How to apply –Research Boards Submissions - Programme Grant

Important Information for applicants

It is the applicant's responsibility to ensure they apply to the correct call and that their application is submitted with adequate time to allow their research organisation, to complete necessary checks and complete the final submission (through Je-S), to the MRC by 16:00 (GMT/BST), on the advertised MRC submission deadline.

Applicants will have a set window (usually eight weeks) during which applications can be entered, viewed and submitted within the Je-S system. As a result, any applications or amendments must be completed and submitted within this timeframe. Programme Managers will not be able to offer discretionary extensions to any applicant.

Using the Joint electronic-Submission System (Je-S)

Proposals for MRC grant schemes must be submitted through the Joint electronic-Submission (Je-S) system (to the MRC), by 16:00 (GMT/BST), on the advertised call closing date.

Please also note the following:

All Investigators (PI, Co-I & Researcher Co-Investigator), are required to have a verified Je-S account type, when applying for 'Standard or Outline Proposal'.

New Je-S users should select here to commence the create account process and gain access to the Je-S System.

If the applicant already has a Je-S account, but would like help retrieving their account user name and password hint, please select here.

If the applicant requires any further assistance with any aspects of the Je-S System, please contact the Je-S Helpdesk (for contact information and Helpdesk opening hours, please visit: https://je-s.rcuk.ac.uk/Handbook/index.htm#t=pages%2FJeSHelpdesk.htm).

Login to Je-S (create Je-S proposal form)

Login to your Je-S account using the username and password you have previously chosen (if you do not have a Je-S account, or have forgotten your password, please see the above detailed help and guidance).

- Please login to your Je-S account via https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Logout.aspx (opens in new window)
- Select 'D**ocuments**' from the left hand menu list from your account home page
- Select '**New Document**' from within the Functions/create section of your documents page

<p style="text-align:center;"><u>Creating your Je-S proposal form</u>:</p>

- Select Council: **MRC**
- Select Document Type: **Standard Proposal**
- Select Scheme: **Research Grant**
- Select Call/Type/Mode (optional*): **Research Board Month/Month Year Submissions**
  - ○ *Please see guidance on page 3 regarding the creation of a Je-S application without specifying a 'Call'.
- Select **'Create Document'** option

Indicating your proposal is a Programme Grant:

Following the successful completion of the above create new document process, select 'Grant Type' option from the Document Menu List and select the 'Radio Button' adjacent to 'Programme Grant' and 'Save'.