

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 a list of [Je-S Registered Organisations](#) is available, please note that this does not include self-re

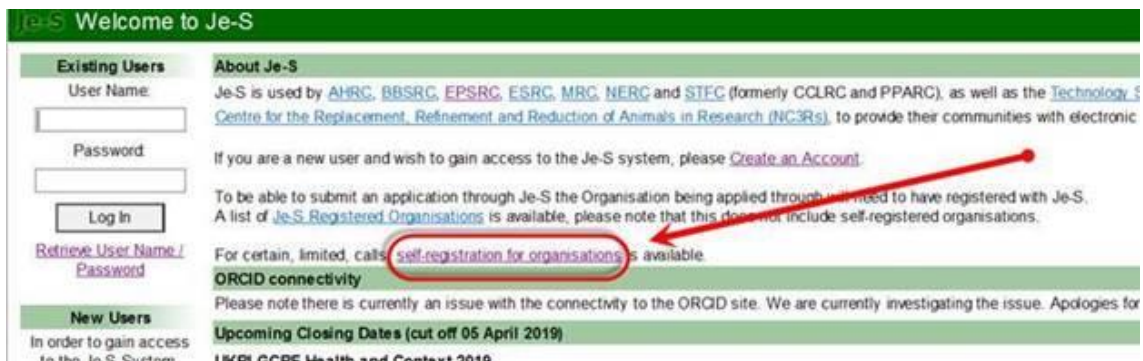
However, those who have never applied to a UKRI funding scheme may need to register before they are able to submit an application to the FLF scheme. In most cases, these Organisations should follow the 'self-registration' process as detailed below.

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)



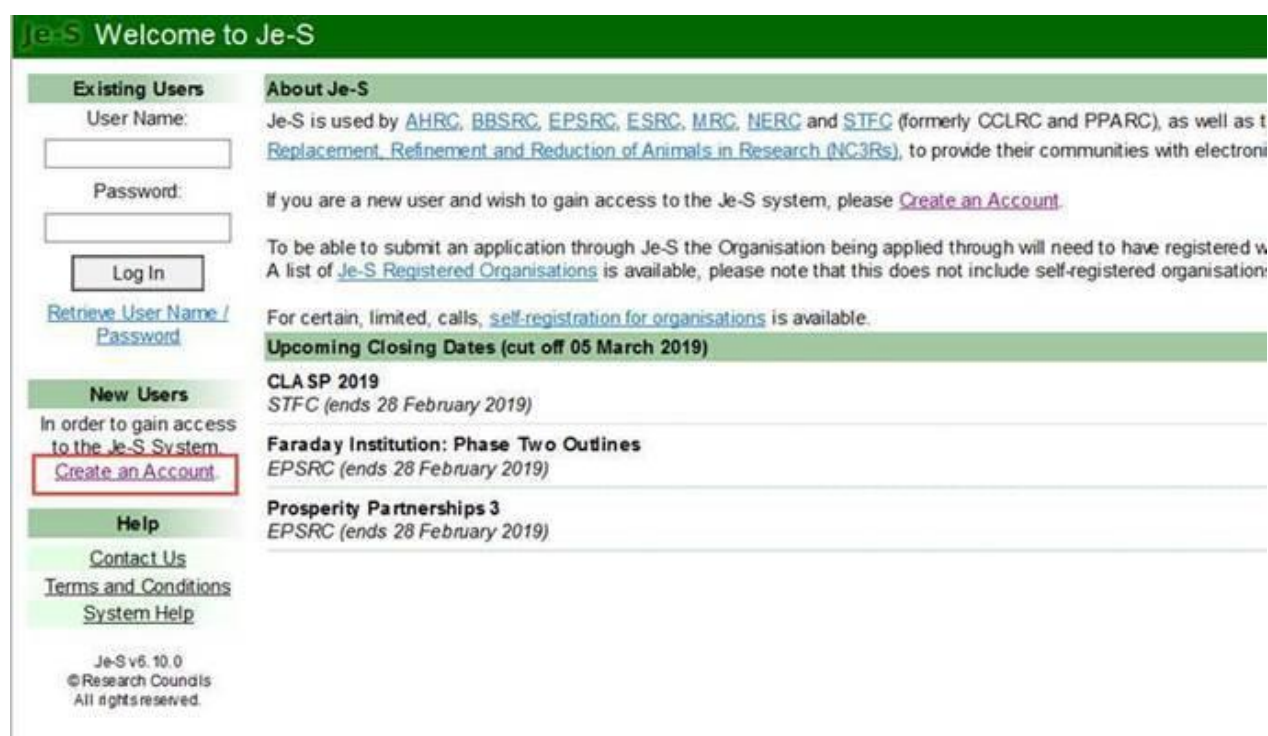
3. Accept the Terms and Conditions. You will not be able to proceed without accepting.
4. Complete the 'Organisation' page. Please note that there is a restriction on the number of characters available in the Organisation Name field and words such as 'University' should be entered in English.
5. If a '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:



The screenshot shows the Je-S homepage with a green header. The main content is divided into two columns. The left column has sections for 'Existing Users' (with input fields for 'User Name' and 'Password', a 'Log In' button, and a 'Retrieve User Name / Password' link), 'New Users' (with a link to 'Create an Account' highlighted in a red box), and 'Help' (with links for 'Contact Us', 'Terms and Conditions', and 'System Help'). The right column has an 'About Je-S' section, an 'Upcoming Closing Dates (cut off 05 March 2019)' section, and a list of funding opportunities: 'CLASP 2019 STFC (ends 28 February 2019)', 'Faraday Institution: Phase Two Outlines EPSRC (ends 28 February 2019)', and 'Prosperity Partnerships 3 EPSRC (ends 28 February 2019)'. At the bottom left, it says 'Je-S v6.10.0 © Research Councils All rights reserved.'

2. Accept the Terms & Conditions. You will not be able to proceed without accepting.

Je-S Create Account - Terms and Conditions

[Help](#)
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[Terms and Conditions](#)
[System Help](#)

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- your failure to comply with any of these terms and conditions;
- your failure to maintain your personal data on the system;
- your failure to notify us of incorrect or out of date personal data that you are unable to update yourself;
- any unlawful disclosures or interference with any of the system's transmissions;
- any alleged or actual breach of these terms and conditions by any third party to whom, in breach of these terms and conditions, you made this s
- your alleged or actual breaching of copyright, trade mark rights or any other intellectual property rights (or similar rights anywhere in the world) be

5.2 UK Research and Innovation
We have taken due care in the development and implementation of the system. Subject to the Unfair Contract Terms Act 1977, we disclaim all expl
We do not guarantee:

- the availability of the system;
- the integrity of the data in the system;
- that the service will be uninterrupted or error-free.

 The system and any associated e-mails and documents are believed to be free from viruses but it is your responsibility to carry out all necessary vir
We accept no liability for any loss that may arise from:

- your use of the data from the system;
- your use or inability to use the system;
- loss, corruption or unavailability of data;
- our failure to provide support services associated with the system;
- your use of certain hypertext links in the system which lead to Web sites that are not under our control.

5.3 General
If any provisions of these disclaimers and exclusions are unlawful, void or for any reason unenforceable, then that provision shall be regarded as sep
remaining provisions.

6. Copyright
With the exception of Documents created by users, we own the copyright of the material contained in the system. This includes but is not limited to

- textual material;
- artwork;
- photographs;
- computer software;
- audio and visual elements;
- the database design and reference data;
- the structure and design of the system.

 You must not reproduce, distribute, transmit modify, adapt, display (including adaptations/displays such as by "framing") the contents, of all or any
through the normal means provided by the Councils.
We own the software on which the system is built. You must not reverse engineer, decompile, or disassemble the system's software unless applica

7. Acceptance
To create an account on Je-S, you must accept the terms and conditions for use of the Je-S System.
If you 'Accept' below, you will proceed to the account details input screen.
If you choose to 'Not Accept' the terms and conditions at this time, you will be returned to the Je-S System home page.
If you have any queries, contact the Je-S Helpdesk (tel: +44 (0) 1793 44 4164; e-mail: jeshelp@rcuk.ac.uk)

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.

Je-S Create Account - Existing Account Check

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Existing Account Check
In order to check that you do not already have a Je-S account, please enter your email address in the box below and click 'Account Check'
If you have an ORCID identifier, you can also get that from the ORCID web site and we will check if you have an account linked to that ORCID identifier. If you do not have an ORCID identifier, you can also create one.

ORCID identifier: [Create or connect your ORCID identifier from the ORCID web site](#)

Email:

- 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.

Create Account - Account Type

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Account Type
Users of the Je-S System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as many options as necessary)

Research Proposals

- An Applicant on a Standard or Outline Proposal (Principal/Co-Researcher/Co-Investigator) This account type requires verification from the nominated organisation and is not applicable to Students (please see below)
- An Applicant on a Fellowship Proposal

Studentship Forms

- The Student (on a Student Nomination or Studentship Proposal Document, this is the only account type that applies for students)
- The Supervisor
- Head of Department
- A Contact
- A Contact
- A Contact
- A Contact

Administration

- To Prepare Documents, but not be named on it eg. Departmental Administrator
- To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround
- To Complete/Approve and/or Submit Financial Forms eg. Expenditure Statements/Grant and Offer Acceptances/Start Confirmations/Annual Statements on behalf of the Organisation
- DTG Co-ordinators
- DTG Administrators

Other eg Peer Reviewer/College Member/Named Researcher/PI Response

Back Next step Cancel

- 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):

Create Account - Account Type

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- DTG Co-ordinators
- DTG Administrators

Other eg Peer Reviewer/College Member/Named Researcher/PI Response

Back Next step Cancel

- 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 a *.

Je-S Create Account - Personal Details

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Personal Details
 Please enter your personal details and click 'Next Step' - mandatory fields are marked with *

Title: *

Forenames: *

*

Surname: *

Former Surname:

Telephone number: *

Date of birth: *
 Date of birth is required for account verification but will also be used for Equal Opportunities purposes.

Post: *

Post start date: *

Equal Opportunities Data [Why do we ask for this information?](#)

Ethnic origin: *

Country of nationality: *

Gender: *

Disabled: No Yes Not disclosed *

Disability:

If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname

- 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.

Je-S Create Account - Qualifications

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Qualifications
 This section is optional
 If you do wish to record your qualifications, please click 'Add Qualification'.
 When you have finished, please click 'Next Step'.

- 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.

- Click 'Next Step'. You will then be asked to create a user name, password and password hint.

- 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.