

Imperial College London

INTERNAL USER GUIDE



A Guide to the Research Councils' Joint Electronic Submission System (Je-S) Account Registration

A Quick Guide for Applicants applying for a Je-S Account

Je-S web page: <https://je-s.rcuk.ac.uk/>

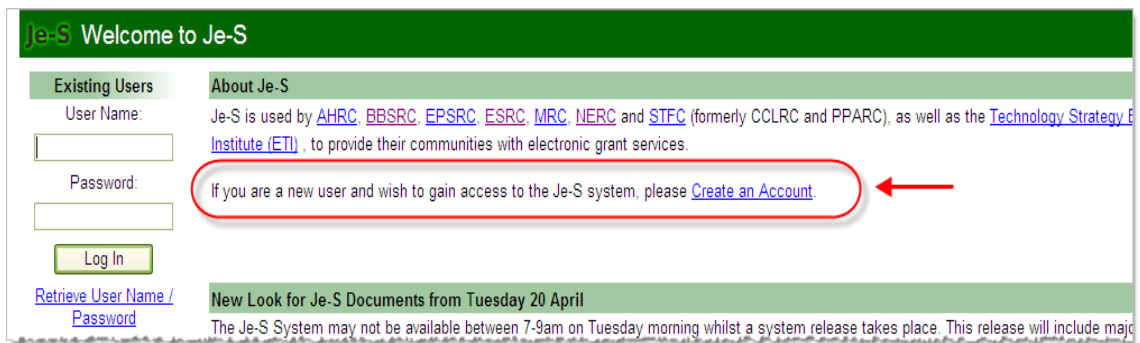


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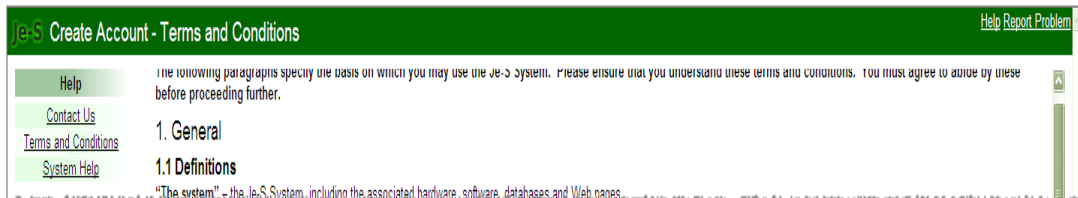
NOTE:

Applicants must allow adequate time for the Research Office to validate the applicant. Please contact Research Support rs.compliance@imperial.ac.uk if your registration is urgent due to a submission deadline.

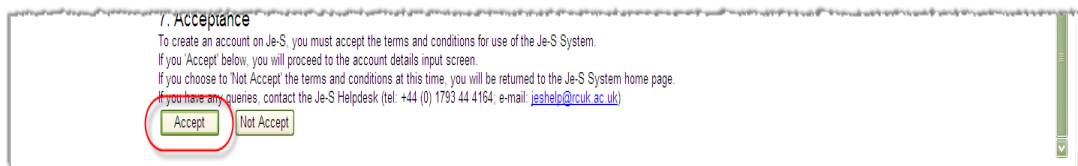
<p>A</p>	<p>Introduction to the Je-S System</p>
<p>1.</p>	<p>Je-S is used by AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC as well as the Technology Strategy Board (TSB) and Energy Technologies Institute (ETI) , to provide their communities with electronic research grant services.</p> <p>The Je-S system is used for:</p> <ul style="list-style-type: none"> i. Creating a proposal to one of the UK Research Councils (online tutorials are available) ii. The Peer review process for proposals submitted to the UK Research Councils iii. Submitting of reports for ongoing grants made by one of the UK Research Councils. <p>All funding applications made to the following Research Councils are submitted electronically, using the Full Economic Costing (FEC) methodology</p> <p>Arts and Humanities Research Council (AHRC) Biotechnology and Biological Sciences Research Council (BBSRC) Engineering and Physical Sciences Research Council (EPSRC) Economic and Social Research Council (ESRC) Medical Research Council (MRC) Natural Environment Research Council (NERC) Science and Technology Facilities Council (STFC)</p> <p>Je-S also provides electronic grant services to:</p> <p>Technology Strategy Board (TSB) Energy Technologies Institute (ETI)</p> <p>Details of all the requirements and the terms and conditions for research proposals under the full economic costing model can be found in the following:</p> <p>AHRC Research Funding Guide BBSRC Research Grants Guide EPSRC Funding Guide ESRC Research Funding Guide MRC Research Grants Handbook NERC Research Grants Handbook STFC Research Grants Handbook</p> <p>Further information on the background to the changes and frequently asked questions can be found on the Dual Support web pages.</p> <p>NB: You will not be able to apply for any of the schemes below until you have registered on Je-S.</p> <p>If you do not have an account, go to Section B (How to Register with Je-S). If you have an account, refer to the Je-S Guide to Applicants (Prepare a Proposal).</p>
<p>B</p>	<p>How to Register with Je-S</p>
<p>1.</p>	<p>Go to the Je-S webpage and click on Register (as shown below), then follow the on- screen instructions.</p> <p>A step-by-step process for Creating a Je-S Account is available online</p>



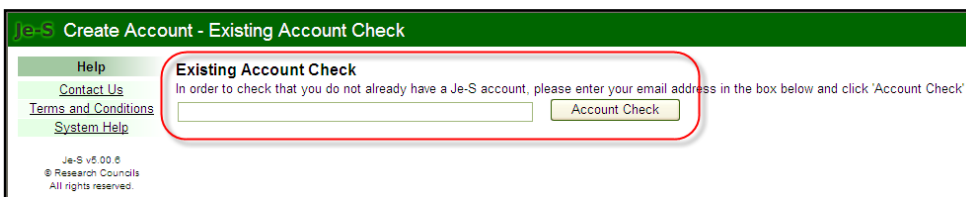
2. The following screen will be displayed:



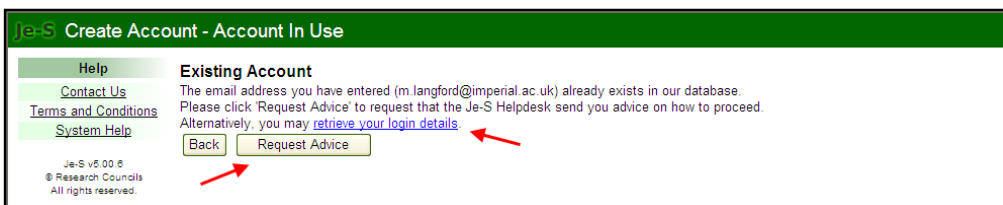
Read the 'Create Account – Terms and Conditions'. Scroll down the page to the *Accept or Not Accept* buttons. Click on **Accept**.



3. The following screen will be displayed. Enter your email address. Click on **Account Check**.



If you already have an account, the following message will be displayed:



Click on **Request Advice** or use the link shown below to retrieve your login details.

If you do not have an account you will be automatically transferred to the following registration screen. Complete the most appropriate field as shown below:

Important Information: User wishing to be named on a Student Nomination or Studentship Proposal Application must select the account type 'The Student'. This is the only type that applies to Students.

Click on **Next step**.

4. The following **Personal Details** screen will be displayed. Complete all sections – mandatory fields are marked with *.

When you complete the Post and Start date ensure that you enter the following information:

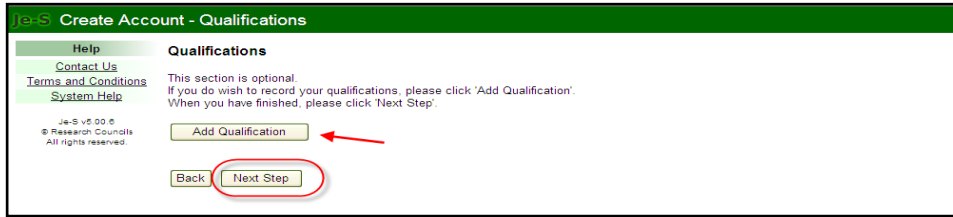
Post: Current/Proposed Job Title at Imperial College
Post start date: Start date at Imperial College

Complete the **Equal Opportunities Data** fields.

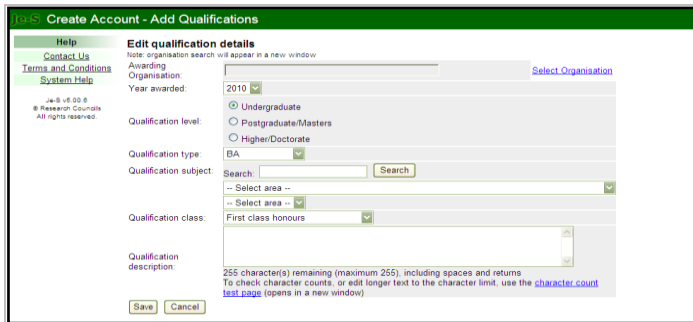
Click on **Next step**.

You now have the option to **Add Qualifications** to your registration profile or click **Next Step**.

i.

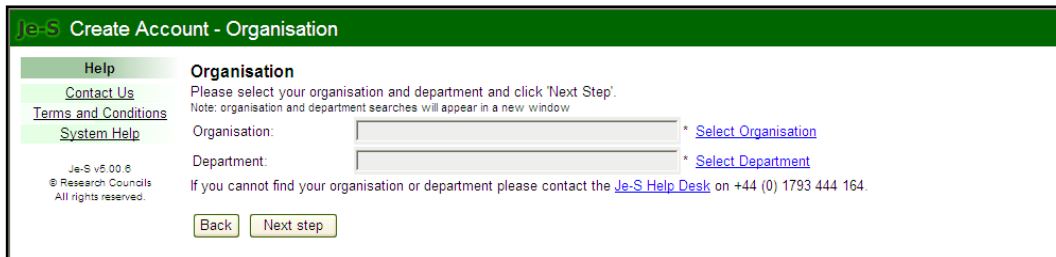


ii.

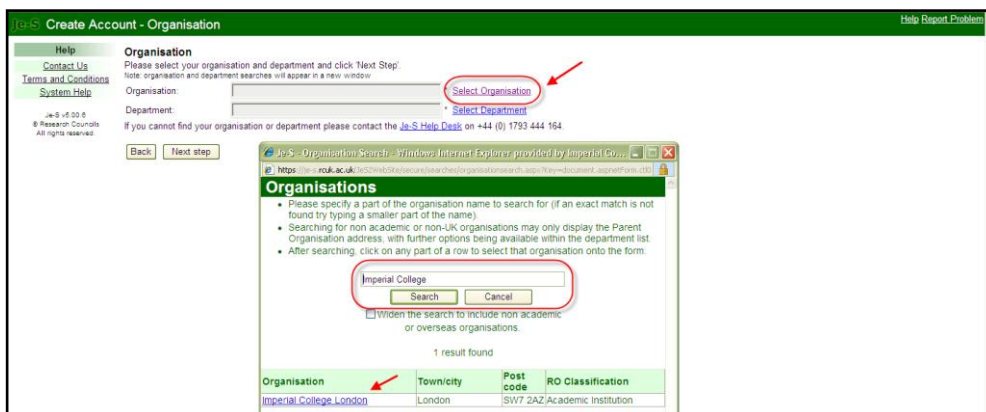


Click on **Save** to continue.

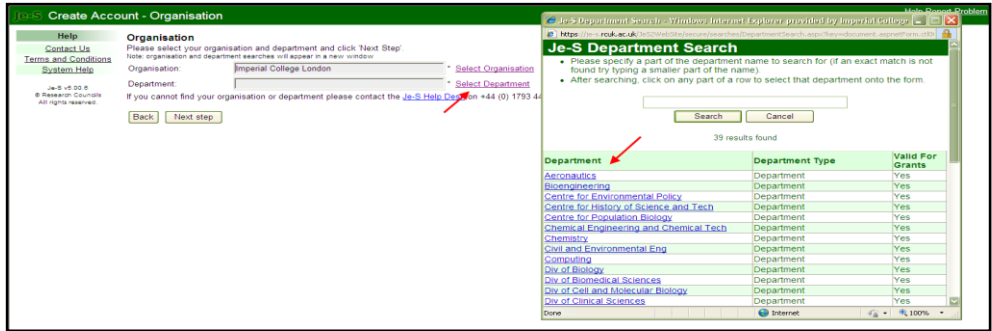
5. The follow **Create Account - Organisation** screen will be displayed:



Click on Select Organisation. Enter Imperial College in the search field and click on **Search**. Select Imperial College London from the list as shown below.

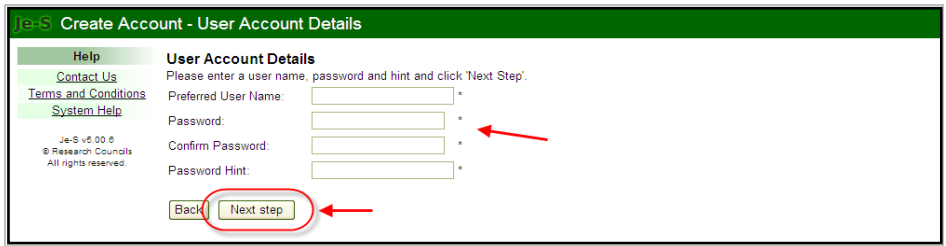


Click on **Select Department**, enter the department name and click the **Search** button or select from list (as shown below).



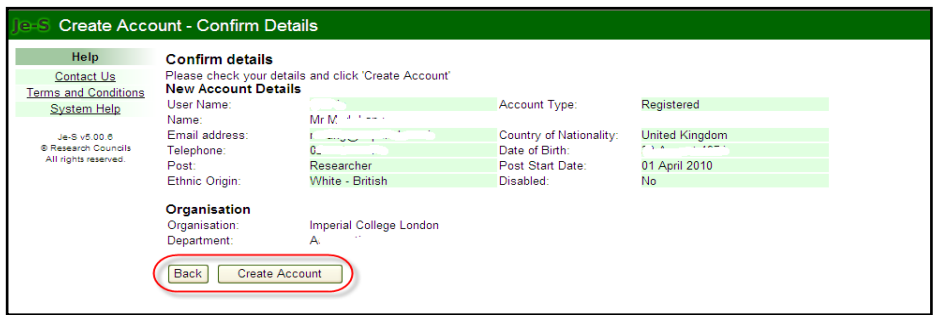
Click on **Next step**.

6. The **Create Account – User Account Details** screen will be displayed. Enter your **User Name** and **Password** including **Password Hint**.



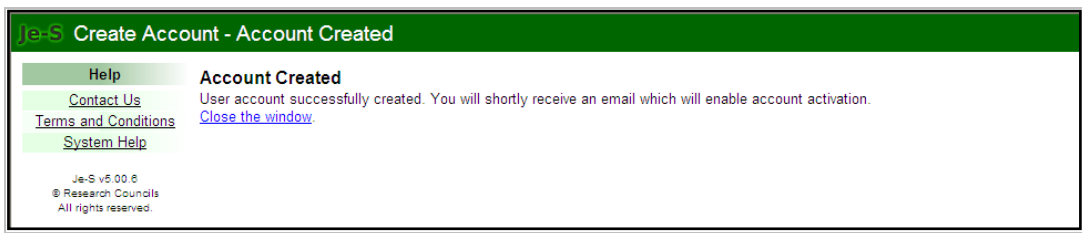
Click on **Next step**.

7. The following Create Account - Confirm Details screen will be displayed. Check the details as shown.



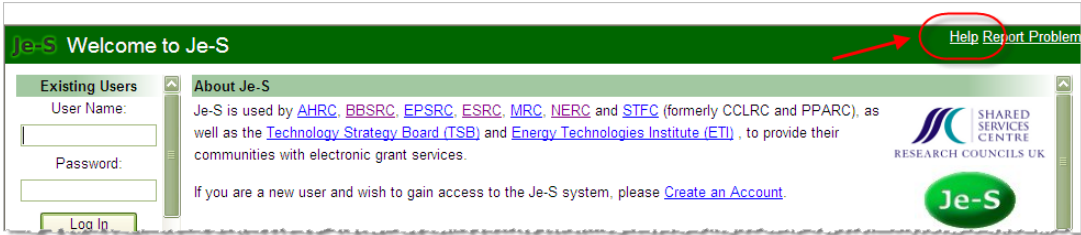
Click **Back** to amend or **Create Account** to continue.

8. The following screen will be displayed, confirming that your account has been created:



	<p>The Research Office at Imperial College will approve all 'New' Je-S Accounts.</p>
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THIS NOW COMPLETES YOUR JE-S ACCOUNT REGISTRATION.

<p>C</p>	<p>Cancelling or Transferring your Registered Account</p>
	<p>You can cancel or transfer your account if:</p> <ul style="list-style-type: none"> i. You leave Imperial College, to join another institution and you need to be registered (transferred); or ii. You leave Imperial College and you no longer require a User Account (cancelling). iii. You (the registered user) must send an email to the Je-S Helpdesk to cancel or transfer your registration. Cancellation will be effective from the appropriate leaving date. <p>For transfers, the Je-S Helpdesk will liaise with the new institution to obtain their confirmation before making the transfer 'active'.</p> <p>The Research Office at Imperial College will approve all 'Transferred' Je-S Accounts.</p>
<p>D</p>	<p>Je-S System Help</p>
<p>1.</p>	<p>Je-S related internal procedures must be sent to the Imperial College Research Support Mailbox (rs.compliance@imperial.ac.uk) or you're local Research Services/Joint Research Office.</p> <p>Alternatively use the Help link on the Je-S login screen.</p>  <p>The Je-S Helpdesk contact details are as follows:</p> <p>Telephone +44 (0) 1793 44 4164* or by email JeSHelp@rcuk.ac.uk</p> <p>Staffed Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays), out of hours: leave a Voice Mail message.</p> <p>* 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</p>