

GUIDANCE ON SUBMITTING POLICY PLACEMENT APPLICATIONS

Applying through the Je-S system

<https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

You must use the **Joint electronic Submission** (Je-S) system to prepare and submit your Policy Placement Fellowship proposal. In order to apply, the organisation where the applicant is employed must be registered to use Je-S. Most UK research organisations are now registered. A summary is available of organisations' current Je-S registration status.

If you do not have a Je-S account

You will need to create one. To do this, you will need to select the option "Create Account" from the main Je-S log in screen and then select the option that you require the ability to create and submit Fellowship proposals.

Je-S Heldesk

If you have forgotten your account log in details or are unsure whether you already have an account please contact the Je-S helpdesk who will advise you. Email: JeSHelp@rcuk.ac.uk ; Phone: +44 (0) 1793 44 4164

Submitting your Knowledge Exchange Policy Placement Fellowship through Je-S

The submission route that your Policy Placement Fellowship proposal will take depends upon how the Research Organisation has configured its submission process.

You will of course be in discussion of your application with the organisation you are employed. As part of these discussions, you should ensure that it is content to submit the Policy Placement Fellowship Proposal on your behalf. Upon submitting the Proposal to the Research Council, the Research Organisation submitter will be asked to confirm that it has verified your identity. It will also be advised to check the Head of Department statement to ensure that it has been completed by an appropriate person.

Guide to completing proposal in Je-S

Step 1: Log in with your Je-S account, click on Documents and create a new Document

Step 2: Complete Add a Document

Select Council: NERC
Select Document Type: Fellowship Proposal
Select Scheme: Knowledge Exchange Fellowship
Select Call/Type Mode: Policy Placement Fellowship

Step 3: Complete the following sections:

1. Project Details

2. Fellow Details

Name
Post will outlast project?
Total hours estimate

Cost type – exception
Start date
Duration
FTE
Scale - Post band in the university
Effective date of scale
Increment date (pay rise if applicable)
Starting salary
London allowance - nil
Superannuation and NI - total amount
Total - manually add up

3. **Objectives** – What are the aims of the placement for applicant and funding partners and how do you propose to deliver them. Identify milestones, outcomes and impact. Highlight how your current and past research will help you achieve objectives.
4. **Summary** – Describe the policy placement - objectives, key outcomes and impact - in a way that could be publicised to a general audience. Please include keywords which describe your proposal, key stakeholders and anticipated outputs, outcomes and impact.
5. **Beneficiaries** - Identify sectors that will benefit from placement fellowship and give a brief description of benefits/impact
6. **Other Support** – tick box if not relevant
7. **Resources**
Salary, NI/Superannuation - choose exception (for payment of 100% cost)
Travel and subsistence - add new item, destination and purpose and choose exception (for payment of 100% cost)
Research council Facilities - tick box if not applicable
8. **Estates and Indirect Costs**

Indirect Costs - add amount. The scheme pays 25% of indirect cost at 80% FEC

Estate costs – not covered in this scheme.
9. **Classification of proposal**
Scientific Area - assign % relevance to NERC scientific areas
10. **Attachments** – CV, Justification of Resources, Head of Department Statement, References
11. **Proposal Classifications**
Add New Research Areas and Populate Percentage Relevancies
Add Geography and Project Engagement by Sectors Qualifiers if applicable

Step 4: Check your document

Click on Document actions to preview document. The red buttons on the left hand side of the page will turn green once the sections are completed.