

UK - SWITZERLAND PARTNERING AWARDS
**Call for Proposals as part of a collaboration with the Swiss National Science
Foundation (SNSF)**

Call Opening Date: 14 January 2022

Closing Date: 8 March 2022 (16:00 GMT)

09 February 2022 - Call Guidance Update – for submitting your application

When submitting your application via the Je-S system please note the following:

- The Je-S system will show an error if the duration of your project is listed as less than 12 months for the duration of the project proposal. When submitting a proposal, please note the duration as 12 months on the Je-S form, **and** then in the Case for Support clearly state the actual duration of the project. This call allows projects from one month to a year in duration. This will be fixed post-award if your project is successful.
- The Je-S system might present an error when submitting information on the UKRI grant associated with the proposal being submitted. If experiencing this issue, please contact the Je-S Help team (JeSHelp@je-s.ukri.org). If the issue remains, please clearly state the reference number of the associated UKRI grant in the Case for Support.

1. SUMMARY

UK Research and Innovation (UKRI) is collaborating with the Swiss National Science Foundation (SNSF) as part of its commitment to foster collaboration between researchers in the UK and Switzerland. UKRI is issuing a call for Partnering Awards with the objective of supporting UK-based researchers to cooperate with researchers in Switzerland. SNSF will issue a parallel call for Swiss-based researchers to cooperate with researchers based in the UK under its Scientific Exchanges scheme.

Both organisations are issuing dedicated calls for researchers to collaborate in four areas of strategic importance: Languages, Materials, Synthetic Biology and the Life and Physical Sciences interface, cross-cutting themes that are integrated into the four areas, such as Artificial Intelligence (AI) or Big Data are also eligible.

For applicants to the UKRI call and the Materials, Synthetic Biology and the Life and Physical Sciences interface themes, eligibility is restricted to existing UKRI grant holders currently in receipt of funding. The Languages theme is restricted to anyone who has held a UKRI grant within five years of the application deadline. If successful, UKRI will provide funding of up to £25,000 to support collaborative activities with Switzerland, which could include the following activities that add value to the existing UKRI funded grant and help to develop future research collaborations:

- travel for one or more investigators to go to Switzerland
- visits and access to facilities in Switzerland
- workshops and networking
- exchange of knowledge, ideas and best practice

Projects may be from one month to one year in duration. Projects are expected to start from 1 August 2022 and should aim to finish by 31 December 2023.

Applicants based in the UK must apply to UKRI for costs to travel to Switzerland. If the application involves a consortium of UK applicants, the Principal Investigator (PI) leading the proposal must fulfill the eligibility criteria and submit the application on behalf of all UK collaborators. All applications must be submitted through the Joint Electronic System (Je-S) and clearly state which thematic area the proposal relates to at the start of your project title, for example 'Synthetic Biology: Project title'.

Applicants based in Switzerland must submit their applications to SNSF's Scientific Exchanges scheme call for costs for travel to the UK in accordance with the regulations outlined by the SNSF call.

It is possible for UK and Swiss collaborators to apply to both the UKRI call and the SNSF scheme to support movement between both countries, but the applications must stand as independent applications and must not rely upon the other application being funded.

This document provides guidelines for the preparation, submission review and award of the collaborative proposals. Please ensure you have read and understood the guidelines.

For any call or eligibility queries contact:

Mafalda Pinto

International Partnerships Manager

Email: International@ukri.org

2. BACKGROUND AND SCOPE

In 2020, UKRI and SNSF mapped the scope of the Swiss National Centres for Competence in Research (NCCRs) and UKRI's Large Investments (Centres and large grants) and found that there was a strong alignment between the UK and Switzerland in four themes: Languages, Materials, Synthetic Biology and the Life and Physical Sciences interface. Following the mapping, in November 2020, UKRI and SNSF hosted a joint UK-Switzerland academic workshop on strategic cooperation. This also focused on the four areas of strategic importance.

Following the workshop, the funders agreed to encourage collaboration between both countries by issuing coordinated, parallel calls to support collaborative networking, knowledge exchange and research visits.

The objectives that underpin this call are to:

- Provide an opportunity for UK and Swiss researchers to establish new research collaborations.
- Support the strengthening of existing collaborations between UK and Swiss researchers, research laboratories and institutions.
- Promote the exchange of knowledge and expertise between researchers and technical specialists.
- Enable travel to Switzerland to support access to facilities, universities and labs.

Awards may be used to fund the costs associated with the following collaborative activities that add value to the existing UKRI funded grant and help to develop future research collaborations spanning from one month to one year in duration:

- Travel for one or more UK-based applicants to Switzerland
- Visits to Swiss institutions and access to Swiss facilities

- Exchange of knowledge, skills, and best practice – such as to host training sessions or webinars
- Organisation of workshops and networking events – including virtual initiatives
- Other collaborative activities (e.g. costs associated with meetings to discuss the preparation of joint grant proposals)

UKRI is supporting this activity through the Fund for International Collaboration (FIC). The UKRI Research Councils participating in this activity are the Arts and Humanities Research Council (AHRC), Biotechnology and Biological Sciences Research Council (BBSRC), Medical Research Council (MRC) and the Engineering and Physical Sciences Research Council (EPSRC).

Thematic Areas

Four strategic areas for collaboration have been identified by UKRI and SNSF for UK and Switzerland collaboration, submitted applications must fall within the remit of one of these themes. Below are suggestions of sub-topics within the four main themes for the remit of proposals submitted to the call. This is intended to be a guide and does not exclude other topics within these areas. Cross-cutting themes that are integrated into the four areas, such as artificial intelligence or big data are also eligible.

- i. **Synthetic biology:** is the design and construction of novel biologically based parts, devices and systems, as well as the redesign of existing natural biological systems for the transformation of many sectors including agriculture and food systems, biomedicine, biomanufacturing and chemistry. It has the potential to fuel major advances in fundamental bioscience research as well as to address major global grand challenges including clean growth, decarbonisation and environmental protection, health and wellbeing, energy and food.

Key areas of research could include:

- Bio-inspired design: aiming to build fundamental potential of biology and exploit the properties of nature for biotechnological solutions.
- Novel materials: aiming to develop new materials, products and production processes. Synthetic biology will be used to create more sustainable production processes or alternative production solutions to develop new, non-natural, integrated and smart functional materials.
- Bioengineered cells and systems: aiming to develop novel approaches and technologies that allow 'de novo' construction or modification of existing cell and biological systems efficiently and effectively. Synthetic biology can be applied in precision genome engineering technologies; meet challenges of different biological scales (e.g., synthetic organelles, functionally modified cells and hybrid networks); and further develop and control minimal protocells, synthetic microbial communities and artificial life.

- ii. **Languages:** a multidisciplinary area which explores linguistic communication in all its manifestations, encompassing fields within the humanities (e.g., languages, literatures, cultures, linguistics), as well as AI technology computer science, psychology, social sciences and the natural sciences.

Key areas of research could include:

- Multilingualism e.g., language acquisition, multilingual creativity, minoritised languages and literatures, literatures and cultures in multilingual contexts, multilingualism and identity, language policy, dialectology and language contact.
- Neurodiversity and the social cognition of language e.g., bi- and multilingualism and language cognition across the lifespan.
- Interface between the biological and the social dimensions of language.

- iii. **Materials:** a multidisciplinary field that encompasses biomedical materials, composites, functional ceramics and inorganic materials, magnetic materials, metals, photonic materials, polymer materials and superconducting materials.

Key areas of research could include:

- Exploring the synthesis, characterisation, understanding, modelling and processing of materials.
- Understanding materials properties and behaviours, hybrid materials and the development of novel materials and devices.

Key areas for application could include:

- Materials can have a wide variety of applications in sectors such as, but not limited to, aerospace, automotive, computing, construction, digital fabrication, electronics, energy, healthcare, manufacturing, quantum technology, rail and robotics.

- iv. **Life and Physical Sciences interface:** Modern medicine and biology present many challenges that require input from mathematicians, physicists, chemists and engineers, leading to several fields which provide an opportunity at the interface between life science and physical sciences.

Using experimental, theoretical and or computational physical sciences to unlock understanding of living systems in biological or biomedical contexts. Research relevant to human, animal, plant or microbial systems and projects working within or across lengthy scales, from molecules to complex organisms is eligible. Proposals should demonstrate integration of research questions, approaches and outcomes that neither the physical sciences nor life sciences alone can address.

Key research areas could include:

- Chemical biology and biological chemistry
- Interface between biology, nanotechnology and computer science (could include bioinformatics and neuroinformatics)
- In the imaging space: optical microscopy involving technology and software development and the application to biological questions; the bridging with medical imaging, such as MRI and PET scanning.
- Design of computational and synthetic tools
- Medical devices
- Targeted therapeutics
- Regenerative medicine
- Multi-modal and multi-scale biology
- Mechanobiology
- Advanced in vitro technologies

3. ELIGIBILITY

For applicants to the UKRI call and the ***Synthetic Biology, Materials and Life and Physical Sciences interface*** themes applications must be submitted by eligible applicants. The PI of the UK-Switzerland Partnering Award must be in receipt of **a currently active eligible UKRI grant, with at least six months remaining from the start of the UK-Switzerland Partnering Award.**

Applications to the ***Languages*** theme must be submitted by eligible applicants and the PI of the UK-Switzerland Partnering Award must have held **an eligible UKRI grant within five years of the application deadline.**

For all applicants, eligibility rules are as indicated in the [Research Grants guide](#). For further information on eligible awards please refer to the table below:

Eligible awards include	Principal or Co-Investigator on a UKRI research grant
	Recipient of a Research Fellowship award from UKRI
	Principal or Co-Investigators on a UKRI funded Institute research grant
Not Eligible	UKRI Studentship Award, including Doctoral training partnerships and industrial partnerships
	UKRI Grants which are not research specific, for example grants for equipment only

Collaborative activities are not limited to the PI and we encourage the involvement of early career researchers and technicians within the project. UKRI aims to enable a dynamic, diverse and inclusive system of research and innovation in the UK, which gives the opportunity for everyone to participate and to benefit. People are the heart of this system, we therefore encourage PIs to consider involvement of the broader research base when developing applications for this call, explaining their approach in the Case for Support. Further detail on the breadth of the technical, practical, analytical and management skills which technicians contribute, may be found within the [UKRI Technician Commitment, UKRI Action Plan](#).

Partnering Award funds can be used to support student visits and knowledge exchanges; however, applications will not be accepted where this is the primary aim of the project.

4. COSTS

The value of the award must not exceed £25,000.

Applications should be made at current costs in accordance with subsistence and travel regulations at the applicant's institutions. For each main activity, indicative costs should be shown within the Je-S form being submitted (see application process in [Annex 1](#)). UKRI may index approved costs, therefore awards made will include an allowance for inflation. All resources requested in the application must be fully justified.

Only Directly Incurred costs can be applied for under this call. Applicants should apply for 100% of the cost of the activities that they wish to undertake.

UKRI will pay the award directly to the lead UK Organisation, which, where necessary, will be responsible for disbursing the funds to the Co-Investigators.

Please note that the funding should be used to enable the mobility of people and an exchange of knowledge and ideas. Research groups, including international partners, can bring other sources of funding to the project, which could include monetary contributions from the applicant's institutions or departments or in-kind contributions.

Permitted costs could include:

- Travel and subsistence
- Accommodation
- Venue hire
- Costs to cover additional caring responsibilities

These grants are not a vehicle for supporting research projects and thus cannot be used for:

- Salary costs
- Consumables

- Conference attendance – for convenience, UKRI allows award holders to arrange collaborative meetings alongside a conference at which partners are present and the award can be used to fund the additional costs for these meetings. Conference registration fees and other conference associated costs cannot be funded
- Other research costs
- Estate costs

Support for access to overseas facilities

Funds may be used to support access to specialist equipment and facilities overseas. These direct research costs may not account for more than 20% of the total value requested from UKRI and cannot be used to support salary costs, consumables, overheads or items of equipment. Costings should be outlined on Je-S in the *'Other Directly Incurred Costs'* section.

Support available for people with caring responsibilities

Applicants can request additional care costs as part of the grant proposal. These may cover the additional care requirements for visits, meetings and overseas travel undertaken as part of the supported activity. Costs which form part of someone's normal care arrangements must not be included and planning for the care to be provided is the carer's responsibility. Costs should be reasonable and outlined in the *'Other Directly Incurred Costs'* section of the Je-S application. Funds for supporting people with caring responsibilities should form part of the overall budget envelope.

Note regarding COVID-19

Applicants must follow travel advice set out by their institutions and the UK Foreign, Commonwealth and Development Office before departure and should check Switzerland's travel guidance when preparing an application. UKRI will not cover the cost of any time spent in quarantine due to travel on a Partnering Award.

5. APPLICATION AND ASSESSMENT CRITERIA

The deadline for applications through Je-S is **16:00 GMT on 08 March 2021**. The earliest start date for successful awards is 1 August 2022. The duration of the project must not exceed 12 months, with proposals being accepted for projects with a duration between 1 and 12 months.

Please identify the thematic area under which you are applying at the start of your project title, for example 'Languages: Project title' in the Je-S proforma. Detailed guidance on how to complete the Je-S application process can be found in [Annex 1](#).

Timetable

Call Launch	14 January 2022
Closing date for proposals	8 March 2022
Assessment of Proposals	Early April to Early June 2022
Earliest Project Start	1 August 2022
Project End	1 to 12 months after project start date and should be finished by 31 December 2023

Application Criteria

Each application must be led by a PI based in the UK and demonstrate the added value of the new partnership that they are developing with the researcher(s) based in Switzerland or how this builds on an existing partnership.

Applicants based in the UK must apply to UKRI for costs to travel to Switzerland. If the application involves a consortium of UK applicants, the PI leading the proposal must submit the application on

behalf of all UK collaborators. All applications must be submitted through the Joint Electronic System (Je-S) and clearly state which thematic area the proposal relates to.

Applicants based in Switzerland must submit their applications to SNSF's Scientific Exchanges call for costs for travel to the UK in accordance with the regulations outlined by the SNSF call.

It is possible for UK and Swiss collaborators to apply to both the UKRI call and SNSF scheme to support movement between both countries, but the applications must stand as independent applications and must not rely upon the other application being funded.

Documentation

For all UK applicants, applications must be submitted through the Research Councils Joint Electronic Submissions System (Je-S).

In addition to the Je-S proforma, the application should also include following attachments:

Required	<p>Case for Support The Case for Support should be a maximum of 3 A4 pages, written in single space Arial, Helvetica or Verdana typeface, font size 11, and margins must not be less than 2cm wide. The Case for Support must contain the following sections:</p> <ul style="list-style-type: none"> - Details of the work to be carried out, including main objectives of the proposal and chosen thematic area. - Summary of previous contact or links with proposed international partners. - For new partnerships a summary of how the new partnership is expected to develop including any anticipated achievements or impacts. - Statement of added value: Applicants must indicate the related grant reference number. They should demonstrate how the award and the proposed collaboration will add value to the currently active research grant or, for the Languages theme, the associated eligible UKRI grant, and how it could facilitate longer-term collaboration between the UK and Switzerland. If the applicant is a Co-I on the active grant or, for the Languages theme, the associated eligible UKRI grant, special attention should be shown on how the Co-I will add value to the grant through this collaboration. For the languages theme this should show how it builds on the funding by a previous UKRI grant. - Explanation of how the project has ensured the constitution of an appropriate team, alongside any steps taken to consider equality, diversity and inclusion. Further information may be included within an optional, additional attachment (maximum 1 A4 page).
	<p>Work Plan Gantt chart or diagrammatic action plan which outlines the activities and timelines for the work being carried out – Maximum 1 A4 page</p>
	<p>Cover Letter A short Cover letter must be included by the applicants stating the declaration of interest mandatory by UKRI: UKRI-261120-Declaration-of-Interests-for-applicants-v2.pdf and signed by the PI.</p>
Optional	<p>Letter of Support Letters of Support from the proposed collaborators may be included – Maximum 1 A4 page;</p>
	<p>CVs and recent publication lists Optional for all or all named applicants and named research staff only. CVs are not required for named technicians. Maximum 2 A4 pages.</p>
	<p>Equality, diversity and inclusion Applicants may wish to include further detail about the steps taken to ensure equality, diversity and inclusion in an optional additional attachment (under 'Other Attachment')</p>

	in Je-S, maximum 1 side of A4). Within this document, applicants may wish to include an outline of how they have taken a meaningful, yet proportionate consideration of the steps taken to ensure an inclusive partnership. The following resources might be useful: Equality Impact Assessment Guidance and Template .
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To note all 'additional attachments' will be included as part of the review process.

Assessment Criteria

Once the proposal has been received by UKRI, the eligibility and adherence to the call criteria will be assessed. Providing the application meets the criteria, it will continue to an internal review process by the UKRI Research Councils involved in the call. An internal review process will be applied as the applications are based on previously awarded UKRI grants which have undergone robust peer review.

The exception to this will be the applications submitted to the **Languages theme** where there will be internal assessment but with external advice where needed. The proposals will then be moderated by an internal Assessment Panel which will make the final recommendations for funding. Final funding decisions will be communicated to applicants once available, with successful projects expected to commence in August 2022.

Proposals will be assessed against the following criteria:

I. Benefits to research

- What is the relevance of the award and the added benefits of the Partnering Award to the previously funded UKRI project and the thematic area?
- What are the benefits being brought back to the UK; for example, through access to new facilities or unique partnerships that would have been otherwise unavailable?
- Is there a clear demonstration of a level of commitment to the project from the UK institution or the Swiss partner (for example, are there additional in-kind or financial contributions)?

II. Partnership working

- Does the partnership provide opportunities for the mobility of researchers and knowledge exchange? Is there a balance of activities that are appropriate to the topic area?
- Why has the collaboration been chosen and how does it add value to UKRI research?
- Is the team of investigators is appropriate for this partnership and consideration has been given to ensure equality, diversity and inclusion of participants?
- Does the partnership provide opportunities for early career researchers that will benefit their future career?
- How feasible are the plans? Is there a detailed breakdown of the project workflow, which shows the distribution of activities across the partnership?

6. REPORTING REQUIREMENTS

All grant holders must use ResearchFish® to record key findings and specific outputs from their grants. Grant holders can enter information into ResearchFish® at any time throughout the year and submit during the annual Submission Period. For further information and updates please see: <https://www.ukri.org/manage-your-award/reporting-your-projects-outcomes/>.

UKRI may contact the grant holder and request more information on their grant for use in UKRI publicity or for use in ongoing office projects. Grant holders should make reasonable efforts to provide UKRI with information where requested.

7. DATA SHARING NOTICE

UKRI carries out the processing of personal data in accordance with the General Data Protection Regulation (GDPR). The information you provide will only be used by UKRI for the purpose of

carrying out reviewing and assessment for making a funding decision. For administrative purposes this will include the exchange of the names and institutions of applicants and hosts with SNSF. By providing your information you are consenting to its use as detailed above.

UKRI is committed to protecting personal information and will ensure appropriate safeguards are in place to protect the information supplied by the applicant. Further relevant information is available in the [Privacy Notice and the Data Protection Policy](#).

ANNEX 1: The Je-S application process

Important: Applicants should ensure proposals are submitted to their Je-S submitter/approval pool well in advance (a minimum of five working days) of the published deadline. This enables institution checks to be carried out before final submission to UKRI. Please note that the delivery of this call is handled by BBSRC and Je-S submission will therefore be through BBSRC. This text is designed to provide guidance on the Je-S application process and follows the same format as the Je-S application form. Please fill in each section as described:

1. Navigate to the [Je-S Login Site](#) and login using your existing username and password.
 - All applicants should have Je-S login details as these are required to apply for a UKRI research grant.
 - If you do not have a Je-S username and password, you will need to register with Je-S.
2. Go to **Functions** and **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 UKRI-SNSF Partnering Award 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 Je-S is different to the order used on standard UKRI applications. Once you have completed each screen, select save and move to the next section. Please note, applications do not have to be completed at once, as it is possible to save and re-edit any section prior to final 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 Je-S (20-character limit).
4. **Project Title:** Insert a Project Title (150-character limit) – You must start with the theme in which you are applying.
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 (earliest date can be 1 August 2022). Select duration in months. Note that this must be between 1 and 12 months.

Please note, the Je-S system will show an error if the duration of your project proposal is listed as less than 12 months. When submitting, please note the duration as 12 months in the Je-S form, **and** in the Case for Support clearly state the actual duration of the project.

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 Partnering Award. 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 UKRI grant holders select Co-Applicant.

6. **Add Co-Applicants** (Co-Investigators or Researcher Co-Investigator) in the same manner as described for Principal Applicants. All Co-Applicants must be registered with Je-S.

Related Grants

1. Select '**Add New Related Grants**' Item.
2. **Reference Number:** Fill in the reference number of the UKRI grant with which this project is associated to.

Please note, the Je-S system might signal an error when submitting information on the UKRI grant associated with the proposal being submitted. If experiencing this issue, please contact the Je-S Help team (JeSHelp@je-s.ukri.org). If the issue remains, please clearly state the reference number of the associated UKRI grant in the case for support.

Please refer to the eligibility criteria for further information on the grants that may not be eligible. Some grants, such as 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 UKRI 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 project objectives (1000-character limit). Applicants should list the main objectives of the proposed project. These objectives will be displayed on the UKRI website and in UKRI 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 city and institution (if applicable) of destination, the method of transport and the reason for travel e.g., flights to Switzerland, x3 to attend meeting at National Centre for Competence in Research.

- For subsistence items, enter the 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 Switzerland.
 10. **Amount:** Enter the 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.

Please note that applicants must complete the sections on human participation, animal research, animal species, genetic and biological risks, ethical implications, approvals, and other issues by answering the relevant questions and filling in the text boxes. Further details can be found in the Je-S handbook.

Attachments

Case for Support - required
 Work plan – required
 Cover letter – required
 Letter of Support (any number) – not mandatory
 Equality, diversity and inclusion details - optional
 Additional documents – CVs, publication lists etc. – optional

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.
 Please refer to the call guidance for further information on the documents that must be uploaded in support of the application and the documents that are optional, alongside further information on the required structure and contents of such documents.

Notes and Comments

There is no need to provide additional notes and comments with this type of application.

Submit Document

Once you have completed the above sections hover your mouse over the 'Document Actions' heading and select [**Check Document Validity**] to validate the application and determine if there are any critical errors which will prevent the successful submission of the application to the approver/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 UKRI staff cannot access on-going applications within the Je-S system and will therefore be unable to assist with issues directly relating to Je-S. If you require help with your Je-S application, please contact:

The Je-S helpdesk

Email: JeSHelp@je-s.ukri.org

Tel: +44 (0) 1793 444164.