Submitting proposals with applicants from both UK ROs and STFC Labs

1. Finances that are associated with the STFC Labs should be separated from those of the UK ROs. This is best done by submitting joint proposals with lead and non-lead organisations. There is no specific condition on who should be the lead organisation. This is entirely up to the project team and how the project is designed.
2. The lead applicant should create their proposal first following the steps below
    - Select “Edit Joint Proposals”
    - Select yes to "is this a joint proposal", Select yes to "are you the lead RO", the Joint reference number is generated. The following information will appear under the heading of Joint documents:
        - Lead document (detailing Principal Investigator, RO and Department)
        - Non-lead (same details as lead document displayed at this stage) with the option to assign owner or delete.
    - Select Assign Owner to add the details of the Principal Investigator to the non-lead. An email alert will be generated to the PI of the non-lead that the document is available in their Je-S account
3. It is mandatory for the non-lead application to submit a completed Je-S proposal form. This form will not include all the sections which are available to the lead. It is most important to complete the sections on finances. The non-lead part can view the attachments on the lead part. All other attachments are optional.