

UKRI's Agile Research and Innovation Response to COVID-19

Creating the application in Je-S

Before you start

Principal Investigators and Co-Investigators

All applicants (Principal Investigators and Co-Investigators) must hold registered level Je-S accounts, please ensure that sufficient time is allowed for this process before completing your proposal. More information on how to create a registered Je-S account can be found here;

<https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm>

Users will need to select the account type 'An Applicant on a Standard or Outline Proposal'. This account type will require verification from the nominated organisation, users will receive an e-mail from Je-S saying the account is being verified and a further e-mail to confirm if the account has been accepted or declined when your organisation has verified your details.

Organisation Registration

In order to receive funding, your organisation must be Je-S registered. You can check whether your organisation is Je-S registered by selecting 'Je-S Registered Organisations' on the Je-S home page: <https://je-s.rcuk.ac.uk>.

If you are a new user and wish to gain access to the Je-S system, please [Create an Account](#).

To be able to submit an application through Je-S the Organisation being applied through will need a list of [Je-S Registered Organisations](#) is available, please note that this does not include self-re

If your organisation is **not** Je-S registered at this stage you will need to self-register your organisation. Details on how to do this can be found here;

https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/Self_Registering_for_Organisation.htm

You may also wish to prepare the required Attachment prior to completing the application (see Attachment section below). These must be saved as PDF files before uploading to the application.

1. Completing the application

Log in to the Je-S portal <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx> using your User name and Password and select **Documents** from the left hand menu. To create the application select **New Document** from the Functions menu.

Select the following options from the drop down menus:

- Council: **EPSRC***
- Document type: **Outline Proposal**
- Scheme: **UKRI Outlines**
- Call: **UKRI's Agile Research and Innovation Response to COVID-19**
- Select **Create Document** to complete your application

*The Engineering and Physical Sciences Research Council (EPSRC) are hosting this call on behalf of UKRI. Proposals addressing the remit of any of the research councils can be submitted here.

All sections marked with  are mandatory and must be completed.

Project Details (mandatory)	How do I complete it?
Submitting Organisation	Select your Organisation and Department from the search menu. Please note only Je-S registered Organisations and their Departments will be included in the list. See Organisation Registration section above.
Your Reference	This reference is intended to be a unique identifier for the proposal. If your organisation does not have a system for referencing grant proposals, users should create their own.
Project Title	This should be as informative as possible, capturing the essence of the research.
Proposal Call or Mode	This displays the Call that you have applied to. Please check that this is correct.
Start Date	A future start date must be added.
Duration	A duration should be entered in months.

Principal Investigator (mandatory)	How do I complete it?
Principal Investigator	Select 'Add New Principal Investigator Item', search for and select the correct name from the menu. <i>Please note only staff with Registered level Je-S accounts will be included in the Search list.</i>

Co-Investigator (optional)	How do I complete it?
Co-Investigator	Select 'Add New Co-Investigator Item', search for and select the correct name from the menu. <i>Please note only staff with Registered level Je-S accounts will be included in the Search list.</i>

Resources (mandatory)	How do I complete it?
Resource Summary	Funding from all sources should be included in this section; however, it is not expected that financial details will be precise at this stage.

Keywords (mandatory)	How do I complete it?
Keywords	In the first box type the name of the most appropriate lead funding organisation to which the proposal should be directed (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC or STFC). This must be followed by 'Lead'. <i>Eg 'MRC – Lead'.</i> A second funding organisation (including Innovate UK) can be entered in the second box if relevant (i.e. if the proposal is cross-disciplinary).

Project Partners (optional)	How do I complete it?
Project Organisation Details	An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the research project. Select the 'Add New Project Partners Item' and select the Organisation and Department from the search menu

Contact Details	Select the contact name from the Contact search menu. If the contact cannot be found, select 'Add New Person' to add their details.
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Attachments

A single attachment must be uploaded as a Case for Support. The attachment must not exceed 5MB and should comprise the Application Form (available to download from the website), CVs of PI and Co-Is and letter of support from the PI's RO.