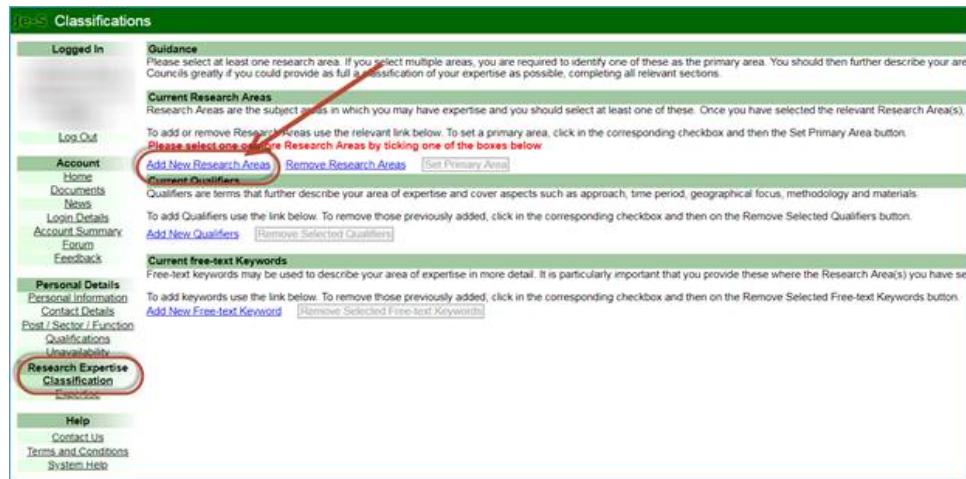


# Guidance for reviewers: adding your research expertise in Je-S

## Expertise Classification

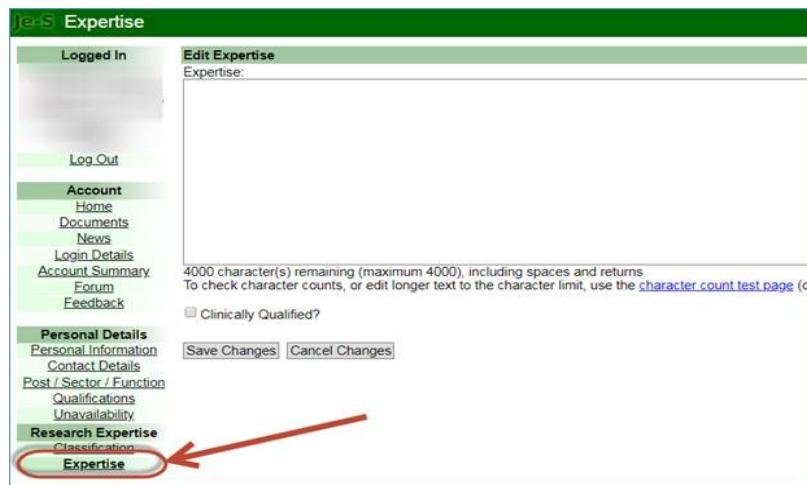
The information you provide in this section in Je-S will be used by us to match you as a reviewer to suitable grant proposals. It is therefore very helpful and important that you use the various sections to provide a comprehensive description of your areas of expertise.

Once you have logged [into Je-S](#), please select ‘Classification’ from the menu on the left. Then go to ‘Add New Research Area’ to select and to save your selected Research Areas. Next go to ‘Add New Qualifiers’ to add the qualifiers that cover for example approach, time period, and geographical focus. Finally, go to ‘Add New Free-text Keywords’ and use free text to describe your area of expertise in more detail:



The screenshot shows the Je-S Classification interface. On the left, there's a sidebar with links like 'Logged In', 'Log Out', 'Account', 'Personal Details', and 'Research Expertise Classification'. The 'Research Expertise Classification' link is circled in red. The main content area has sections for 'Guidance', 'Current Research Areas', 'Current Qualifiers', and 'Current free-text Keywords'. A red arrow points from the 'Classification' link in the sidebar to the 'Add New Research Areas' button in the 'Current Research Areas' section.

To update your Expertise, select ‘Expertise’ from the menu on the left and you can add ‘free text’ in the box (4000 character limit):



The screenshot shows the Je-S Expertise interface. On the left, there's a sidebar with links like 'Logged In', 'Log Out', 'Account', 'Personal Details', and 'Research Expertise Classification'. The 'Research Expertise Classification' link is circled in red. The main content area has sections for 'Edit Expertise' (with a text input field), 'Character Count' (showing 4000 character(s) remaining), and 'Categorically Qualified?' (with a checkbox). A red arrow points from the 'Classification' link in the sidebar to the 'Expertise' link in the sidebar.

The Classification consists of three parts:

### 1. Research Areas

You can either search the list of Research Areas or browse through it by expanding higher levels to identify those areas of most relevance.

In some areas, three levels have been defined, whereas in others there are only two. You cannot select terms at the top-level of the structure, as this is mainly a grouping to assist you in finding relevant areas, but you may select at either the second level or the third level, where this is available. Please try to select terms at the lowest appropriate level to describe your expertise. If the Research Areas, that you have selected, are at the second level, then it is particularly important that you complete the free-text keywords part of the classification. You may make selections within up to ten second-level Research Areas. Within these ten second-level Research Areas you may make as many selections at the third level as you wish. Once you have completed your selection, you should set a primary area to assist in the reviewer matching process.

### 2. Qualifiers

These terms further qualify those you selected under Research Areas. Qualifiers are grouped by type, for example Time or Period or Methodology. Some types will only be relevant to the remits of a subset of the Research Councils, and some are likely only to be applicable to classification of proposals rather than expertise of individuals. Please review the descriptions of [qualifier types](#) or browse the list on screen to decide which may apply to your area of expertise. You may select as many Qualifiers as are relevant to enable us to gain a more detailed understanding of your expertise.

### 3. Free-text keywords

These are intended to supplement the information you have provided using predefined terms and will be of particular relevance if your expertise falls in Research Areas that are defined to a second rather than third level of detail. Keywords should be terms that do not already occur in the predefined lists and that you feel best describe your particular area(s) of interest. As the predefined terms should be used where available, and keywords only to further refine these, you will first need to search for possible matches for your proposed keyword. If no match is found, you should proceed to add the keyword. Again, you may add as many of these as you consider appropriate.