Je-S Help

In addition to the information below, the Je-S help pages provide more detailed guidance on how to complete the Je-S application forms and the grant life cycle in general. The Je-S helpdesk can also be contacted on 01793 444164 for additional assistance.

Step 1 - Create a user account

To be named on a grant application, or to create, edit, submit or approve an application, you will need a Je-S user account. Since there are different user account types, please ensure that you choose the appropriate type to match your role within the overall application process.

Certain account types (e.g., as required by a Principal Investigator [PI], Co-Investigator [Co-I] or Researcher Co-I - but not fellowship applicants) require University approval before they are activated. You should therefore allow sufficient time for your request to be processed/approved within the application process.

Alternatively, administrative accounts are unregistered and can be created immediately and will allow users to be selected as Staff, Project Partners, Referees, or to prepare applications and perform ‘Approver’ functions (e.g., to submit applications to Research Services for approval).

For a step-wise guide on account creation, please refer to the Je-S help pages section, ‘Setting up a Je-S account’. (N.B.: after clicking on the link, click again on ‘Show’ in the top left-hand corner of the screen to reveal contents.)

Step 2 - PI and project team create/complete application

The PI creates the skeleton Je-S application online using the relevant form and grants access privileges to their project team (Co-Applicants, Research Assistants and administrative staff), as appropriate, to enable them to edit the application. The Je-S form should be populated, including the staff costs (see ‘Tips: Completing the X5 Costing’ fact sheet), and the sponsor-specific supplementary documentation to be included as attachments (for e.g., quotes for large piece(s) of equipment).

Tips for successful completion of your Je-S application:

- Fellowship applicants should inform their department of their intention to submit an application.
- Applicants should use the X5 costing reference as the ‘Research Organization Reference’ (on the ‘Project Details’ page), otherwise you will be unable to ‘save’ the form.
- Research Councils have different rules governing the submission of joint proposals and this also varies according to particular schemes. Please see the Je-S help pages and call-specific documents.
- Head of Department (HoD) permission must be obtained for PI/Co-I involvement from another Department, where such time has been costed into the project. The HoD must confirm that their staff are able to commit to the project hours required. Confirmation from the non-lead department should be sent to the particular Research Services office reviewing the application.
- For the ‘Ethical Information’ section of the application (if applicable), the University has a formal requirement that all research involving human participants is subjected to ethical review (see the Ethical review and approvals and policy on good conduct in research pages for more information).
- Note that different sponsors may have different requirements for the type, content and format (e.g., font type, font size, max. page length, etc.) of the documents to be included as attachments to your application. You should also check the relevant sponsor website for any additional call/scheme-specific guidance or related Terms and Conditions, and seek early clarification from your department and/or Research Services if anything is unclear. Sponsors may reject an application if the application guidelines are not followed, or where formatting stipulations are ignored, or where extraneous attachments are included.

NERC have now confirmed that any applications that do not conform to their guidance will be rejected outright.

For full guidance on completion of the Je-S form, please see the relevant Je-S help pages.

Step 3 - PI validates and submits application for Departmental review/approval

- Once the PI completes and submits the online application it is routed automatically to the department for review. At this stage, the PI cannot edit the application until it is ‘returned’ by the department.

Step 4 - Department reviews and approves the application

- The Departmental Je-S ‘Approver Pool’ is notified by a system-generated email to each member that an application has been received and that a designated member of the pool should assign it to themselves for review.
- If amendments are necessary, the Department either makes these directly (depending upon local preferences) or returns the application to the PI, who revises and re-submits the application to the Department for final checking/approval.

Step 5 - Department submits the application and details of the X5 costing to Research Services

- Once the Department has agreed that the proposal may proceed, it must:
  - Submit the application to the relevant Research Services ‘Submitter Pool’ at least five working days in advance of the relevant submission deadline.
  - Notify the relevant Research Services contact and/or generic Applications inbox by email that the application is ready for review.
  - Confirm that the application costing has been completed by emailing the X5 reference to the relevant Research Services contact(s) at least five working days prior to the relevant deadline.

Step 6 - Research Services checks the application

- Research Services checks the application within five working days and notifies the Department/PI of any suggested amendments, returning the application to the Department/PI as appropriate.

Step 7 - PI makes any necessary amendments to the application

- The PI revises the application, as appropriate, and re-submits it for final approval through the process described above.

Step 8 - Application is re-checked and submitted by Research Services

- Research Services re-checks the revised application and arranges for an authorised signatory to approve the application for submission to the sponsor. All RCUK applications must be submitted by 4 pm on the day of the deadline.