

ANNEX 1: Guidance for JeS application process

Important: Applicants should ensure proposals are submitted to their Je-S submitter/approval pool well in advance (a minimum of 5 working days) of the published deadline. This enables institution checks to be carried out before final submission to BBSRC.

This text is designed to provide guidance on the JeS application process and follows the same format as the JeS application form. Please fill in each section as described:

1. Navigate to the [Je-S Login Site](#) and login using your existing user name and password.
 - All applicants should have JeS login details as these are required to apply for a BBSRC research grant.
 - If you do not have a JeS username and password you will need to [register with JeS](#).
2. In the **Account** section select **Documents**, then under the **Create** section select New Document.

Add New Document

1. **Select Council:** Select BBSRC using the dropdown menu.
2. **Select Document Type:** Select Standard Proposal using the dropdown menu.
3. **Select Scheme:** Select International Workshops from the dropdown menu.
4. Ignore the **Select Call/Type/Mode** option and Select [**Create Document**], this will take you to the main Document Menu.

Document Menu

Please note that the order of this scheme on JeS is different to the order used on standard BBSRC applications. It was changed to reflect the information required for this scheme. Once you have completed each screen, select save and then next to move to the next section.

Project Details

1. **Organisation:** Select an organisation using [Select Organisation](#) (opens a new search window).
2. **Department:** Select a department using [Select Department](#) (opens a new search window).
3. **Your reference:** Insert a personal reference to differentiate this application from other proposals you may be submitting through JeS (20 character limit).
4. **Project Title:** Insert a Project Title (150 character limit).
5. **Type:** Please ignore this field as it is not required for this scheme.
6. **Start Date and Duration:** Use the drop down menus to select a start date. Note this **must** be within the next financial year. Select duration in **months**. Note that the minimum duration that will be accepted by JeS is one month, therefore input '1' even if the workshop lasts for only a few days.

Applicants

1. Select [Principal Applicant](#)
2. Select [Add New Principal Applicant Item](#)

3. **Name:** Select the Principal Applicant using **Select** (opens a new search window).
4. **Post will outlast project?:** Check the appropriate box to indicate if the applicants post will outlast the proposed workshop. If the applicants post will not outlast the project, details must be given in the 'case for support' of how this project will continue.
5. If this is a joint application between two or more BBSRC grant holders select Co-Applicant. Add Co-Applicants in the same manner as described for Principal Applicants. All Co-Applicants **must** be registered with JeS.

Related Grants

1. Select **Add New Related Grants Item**
2. **Reference Number:** Fill in the reference number of the BBSRC Responsive Mode Grant, Institute Strategic Priority Grant, David Philips Fellowship or other BBSRC grant with which this project is associated.
 - Note that some grants, such as RCUK fellowships and certain specialist infrastructure grants may not be accepted by this field.
 - In this case, leave this box blank and clearly state your grant title, start and end dates and reference number at the start of the 'Case for Support'.
3. Save your selection and repeat the process for any further BBSRC grants relevant to this project.

Workshop Host Country

Use this free text box to input the host country for the proposed workshop.

*Please use the country names listed in **Appendix 1** i.e. **United States**, not **USA** or **America**. Applications with incorrect country names will **not** be accepted.*

Project Partners

1. Select **Add New Project Partners Item**
2. Select an organisation using **Select Organisation** (opens a new search window).
 - If the organisation is not found select [**Add New Organisation**] and fill out required fields.
3. Select a department using **Select Department** (opens a new search window).
4. Select the contact using **Select Contact** (opens a new search window).
 - If the contact is not found select [**Add New Person**] and fill out required fields.
5. Enter the contribution of this partner to the project (each partner **must** have an associated contribution).
 - The contribution can be 'directly' in the form of cash, equipment / materials,
 - The secondment of staff or other. Alternatively it can be 'indirectly' in the form of use of facilities, staff time or other.
 - Each contribution **must** be given an associated value, however this value can be set at 0 if it is difficult to quantify.
 - The information provided in this section will be used to evaluate the contribution from other sources.
6. Save your selection and repeat with the remaining project partners.

Objectives

Use the text box to provide a succinct overview of the proposed International Workshop objectives (1000 character limit). Applicants should list the main objectives (in bullet point form) of the proposed International Workshop. These objectives will be displayed on the BBSRC website and in BBSRC publicity and should therefore be concise and free from jargon and abbreviations.

Resources

1. This section is used to detail the costs of the proposed collaboration.
2. Select Travel and Subsistence.
3. Click **Add New Travel and Subsistence Item**
4. **Destination and Purpose:**
 - For travel items enter the country, city and institution (if applicable) of destination, the method of transport and the reason for travel e.g. flights to Washington, US x3 to attend meeting at National Institute for Health.
 - For subsistence items enter the country and city (if applicable) where subsistence is required and the length of time subsistence is required.
5. **Overseas destination?:** Check this box unless this travel item is exclusively within the UK.
6. **Total £:** Enter the total cost of this activity in £.
7. Save your selection and repeat for the remaining travel and subsistence items.
8. Select Other Directly Incurred Costs.
9. Select **Add New Other Directly Incurred Costs Item**
10. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.
11. **Amount:** Enter to total cost of this activity in £.
12. Save your selection and repeat for the remaining directly incurred items.

Resource Summary

This is a reference section which can be used to view the total cost of the project. No editing is required.

Attachments

1. Select **Add New Attachment**
2. **Document type:** Use the dropdown menu to select the document type.
3. **Filename:** Use **[Browse]** to select a file.
4. **Description:** Enter a description of the attachment which allows differentiation between documents of the same type.
5. Select save to upload the document and repeat for any additional attachments.
6. Note that applicants **must** include a Case for Support, which **must** contain the following sections:
 - The main scientific objectives.

- Summary of previous contacts or links with proposed partners.
- Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
- Proposed Participants. As an appendix, applicants should include in their case for support (where possible) a list of all proposed participants, including their country and institution.

A short proposal letter **must** be included in the application.

CVs and publication lists are **not** required; however applicants may wish to include any particularly pertinent recent publications. The case for support should be a pdf file of **no longer** than three sides (not including appendix) of single spaced 11pt Arial text.

7. A Letter of Support (maximum one page) from, for example, the proposed collaborators may also be included, but is **not** mandatory.

Notes and Comments

There is no need to provide additional notes and comments with this type of application.

Submit Document

Once you have completed all the above sections, select Submit Document from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver pool.

If the validation is successful select [**Submit Document**] to transfer the application into the approver pool. Once a proposal has been submitted, the application process is complete and the proposal can no longer be edited.

Contact

Note that BBSRC staff cannot access ongoing applications within the JeS system and will therefore be unable to assist with issues directly relating to JeS.

If you require help with your JeS application, please contact:

The JeS helpdesk

Email: JeSHelp@rcuk.ac.uk

Tel: +44 (0) 1793 44 4164

Appendix 1

Afghanistan
Aland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh
Barbados
Belarus
Belgium
Belize
Benin
Bermuda
Bhutan
Bolivia
Bosnia and Herzegovina
Botswana
Bouvet Island
Brazil
British Indian Ocean Territory
British Virgin Islands
Brunei Darussalam
Bulgaria
Burkina Faso
Burma
Cambodia
Cameroon
Canada
Cape Verde
Cayman Islands
Central African Republic
Chad
Chile
China
Christmas Island
Cocos (Keeling) Islands
Colombia
Comoros
Congo
Cook Islands
Costa Rica
Cote d'Ivoire
Croatia
Cuba
Cyprus
Czech Republic
Democratic People's Republic of Korea
Denmark
Djibouti
Dominica
Dominican Republic
East Timor
Ecuador
Egypt
El Salvador
Equatorial Guinea
Eritrea
Estonia
Ethiopia
Falkland Islands (Malvinas)
Faroe Islands
Fiji
Finland
Former USSR
France
French Guiana
French Polynesia
French Southern Territories
Gabon
Gambia
Georgia
Germany
Ghana
Gibraltar
Greece
Greenland
Grenada
Guadeloupe
Guam
Guatemala
Guernsey
Guinea
Guinea-Bissau
Guyana
Haiti
Heard Island and McDonald Islands
Holy See (Vatican City)
Honduras
Hong Kong
Hungary
Iceland
India
Indonesia
Iran (Islamic Republic of)
Iraq
Ireland Isle
of Man
Israel
Italy
Ivory Coast (Cote D Ivoire)
Jamaica
Japan

Jersey
 Jordan
 Kazakhstan
 Kenya
 Kiribati
 Kuwait
 Kyrgyzstan
 Lao People's Democratic Republic
 Latvia
 Lebanon
 Lesotho
 Liberia
 Libyan Arab Jamahiriya
 Liechtenstein
 Lithuania
 Luxembourg
 Macau
 Madagascar
 Malawi
 Malaysia
 Maldives
 Mali
 Malta
 Marshall Islands
 Martinique
 Mauritania
 Mauritius
 Mayotte
 Mexico
 Micronesia, Federated States of
 Moldova
 Monaco
 Mongolia
 Montenegro
 Montserrat
 Morocco
 Mozambique
 Myanmar
 Namibia
 Nauru
 Nepal
 Netherlands
 Netherlands Antilles
 New Caledonia
 New Zealand
 Nicaragua
 Niger
 Nigeria
 Niue
 Norfolk Island
 Northern Mariana Islands
 Norway
 Oman
 Pakistan
 Palau
 Palestinian Territory, Occupied
 Panama
 Papua New Guinea
 Paraguay
 Peru
 Philippines
 Pitcairn
 Poland
 Portugal
 Puerto Rico
 Qatar
 Republic of Korea
 Reunion
 Romania
 Russian Federation
 Rwanda
 Saint Barthelemy
 Saint Helena
 Saint Kitts and Nevis
 Saint Lucia
 Saint Martin
 Saint Pierre and Miquelon
 Saint Vincent and the Grenadines
 Samoa
 San Marino
 Sao Tome and Principe
 Saudi Arabia
 Senegal
 Serbia
 Seychelles
 Sierra Leone
 Singapore
 Slovakia
 Slovenia
 Solomon Islands
 Somalia
 South Africa
 South Georgia and the South Sandwich
 Islands
 Spain
 Sri Lanka
 Sudan
 Suriname
 Svalbard And Jan Mayen
 Swaziland
 Sweden
 Switzerland
 Syrian Arab Republic
 Taiwan
 Tajikistan
 Tanzania, United Republic of
 Thailand
 The Democratic Republic of the Congo
 The former Yugoslav Republic of
 Macedonia
 Timor-Leste
 Togo
 Tokelau
 Tonga
 Trinidad and Tobago
 Tunisia

Turkey
Turkmenistan
Turks and Caicos Islands
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
United States Minor Outlying Islands
United States Virgin Islands
Uruguay
Uzbekistan
Vanuatu
Venezuela
Vietnam
Wallis and Futuna
Western Sahara
Yemen
Zambia
Zimbabwe