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 home page.  
[https://je-s.rcuk.ac.uk/Jes2WebLoginSite/login.aspx](https://je-s.rcuk.ac.uk/Jes2WebLoginSite/login.aspx) 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 UPGro 2014 Consortium Grants Full Proposal Guidance document, the advice by the UPGro document should be adhered to. If you are in any doubt please contact the UPGro Secretariat (upgro@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
A – Accessing your Je-S Account

When you visit the Je-S homepage https://je-s.rcuk.ac.uk you will be met with this screen:

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 presented with the following screen, this is simply a request to reconfirm your details as you entered them. 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:

The easiest way to complete this screen is to click 'Call Search'. Type 'UPGro' into the box and click 'Search'.

When you click on the scheme link, the document page will be completed automatically, as below:
Alternatively you can manually select the call using the drop down menus as follows:
Council = NERC
Document type = Standard proposal
Scheme = Directed International
Call/Type/Mode = UPGro Consortium Grants Jun14

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 take you to the Document Menu screen.
C.1 – Project Details

Select the ‘Project Details’ on the Document Menu screen. You will get the following screen:

Selecting your organisation:

In order to complete the Organisation and Department sections, you will need to click the Select Organisation and Select Department links to the right of the boxes.

When you click ‘Select Organisation’ a window will open, enter all or part of your Organisation’s name and click ‘Search’.

**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 UPGro call you may self register your organisation – see Annex 3.

After you have selected your organisation, you will be returned to the Project Details page. You then need to ‘select department’ and use the search function in the pop up box once more.

Note: that if you need further departments added to your organisation on Je-S, you will need to contact the Je-S helpdesk.

Complete the rest of the form as shown, entering the following details for your project.

- your ref;
- the Project Title (maximum 150 characters);
- the Proposal Call (Select the ‘UPGro Consortium Grants JUN14’ from the drop down menu if this is not already completed); and
- the proposed start date and duration, in months, of your project

When you have finished click ‘Save’.
C.2 – Investigators

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.

**Principal Investigators:**

To add the project investigators onto the form, first select ‘Principal Investigator’ on the Document Menu screen. You will get the following screen:

Select ‘Add New Principal Investigator Item’.

To enter the name of the Principal Investigator (PI), click ‘Select’.

The ‘Person Search’ screen will then come up in a separate window. Enter all or part of the name of the PI. If you want to search outside the organisation listed as the submitting organisation on the ‘Project Details’ page, you can un-check this box.
Scroll through the results until you find the name of the PI, and then select them.

Next 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.
Once this section is complete, click 'Save'.

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

C.3 – Joint Proposals

Select ‘Joint Proposals’ on the Document Menu. You will get the following screen:

Is this part of a joint proposal?
• 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 to 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.4 – Project Objectives

Select ‘Objectives’ on the Document Menu screen. You will get the following screen.

In the space provided, enter the main objectives of your proposed research, in order of priority (maximum 4000 characters) and when finished click ‘Save’.
C.5 – Project Summary

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

In the space provided, enter a summary description of your proposed research, in simple terms that could be publicised to a general audience (maximum 4000 characters) and when finished click ‘Save’.

C.6 – Beneficiaries

Select ‘Academic Beneficiaries’ on the Document Menu screen. You will get the following screen.

In this section you should summarise (4000 characters max) how your proposed research will contribute to knowledge globally, addressing the following questions:

- how the research will benefit other researchers in the field
- identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit
For further information on how to complete this section, click ‘Help’ in the top right corner of the screen. When finished click ‘Save’.

C.7 – 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 UPGro AO document. When finished click ‘Save’.

C.8 – 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.9 - Other Support

Select ‘Other Support’ on the Document Menu. You will get the following screen:

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’, which will bring up the following screen. Complete as much information as possible.

Search for the funding organisation by selecting ‘Select Organisation’. The following separate search window will open. Type in all or part of the institution name 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.10 – 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.**

Select ‘**Related Proposals**’ on the Document Menu. You will get the following screen:

Select ‘**Add New Related Proposals Item**’ to bring up the following screen:

Enter the necessary information and ‘**Save**’.

C.11 - 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).
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’, which will bring up the following screen:

Now select ‘Add New Researcher Item’

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.12 – Visiting Researchers

Select ‘Visiting Researchers’ on the Document Menu. You will get the following screen:

![Visiting Researchers Screen]

Select ‘Add New Visiting Researcher Item’

As with previous examples, enter the person’s name and organisation details, by clicking on the ‘Select’ links at the side of these boxes, which will bring up the ‘Person Search’ window:
Select the appropriate person from the search, which will return you to the previous ‘Visiting Researcher’ Page. Select the relevant cost type and fill in the salary details for the visiting researcher, and ‘Save’.

C.13 – Resources

Travel and Subsistence:

Select ‘Travel and Subsistence’ then ‘Add New Travel and Subsistence Item’

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.
Select ‘Add New Equipment Item’ and enter the necessary details for that equipment item (as below):

'Save' after you have completed your input.
Other Directly Incurred Costs:

Select **Add New Other Directly Incurred Costs Item**

As before, enter the details of the item to be charged to the grant.

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 UPGro Consortium Grants Full Proposal Guidance.

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%’¹ (as appropriate).

Once you have entered all of the Other Directly Incurred costs, and everything is correct, click ‘Save’

¹ See the UPGro Consortium Grants Full Proposal Guidance for the rate at which overheads should be applied.
**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.

Select ‘Add New Other Directly Allocated Costs Item’.

To complete this section, select the cost descriptor from the list, enter the amount and Save.

**Researcher 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.
After pressing ‘Add New Research Facilities/Existing Equipment Item’ you will see the following screen. Here, enter a description of the facilities/item, and ‘Save’ after each item:

**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.
C.14 – 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.15 - 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).

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2 See the UPGro 2014 Consortium Grants Full Proposal Guidance for the rate at which overheads should be applied.
C.16 – Project Partners

For a description of what constitutes a ‘project partner’ please refer to the UPGro 2014 Consortium Grants Full Proposal Guidance.

Select ‘Project Partners’ from the Document Menu, then ‘Add New Project Partners Item’.

In the next window, Search for the project partners as before by using the function (shown in the window below), which will bring up the Search window.

If you cannot find the correct organisation you may enter the details yourself by selecting ‘Add New Organisation’.

When you have finished, click ‘Save’.
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 on the 'Attachments' screen – see section C.20.

Once this page is complete, click ‘Save’

C.17 – 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:**

Six of the seven Research Councils use a common “RCUK Research Classification”, consisting of Research Areas, Qualifiers and optional free-text keywords. This common classification has been introduced to facilitate inter-disciplinary working, reviewer-matching and reporting. Two Councils have implemented a 3-level Research Areas hierarchy, but NERC currently uses only the top two levels in those areas which primarily relate to NERC Science. The top level of common Research Areas is not selectable and is only an aid to reporting and navigation. **Proposers should select up to 5 of the second-level Research Areas, and associate a %age to each such that the total sums to 100.** This level of Research Area is almost identical to NERC’s old Science Topics. NERC is implementing two further “Qualifiers”: Geographic Area, relating to the country or countries on which the research is focused, and Project Engagement by Sector.

![Proposal Classifications](image)

**Scientific Area:**

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

Please put a tick in the box under any heading that is appropriate to your project. You may tick any number of relevant boxes, or leave this part blank. As UPGro is co-funded by both DFID and ESRC you should assign relevance as indicated above (50% Co-funded, 50% Cross-Research Council):

Environmental & Natural Resource Issues (ENRI):

Indicate the percentage relevance to one or more of the ENRIs in this part of the classification scheme (totalling 100%), that best describe the environmental context of your application:
C.18 – Collaborative Centres

Select ‘Collaborative Centres’ from the Document Menu. You will get the following screen:

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.19 – 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.
Click ‘Attachments’ on the Document Menu then ‘Add New Attachment’:

In order to find out which attachments must be uploaded, please refer to the UPGro 2014 Consortium Grants Full Proposal Guidance.

Key attachments will be the Case for Support (3 parts); Justification of Resources; Pathways to Impact plan; CVs; Project Partner letters of support. Where a required attachment is not named in the Je-S drop down menu, it should be added using ‘Other Attachment’.

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 UPGro 2014 Consortium Grants Full Proposal Guidance.

Where an attachment is required to be submitted by the lead application only (see the UPGro 2014 Consortium Grants Full Proposal Guidance), but Je-S validation required an attachment to be included, applicants should upload a dummy document for that attachment, which should be annotated with the text ‘Refer to lead Research Organisation application’. 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.20 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.

![Image of Document Preview](image)

**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 edits 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 or that are incorrect (e.g. over the character limit) will be indicated with . 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':

![Document Submission Path](image)

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 UPGro, 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 organisation 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, 19th June 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.
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 UPGro scheme application requirements please do not direct these to Je-S Helpdesk, instead please contact the UPGro Secretariat:

Email queries to upgro@nerc.ac.uk

Telephone queries – see Secretariat contacts on http://www.nerc.ac.uk/research/funded/programmes/upgro/