

ANNEX 1: The 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 JeS 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 Partnering Awards from the dropdown menu.
4. **Select Call/Type/Mode:** Select the current year's call from the dropdown menu.
5. **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. Applications do not have to be completed in one session. You can return and re-edit any section prior to submission.

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). You **must** start the title with the country that you are proposing your partnership with.
5. **Type:** This field should have been auto-filled by the name of the call selected above.
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 this **must** be between 12 and 48 months.

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 PA. 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.
6. 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.

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 PA objectives (1000 character limit). Applicants should list the main objectives of the proposed PA. 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

This section is used to detail the costs of the proposed collaboration.

1. Select Travel and Subsistence.
2. Click **Add New Travel and Subsistence Item**
3. **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.
4. **Overseas destination?:** Check this box unless this travel item is exclusively within the UK.
5. **Total £:** Enter the total cost of this activity in £.
6. Save your selection and repeat for the remaining travel and subsistence items.
7. Select Other Directly Incurred Costs.
8. Select **Add New Other Directly Incurred Costs Item**
9. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.
10. **Amount:** Enter to total cost of this activity in £.
11. 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.
 - Details of the work to be carried out
 - Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.

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 of single spaced 11pt Arial text.

7. In addition to the Case for Support, applicants must attach a Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work to be carried. Maximum 1 side of A4.
8. A Letter of Support (maximum one page) from, for example, the proposed collaborators may also be included, but is **not** mandatory. Applicants may wish to include further detail about the steps taken to ensure equality, diversity and inclusion in an optional additional attachment (maximum 1 side of A4).

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 hover your mouse over the 'Document Actions' heading and select [**Check Document Validity**] to validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver / or submitter pool. If the document passes validation then select [**Submit Document**] from the top screen.

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 on-going 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