Annex 4 Completing a Je-S application: a Step by Step Guide

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NOTE: All organisations and individuals to be specifically ‘named’ on an application (with the exception of project partners and subcontractors) will be required to be registered on the Je-S system.

See Annex 3 for guidance for self-registering your organisation.

For individual registration click ‘Create an Account’ on the Je-S homepage. Note you can only do this if your organisation is already on the Je-S system. Once you have created your account, your request will be verified with your nominated organisation’s central administration. In the meantime you may continue to use the Je-S System to prepare proposals but will not be able to submit the proposal until you receive an email confirming that the verification process has been completed.

This document provides supplementary supporting guidance to applicants, if needed.

Additionally, if you require help at any stage of the application process on Je-S you can click ‘Help’ in the top right corner of the screen.
This will open the specific guidance for the part of the form you are working on, for example see below for the Principal Investigator help.

Note that where guidance in the Je-S help text differs from that given in the SHEAR Research Consortia Grants Full Proposal Guidance document, the advice of the SHEAR document should be adhered to. If you are in any doubt please contact the SHEAR Secretariat (SHEAR@nerc.ac.uk).

Applicants are also encouraged to contact the Je-S Helpdesk for assistance.

- E-mail: JeSHelp@rcuk.ac.uk
- Phone: +44 (0) 1793 44 4164*
- Staffed Monday to Friday 8.30am - 5pm UK time (excluding bank holidays and other holidays)
- Out of hours: leave a voice mail message

When reporting problems by e-mail or telephone, please supply the following information:

- Your name, organisation and user id
- The date and time
- The part of the form or system you were working on when the problem occurred
- The nature of the problem

*Phone calls that cannot be answered during working hours will be redirected after 30 seconds to Voice Mail. The helpdesk will normally return your call within 3 hours.
A – Accessing your Je-S Account

Go to the Je-S homepage

You can access your Je-S account by filling in the Username and Password that you provided when you created your account.

Once you have logged in you may be requested to confirm your details. If the information is correct then click ‘Affirm Details’.

If you need to make changes then click the ‘Personal Information’ link on the left of the screen, you will be redirected to a page where you can edit your details.

The next screen you will see is the 'logged in' homepage, this page has a number of links on the left hand side. In the centre of the screen is a 'news feed' that has announcements about changes to Je-S as well as details of any forthcoming deadlines.

Finally at the top of the screen is a section with quick links to your most recently edited documents (Note: If you are a new applicant this section will be empty).
B – Creating your Application

To begin your application form please click on the ‘Documents’ link, as indicated above. This will redirect you to this page:

Click the ‘New Document’ link as shown and you get to the following screen, where you will select which call you are applying for:

You can manually select the call using the drop down menus

Council = NERC
Document type = Standard proposal
Scheme = Directed International
Call/Type/Mode = Science for Humanitarian Emergencies and Resilience JAN16 will appear as a choice on the pick list.
The easiest way to complete this screen is to click ‘Call Search’. Type part of the call name eg ‘Science’ or ‘Emergencies’ into the box and click on ‘Search’.

Please ensure you have entered this information correctly. Any applications submitted to a different Call will not be accepted:

Now click ‘Create Document’ this will create the document for you to complete.

The Je-S help contains full guidance on how to navigate through this document.

Click on the ? symbol to access Helpful information for each section
C.1 – Project Details

Note: If your organisation has not completed Je-S registration, you will be unable to find them and complete your application form. If your organisation is not registered on Je-S, for this call you may self-register your organisation – see Annex 3.

Note: all investigators who wish to be named on the application must have previously created a Je-S account for themselves and have selected the account type “An Applicant on a Standard or Outline Proposal” in order to be ‘selectable’ from the menus. Note that users will not be able to be named as an Investigator if they do not select this type.

Enter the data as required on the PI screen, including the amount of time to be charged to the grant, the salary and the % of a full time week that the PI usually works (Note: This cannot exceed 100% or 37.5 hrs p/w). The maximum number of hours that can be charged to a grant per year is 1650 hours. The PI may work more hours than this but we will not fund anything over the stated limits.

If entering costs as ‘Directly Allocated’, when you have entered the information click ‘Calculate’.

Non-UK PI’s must select ‘Exception’ as the cost type, to ensure costs get paid at 100%. You will need to calculate the total cost yourself and enter in the ‘Total Cost’ box.

Note: You are required to enter a salary scale. If this is not applicable, enter ‘0’ in this box.

Repeat this process for all other investigators, for example all Co-Investigators and Researcher Co-Investigators, using the ‘Document Menu’ to navigate.

C.2 – Joint Proposals

- Select ‘No’ if this is a single application, and ‘Save’.
- Select ‘Yes’ if other application/s will be submitted as part of your project proposal. The following question will come up:

Are you the lead RO (Research Organisation)?

- Select ‘Yes’, if this is the lead application, i.e.: the PI named on this application will act as the lead PI for the project as a whole, with the coordination and reporting responsibilities.

A joint reference number will then be generated. The lead organisation must pass this reference on to any other investigators submitting a linked joint application as part of the project.

It is very important that all applications submitted as part of a joint grant include the same common reference number. This is how you applications are linked on the system.

Note that lead PIs are able to prepare documents on behalf of other PI’s in the project, by clicking on the ‘Add New Joint Document’ link.

You are then able the assign this document to one of the other PI’s on your project, by clicking on the ‘Assign Owner’ link.

On assigning an owner that owner can then see a copy of the non-lead document in their Je-S account.

C.3 – Impact Summary

Select ‘Impact Summary’ on the Document Menu screen. You will get the following screen:

In the space provided, enter a summary description of the potential impact of your proposed research (maximum 4000 characters). Note you will also have to submit a full impact plan, as an attachment. For further information on impact, see the Help text and the SHEAR AO document. When finished click ‘Save’.
C.4 – Resource Summary
Select ‘Resource Summary’ on the Document Menu screen to view a summary of your requested resources so far. You can check back to here at any point in your application.

C.5 - Other Support
Select ‘Other Support’ on the Document Menu.

This section should be completed if you have applied for funding for a related project or for additional funding to support the current proposal. You do not have to fill this in if it is not relevant to this proposal, in which case tick the check box.

If you have sought additional support, click ‘Add New Other Support Item’, Complete as much information as possible.

Search for the funding organisation by selecting ‘Select Organisation’. Type in all or part of the institution name to the Search window and select the correct result. If you cannot find the organisation required in the database, you have the option to add the organisation yourself.

Next enter the start and end dates of the funding, along with the title and the amount sought. You must also indicate whether a decision has been made and what the outcome of that decision was.

You can also enter multiple ‘Other Support’ items by repeating the above process.

C.6 – Related Proposals
You should only complete this section if you have previously applied to the NERC for funding, whether successful or not. If you have not applied to NERC before please go to the next section.

C.7 - Adding Project Staff
Unless advised otherwise, UK staff costs entered here should be identified as ‘Directly Incurred’, and non-UK staff costs as ‘Exception’.

Investigators (PI, Co-I and Researcher Co-Is) details should be entered in the ‘Investigators’ section (see Step C.2).

If you are unclear about what you should enter in this section please refer to the Help Text by selecting ‘Help’ in the top right corner of the screen.

Applicants are also referred to the NERC Grants Handbook for a description of research roles.

Researchers:
To enter the details of someone who will be employed as a researcher on the project but who is not an Investigator, under the ‘Staff’ heading, click ‘Researcher’.

If you know the name of the person to be employed in this post please select ‘Name’ and then ‘Select' to be able to search the database of registered people.

The ‘Person Search’ screen will open, and you will then be given the option of entering all or part of the person’s name and selecting from the results as before.

Once you have selected the person, enter information regarding the post on the right of the screen.
If you do not yet know the name of the person who will fill this post please select ‘Post Identifier’ and enter a unique identifier in the text box, e.g., “Unnamed researcher 1”.

Save the data, and add any other Researchers to the application.

One you have entered all the researchers, go back to the Staff menu screen and repeat the same process for ‘Technicians’ and ‘Other Staff’ (e.g., translators, drivers) as applicable.

C.8 – Visiting Researchers

Select ‘Visiting Researchers’ on the Document Menu. Enter the person’s name and organisation details and other details as C.2.

C.9 – Resources

Travel and Subsistence:

Enter the details of the T&S item, try to include as much information as possible including: a description of the item (train fares, flights), the location/destination, and purpose:

If the item relates to an overseas destination (for both UK and non-UK based researchers), tick the box ‘Overseas Destination?’

Remember, that if the costs apply to a person employed by a non-UK organisation please ensure you tick the ‘Exception?’ box

Equipment:

You should only complete this section for individual items of equipment dedicated to the project and costing £10,000 or more (including VAT). Include capital costs plus any maintenance and other related costs that are not included in the Research Organisation’s estates costs. Single items of equipment costing less than £10,000 should be included in the ‘Other Directly Incurred’ costs.

If quotes or a business case is required the attachments will need to be added within the Equipment section.

Other Directly Incurred Costs:

Where necessary, clearly identify those costs associated with non-UK based Investigators, by ticking the ‘Is Exception?’ box.

You should also enter costs for any minor costs for Project Partners in this section (See C.16). For a description of what constitutes a project partner, please refer to the NERC Grants Handbook.

Non-UK overheads should be included here as a separate item under ‘Other Directly Incurred costs’ with the description ‘Overheads for X institution at X%’ (as appropriate).

Once you have entered all of the Other Directly Incurred costs, and everything is correct, click ‘Save’.
Other Directly Allocated Costs:
A description of what constitute ‘Other Directly Allocated Costs’ can be found in Annex 2. If you are still unsure please contact the NERC to discuss these items.

Research Facilities/Existing Equipment:
Use this section to enter details of any non-Research Council facilities and/or equipment to be used. Multiple entries may be made here if necessary.

Research Council Facilities:
If you do not intend to use any of the NERC Research facilities, you should tick the box indicated. Otherwise, select the ‘Add New Research Council Facilities’ item’ button and fill in the information as required.

Note these facilities are not available for use by organisations not normally eligible to receive NERC research grants.

PIs wishing to use a NERC facility will need to submit a mandatory ‘technical assessment’ with their proposal (including aircraft but excluding ships and HPC). For NERC, this means a quote for the work which the facility will provide. A full list of the NERC facilities requiring this quote is available on the NERC website.

C.10 – Indirect Costs
For UK based Institutions – please refer to the Help text and your organisation’s Finance Office for details of what to include here.

For non-UK based Institutions – no costs should be included here. Overheads costs are entered as an ‘other Directly Incurred cost’.

C.11 - Estates costs
Estates Costs are a single value and do not require justification.

If the proposal is for more than one UK organisation, for example has Co-Investigators from multiple organisations, the component parts of the estate costs for each organisation should be costed separately and added together to be entered as a single composite cost.

Any non-UK overheads should be included as a separate item under Directly Incurred Other costs with the description ‘Overheads for X institution at X%’ (as appropriate).

C.12 – Project Partners
For a description of what constitutes a ‘project partner’ please refer to the NERC Grants Handbook.

If you cannot find the correct organisation you may enter the details yourself by selecting Add New Organisation. When you have finished, click ‘Save’.

1 See the Full Proposal Guidance for the rate at which overheads should be applied
Scroll down the page to fill in details about the nature of the project partner's contribution to the project. If the Partner is contributing funds or support in kind please fill in the form as appropriate. Project partners may also claim minor costs from the project to facilitate collaboration (but these should be substantially less than their contribution). These costs should be entered under 'Directly Incurred Other' costs (see section C.12).

If the proposal has the involvement of a Project Partner you must include a Letter of Support from the organisation. This is uploaded within the Project partner section once you have completed all the mandatory sections and clicked on ‘Save’.

C.13 – Classification of Proposal

NERC collects information regarding the classification of different proposals according to a number of criteria. Applicants should enter information against each section. Note that these are NERC only criteria and so will not cover aspects of your proposal that fall outside of the NERCs remit. This is ok, and applicants should complete this section as best they can.

Proposal Classifications:

NERC uses proposal classifications to facilitate inter-disciplinary working, reviewer-matching and reporting. The first level of common Research Areas is not selectable and is only an aid to navigation. You can either expand the relevant area(s) or enter a search term and select Filter to display possible matches. You may select up to five of the second level classifications, and a percentage should be associated to each such that the total is 100. Beneath these five second level classifications, you may select as many of their associated third level classifications as necessary to fully describe your proposed research. NERC expects applicants to use the third level of classifications wherever possible.

NERC also uses “Qualifiers” to further classify proposals. You may select as many of these as necessary to fully describe your proposed research from the two available categories, Geographic Area, relating to the country or countries on which the research is focused, and Project Engagement by Sector.

Scientific Area:

Indicate within which science area or areas your application falls and indicate percentage relevance (totalling 100%):

Secondary Classification:

As SHEAR is co-funded by DFID you should assign relevance as 100% Co-funded.

Environmental & Natural Resource Issues (ENRI):

Indicate the percentage relevance to one or more of the ENRIs in this part of the classification scheme (totaling 100%), that best describe the environmental context of your application.

C.14 – Collaborative Centres
Use this screen to indicate whether the proposal is being submitted under the NERC Collaborative Centres National Centre for Atmospheric Science (NCAS), National Centre for Earth Observation (NCEO), or neither of these.

C.15 – Attachments

This section is used to upload the mandatory and optional attachments to the Je-S form.

These attachments should be completed before you attempt to upload them and should only be submitted in the indicated formats.

In order to find out which attachments must be uploaded, please refer to the Full Proposal Guidance.

Key attachments will be the Case for Support (2 parts); Justification of Resources; Pathways to Impact plan; CVs; Project Partner letters of support.

To upload an attachment, select the correct type from the drop down menu. Then click ‘Browse’ and locate the correct document on your computer and click ‘Open’. Enter a description of the document in the Textbox and when you are finished click ‘Upload’.

Repeat these steps for all of the mandatory attachments and for any optional ones you wish (e.g.: proposal cover letter).

Validation of your application will also indicate which mandatory sections are missing (see Section D). However applicants should note that there are some attachment that are mandatory to this call, but not for Je-S validation. Please, therefore ensure you refer the SHEAR Research Consortia Full Proposal Guidance.

Note: Applicants should ensure that they know whether they are the lead application and to include the required attachments. We will not be able to accept any applications that do not include all the required information.

Note: Once you have uploaded a document you cannot alter it, you must delete the item and upload the attachment again if you need to make changes.

C.16 Notes and Comments

This last section on the Document menu is to record notes about the application for other people that may be working on the application. Anything entered in this section will not be included on the application, and will not be seen by NERC staff.

D - Reviewing your application/Document Actions

There are a number of options you can use by clicking on the Document Actions link at the top of the page, for example previewing or printing a copy of the form, assigning other users or transferring access, showing submission path, history and deleting the document.

Preview Pro forma application:

You can also click ‘Document Preview’ to get a view of how the completed document will look when it is submitted. You can choose to limit this view to only those sections so far completed.
Checking for errors:
Under Document Actions, you can select ‘Check document Validity’ where you can check for any errors or incomplete sections in your application. Any errors or incomplete sections are also indicated by the red cross next to the item on the Document Menu on the left. By hovering your cursor over the question mark, a box will pop up with the reason for the error.

Adding editors/document users:
Under the document actions button, select ‘Administer user access’, to add other people as editors or users of the document.

Document History:
Under the document actions button, select ‘Display Document history’, such as when the document has been edited and by whom.

E - Submitting your application
Once you believe that you have finished all sections of the application form and are ready to submit, you must check that all sections have been completed properly. This is done by selecting ‘Check Document Validity’ as shown previously above, or by checking the document menu.

Those sections of the Je-S form that have not been completed ✗ Until the issues are addressed you will not be able to submit the form.

Viewing the submission path:
To see at the stage of completion the application is at, and whether it has been fully submitted, select ‘Show Submission Path’ under ‘document actions’:

This allows you to see who is on your submitter pool, and inform them that you will be submitting a proposal, and what the deadline is, so that they are aware that there is a process for them to undertake also.

The arrows >> indicate at which stage the application is presently.

Self-registered organisations:
Changes to the Je-S registration process means that for certain schemes such as SHEAR any organisations that are not currently registered with Je-S, may self-register their organisation (see Annex 3). For these self-registering organisations there is no need to establish a submitter pool. Therefore, these applicants can submit the application directly to the Council (NERC).

Organisation already Je-S registered:
For organisations that are already Je-S registered, your application will be routed through
your existing submitter route. Therefore when an investigator submits their application, it will go to their submitter pool first if one has been established. A message will be sent to the designated submitter, who must then complete the submission process to Council.

**Submission:**

Only when the document is complete and ‘valid’, will the Submit button will appear at the top of the page.

**Note:** this does not submit the document to the NERC (unless you are submitting from a ‘self-registered’ organisation), only to the main Je-S submitter account of your organisation. It is important that you allow sufficient time for the proposal to be forwarded from your institution’s submitter pool to the NERC before the scheme deadline, which is 16.00 UK local time (BST/GMT +1/UCT +1), 5th August 2014.

When you submit your application to the submitter pool you will receive a confirmation email to your registered address. Once the Je-S contact at your institution submits the application to NERC you will receive a second confirmation email indicating that NERC has received your proposal. This second email will contain details of the exact time and date NERC received your application.

Please ensure you read any emails received carefully, to be sure that you have received confirmation that your application has been submitted.

**F - Help and Assistance**

If you have any technical problems or questions about the Je-S application process, please contact Je-S Helpdesk:

- E-mail: JeSHelp@rcuk.ac.uk
- Phone: +44 (0) 1793 44 4164*
- Staffed Monday to Friday 8.30am - 5pm UK time (excluding bank holidays and other holidays)
- Out of hours: leave a voice mail message

**or**

Click the Help link which is always in the top right hand corner of the screen. This will always direct you to the specific help pages that relate to the screen you are viewing.

If you have general questions relating to the Shear scheme application requirements please **do not** direct these to Je-S Helpdesk, instead please contact the Shear Secretariat: Email queries to shear@nerc.ac.uk Telephone queries – Maria Kirrane, 01793 411587