How do I register on Je-S? – Created September 2020

This guidance has been provided to assist applicants to the Future Leaders Fellowships (FLF) scheme in registering their Organisations and creating personal accounts on Je-S.

Applicants applying through an academic host are unlikely to need to register their host Organisation and should go to Section 2: Creating a personal account.

Applicants from business should note that both their business (the ‘Organisation’) and the applicant (along with any other named staff) will need to register with Je-S. We recommend registering in the following order:

1) Register your Organisation (Section 1: Registering an Organisation)
2) Create individual accounts for individuals who will be named on the application (Section 2: Registering an Individual)
3) Create your application (please refer to the Guidance for Applicants on the funding opportunity webpage)

Following these steps in this order will allow you to allocate individual accounts to the correct Organisation, rather than to a private address.

Applicants should ensure that they allow enough time for Je-S registration ahead of the Outline application deadline. Late applications due to a failure to register in sufficient time will not be accepted.

Applicants should also note that when signing up to Je-S they will be required to accept the Je-S User Terms & Conditions.

Should you experience any difficulties then please contact the Je-S helpdesk. They are currently (as of Sept 2020) contactable on 01793 444164 between 09.00am and 13.00pm Monday to Friday. Outside of these hours, please email JeSHelp@je-s.ukri.org and they will respond as soon as possible.
Section 1: Self-registering an Organisation

Many Organisations will already be registered on Je-S, particularly if they are larger or if they have submitted applications to UKRI funding schemes previously. You can check to see if your Organisation is already registered by clicking on the ‘Je-S Registered Organisations’ link on the Je-S home page.

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 to be registered. A list of Je-S Registered Organisations is available, please note that this does not include self-registers.

However, those who have never applied to a UKRI funding scheme may need to register before they are able to submit an application to the FLF scheme. In most cases, these Organisations should follow the ‘self-registration’ process as detailed below.

Registering an Organisation on Je-S will allow you to submit an application with that Organisation as the host. Further steps will need to be carried out to fully register the Organisation, but these will only be taken if the fellowship is awarded and financial checks are completed successfully.

There has previously been some confusion over the steps that business host Organisations need to take to register with Je-S and apply to the FLF scheme. Business hosts should follow the steps below. They do not need to complete the IRO (Independent Research Organisation) registration process in addition to apply to the scheme.
To self-register an Organisation that is not currently on Je-S:

1. Go to the Je-S login screen.

2. Select the link called ‘self-registration for organisations’ (as shown in the below screenshot)

3. Accept the Terms and Conditions. You will not be able to proceed without accepting.

4. Complete the ‘Organisation’ page. Please note that there is a restriction on the number of characters available in the Organisation Name field and words such as 'University' should be entered in English.

5. If a 'Potential Duplicates' page appears please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (for example, it may be shortened or a word such as 'University' may be listed either at the start or end of the name). Please check this list carefully to avoid creating a duplicate organisation. If your organisation is on the list, please select ‘cancel’ as this means that it is already registered with Je-S and you do not need to create a new record. If it is not on the list, then please select 'Next Step'.

6. Check the details and select Create Organisation.

7. Organisation registration is now complete.

8. Once the Organisation has been approved the contact will receive an email with a link which they will need to click on to confirm their Organisation. The registration team will then process the Organisation and it will then be selectable as a host Organisation in Je-S. This process can take up to 24 hours.
Section 2: Creating a personal account

All named staff on grant applications need to create a personal Je-S account. **However, on no account should you create a Je-S account on behalf of someone else.** The information here will be used to contact the Principal Investigator (‘PI’/Fellow) on a grant application and you should ensure that all information is accurate. Adding incorrect or out-of-date contact details may mean that you miss vital communications about your application.

If you believe that you have created a Je-S account in the past but you have forgotten your User Name and/or your Password, please click on the ‘Retrieve User Name / Password’ on the Je-S homepage. This will take you through the steps needed to log in.

1. To create an account, go to the Je-S homepage select the “Create an Account” link:
2. Accept the Terms & Conditions. You will not be able to proceed without accepting.

3. Enter your email address in the email field and press Account Check. If you believe that you may have previously registered with Je-S with a different email address, please check this now. If you have an account, follow the process to retrieve your username and password. You will then be able to go into your old account and update your Organisation and contact details, and you do not need to create a new account.
4. Once you have completed the account check, move on to the Account Type page. Select the most appropriate response. If you are registering as an applicant to the FLF, please select ‘an Applicant on a Fellowship proposal’. If you are a sole trader or an SME, please also select this option. You do not need to create an ‘Administration’ account.

5. If you are registering so that you can be added to the FLF application as a Co-I or the holder of any other named role (apart from the Fellow), then tick Account Type: ‘An Applicant on a Standard or Outline Proposal’ (as shown in the screenshot below):
6. Click 'Next Step'. Depending on the level of account you require you will be asked to fill in some mandatory personal information. The screenshot below is for reference, and is for a fully registered Je-S account to be used as a PI (Fellow)/Co-I. Please note that mandatory fields are marked with an *.

7. Click ‘Next Step’. The next screen will ask you to enter qualifications, but this is optional, and you can continue using ‘Next Step’ without adding information here.
8. You will then be asked to search and select your Organisation and department using the blue links to the right-hand side of the fields. If your Organisation is already registered, then it will be selectable here. If you have only recently self-registered an Organisation, then you will need to wait for notification before your Organisation appears. This usually takes 24 hours.

9. Click ‘Next Step’. You will then be asked to create a user name, password and password hint.

10. Click ‘Next Step’. You will then see a summary of the details you entered to create your account and you can now press ‘Create Account’ to complete the process.
11. Once the account has been approved you will receive an email with a link which you will need to click on to activate your account. The registration team will then process your account. You should allow two weeks to register on Je-S – you will not be able to begin creating your application until your account has been processed by the Je-S team.

12. Once your account has been activated, you will be able to create your application.