



How to Create an Account

To create a Je-S account please go to the [Je-S Login page](#) and select the 'Create an Account' link:

The screenshot shows the 'Welcome to Je-S' page. On the left, under 'Existing Users', there are input fields for 'User Name' and 'Password', and a 'Log In' button. Below these is a link to 'Retrieve User Name / Password'. Under 'New Users', there is a message: 'In order to gain access to the Je-S System, [Create an Account](#).' A red arrow points to this link. On the right, under 'About Je-S', there is text about the system and a link to 'Create an Account'. Below that is a 'Je-S Grants Newsletter' section. At the bottom left, there is a 'Help' section with links to 'Contact Us', 'Terms and Conditions', and 'System Help'. The footer contains 'Je-S v5.01.5 © Research Councils All rights reserved.'

Please read the terms and conditions and select 'Accept' or 'Not Accept' at the bottom of the page (you must accept the terms and conditions in order to continue with the account creation):

Two buttons are shown: 'Accept' and 'Not Accept'.

Enter your email address to check that you do not already have a Je-S account and select 'Account Check':

The screenshot shows the 'Create Account - Existing Account Check' page. On the left, there is a 'Help' section with links to 'Contact Us', 'Terms and Conditions', and 'System Help'. The main content area has the title 'Existing Account Check' and a message: 'In order to check that you do not already have a Je-S account, please enter your email address in the box below and click 'Account Check''. Below this is an input field containing 'a.b@c.com' and an 'Account Check' button. A red arrow points to the 'Account Check' button. The footer contains 'Je-S v4.55.5 © Research Councils All rights reserved.'

If your email address already exists on an account in the system you will receive the following message, and you can retrieve your login details:

The screenshot shows the 'Create Account - Account In Use' page. On the left, there is a 'Help' section with links to 'Contact Us', 'Terms and Conditions', and 'System Help'. The main content area has the title 'Existing Account' and a message: 'The email address you have entered () already exists in an account on the system. You can use your email address to [retrieve your login details](#)'. Below this is a 'Back' button and a 'Cancel' button. A red arrow points to the 'retrieve your login details' link. The footer contains 'Je-S v5.01.5 © Research Councils All rights reserved.'



If your email address already exists in a database record on the system you will receive the following message:

Je-S Create Account - Account In Use [Help](#) [Report Problem](#)

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

Existing Account
The email address you have entered () already exists in a record on the system.
Please click the "Account Setup" button below to generate an e-mail which will include a link enabling you to complete the account setup process based on this record held.

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If your email address is not found you can then select the level of account that you require by putting a tick in the relevant checkbox then selecting 'Next step':

Je-S Create Account - Account Type [Help](#) [Report Problem](#)

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

Account Type
Users of the Je-S System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as many options as necessary):

Research Proposals
☒ An Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator). This account type requires verification from the nominated organisation and is not applicable to Students (please see below).
☐ An Applicant on a Fellowship Proposal

Studentship Forms
☐ The Student (on a Student Nomination or Studentship Proposal Document, this is the only account type that applies for students).
☐ The Supervisor
☐ Head of Department
☐ A Contact
☐ AHRC BGP
☐ BBSRC Industrial CASE

Administration
☐ To Prepare Documents, but not be named on it eg. Departmental Administrator
☐ To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround
☐ To Complete/Approve and/or Submit Financial Forms eg. Expenditure Statements/Intent and Offer Acceptances/Start Confirmation/Annual Statements on behalf of the Organisation
☐ DTG Co-ordinators
☐ DTG Administrators
☐ None of the above eg Peer Reviewer/College Member/Named Researcher

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- If you are an applicant on a Standard or Outline proposal, please select the first option
- If you are a student, please select 'The Student' under Studentship forms (including applicants on AHRC/ESRC Nomination and Proposal forms)
- If you are applying for a Fellowship, please select 'An Applicant on a Fellowship proposal'
- If you are an administrator, please select the relevant option under 'Administration'



Enter your personal details and select 'Next step':

Je-S Create Account - Personal Details [Help](#) [Report Problem](#)

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

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Personal Details
Please enter your personal details and click 'Next Step' - mandatory fields are marked with *

Title: *

Forenames: *

Surname: *

Former Surname:

Telephone number: *

Date of birth: *
☐ Not Disclosed

Post: *

Post start date: *

Equal Opportunities Data [Why do we ask for this information?](#)

Ethnic origin: *

Country of nationality: *

Gender: *

Disabled: ☐ No ☐ Yes ☒ Not disclosed *

[What is a "Disability"?](#)

Disability:

1 If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname

Enter your Qualifications (optional) by selecting the 'Add Qualification' button:

Je-S Create Account - Qualifications [Help](#) [Report Problem](#)

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

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Qualifications
This section is optional.
If you do wish to record your qualifications, please click 'Add Qualification'.
When you have finished, please click 'Next Step'.

(Please note: - this section is compulsory if you selected a Student Account)

Please select your organisation and complete the fields, then 'Save':

Je-S Create Account - Add Qualifications [Help](#) [Report Problem](#)

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Edit qualification details
Note: organisation search will appear in a new window

Awarding Organisation: [Select Organisation](#)

Year awarded:

Qualification level: ☒ Undergraduate ☐ Postgraduate/Masters ☐ Higher/Doctorate

Qualification type:

Qualification subject: Search:

-- Select area --

-- Select area --

Qualification class:

Qualification description:

255 character(s) remaining (maximum 255), including spaces and returns.
To check character counts, or edit longer text to the character limit, use the [character count test page](#) (opens in a new window)



Next, you are required to select your organisation and department. Please select the link 'Select Organisation':

The screenshot shows the 'Je-S Create Account - Organisation' page. It has a green header with 'Je-S Create Account - Organisation' and a 'Help Report Problem' link. On the left is a sidebar with 'Help', 'Contact Us', 'Terms and Conditions', and 'System Help'. The main content area is titled 'Organisation' and contains instructions: 'Please select your organisation and department and click "Next Step". (this section is not mandatory for student or fellowship account types, for these account types you can bypass this page using the next step option).'. Below this is a note: 'Note: organisation and department searches will appear in a new window'. There are two input fields: 'Organisation:' and 'Department:'. To the right of the 'Organisation:' field is a link '* Select Organisation' with a red arrow pointing to it. To the right of the 'Department:' field is a link '* Select Department'. Below the fields is a note: 'If you cannot find your organisation or department please contact the Je-S Help Desk on +44 (0) 1793 444 164.' At the bottom are three buttons: 'Back', 'Next step', and 'Cancel'.

Another window will pop up for you to enter the name of your organisation, select 'Search.' Repeat this step for the department search. ***(If you have selected a Fellowship or Student account, it is not a mandatory requirement to select an organisation and department – select next step to continue with account setup)***

The screenshot shows the 'Je-S Organisation Search' window. It has a green header with 'Je-S Organisation Search' and a 'Help Report Problem' link. The main content area is titled 'Organisations' and contains instructions: 'Please specify a part of the organisation name to search for (if an exact match is not found try typing a smaller part of the name).', 'Searching for non academic or non-UK organisations may only display the Parent Organisation address, with further options being available within the department list.', and 'After searching, click on any part of a row to select that organisation onto the form.' Below the instructions is a search input field with the text 'zorg' and two buttons: 'Search' and 'Cancel'. Below the buttons is the text '2 results found'. Below this is a table with the following data:

Organisation	Town/city	Post code	RO Classification
Zorg Testing Organisation for JeS 1	Swindon	SN2 1ET	Academic Institution
Zorg Testing Organisation for JeS 2	Zorg Testing Organisation for JeS 2	SN1 1EL	Independent Research Organisation

The screenshot shows the 'Je-S Department Search' window. It has a green header with 'Je-S Department Search' and a 'Help Report Problem' link. The main content area is titled 'Je-S Department Search' and contains instructions: 'Please specify a part of the department name to search for (if an exact match is not found try typing a smaller part of the name).', and 'After searching, click on any part of a row to select that department onto the form.' Below the instructions is a search input field and two buttons: 'Search' and 'Cancel'. Below the buttons is the text '5 results found'. Below this is a table with the following data:

Department	Department Type	Valid For Grants
Testing Department SI11	Department	Yes
Zorg Academic Department A	Department	Yes
Zorg Academic Department B	Department	Yes
Zorg Academic Department C	Department	Yes
Zorg Academic Registrar	Grants Administrative Office	Yes

Please choose a user name and password, and enter a password hint to remind you of your password:

The screenshot shows the 'Je-S Create Account - User Account Details' page. It has a green header with 'Je-S Create Account - User Account Details' and a 'Help Report Problem' link. On the left is a sidebar with 'Help', 'Contact Us', 'Terms and Conditions', and 'System Help'. The main content area is titled 'User Account Details' and contains instructions: 'Please enter a user name, password (at least 6 characters) and hint and click "Next Step".' Below this are four input fields: 'Preferred User Name:' with the text 'abc1', 'Password:', 'Confirm Password:', and 'Password Hint:' with the text 'choose a hint'. Each field has a red asterisk to its right. Below the fields are three buttons: 'Back', 'Next step', and 'Cancel'. A red arrow points to the 'Next step' button.

(Please note: - passwords must be at least 6 characters in length, are case sensitive and cannot be the same as a password previously used for Je-S).



You will then be asked to check your details before selecting the 'Create Account' button:

Je-S Create Account - Confirm Details [Help](#) [Report Problem](#)

Help	Confirm details
Contact Us	Please check your details and click 'Create Account'
Terms and Conditions	New Account Details
System Help	User Name: abc1
Je-S v5.01.5 © Research Councils All rights reserved.	Name: Professor A N Other
	Email address: Country of Nationality: United Kingdom
	Telephone: 01234 567890 Date of Birth: 01 January 1950
	Post: My current job Post Start Date: 01 January 1995
	Ethnic Origin: Not Disclosed Disabled: Undisclosed
	Organisation
	Organisation: Zorg Testing Organisation for JeS 1
	Department: Testing Department SH1
	<input type="button" value="Back"/> <input type="button" value="Create Account"/> <input type="button" value="Cancel"/>

Once you have successfully created your account, you will receive an email containing an activation link which you will need to select to activate your Je-S account.

Je-S Create Account - Account Created [Help](#) [Report Problem](#)

Help	Account Created
Contact Us	User account successfully Created. You will shortly receive an email which will enable account activation. As you selected the option to be an Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator) your request is now being verified with your nominated organisation's central administration. In the meantime you may continue to use the Je-S System to prepare proposals but will not be able to submit the proposal until you receive an email confirming that the verification process has been completed.
Terms and Conditions	Close the window.
System Help	
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Self Registering an Organisation

The Research Councils normally only accept research proposals from applicants working within and supported by a UK Higher Education Institution (HEI) or an Independent Research Organisation (IRO) which has satisfied the research Councils eligibility criteria. Details of these eligible organisations are available on the [RCUK website](#).

Applicants from these organisations should not use the “Self” registration functionality

However, there are certain, limited, Calls for Proposals where this criteria is not applied e.g. Research Council/DFID Calls and these organisations should use the “Self” Registration functionality which has been designed specifically for organisations applying to such Calls. If the research proposal is subsequently funded the Organisation will then be required to complete the full registration procedure.

Select the link from the [Je-S Login page](#).

Existing Users	About Je-S
User Name: <input type="text"/>	Je-S is used by AHRC , BBSRC , EPSRC , ESRC , MRC , NERC and STFC (formerly CCLRC and PPARC), as well as the Technology Strategy Board (TSB) and Energy Technologies Institute (ETI) , to provide their communities with electronic grant services.
Password: <input type="text"/>	If you are a new user and wish to gain access to the Je-S system, please Create an Account .
<input type="button" value="Log In"/>	To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S. A list of Je-S Registered Organisations is available.
Retrieve User Name / Password	For certain, limited, calls, self-registration for organisations is available .
	Upcoming Closing Dates (cut off 19 August 2010)
	ESRC Targeted Economics Postdoctoral Research Fellowships

Please read the terms and conditions and select ‘Accept’ or ‘Not Accept’ at the bottom of the page (you must accept the terms and conditions in order to continue with this process):

Je-S Create Organisation - Terms and Conditions	
Help Contact Us Terms and Conditions System Help	User Terms and Conditions The following paragraphs specify the basis on which you may use the Je-S System. Please ensure that you understand the conditions. You must agree to abide by these before proceeding further.
Je-S v5.02.6 © Research Councils All rights reserved.	1. General 1.1 Definitions “The system” – the Je-S System, including the associated hardware, software, databases and Web pages. “The Councils” – “the” “a” “an” “are” “supplies” – AHRC BBSRC EPSRC ESRC MRC NERC STFC and other funding agencies
	7. Acceptance To create an account on Je-S, you must accept the terms and conditions for use of the Je-S System. If you ‘Accept’ below, you will proceed to the account details input screen. If you choose to ‘Not Accept’ the terms and conditions at this time, you will be returned to the Je-S System home page. If you have any queries, contact the Je-S Helpdesk (tel: +44 (0) 1793 44 4164; e-mail: jeshelp@rcuk.ac.uk)
	<input type="button" value="Accept"/> <input type="button" value="Not Accept"/>



Enter the full name of the organisation and department with the postal address. Please ensure that when entering a telephone number that the international dialling code is included. Organisation names must be entered in English e.g. University rather than Universite or Universita. Select Next step.

Je-S Create Organisation - Organisation Details

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

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Organisation
Please enter your organisation and department details and click 'Next Step'.

Organisation Name: *
Je-S Testing Ltd

Department Name: *
Test Org Registration

Address: *
North Star House

Town/City: *
Swindon

Administrative Area:
Wiltshire

Post Code:
SN2 1FF

Country: *
United Kingdom

Website URL:

Contact Name: *
Mr A Other

Email Address: *
a.other@jestesting.co.uk

Telephone Number: *
01234 567890

Fax Number:

The system will check if the organisation is already listed on our database, if it is click Cancel to return to the Je-S login page to log into your personal account, if you do not have an account select the link to allow you to create an account against the existing organisation. If the organisation is not listed select Next step.

Je-S Create Organisation - Potential Duplicates

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

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Please check the following list to ensure that your organisation is not already registered in Je-S.

Name	Town	Country
African Malaria Vaccine Testing Network	Da es Salaam	Tanzania
African Malaria Vaccine Testing Network	Da es Salaam	Tanzania
African Malaria Vaccine Testing Network	Da es Salaam	Tanzania
African Malaria Vaccine Testing Network	Da es Salaam	Tanzania
Amphora Non-destructive Testing Ltd	Belfast	United Kingdom
Eets Energy Equipment Testing	Cardiff	United Kingdom
EuroSeas Engineering Solutions & Testing	Blvth	United Kingdom



If your organisation is included in the above list then it is already registered to use the Je-S System, please click Cancel to return to the Je-S login page and log in or, if you do not have a Je-S account, [Create a new account associated with your organisation](#).

Confirmation of the details entered will then be displayed. If you wish to edit the details, select Back. If you are happy with the details select Create Organisation.

Je-S Create Organisation - Confirmation

Help Contact Us Terms and Conditions System Help Je-S v5.02.6 © Research Councils All rights reserved.	Confirm details Please check your organisation details and click 'Create Organisation' Terms & Conditions: Accepted Organisation Je-S Testing Ltd Test Org Registration North Star House Swindon Wiltshire SN2 1FF United Kingdom Contact A. Other a.other@jestesting.co.uk 01234 567890 (telephone) (fax)
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You will then see confirmation that the organisation has been created successfully.

Je-S Create Organisation - Confirmation

Help Contact Us Terms and Conditions System Help Je-S v5.02.6 © Research Councils All rights reserved.	Organisation Created Organisation successfully created. You may return to the Je-S Login Page .
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You can now return to the [login page](#) to Create an Account (if you don't already have one) you can then log in and create your proposal document.

Please see the Je-S System Help for further advice on: creating an account and navigating

Creating an Account:

<https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1297>



Navigating the Login page

<https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1282>

Creating a document

<https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1306>

Navigating the Document

<https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1308>

Navigating the Document Menu

<https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1309>