

#### **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 <a href="http://www.rcuk.ac.uk/research/eligibility.htm">http://www.rcuk.ac.uk/research/eligibility.htm</a>

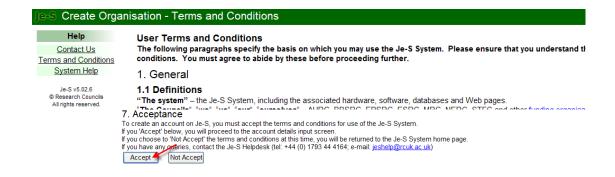
Applicants from these organisations should not use the "Self" registration functionality

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 <a href="https://je-s.rcuk.ac.uk">https://je-s.rcuk.ac.uk</a>

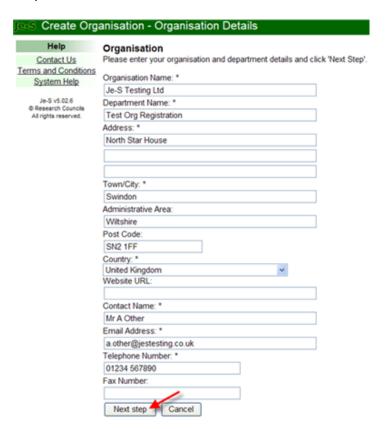


Please read the terms and conditions and select 'Accept' or 'Not Accept' at the bottom of the page (you must accept the terms and conditions in order to continue with this process):

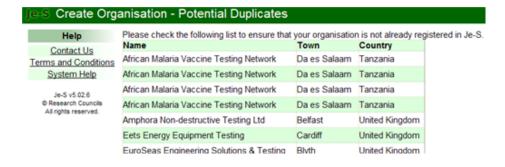




Enter the full name of the organisation and department with the postal address. Please ensure that when entering a telephone number that the international dialling code is included. Organisation names must be entered in English e.g. University rather than Universite or Universita. Select Next step.



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.

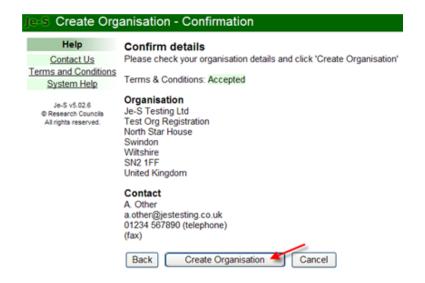




If your organisation is included in the above list then it is already registered to use the Je-S System, please click Cancel to return to the Je-S login page and log in or, if you do not have a Je-S account, <a href="Create a new account associated with your organisation">Create a new account associated with your organisation</a>.



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.



You will then see confirmation that the organisation has been created successfully.



You can now return to the login page <a href="https://je-s.rcuk.ac.uk">https://je-s.rcuk.ac.uk</a> 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 <a href="https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1282">https://je-s.rcuk.ac.uk/jesHandbook/jesHelp.aspx?m=s&s=1282</a>

### 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