




## 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 at <http://www.rcuk.ac.uk/research/eligibility.htm>

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 organisation 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 <https://je-s.rcuk.ac.uk>

<b>Existing Users</b>	<b>About Je-S</b>
User Name: <input type="text"/>	Je-S is used by <a href="#">AHRG</a> , <a href="#">BBSRC</a> , <a href="#">EPSRC</a> , <a href="#">ESRC</a> , <a href="#">MRC</a> , <a href="#">NERC</a> and <a href="#">STFC</a> (formerly CCLRC and PPARC), as well as the <a href="#">Technology Strategy Board (TSB)</a> and <a href="#">Energy Technologies Institute (ETI)</a> , 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 <a href="#">Create an Account</a> .
<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 <a href="#">Je-S Registered Organisations</a> is available.
<a href="#">Retrieve User Name/ Password</a>	For certain, limited, calls, <a href="#">self-registration for organisations is available</a> 
	<b>Upcoming Closing Dates (cut off 19 August 2010)</b> 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):

<b>Je-S Create Organisation - Terms and Conditions</b>	
<b>Help</b>	<b>User Terms and Conditions</b>
<a href="#">Contact Us</a>	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.
<a href="#">Terms and Conditions</a>	1. General
<a href="#">System Help</a>	1.1 Definitions
Je-S v5.02.6 © Research Councils All rights reserved.	“The system” – the Je-S System, including the associated hardware, software, databases and Web pages. “The Councils” – “we” “us” “our” “available” – AHRG, 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: <a href="mailto:jeshelp@rcuk.ac.uk">jeshelp@rcuk.ac.uk</a> )
	<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: \*

Department Name: \*

Address: \*

Town/City: \*

Administrative Area:

Post Code:

Country: \*

Website URL:

Contact Name: \*

Email Address: \*

Telephone Number: \*

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 & Testina	Blvth	United Kinadom



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**

<b>Help</b> <a href="#">Contact Us</a> <a href="#">Terms and Conditions</a> <a href="#">System Help</a>	<b>Confirm details</b> Please check your organisation details and click 'Create Organisation'  Terms & Conditions: <b>Accepted</b>  <b>Organisation</b> Je-S Testing Ltd Test Org Registration North Star House Swindon Wiltshire SN2 1FF United Kingdom  <b>Contact</b> 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**

<b>Help</b> <a href="#">Contact Us</a> <a href="#">Terms and Conditions</a> <a href="#">System Help</a>	<b>Organisation Created</b> Organisation successfully created. You may <a href="#">return to the Je-S Login Page</a> .
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You can now return to the login page <https://je-s.rcuk.ac.uk> 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>