Guidance for Departmental Approvers, Peer Review and Monitoring Applications

Approver Pools and Submitter Pools

- Je-S facilitates the online creation and electronic routing of grant applications between the PI/department and Research Services as part of the overall grant review/approval/submission cycle (please see ‘Application Process on Je-S’ sheet). Similarly, Je-S also allows the department to receive/approve awards, start certificates, grant maintenance requests and other documents using the same electronic routing mechanism.
- Je-S has created ‘Approver Pools’ and ‘Submitter Pools’ to help manage this process. The Approver Pools contain authorised representatives from each department and the Submitter Pools contain authorised representatives from Research Services.

Setting up Departmental Approver Pools and Notes on Completing the Departmental Approver Form for Electronic Grant Application Systems

- It is recommended that the Approver Pool includes at least two nominated staff members (to ensure that cover is maintained during staff absences) and/or a single generic email account set-up to receive all notifications.
- All Approver Pool members must create a Je-S account for themselves using a unique email address regardless of whether a generic pool email address will be used in the management of the Approver Pool.
- If a generic pool email address is not set-up for Approver Pool management, all pool members will receive identical email notifications flagging a Je-S item requiring attention; however, a potential problem with this configuration is that each pool member assumes that a colleague is dealing with the associated action.
- If the department prefers that all notifications are managed via a single generic Approver Pool email account, it is the department’s responsibility to set up and manage access to this, and to implement an effective internal process for checking the account for Je-S notifications.
- The Departmental Approver Form for Electronic Grant Application Systems (82kb) is used to nominate authorized Approvers (including individuals and any generic email accounts) for the Je-S, the Wellcome Trust’s CC Grant Tracker, and the John Fell Fund’s systems. Departments can select the same, or different, individuals to fulfil these roles for all systems; however, the different approval mechanisms for each system should be considered before nominating approvers.

Monitoring the Application Progress

- Once an application has been submitted in Je-S its progress may be tracked using the ‘Pre Award tracker’. (N.B.: after clicking on the link, click again on ‘Show’ in the top left hand corner of the screen to reveal contents.). This tracker is available to all users who have been granted access (via their Je-S account) to an application and to Research organisations through the master account.
- The Pre-Award Tracker displays the application’s status and this is updated in real time (i.e., when a status change is made in the Research Council’s Grants System) as the proposal progresses through the different stages of the Research Council’s review cycle. Consequently, it should be noted that since some stages may take several weeks to complete (for e.g., when the application undergoes peer review), there will necessarily be periods of time when the proposal’s status apparently remains unchanged for some time. See the Je-S Handbook for further information.

Peer Review Process

- The Proposal Review Functionality was introduced into Je-S (2014) to share peer review comments with the Research Organisation. This allows users to see peer review comments on proposals involving an Oxford investigator before the outcome is known. Peer review comments are only available in Je-S for 30 days in line with the time given to investigators to respond to these comments.
- Since this information is very sensitive, all requests for access to this functionality need to be pre-authorised and controlled through the master account. Please use the Je-S Proposal Review Access Form if you wish to arrange access for your department/division.