accessed (up to 100 characters):

http://www.admin.cam.ac.uk/offices/research/policy/practice.html

Complete as necessary
Edit Other Support

Other Support

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

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

Add New Other Support Item

<table>
<thead>
<tr>
<th>Description</th>
<th>Title of Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total: £ 0</td>
</tr>
</tbody>
</table>

Click “Add New…..”

<< Back to Document Menu

Other Support

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

Select and Search organisation.

Select Organisation

Add support details as appropriate

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

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

Example: Add Other Directly Incurred Costs

Add the description, the amount and a yearly breakdown.

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

Click appropriate category.
Example: Add Equipment

Click “Add New Equipment”

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

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

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

Enter year by year
Edit Estate Rates/Indirect Costs

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

Enter the values year by year for estate rates/indirect costs
Edit Classifications/Nominated Assessor/Project Partners

Note: For “Project Partners”, and “Nominated Assessor” if your “Select” search fails, you will then be given the option to “Add New Organisation/Partner”
If an electronic resource is to be produced you will need to complete this section
Nominated Assessor

Type the name of the individual in the "surname" box, if they are not registered with Je-S then you have the option to add a new person.
This is a read-only screen which is populated automatically from the other screens we have entered information into such as staff.

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

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

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

Once your file has been uploaded it automatically converts to PDF file so if you wish to read them again you will need Acrobat on your system.
### Question: Do I use JNCHES or Non-JNCHES?

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

**Important Points for the JNCHES 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-JNCHES data screen:**
- The “Effective Date of Scale” does not fill in automatically. This is the latest date of the national pay award.
- The increment date for technicians is always the October following the post start date providing the post starts by 1 July. (must be in post at least 3 months to receive an increment)
- The increment date for Clerical staff is always the July following the post start date providing the post starts by 1 April. (3 month provision)
- The increment date for Nurses/Clinical staff is always the April following the post start date providing the post starts by 1 January. (3 month provision).
Example: Staff pages All Councils
Tick the circle next to “Name” if your researcher is in the JeS database. Tick the circle next to “Post Identifier” if the post is unnamed or not in the database.

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

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

Click Show Calculator
Example: JNCHE post

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

**Staff Post Calculator - Joint Staff**

<table>
<thead>
<tr>
<th>Post Start Date</th>
<th>1 July 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration/Fulltime Percentage</td>
<td>60 Months 100%</td>
</tr>
<tr>
<td>Staff Type</td>
<td>Researcher</td>
</tr>
<tr>
<td>Discretionary Points</td>
<td></td>
</tr>
<tr>
<td>London Weight/Grade/Spine Pt</td>
<td>RAIA 6</td>
</tr>
<tr>
<td>Increment Date</td>
<td>1 July 2006</td>
</tr>
<tr>
<td>Total Other Allowances</td>
<td>0</td>
</tr>
</tbody>
</table>

### Calculated Staff Costs

<table>
<thead>
<tr>
<th>Spine Point</th>
<th>Start Date</th>
<th>End Date</th>
<th>No of Days</th>
<th>Annual Salary (£)</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Tuesday, August 01, 2006</td>
<td>Tuesday, July 31, 2007</td>
<td>356</td>
<td>26,219.00</td>
<td>26,219.00</td>
</tr>
<tr>
<td>7</td>
<td>Wednesday, August 01, 2007</td>
<td>Thursday, July 31, 2008</td>
<td>356</td>
<td>27,208.00</td>
<td>27,208.00</td>
</tr>
<tr>
<td>8</td>
<td>Friday, August 01, 2008</td>
<td>Friday, July 31, 2009</td>
<td>356</td>
<td>28,688.00</td>
<td>28,688.00</td>
</tr>
<tr>
<td>9</td>
<td>Saturday, August 01, 2009</td>
<td>Saturday, July 31, 2010</td>
<td>356</td>
<td>30,140.00</td>
<td>30,140.00</td>
</tr>
<tr>
<td>10</td>
<td>Sunday, August 01, 2010</td>
<td>Sunday, July 31, 2011</td>
<td>356</td>
<td>31,223.00</td>
<td>31,223.00</td>
</tr>
</tbody>
</table>

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

Click “Calculate”

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

Click “Ok”
Example: Completed JNCHES post summary screen

Your screen will then automatically populate with all the figures

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 pFACT/Personnel salary scales.
Click “OK”
To calculate the estimated cost, you should add together the student’s entitlement to maintenance, tuition fees and college fees.

You can find the tables of figures in the sponsor’s guidance notes and the college fees from the Board of Graduate Studies website.
VALIDATION & SUBMISSION
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.

"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.

<table>
<thead>
<tr>
<th>Section Tested</th>
<th>Error Message</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Details</td>
<td>Project Title must be specified.</td>
<td></td>
</tr>
<tr>
<td>Project Details</td>
<td>Reference must be specified.</td>
<td></td>
</tr>
<tr>
<td>Objectives</td>
<td>Section has not been completed.</td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>Section has not been completed.</td>
<td></td>
</tr>
</tbody>
</table>
Submitting

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

Remember, RSD still requires a pFACT form and five working day turnaround time from receipt of the pFACT and application submission.
DOCUMENT MENU:
Other Functions
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 shows your current level of access rights to the document i.e Edit, Read-Only
To allow other users (besides Co-Investigators) to view/edit the document, select “User Access Privileges”.
In this screen there are two options:

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

Within both these screens you can choose to make the individual either view, edit or submit, or all three.
To display status of the document throughout the stages of the process Click “Show Document History”.
Hiding an Application

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”. 

Click “Hide Document”. 

Click “Hide Document”.
Deleting an Application

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

On the next screen “Select” search the person to whom you wish to transfer. Then click “Transfer Ownership”
Fellowships - Creating an Account

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

Please see terms and conditions of the Research Council for guidelines regarding salaries, attachments etc
ESRC VARIATIONS
With the ESRC there is no need to do year by year figures
Disciplines

Scheme: Research Grants
Project Title: 
Organisation: Department:

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

Main Discipline

Area and Development Studies

Secondary Discipline

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

Beneficiaries

Scheme: Research Grants
Project Title: 
Organisation: Department:

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

Staff Duties

Scheme: Research Grants
Project Title: 
Organisation: Department:

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

67
Describe plans to engage with potential non-academic users of the research, to communicate the results of the research to such users, and the potential value of the research to users outside the research community [up to 4000 chars]

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

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

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

<table>
<thead>
<tr>
<th>Stage</th>
<th>Number of months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of all preparation and design work</td>
<td></td>
</tr>
<tr>
<td>Commencement of fieldwork or material/information/data collection phase of study</td>
<td></td>
</tr>
<tr>
<td>Completion of fieldwork or collection phase of study</td>
<td></td>
</tr>
<tr>
<td>Commencement of analysis phase of study (substantive phase where research facilities are involved)</td>
<td></td>
</tr>
<tr>
<td>Completion of analysis phase of study</td>
<td></td>
</tr>
<tr>
<td>Commencement of writing up of the research</td>
<td></td>
</tr>
</tbody>
</table>

**Data Collection**

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

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

Will the research proposed in this application produce new datasets?  
○ Yes  ○ No

[Save   Cancel]
Referees

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

User Referees
In addition, for applications over £100,000, you may provide the details of up to two potential users of the research who can comment on the utility of the research outcomes. For research where it is difficult to identify value to users outside the research community, these nominations may be left blank. Proposals will not be disadvantaged by the absence of nominated reviewers.

If the Referee is not registered with Je-S then you can add them manually.
PROBLEMS/NOTES
Common Problems

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

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

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

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

If the person who locked the application is unavailable or the above solution does not work, the JeS HelpDesk should be able to unlock it.
If your department has selected to be an “Approver” please ensure that your Head of Department (or applicable delegated administrator) will be available to approve your application electronically.

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

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

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

Je-S System Tutorials are available at the log-in screen under “Tutorials”.
HOW TO COMPLETE J-ES USING THE PFACT FORM
Research Councils pFACT checklist

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

You will need the Yearly Income Report

You can also use the income report for final totals checking
Reading your reports

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

### Yearly Income Report From 01-oct-2006

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Description</th>
<th>Name</th>
<th>Basic</th>
<th>LW</th>
<th>NI</th>
<th>SA</th>
<th>OA</th>
<th>Income</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff</td>
<td>Est</td>
<td>Reader</td>
<td>Smitet Richard</td>
<td>15,441</td>
<td>1,544</td>
<td>2,752</td>
<td>0</td>
<td>19,147</td>
<td>19,330</td>
<td></td>
</tr>
<tr>
<td>Directly Allocated</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Academic Staff</td>
<td></td>
<td></td>
<td></td>
<td>15,441</td>
<td>1,544</td>
<td>2,752</td>
<td>0</td>
<td>19,147</td>
<td>19,330</td>
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<tr>
<td>Research Staff</td>
<td>No</td>
<td>Research Assistant</td>
<td>TBA</td>
<td>22,226</td>
<td>1,809</td>
<td>3,112</td>
<td>0</td>
<td>27,006</td>
<td>28,111</td>
<td></td>
</tr>
<tr>
<td>Directly incurred</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Research Staff</td>
<td></td>
<td></td>
<td></td>
<td>22,226</td>
<td>1,809</td>
<td>3,112</td>
<td>0</td>
<td>27,006</td>
<td>28,111</td>
<td></td>
</tr>
<tr>
<td>Support Staff</td>
<td>No</td>
<td>Clerical CS3</td>
<td>TBA</td>
<td>15,758</td>
<td>1,000</td>
<td>3,100</td>
<td>0</td>
<td>19,635</td>
<td>20,849</td>
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<tr>
<td>Directly incurred</td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>15,758</td>
<td>1,000</td>
<td>3,100</td>
<td>0</td>
<td>19,635</td>
<td>20,849</td>
<td></td>
</tr>
</tbody>
</table>

At the moment basic salary and on costs are not correct so please extract this information from the Personnel salary scales.
The **Yearly Income Report** will break your figures down by indicated years, the **Income Report** will give you overall totals for the whole project.
Principal Investigator Costs

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

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

The salary banding figures are available on page 5 at http://www.admin.cam.ac.uk/cam-only/univ/fec/proposals/fec_rates_for_industry.pdf.
Please select the JNCHES scale as this will then enable the salary to be automatically calculated at national rates.

The figures will populate automatically for you in Je-S so you can check them against the income column on the pFACT report. Please bear in mind that as Je-S have not updated their salary scales the totals will be somewhat different.
For other staff you must enter the details manually as there are no national scales. You can get the basic starting salary and NI and SuperAnn from the Salary Scales on the Personnel website. The total you will get from the income column on pFACT. Add each of the years up
For other staff you must enter the details manually as there are no national scales. You can get the basic starting salary and NI and SuperAnn from the Salary Scales on the Personnel website. The total you will get from the income column on pFACT. Add each of the years up
Adding Equipment Costs

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

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

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

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

You can itemize each consumable item and how much for each year, again taken from the income column of the report from pFACT.
Again if you have several costs please itemize them and take the costs from the income report for the yearly breakdown.

<table>
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<tr>
<th>Category</th>
<th>Consumables</th>
<th>17.50</th>
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<th>245</th>
<th>1,665</th>
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<tbody>
<tr>
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<td>CONSUMENTES</td>
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<td></td>
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<tr>
<td>Total Consumables</td>
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<td></td>
<td>1,417</td>
<td>245</td>
<td>1,665</td>
<td>1,665</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
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<th>2,834</th>
<th>496</th>
<th>3,330</th>
<th>3,330</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Travel to meetings</td>
<td>Standard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Travel</td>
<td>:</td>
<td></td>
<td></td>
<td>2,834</td>
<td>496</td>
<td>3,330</td>
<td>3,330</td>
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<tr>
<td>Total Non Staff Cost</td>
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<td></td>
<td>4,261</td>
<td>744</td>
<td>4,995</td>
<td>4,995</td>
</tr>
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</table>
Adding Estate Rates and Indirect Costs

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

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

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

Useful information

http://www.rsd.cam.ac.uk/staff/applying/process/pfact/faq/index.html
Check out the faq page to see if the answer you require is there

pfact.helpdesk@rsd.cam.ac.uk
Use this for any questions you have relating to actually creating your pFACT application

fec.training@rsd.cam.ac.uk
Use this if you or your department need training on pFACT
Contacts and Links

• 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/