What should be included in the student project details?

In order for EPSRC staff to be able to classify the project, the summary **must include**:

- ✓ **The key objectives/aims of the research. What questions does the project intend to answer?**
- ✓ **The novel physical sciences/engineering methodology that will be carried out during the course of the project.**

As the project details will be added to GtR and Researchfish, you may also wish to include some potential applications or context describing the value of the research.

Please write the description for a lay audience and **avoid jargon**/unexplained abbreviations.

What should NOT be included in the project details?

- ✗ **Lots of background or potential applications with no description of the aims or the novel physical sciences/engineering methodology.**
- ✗ **Unexplained subject-specific jargon/abbreviations that an educated lay person could not understand.**

If the project summary does not clearly describe the key objectives and novel science of the project, the project summary will be returned to be updated. If the relevance to engineering or physical sciences is unclear from the project description, it may be tagged as "out of EPSRC remit" and we could take further action.

What do EPSRC do with the student project details entered into Je-S?

- Being able to classify student projects is important to us as it allows us to understand our portfolio. This information is used as part of our Balancing Capability strategy, which is how we determine the trajectory of the research areas within our portfolio.

Classification

- Student project details are added to GtR to enable users (e.g. SMEs, academic institutions, members of the public) to search and analyse information about publicly funded research.
- Via GtR, users have easy access to information about current research projects and outcomes of past projects.

Gateway to Research

- The information we gather via Researchfish enables us to demonstrate the impact and benefits of our research. The project details from Je-S are imported into Researchfish. Students can then add to this examples of the outcomes and outputs of their research.

Researchfish

FAQs

Where do I enter a student's project details?

Universities are asked to enter details about students' projects into the **Je-S student portal**. The "Student Details" section of Je-S asks you to provide a "Project Title" and a "Summary". There is a free-text box for each of these (character limits apply).

What if EPSRC can't classify the project based on the information provided?

If it is not clear which research areas the project fits into, we will record that not enough information was provided. We will contact universities to ask them to add more information to these records so that we can classify them. Please try to be as clear as possible when entering project details into Je-S to avoid being asked to amend them later.

If the project can't be classified because it is out of EPSRC's remit, we will record this. Research organisations are required by the training grant terms and conditions to ensure that EPSRC-funded projects lie within our remit. EPSRC monitor the number of projects that are out of remit and may take further action if a university records numerous out of remit projects.

What sort of information should be provided?

EPSRC staff reading the project details will be trying to determine which of our research areas the project fits into (it could be more than one). To help them do this, project details provided should be as specific as possible and clearly describe:

- the **research questions** the project is trying to address/the **objectives** of the project;
- the **approach** that will be taken to answer these questions (what the student will actually be doing);
- the **novel engineering and/or physical sciences content** of the research (the science that places it within EPSRC's remit).

If you think you know which EPSRC research areas are relevant to the project, it would be helpful to include this. The project description should be written so as to be understandable by an educated lay-person and any acronyms should be defined.

What sort of information should NOT be provided?

Common reasons why we can't use a project description include:

- Only the project title is given.
- The description is vague and it isn't clear what the student will actually be doing.
- There is no description of **novel** engineering or physical sciences content. (Note that a project using only **established** engineering or physical sciences techniques to address new questions in an area not covered by EPSRC, is likely to be out of EPSRC remit).
- The description gives lots of context/background but doesn't describe the project aims.
- The description says that the student is in a CDT and will choose their project next year – and this has never been updated. (It's fine to enter this description in the student's first year but it should be updated when the project is known).

When do I need to enter student details?

Information should be entered within one month of the student starting their studies and updated as soon as any changes occur.

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What if the student doesn't have a project yet?

EPSRC are aware that many CDT students do not decide on a project until their second year. For first year CDT students who don't yet have a project, please write this into the project details field in Je-S. We will not prompt you for more information until the student's second year.

When the student chooses their project, Je-S should be updated with the new project details (within one month of the student starting the project). If the details are not updated at the start of the second year, we will contact the university to ask for more information.
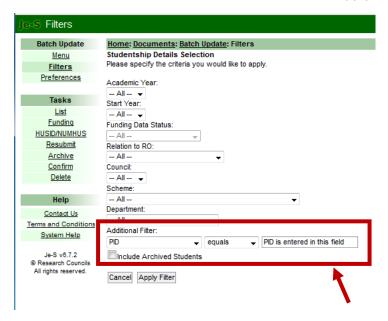
Can I write "TBC" if I think the project might change?

Please only write this if the student is a first year CDT student who will not be assigned a project immediately (please write: CDT 1st year – project to be confirmed). For all other students, please try to write a project description with the information you have. You can update the details at any time if the project changes or develops.

How to identify a student from their PID number

We have identified the students for whom we don't have enough information using their PID number, in order to better protect their data. If you have any difficulties, please contact Je-S Help.

You can search for a student record in Je-S from the PID number using the Batch Update function. In the Filters screen of the Je-S Batch Update, select PID as an Additional Filter (see screenshot below). Enter the student's PID into the search box and select Apply Filter.

To search for multiple records by PID number, instead of selecting PID in the Additional Filter field, choose Select All. This will produce a list of all students. Select Preferences and ensure that PID is ticked. The PID will appear on the summary screen so you can open the student record. By clicking in the heading of the PID column, this will sort the records by PID order. There is also an option to export the list as an Excel spreadsheet, which will allow you to search for the student's PID in Excel.

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