

ANNEX 1: Guidance for 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 [Je-S 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 Workshops from the dropdown menu.
4. Ignore the **Select Call/Type/Mode** option and 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.

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).
5. **Type:** Please ignore this field as it is not required for this scheme.
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 the minimum duration that will be accepted by JeS is one month, therefore input '1' even if the workshop lasts for only a few days.

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 workshop. 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. 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 UKRI 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.

Workshop Host Country

Use this free text box to input the host country for the proposed workshop.

*Please use the country names listed in **Appendix 1** i.e. *United States*, not *USA* or *America*.*

Applications with incorrect country names will **not** be accepted.

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 International Workshop objectives (1000 character limit). Applicants should list the main objectives (in bullet point form) of the proposed International Workshop. 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

1. This section is used to detail the costs of the proposed collaboration.
2. Select Travel and Subsistence.
3. Click **Add New Travel and Subsistence Item**
4. **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. flight 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.
5. **Overseas destination?:** Check this box unless this travel item is exclusively within the UK.
6. **Total £:** Enter the total cost of this activity in £.
7. Save your selection and repeat for the remaining travel and subsistence items.
8. Select Other Directly Incurred Costs.
9. Select **Add New Other Directly Incurred Costs Item**
10. **Description:** Enter a description, location and reason for the directly incurred cost e.g. venue hire for workshop in Beijing.
11. **Amount:** Enter to total cost of this activity in £.
12. 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.
- Objectives and Benefits. Include details of how the workshop will assist in achieving the main objectives and how the collaboration will be taken forward after the workshop.
- Statement of added value. Indicate the benefit of the proposed collaboration to UK science and in particular, the relevance to your current BBSRC funding.
- Proposed Participants. As an appendix, applicants should include in their case for support (where possible) a list of all proposed participants, including their country and institution.

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 (not including appendix) of single spaced 11pt Arial text.

7. 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, select Submit Document from the top menu. Note that this will first validate the document to determine if there are any critical errors which will prevent the submission of the application to the approver pool.

If the validation is successful select [**Submit Document**] to transfer the application into the approver pool. 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 ongoing 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

Appendix 1

Afghanistan	Czech Republic
Aland Islands	Democratic People's Republic of Korea
Albania	Denmark
Algeria	Djibouti
American Samoa	Dominica
Andorra	Dominican Republic
Angola	East Timor
Anguilla	Ecuador
Antarctica	Egypt
Antigua and Barbuda	El Salvador
Argentina	Equatorial Guinea
Armenia	Eritrea
Aruba	Estonia
Australia	Ethiopia
Austria	Falkland Islands (Malvinas)
Azerbaijan	Faroe Islands
Bahamas	Fiji
Bahrain	Finland
Bangladesh	Former USSR
Barbados	France
Belarus	French Guiana
Belgium	French Polynesia
Belize	French Southern Territories
Benin	Gabon
Bermuda	Gambia
Bhutan	Georgia
Bolivia	Germany
Bosnia and Herzegovina	Ghana
Botswana	Gibraltar
Bouvet Island	Greece
Brazil	Greenland
British Indian Ocean Territory	Grenada
British Virgin Islands	Guadeloupe
Brunei Darussalam	Guam
Bulgaria	Guatemala
Burkina Faso	Guernsey
Burma	Guinea
Cambodia	Guinea-Bissau
Cameroon	Guyana
Canada	Haiti
Cape Verde	Heard Island and McDonald Islands
Cayman Islands	Holy See (Vatican City)
Central African Republic	Honduras
Chad	Hong Kong
Chile	Hungary
China	Iceland
Christmas Island	India
Cocos (Keeling) Islands	Indonesia
Colombia	Iran (Islamic Republic of)
Comoros	Iraq
Congo	Ireland Isle
Cook Islands	of Man
Costa Rica	Israel
Cote d'Ivoire	Italy
Croatia	Ivory Coast (Cote D Ivoire)
Cuba	Jamaica
Cyprus	Japan

Jersey
Jordan
Kazakhstan
Kenya
Kiribati
Kuwait
Kyrgyzstan
Lao People's Democratic Republic
Latvia
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Liechtenstein
Lithuania
Luxembourg
Macau
Madagascar
Malawi
Malaysia
Maldives
Mali
Malta
Marshall Islands
Martinique
Mauritania
Mauritius
Mayotte
Mexico
Micronesia, Federated States of
Moldova
Monaco
Mongolia
Montenegro
Montserrat
Morocco
Mozambique
Myanmar
Namibia
Nauru
Nepal
Netherlands
Netherlands Antilles
New Caledonia
New Zealand
Nicaragua
Niger
Nigeria
Niue
Norfolk Island
Northern Mariana Islands
Norway
Oman
Pakistan
Palau
Palestinian Territory, Occupied
Panama
Papua New Guinea
Paraguay
Peru
Philippines
Pitcairn
Poland
Portugal
Puerto Rico
Qatar
Republic of Korea
Reunion
Romania
Russian Federation
Rwanda
Saint Barthelemy
Saint Helena
Saint Kitts and Nevis
Saint Lucia
Saint Martin
Saint Pierre and Miquelon
Saint Vincent and the Grenadines
Samoa
San Marino
Sao Tome and Principe
Saudi Arabia
Senegal
Serbia
Seychelles
Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa
South Georgia and the South Sandwich Islands
Spain
Sri Lanka
Sudan
Suriname
Svalbard And Jan Mayen
Swaziland
Sweden
Switzerland
Syrian Arab Republic
Taiwan
Tajikistan
Tanzania, United Republic of
Thailand
The Democratic Republic of the Congo
The former Yugoslav Republic of Macedonia
Timor-Leste
Togo
Tokelau
Tonga
Trinidad and Tobago
Tunisia

Turkey
Turkmenistan
Turks and Caicos Islands
Tuvalu
Uganda
Ukraine
United Arab Emirates
United Kingdom
United States
United States Minor Outlying Islands
United States Virgin Islands
Uruguay
Uzbekistan
Vanuatu
Venezuela
Vietnam
Wallis and Futuna
Western Sahara
Yemen
Zambia
Zimbabwe