

Annex 4 - Completing a Je-S application: a Step by Step Guide


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NOTE: All organisations and individuals to be specifically ‘named’ on an application (with the exception of project partners and subcontractors) will be required to be registered on the Je-S system.

See Annex 3 for guidance for self-registering your organisation.

For individual registration click ‘Create an Account’ on the Je-S home page.

<https://je-s.rcuk.ac.uk/Jes2WebLoginSite/login.aspx> Note you can only do this if your organisation is already on the Je-S system. Once you have created your account, your request will be 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.



Je-S Help

Search:

[Home](#)
[Change Log](#)
[PDFs](#)
[Filter](#)

> Home

Je-S Help

Guidance on Completing a Standard Grant Proposal Applicants

See [Searching for Data](#) for guidance on selecting an investigator.

The Principal Investigator (PI) should be the individual who takes responsibility for the intellectual leadership of the research project and for the overall management of the research. He/she will be the Council's main contact for the proposal.

The PI may be supported by a number of Co-Investigators. A Co-investigator (Co-I) assists the Principal Investigator in the management and leadership of the research project.

A Researcher Co-Investigator is a post doctoral research assistant who merits appropriate recognition for making a significant contribution to the preparation of the proposal and the ensuing research. (Not applicable for AHRC or ESRC)

Full justification for the level of effort requested for all Investigators should be included in the Case for Support.

Other requirements are that:

- only registered Je-S users may be selected from the searchable list (see [Searching for Data](#) for guidance on including non-registered people)
- one of the Investigators must also be the Owner of the document
- all fields must be completed for each Investigator
- The Principal Investigator must be from the organisation at which the award would be held. For EPSRC only, one of the Principal or Co-Investigators must be from the organisation at which the award would be held.
- all investigators must have completed and confirmed their personal details on Je-S in the last 12 months (See [my details](#) for guidance)
- All investigators are to indicate the total number of hours to be worked on the grant over the duration of the grant. This information is required to help with the peer review evaluation, rather than for costing purposes, and may be more (but not less) than the number of hours to be charged to the grant for that investigator.
- To be an eligible Principal Investigator, the entry against Post will outlast project must be Y.
- BBSRC will not accept a PI whose post will not outlast the project. Applicants without a contract of employment extending beyond the period of the proposed grant must be in receipt of a written assurance from their institution that such a contract will be put in place if their proposal is successful. This should be included as part of the proposal cover letter.
- NERC considers an investigator's post to outlast the project provided they meet the eligibility conditions set out in Section C of the NERC Research Grants Handbook. The NERC Research grants handbook is available here: [NERC Funding Guide](#)

For further details on investigator costings please go to the next section.

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[Next Section >](#)

A – Accessing your Je-S Account

When you visit the Je-S homepage <https://je-s.rcuk.ac.uk> you will be met with this screen:

The screenshot shows the Je-S homepage with a green header and a left sidebar. The main content area includes sections for existing users (login fields), about Je-S (description of the system), new users (create account link), and help (contact, terms, system help). A version notice 'Je-S v5.12.9' is at the bottom left.

You can access your Je-S account by filling in the Username and Password that you provided when you created your account.

Once you have logged in you may be presented with the following screen, this is simply a request to reconfirm your details as you entered them. If the information is correct then click '**Affirm Details**'. If you need to make changes then click the '**Personal Information**' link on the left of the screen, you will be redirected to a page where you can edit your details.

Je-S Account Summary Help Report Problem Log Out Automatic logout in 1:59:41

Logged In
Welcome to Je-S, Professor Dawson (logged in as [redacted])
[Log Out](#)

Account
[Home](#)
[Documents](#)
[News](#)
[Login Details](#)
Account Summary
[Forum](#)

Personal Details
Personal Information
[Contact Details](#)
[Post/Sector/Function](#)
[Expertise](#)
[Keywords](#)
[Qualifications](#)
[Unavailability](#)

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

Je-S v4.55.6
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Edit Personal Information

PID:		Preferred form of address:	Professor
Title:	Professor Your Name	Salutation:	Dear Professor
Forenames:	Your	Country of nationality:	United Kingdom
Surname:	Name	Ethnic origin:	Not Disclosed
Former Surname:		Date of Birth:	01 January 1970
Gender:	Not Disclosed	Disability indicator:	Not Disclosed
Disability:		Disability details:	

Edit Contact Details

Organisation:	University of Your Institution
Department:	Your Department
Address:	Address
Town:	
County / State:	
Country:	United Kingdom
Postcode:	
Email address:	Your.email@Yourinstitution.com
Telephone number:	+44 (0) 1234 56 7890
Fax:	
Website:	
Effective from:	21/07/2005

I confirm my details are correct, last affirmed 05 August 2009. [Affirm Details](#)

You have a full account - this means that you can be an Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator) or an Applicant on a Fellowship Proposal.

The next screen you will see is the 'logged in' homepage, this page has a number of links on the left hand side. In the centre of the screen is a 'news feed' that has announcements about changes to Je-S as well as details of any forthcoming deadlines.

Finally at the top of the screen is a section with quick links to your most recently edited documents (Note: If you are a new applicant this section will be empty).

Je-S Home UAT Help Report Problem Log Out Automatic logout in 1:59:30

Logged In
Welcome to Je-S, Professor Mason (logged in as MASONJTJ) [redacted]

Account
Home
[Documents](#)
[News](#)
[Login Details](#)
[Account Summary](#)
[Peer Review](#)
[Protocols](#)
[Forum](#)

Personal Details
Personal Information
[Contact Details](#)
[Post/Sector/Function](#)
[Qualifications](#)
[Unavailability](#)

Research Expertise
[Classification](#)
[Expertise](#)

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

New / Recently Accessed Documents

- [ref](#) Standard Proposal for the NERC Directed International scheme
- [xx](#) Standard Proposal for the NERC Directed International scheme
- [xxxx/xxxx](#) Standard Proposal for the NERC Consortium scheme
- [xx](#) Standard Proposal for the NERC Directed International scheme
- [No reference available](#) Standard Proposal for the NERC Standard Grant scheme

Upcoming Closing Dates (cut off 12 November 2010)

Metadata: Increasing the Value of Digital Content FastTrack Round1
TSB (ends 12 October 2010)

Collaborative Analysis Of Microdata Resources-China/S.Africa
ESRC (ends 12 October 2010)

Promoting Cross-Disciplinary Research
EPSRC (ends 12 October 2010)

UK Ocean Acidification Studentships
NERC (ends 12 October 2010)

Wave & Tidal Stream Energy Technologies Underpinning Deployment
TSB (ends 13 October 2010)

Open CASE
NERC (ends 14 October 2010)

Strategic Tools and Resources Development Fund
BBSRC (ends 14 October 2010)

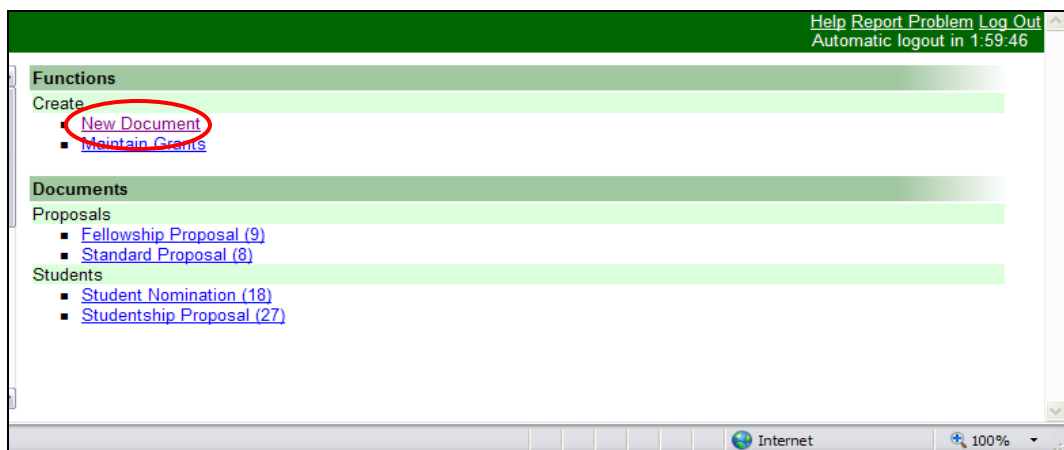
Rising Powers, Global Challenges Research Grants
ESRC (ends 14 October 2010)

PATT Linked Grants October 2010
STFC (ends 14 October 2010)

Rising Powers, Global Challenges Postdoctoral Fellowships
ESRC (ends 14 October 2010)

B – Creating your Application

To begin your application form please click on the '**Documents**' link, as indicated above. This will redirect you to this page:



Click the '**New Document**' link as shown and you get to the following screen, where you will select which call you are applying for:

The easiest way to complete this screen is to click '**Call Search**'. Type 'ESPA' into the box and click '**Search**'.

When you click on the scheme link, the document page will be completed automatically, as below:

Add New Document UAT High Contrast Help Report Problem Log Out Automatic logout in 1:58:35

To find the council, document type and scheme combination for a particular call please use the call search.

Call Search (opens in a new window)

Select Council: NERC

Select Document Type: Standard Proposal

Select Scheme: Directed International

Select Call/Type/Mode (Optional): **ESPA 2012 Grants**

Copy existing document? ☐

Create Document Cancel

Alternatively you can manually select the call using the drop down menus as follows:

Council = NERC

Document type = Standard proposal

Scheme = Directed International

Call/Type/Mode = 'ESPA 2012 Grants', for example.

Please refer to the Announcement of Opportunity for the correct Call. Any applications submitted to a different Call will not be accepted.

Now click '**Create Document**' this will take you to the Document Menu screen.

NATURAL ENVIRONMENT RESEARCH COUNCIL Instructions Help Report Problem Log Out Automatic logout in 1:59:4

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title:

Organisation: **Department:**

Instructions

Please use the Document Menu (sidebar) on the left to navigate through the document. (Alternatively, use either the Prev or Next button at the top of the page).

Document Menu (Sidebar):

The icon indicates that either the section has not been completed or fails validation. Hover over the red button for further information.

The icon indicates that the section has been successfully completed and passes validation.

The icon indicates that a section has not been completed - but it may not be applicable so will not fail validation.

The icon links to the relevant section of the Help text.

Select the Document Actions at the top of the page to view the range of options available: previewing or printing a copy of the form, assigning other users or transferring access, showing submission path, history and deleting the document.

When the document is complete and validates successfully the Submit button will appear at the top of the page.

Further information can be found at: <https://ie-s.rcuk.ac.uk/iesHandbook/iesHelp.aspx?m=s&s=1281>

Home: Documents: Document List: Not Submitted

C.1 – Project Details

Select the '**Project Details**' on the Document Menu screen. You will get the following screen:

The screenshot shows the 'Je-S Project Details' web form in a Windows Internet Explorer browser. The left sidebar contains a 'Document Menu (Hide)' with various options like 'Instructions', 'Project Details', 'Investigators', etc. The main content area is titled 'Project Details' and includes sections for 'Submitting Organisation', 'Project Title', 'Proposal Call', and 'Start Date and Duration'. In the 'Submitting Organisation' section, there are input fields for 'Organisation:' and 'Department:', each followed by a blue button labeled 'Select Organisation' and 'Select Department' respectively. The 'Select Organisation' button is circled in red. Below the 'Project Title' section, there is a character count: '150 character(s) remaining (maximum 150), including spaces'. The 'Proposal Call' section shows 'Proposal call: ESPA 2012 Grants'. The 'Start Date and Duration' section has fields for 'Start date: 29/10/2012' and 'Duration: 0 months'.

Selecting your organisation:

In order to complete the Organisation and Department sections, you will need to click the **Select Organisation** and **Select Department** links to the right of the boxes.

When you click '**Select Organisation**' a window will open, enter all or part of your Organisation's name and click '**Search**'

Note: If your organisation has not completed Je-S registration, you will be unable to find them and complete your application form. If your organisation is not registered on Je-S, for this ESPA call you may self register your organisation – see Annex 1.

After you have selected your organisation, you will be returned to the Project Details page. You then need to 'select department' and use the search function in the pop up box once more.

Note: that if you need further departments added to your organisation on Je-S, you will need to contact the Je-S helpdesk.

Complete the rest of the form as shown, entering the following details for **your** project.

- Your ref:
- the Project Title (maximum 150 characters);

- the Proposal Call (Select the correct scheme from the drop down menu if this is not already completed); and
- the proposed start date and duration, in months, of your project

When you have finished click '**Save**'.

C.2 – Investigators

Note: all investigators who wish to be named on the application must have previously created a Je-S account for themselves and have selected the account type “An Applicant on a Standard or Outline Proposal” in order to be ‘selectable’ from the menus. Note that users will not be able to be named as an Investigator if they do not select this type.

Principal Investigators:

To add the project investigators onto the form, first select ‘Principal Investigator’ on the Document Menu screen. You will get the following screen:

The screenshot shows the 'Principal Investigator' form interface. On the left is a 'Document Menu (Hide)' sidebar with various sections like Instructions, Project Details, Investigators, etc. The main area displays the form content. At the top, it says 'Home: Documents: Document List: Not Submitted' and includes buttons for 'Document Actions', 'Cancel', 'Prev', 'Save', and 'Next'. The form fields show 'Scheme: Directed International', 'Project Title: xx', and 'Organisation: Imperial College London' with 'Department: Biological Sciences'. Below this, a message states 'Please select a Principal Investigator for the Grant' and there is a button 'Add New Principal Investigator Item'. A text input field labeled 'Name' is visible. At the bottom, another status bar reads 'Home: Documents: Document List: Not Submitted'.

Select '**Add New Principal Investigator Item**'

To enter the name of the Principal Investigator (PI), click '**Select**'.

The 'Person Search' screen will then come up in a separate window. Enter all or part of the name of the PI. If you want to search outside the organisation listed as the submitting organisation on the 'Project Details' page, you can un-check this box.

Scroll through the results until you find the name of the PI, and then select them.

Next enter the data as required on the PI screen, including the amount of time to be charged to the grant, the salary and the % of a full time week that the PI usually works (**Note: This cannot exceed 100% or 37.5 hrs p/w**). The maximum number of hours that can be charged to a grant per year is 1650 hours. The PI may work more hours than this but we will not fund anything over the stated limits.

If entering costs as 'Directly Allocated', when you have entered the information click '**Calculate**'.

Non-UK PI's must select 'Exception' as the cost type, to ensure costs get paid at 100%. You will need to calculate the total cost yourself and enter in the 'Total Cost' box.

Note: You are required to enter a salary scale. If this is not applicable, enter '0' in this box.

Once this section is complete, click '**Save**'.

Repeat this process for all other investigators, for example all Co-Investigators and Researcher Co-Investigators, using the '**Document Menu**' to navigate.

C.3 – Joint Proposals

Select '**Joint Proposals**' on the Document Menu. You will get the following screen:

NATURAL ENVIRONMENT RESEARCH COUNCIL Joint Proposals

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Complete this section if more than one organisation is submitting a NERC proposal form for this project.

Is this part of a joint proposal?: ☐ Yes ☒ No

Home: Documents: Document List: Not Submitted

Is this part of a joint proposal?

NATURAL ENVIRONMENT RESEARCH COUNCIL Joint Proposals

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Complete this section if more than one organisation is submitting a NERC proposal form for this project.

Is this part of a joint proposal?: ☒ Yes ☐ No

Are you the lead RO?: ☐ Yes ☒ No

Home: Documents: Document List: Not Submitted

- Select '**No**' if this is a single application, and '**Save**'.
- Select '**Yes**' if other application/s will be submitted as part of your project proposal. The following question will come up:

Are you the lead RO (Research Organisation)?

- Select '**Yes**', if this is the lead application, i.e.: the PI named on this application will act as the lead PI for the project as a whole, with the coordination and reporting responsibilities.
A joint reference number will then be generated. **The lead organisation must pass this reference on to any other investigators submitting a linked joint application as part of the project.**

It is very important that all applications submitted as part of a joint grant include the same common reference number. This is how you applications are linked on the system.

Note that lead PIs are able to prepare documents on behalf of other PI's in the project, by clicking on the '**Add New Joint Document**' link.

You are then able to assign this document to one of the other PI's on your project, by clicking on the '**Assign Owner**' link.

On assigning an owner that owner can then see a copy of the non-lead document in their Je-S account.

C.4 – Project Objectives

Select '**Objectives**' on the Document Menu screen. You will get the following screen.

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

List the main objectives of the proposed research in order of priority [up to 4000 chars]

Home: Documents: Document List: Not Submitted

In the space provided, enter the main objectives of your proposed research, in order of priority (maximum 4000 characters) and when finished click **'Save'**.

C.5 – Project Summary

Select **'Summary'** on the Document Menu screen. You will get the following screen:

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Describe the proposed research in simple terms in a way that could be publicised to a general audience [up to 4000 chars]

Home: Documents: Document List: Not Submitted

In the space provided, enter a summary description of your proposed research, in simple terms that could be publicised to a general audience (maximum 4000 characters) and when finished click **'Save'**.

C.6 – Beneficiaries

Select '**Academic Beneficiaries**' on the Document Menu screen. You will get the following screen.

The screenshot shows the 'Academic Beneficiaries' screen. On the left is a 'Document Menu (Hide)' with various options like 'Instructions', 'Project Details', 'Investigators', etc. The top bar includes 'Home', 'Documents', 'Document List', and 'Not Submitted'. Below this are 'Document Actions' (Cancel, Prev, Save, Next). The main area contains fields for 'Scheme: Directed International', 'Project Title: Enter your project title here', 'Organisation: Zorg Test Organisation', and 'Department: Zorga Test Dept.'. A large text area for 'Describe who will benefit from the research [up to 4000 chars]' is at the bottom. In the top right corner, a red circle highlights the 'Help' link, with 'Report Problem' and 'Log Out' links nearby. A status bar at the bottom indicates 'Automatic logout in 1:59:47'.

In this section you should summarise (4000 characters max) how your proposed research will contribute to knowledge globally, addressing the following questions:

- how the research will benefit other researchers in the field
- identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit

For further information on how to complete this section, click 'Help' in the top right corner of the screen.

When finished click '**Save**'.

C.7 – Impact Summary

Select '**Impact Summary**' on the Document Menu screen. You will get the following screen:

In the space provided, enter a summary description of the potential impact of your proposed research (maximum 4000 characters). Note you will also have to submit a full impact plan, as an attachment. For further information on impact, see the Help text and the ESPA AO document. When finished click '**Save**'.

C.8 – Resource Summary

Select '**Resource Summary**' on the Document Menu screen to view a summary of your requested resources so far. You can check back to here at any point in your application.

Summary fund heading	Fund heading	Full economic cost	RC contribution	% RC contribution
Directly Incurred	Staff	480,000.00	384,000.00	80
	Travel & Subsistence	0.00	0.00	80
	Other Costs	0.00	0.00	80
	Sub-total	480,000.00	384,000.00	
Directly Allocated	Investigators	0.00	0.00	80
	Estates Costs	0.00	0.00	80
	Other Directly Allocated	0.00	0.00	80
	Sub-total	0.00	0.00	
Indirect Costs	Indirect Costs	0.00	0.00	80
Exceptions	Staff	480,000.00	480,000.00	100
	Travel & Subsistence	0.00	0.00	100
	Other Costs	0.00	0.00	100
	Sub-total	480,000.00	480,000.00	
Total		960,000.00	864,000.00	

C.9 - Other Support

Select '**Other Support**' on the Document Menu. You will get the following screen:

Other Support

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Provide details of any other support sought or received from any other source for this or other research in the same field in the past three years.

☐ Please tick this box if other support is not relevant to this application.

Add New Other Support Item

Description	Title of Project	Amount
		Total: £ 0

This section should be completed if you have applied for funding for a related project or for additional funding to support the current proposal. You do not have to fill this in if it is not relevant to this proposal, in which case tick the check box.

If you have sought additional support, click '**Add New Other Support Item**', which will bring up the following screen. Complete as much information as possible.

Other Support

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

(note: searches will appear in a new window)

Awarding organisation: Select Organisation

Awarding organisation's reference:

Title of project:

Decision made?: ☐ Yes ☐ No

Award made?: ☐ Yes ☐ No

Start date:

End date:

Amount sought:

Search for the funding organisation by selecting '**Select Organisation**'. The following separate search window will open. Type in all or part of the institution name and select the correct result. If you cannot find the organisation required in the database, you have the option to add the organisation yourself.

Next enter the start and end dates of the funding, along with the title and the amount sought. You must also indicate whether a decision has been made and what the outcome of that decision was.

You can also enter multiple 'Other Support' items by repeating the above process.

C.10 – Related Proposals

You should only complete this section if you have previously applied to the NERC for funding, whether successful or not. **If you have not applied to NERC before please go to the next section.**

Select '**Related Proposals**' on the Document Menu. You will get the following screen:

NATURAL ENVIRONMENT RESEARCH COUNCIL Related Proposals ☐ High Contrast [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:56:59

Home: Documents: Document List: With Owner

[Document Actions](#) [Cancel](#) [Prev](#) [Save](#) [Next](#)

Scheme: Directed International

Project Title:

Organisation: **Department:**

Provide details of any related previous proposals to NERC.

[Add new entry](#)

Related	Reference	How related	Title
<input checked="" type="checkbox"/>		Continuation Follow up to outline proposal Resubmission	

[Valid Reference Number format](#)

Home: Documents: Document List: With Owner

Internet | Protected Mode: Off 100%

Select '**Add New Related Proposals Item**' to bring up the following screen:

NATURAL ENVIRONMENT RESEARCH COUNCIL **Related Proposals** [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:59:58

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

How is this proposal related to a previous one ?

☐ Continuation

☐ Follow up to outline proposal

☐ Resubmission

Please give the previous research grant proposal Reference Number:

[Valid Reference Number formats](#) (opens in a new window)

Home: Documents: Document List: Not Submitted

Enter the necessary information and **Save**.

C.11 - Adding Project Staff

Unless advised otherwise, UK staff costs entered here should be identified as 'Directly Incurred', and non-UK staff costs as 'Exception'.

Investigators (PI, Co-I and Researcher Co-Is) details should be entered in the 'Investigators' section (see Step C.2).

If you are unclear about what you should enter in this section please refer to the Help Text by selecting 'Help' in the top right corner of the screen.

Applicants are also referred to page 25 of the AO for a description of research roles.

Researchers:

To enter the details of someone who will be employed as a researcher on the project but who is not an Investigator, under the 'Staff' heading, click **Researcher**, which will bring up the following screen:

NATURAL ENVIRONMENT RESEARCH COUNCIL Researcher Help Report Problem Log Out Automatic logout in 1:59:58

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Add New Researcher Item

Name

Home: Documents: Document List: Not Submitted

Now select **'Add New Researcher Item'**

NATURAL ENVIRONMENT RESEARCH COUNCIL Researcher Help Report Problem Log Out Automatic logout in 1:59:41

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

(note: searches will appear in a new window)

Name: **Select**

Post: Researcher

Start Date: 25/12/2011

Duration Months: 36

FTE %: 100 %

Scale: N/A

Effective Date Of Scale: 25/12/2011

Increment Date: 25/12/2011

Starting Salary: 0

Cost type: ☒ Directly Incurred ☐ Directly Allocated ☐ Exception

Home: Documents: Document List: Not Submitted

If you know the name of the person to be employed in this post please select 'Name' and then 'Select' to be able to search the database of registered people.

The 'Person Search' screen will open, and you will then be given the option of entering all or part of the person's name and selecting from the results as before.

Once you have selected the person, enter information regarding the post on the right of the screen.

If you do not yet know the name of the person who will fill this post please select 'Post Identifier' and enter a unique identifier in the text box, e.g. "Unnamed researcher 1".

Save the data, and add any other Researchers to the application.

Once you have entered all the researchers, go back to the Staff menu screen and repeat the same process for '**Technicians**' and '**Other Staff**' (e.g. translators, drivers) as applicable.

Project Students:

Additionally, for the ESPA consortium grants you are eligible to apply for funding for project doctoral studentships. To do this, select the 'Project Student' option under the Document menu.

Applicants are referred to page 28 of the AO for further information on project studentships.

The screenshot shows the 'Project Student' application form. The left-hand 'Document Menu' lists various sections, with 'Project Student' highlighted. The main form area contains the following details:

- Home:** Documents: Document List: Not Submitted
- Document Actions:** Cancel, Prev, Save, Next
- Scheme:** Directed International
- Project Title:** xx
- Organisation:** Imperial College London **Department:** Biological Sciences
- Add New Project Student Item** (highlighted with a red circle)
- Table Headers:**

Role	[Post Identifier]	Proposed Start Date
Optional section not completed		

The bottom of the screen shows the status: Home: Documents: Document List: Not Submitted.

Select the 'Add new project student item' which will bring up the following page:

NATURAL ENVIRONMENT RESEARCH COUNCIL Project Student Help Report Problem Log Out Automatic logout in 1:59:59

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Post Identifier:

Proposed Start Date: 25/12/2011

Duration: 0

Is London Weighting? ☐ Yes ☒ No

Annual Fees rate 3466

Project Title

150 character(s) remaining (maximum 150), 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)

Home: Documents: Document List: Not Submitted

Here, enter the basic information into the boxes provided, including 'Post Identifier' (e.g. PhD Student 1), proposed start date for the student, duration and whether London weighting should be applied.

Fees will be paid at the national agreed level for Research council students. For 2012/13 this figure is £3,828.

NATURAL ENVIRONMENT RESEARCH COUNCIL Project Student Help Report Problem Log Out Automatic logout in 1:58:39

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Post Identifier: project student 1

Proposed Start Date: 25/12/2011

Duration: 36

Is London Weighting? ☐ Yes ☒ No

Annual Fees rate 3466

Project Title

Enter title of studentship project

116 character(s) remaining (maximum 150), 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)

Home: Documents: Document List: Not Submitted

In the space provided, you also must enter the proposed title for the student (maximum 4000 characters).

Scroll down the page to reveal the next fields:

Project Student

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

(opens in a new window)

Proposed supervisors

Supervisor 1 Please Select.... delete

Project Summary

4000 character(s) remaining (maximum 4000), 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)

Please describe how the student's project will contribute to the work of the project as a whole, justifying the importance of their inclusion within the wider project. What arrangements are there for the supervision and support of the student?

4000 character(s) remaining (maximum 4000), 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)

Home: Documents: Document List: Not Submitted

Select the principal proposed supervisor for the project student by choosing the appropriate member of the research team from the drop-down list.

To add further supervisors you need to hit save, and then other drop down boxes will come up:

Project Student

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Supervisor 1 Dr Stephen Smith delete

Supervisor 2 Please Select.... delete

Supervisor 3 Please Select.... delete

Project Summary

3997 character(s) remaining (maximum 4000), 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)

Please describe how the student's project will contribute to the work of the project as a whole, justifying the importance of their inclusion within the wider project. What arrangements are there for the supervision and support of the student?

3997 character(s) remaining (maximum 4000), 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)

Home: Documents: Document List: Not Submitted

You then need to enter a '**project summary**' (maximum 4000 characters) which should describe the research the project student will carry out.

In the following box you are required to describe (maximum 4000 characters) how the project student's work will contribute to the work of the project as a whole. Also describe what arrangements there are for the supervision and support of the student.

Please note that whilst the student project should contribute and add value to the work of the project as a whole, it should also be a discrete piece of work, such that if the student project is not completed it will not impact the delivery of the main projects objectives.

When finished click '**Save**'.

C.12 – Visiting Researchers

Select '**Visiting Researchers**' on the Document Menu. You will get the following screen:

NATURAL ENVIRONMENT RESEARCH COUNCIL Visiting Researcher Help Report Problem Log Out Automatic logout in 1:59:58

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Add New Visiting Researcher Item

Name

Home: Documents: Document List: Not Submitted

Select '**Add New Visiting Researcher Item**'

NATURAL ENVIRONMENT RESEARCH COUNCIL Visiting Researcher Help Report Problem Log Out Automatic logout in 1:59:57

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

(note: searches will appear in a new window)

Name: **Select**

Post: Visiting Researcher

Start Date: 25/12/2011

Duration Months: 12

FTE %: 100 %

Scale: N/A

Effective Date Of Scale: 25/12/2011

Increment Date: 25/12/2011

Starting Salary: 0

Home: Documents: Document List: Not Submitted

As with previous examples, enter the person's name and organisation details, by clicking on the 'Select' links at the side of these boxes, which will bring up the 'Person Search' window:

Select the appropriate person from the search, which will return you to the previous 'Visiting Researcher' Page. Select the relevant cost type and fill in the salary details for the visiting researcher, and **Save**.

C.13 – Resources

Travel and Subsistence:

Select **'Travel and Subsistence'** then **'Add New Travel and Subsistence Item'**

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Please enter details of travel associated with the Grant.

Add New Travel and Subsistence Item

Destination and Purpose	Exception Overseas	Total £
- There are no items to show -		

Home: Documents: Document List: Not Submitted

Enter the details of the T&S item, try to include as much information as possible including: a description of the item (train fares, flights), the location/destination, and purpose:

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Destination and Purpose:

Exception ? : ☐

Overseas destination?: ☐

Total £:

Home: Documents: Document List: Not Submitted

If the item relates to an overseas destination (for both UK and non-UK based researchers), tick the box '**Overseas Destination?**'

Remember, that if the costs apply to a person employed by a non-UK organisation please ensure you tick the '**Exception?**' box

Equipment:

You should only complete this section for individual items of **equipment dedicated to the project** and costing £10,000 or more (including VAT). Include capital costs plus any maintenance and other related costs that are not included in the Research Organisation's estates costs. Single items of equipment costing less than £10,000 should be included in the 'Other Directly Incurred' costs.

The screenshot displays the 'Equipment' section of the Natural Environment Research Council system. The sidebar on the left contains a 'Document Menu (Hide)' with various options like Objectives, Summary, Academic Beneficiaries, Impact Summary, Resource Summary, Research Councils / MoD Research Grants Scheme, Other Support, Related Proposals, Staff, Resources, Equipment, Animal Costs, Other Directly Incurred Costs, Other Directly Allocated Costs, Research Facilities/Existing Equipment, Research Council Facilities, Estates and Indirect Costs, Indirect Costs, Estates Costs, Project Partners, Classification of Proposal, Scientific Area, and Secondary Classification. The main content area shows the 'Equipment' form with fields for Scheme (Directed International), Project Title, Organisation, and Department. Below these fields is a table for adding new equipment items with columns for Description, Cost (£), Sought (£), Quotes, and Business Case. The table currently shows '- There are no items to show -'. The status bar at the bottom indicates 'Home: Documents: Document List: Not Submitted'.

Select '**Add New Equipment Item**' and enter the necessary details for that equipment item (as below):

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

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)

Exception ☐

Country of Manufacture: -- none --

Delivery Date:

Charge:

Import Duty:

VAT:

Home: Documents: Document List: Not Submitted

'Save' after you have completed your input.

Animal costs:

You should only complete this section if you have any animal costs associated with your grant application. If not, move onto the next section.

To add details, select **'Add New Animal Costs Item':**

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Animal costs will be included in the totals of either Directly Allocated Costs Other or Directly Incurred Other depending on how these have been chosen to be attributed. The average length of maintenance duration and the total weekly maintenance cost is for all the animals of this species on this proposal.

[Add New Animal Costs Item](#)

Species	Type and Microbiological Quality	Amount (£)
- There are no items to show -		

Home: Documents: Document List: Not Submitted

Enter the necessary details on the following screen, and press **'Save'** once completed:

NATURAL ENVIRONMENT RESEARCH COUNCIL **Animal Costs** [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:59:36

Home: Documents: Document List: Not Submitted

[Document Actions](#) [Cancel](#) [Prev](#) [Save](#) [Next](#)

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Species: -- Animal Species --

Type & Microbiological Quality:

Is Genetically Altered? ☐

COSTS:

Number Purchased:	<input type="text"/>	x Average Cost per Animal:	£ <input type="text"/>	=	<input type="radio"/> Directly Incurred Cost <input type="radio"/> Directly Allocated Cost
Number Bred:	<input type="text"/>	x Average Cost per Animal:	£ <input type="text"/>	=	<input type="radio"/> Directly Incurred Cost <input type="radio"/> Directly Allocated Cost
Maintenance Duration:	<input type="text"/> weeks	x Weekly Maintenance Costs:	£ <input type="text"/>	=	<input type="radio"/> Directly Incurred Cost <input type="radio"/> Directly Allocated Cost
Calculate				Total Cost:	=

Home: Documents: Document List: Not Submitted

Other Directly Incurred Costs:

NATURAL ENVIRONMENT RESEARCH COUNCIL **Other Directly Incurred Costs** [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:59:58

Home: Documents: Document List: Not Submitted

[Document Actions](#) [Cancel](#) [Prev](#) [Save](#) [Next](#)

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Enter the details of other directly incurred costs.

[Add New Other Directly Incurred Costs Item](#)

Description	Amount (£)
- There are no items to show -	

Home: Documents: Document List: Not Submitted

Select [Add New Other Directly Incurred Costs Item](#)

As before, enter the details of the item to be charged to the grant

NATURAL ENVIRONMENT RESEARCH COUNCIL Other Directly Incurred Costs [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:59:58

Home: Documents: Document List: Not Submitted

Document Actions: [Cancel](#) [Prev](#) [Save](#) [Next](#)

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Description:

Is Exception ?: ☐

Amount:

Home: Documents: Document List: Not Submitted

Where necessary, clearly identify those costs associated with non-UK based Investigators, by ticking the **'Is Exception?'** box.

You should also enter costs for any minor costs for Project Partners in this section (See **C.16**). For a description of what constitutes a project partner, please refer to page 27 of the AO.

Non-UK overheads should be included here as a separate item under 'Other Directly Incurred costs' with the description 'Overheads for X institution at X%¹' (as appropriate).

Once you have entered all of the Other Directly Incurred costs, and everything is correct, click **Save**

Other Directly Allocated Costs:

A description of what constitute **'Other Directly Allocated Costs'** can be found in Annex 2. If you are still unsure please contact the NERC to discuss these items.

¹ See page 18 of the AO for the rate at which overheads should be applied.

Je-S: Other Directly Allocated Costs

NATURAL ENVIRONMENT RESEARCH COUNCIL Other Directly Allocated Costs [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:59:58

Document Menu (Hide)

- Researcher
- Technician
- Other Staff
- Project Student
- Visiting Researcher
- Resources
- Travel and Subsistence
- Equipment
- Animal Costs
- Other Directly Incurred Costs
- Other Directly Allocated Costs
- Research Facilities/Existing Equipment
- Research Council Facilities
- Estates and Indirect Costs
- Indirect Costs
- Estates Costs
- Project Partners
- Classification of Proposal
- Scientific Area
- Secondary

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Add New Other Directly Allocated Costs Item

Description	Amount (£)
- There are no items to show -	

Home: Documents: Document List: Not Submitted

Select '**Add New Other Directly Allocated Costs Item**'.

To complete this section, select the cost descriptor from the list, enter the amount and Save.

Je-S: Other Directly Allocated Costs

NATURAL ENVIRONMENT RESEARCH COUNCIL Other Directly Allocated Costs [Help](#) [Report Problem](#) [Log Out](#)
Automatic logout in 1:59:55

Document Menu (Hide)

- Researcher
- Technician
- Other Staff
- Project Student
- Visiting Researcher
- Resources
- Travel and Subsistence
- Equipment
- Animal Costs
- Other Directly Incurred Costs
- Other Directly Allocated Costs
- Research Facilities/Existing Equipment
- Research Council Facilities
- Estates and Indirect Costs
- Indirect Costs
- Estates Costs
- Project Partners
- Classification of Proposal
- Scientific Area
- Secondary

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Description: Pool staff costs

Amount: Pool staff costs
Infrastructure Technicians
Other

Home: Documents: Document List: Not Submitted

Researcher Facilities/Existing Equipment:

Use this section to enter details of any non-Research Council facilities and/or equipment to be used. Multiple entries may be made here if necessary.

Research Facilities/Existing Equipment

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Add New Research Facilities/Existing Equipment Item

Description	Amount (£)
- There are no items to show -	

Home: Documents: Document List: Not Submitted

After pressing '**Add New Research Facilities/Existing Equipment Item**' you will see the following screen. Here, enter a description of the facilities/item, and '**Save**' after each item:

Research Facilities/Existing Equipment

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Description:

100 character(s) remaining (maximum 100), 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)

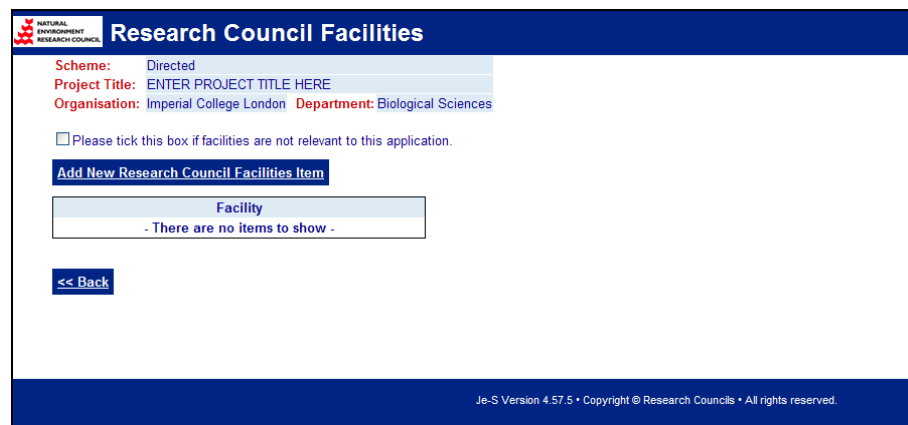
Amount:

Home: Documents: Document List: Not Submitted

Research Council Facilities:

If you do not intend to use any of the NERC Research facilities, you should tick the box indicated. Otherwise, select the **'add new research council facilities'** item' button and fill in the information as required.

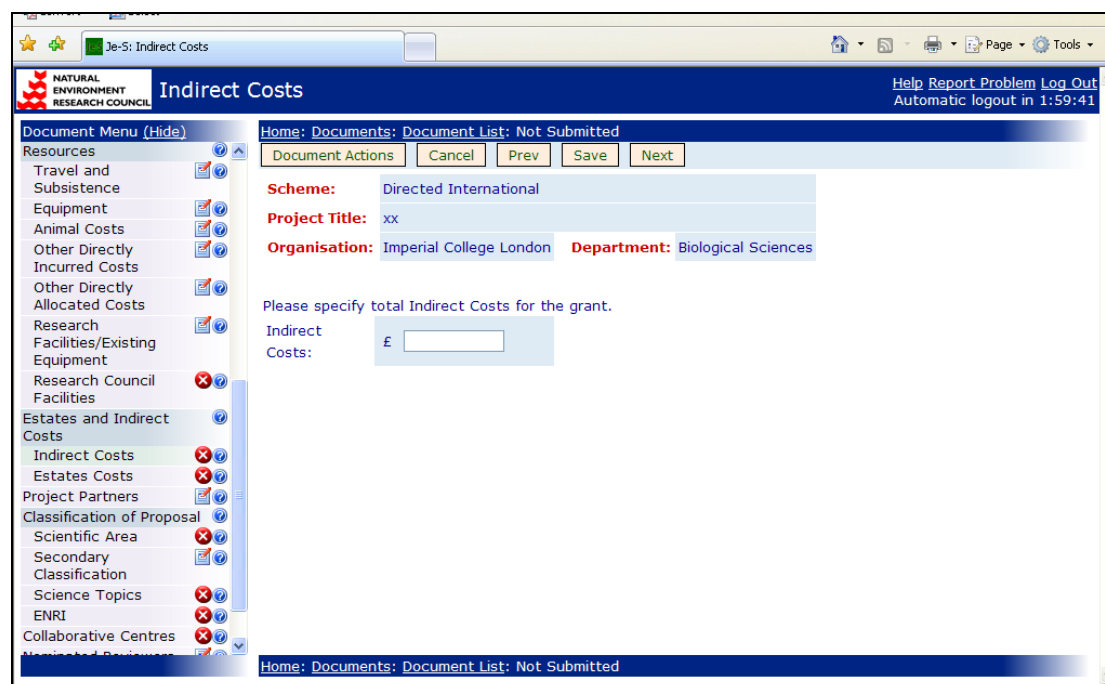
Note these facilities are not available for use by organisations not normally eligible to receive NERC research grants.



C.14 – Indirect Costs

For **UK** based Institutions – Please refer to the Help text and your organisation's **Finance Office** for details of what to include here.

For **non-UK** based Institutions – no costs should be included here. Overheads costs are entered as an 'other Directly Incurred cost'.



C.15 - Estates costs

Estates Costs are a single value and do not require justification in the case for support.

If the proposal is **for more than one UK organisation**, for example has Co-Investigators from multiple organisations, the component parts of the estate costs for each organisation should be costed separately and added together to be entered as a **single composite cost**.

Any non-UK overheads should be included as a separate item under Directly Incurred Other costs with the description 'Overheads for X institution at X%'² (as appropriate).

NATURAL ENVIRONMENT RESEARCH COUNCIL Estates Costs Help Report Problem Log Out
Automatic logout in 1:59:54

Document Menu (Hide) Home: Documents: Document List: With Owner

Document Actions:

Scheme: Directed International

Project Title: Enter your project title here

Organisation: [Redacted] **Department:** [Redacted]

Please specify total Estates Costs for the grant.

Estate Costs: £

Home: Documents: Document List: With Owner

² See page 18 of the AO for the rate at which overheads should be applied.

C.16 – Project Partners

For a description of what constitutes a 'project partner' please refer to page 27 of the AO.

Select '**Project Partners**' from the Document Menu, then '**Add New Project Partners Item**'

The screenshot shows the 'Project Partners' web application. The left sidebar contains a 'Document Menu (Hide)' with various categories like Equipment, Animal Costs, and Project Partners. The main content area has a header 'Project Partners' and a navigation bar with 'Home: Documents: Document List: Not Submitted'. Below this, there are form fields for 'Scheme: Directed International', 'Project Title: xx', and 'Organisation: Imperial College London' with 'Department: Biological Sciences'. A message states: 'Please enter details of partners in the project and their contributions to the research. These contributions are in addition to resources requested from the Research Council.' Below this is a button 'Add New Project Partners Item'. At the bottom, there is a table header with columns: 'Partner Organisation', 'Contact Name', 'Amount', and 'Letter Of Support Attached'. The table body shows '- There are no items to show -'.

In the next window, Search for the project partners as before by using the **Select Organisation** function (shown in the window below), which will bring up the Search window.

If you cannot find the correct organisation you may enter the details yourself by selecting **Add New Organisation...**.

When you have finished, click '**Save**'.

Project Partners

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Partner Organisation Details
(note: searches will appear in a new window)

Organisation: [Select Organisation](#)

Department: [Select Department](#)

Address:

Town / City:

Administrative Area / County:

Country:

Postcode:

Home: Documents: Document List: Not Submitted

Scroll down the page to fill in details about the nature of the project partner's contribution to the project. If the Partner is contributing funds or support in kind please fill in the form as appropriate. Project partners may also claim minor costs from the project to facilitate collaboration (but these should be substantially less than their contribution). These costs should be entered under 'Directly Incurred Other' costs (see section C.12)

If the proposal has the involvement of a Project Partner you **must** include a Letter of Support from the organisation. This is uploaded on the 'Attachments' screen – see section C.20.

Project Partners

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Town / City:

Administrative Area / County:

Country:

Postcode:

Direct Contribution to Research Project

Description	Value (£)
Cash:	<input type="text"/>
Equipment / Materials:	<input type="text"/>
Secondment of Staff:	<input type="text"/>
Other:	<input type="text"/>

Indirect Contribution to Research Project

Description	Value (£)
Use of Facilities:	<input type="text"/>
Staff Time:	<input type="text"/>
Other:	<input type="text"/>

Home: Documents: Document List: Not Submitted

Once this page is complete, click '**Save**'

C.17 – Classification of Proposal

NERC collects information regarding the classification of different proposals according to a number of criteria. Applicants should enter information against each section. Note that these are NERC only criteria and so will not cover aspects of your proposal that fall outside of the NERCs remit. This is ok, and applicants should complete this section as best they can.

Six of the 7 Research Councils use a common “RCUK Research Classification”, consisting of Research Areas, Qualifiers and optional freetext keywords. This common classification has been introduced to facilitate inter-disciplinary working, reviewer-matching and reporting. Two Councils have implemented a 3-level Research Areas hierarchy, but NERC currently uses only the top two levels in those areas which primarily relate to NERC Science. The top level of common Research Areas is not selectable and is only an aid to reporting and navigation. **Proposers should select up to 5 of the second-level Research Areas, and associate a %age to each such that the total sums to 100.** This level of Research Area is almost identical to NERC’s old Science Topics. NERC is implementing one further “Qualifier” relating to the country or countries on which the research is focused.

Scientific Area:

Indicate within which science area or areas your application falls and indicate percentage relevance (totalling 100%):

The screenshot shows the 'Scientific Area' form in the NERC system. The sidebar on the left contains a 'Document Menu' with various options, including 'Scientific Area' which is currently selected. The main content area has the following fields:

- Scheme:** Directed International
- Project Title:** xx
- Organisation:** Imperial College London
- Department:** Biological Sciences

Below these fields is a table for assigning percentage relevance to different scientific areas. The instruction states: 'Assign % relevance (in multiples of 5) to one or more areas, totalling 100%.'

Scientific Area	%
Atmospheric	<input type="text"/>
Earth	<input type="text"/>
Freshwater	<input type="text"/>
Marine	<input type="text"/>
Terrestrial	<input type="text"/>
Total = 100%	

Secondary Classification:

Please put a tick in the box under any heading that is appropriate to your project. You may tick any number of relevant boxes, or leave this part blank. As ESPA is co-funded by both DFID and ESRC you should assign relevance as indicated above (50% Co-funded, 50% Cross-Research Council):

Secondary Classification

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Assign % relevance (in multiples of 5) to any areas that are relevant. Otherwise, leave blank.

Scientific Area	%
Co-funded	<input type="text"/>
Cross-Research Council	<input type="text"/>
Earth Observation	<input type="text"/>
Polar North	<input type="text"/>
Polar South	<input type="text"/>
Science Based Archaeology	<input type="text"/>

Home: Documents: Document List: Not Submitted

Environmental & Natural Resource Issues (ENRI):

Indicate the percentage relevance to one or more of the ENRIs in this part of the classification scheme (totalling 100%), that best describe the environmental context of your application:

ENRI

Home: Documents: Document List: Not Submitted

Document Actions Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Assign % relevance (in multiples of 5) to one or more ENRIs, totalling 100%.

Scientific Area	%
Biodiversity	<input type="text"/>
Environmental Risks and Hazards	<input type="text"/>
Global Change	<input type="text"/>
Natural Resource Management	<input type="text"/>
Pollution and Waste	<input type="text"/>
Total	100%

Home: Documents: Document List: Not Submitted

C.18 – Collaborative Centres

Select '**Collaborative Centres**' from the Document Menu. You will get the following screen:

The screenshot shows a web browser window with the title 'Je-S: Collaborative Centres'. The page header includes the NERC logo and the text 'Collaborative Centres'. On the right, there are links for 'Help', 'Report Problem', and 'Log Out', along with an 'Automatic logout in 1:59:58' timer. A 'Document Menu (Hide)' sidebar on the left lists various categories with icons, including 'Equipment', 'Animal Costs', 'Other Directly Incurred Costs', 'Research Facilities/Existing Equipment', 'Research Council Facilities', 'Estates and Indirect Costs', 'Project Partners', 'Classification of Proposal', 'Scientific Area', 'Secondary Classification', 'Science Topics', 'ENRI', 'Collaborative Centres', 'Nominated Reviewers', 'Attachments', and 'Notes and Comments'. The main content area has a breadcrumb trail 'Home: Documents: Document List: Not Submitted' and buttons for 'Document Actions', 'Cancel', 'Prev', 'Save', and 'Next'. The form fields include 'Scheme: Directed International', 'Project Title: xx', 'Organisation: Imperial College London', and 'Department: Biological Sciences'. A note states: 'Please check the the appropriate button if this proposal is being submitted under the auspices of either NCAS or NCEO, and has been explicitly agreed with the centre administrator.' Below this are three radio buttons: 'NCAS', 'NCEO', and 'Neither', with 'Neither' being selected.

Use this screen to indicate whether the proposal is being submitted under the NERC Collaborative Centres National Centre for Atmospheric Science (NCAS), National Centre for Earth Observation (NCEO), or neither of these.

C.19 – Nominated Reviewers

Select '**Nominated Reviewers**' from the Document Menu.

You may nominate up to four potential reviewers who may be contacted to provide a review of your proposal. These should be experts in the area that is the focus of your proposal, and not from any institutions involved in your proposal. If possible NERC may approach any of these reviewers, if appropriate.

JeS: Nominated Reviewers

Nominated Reviewers

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

Enter the details of up to 4 reviewers whom NERC may approach for assessment of this research proposal.

[Add New Reviewer](#)

Reviewer Name	Organisation or Address	Department or Town	Email Address
---------------	-------------------------	--------------------	---------------

Home: Documents: Document List: Not Submitted

Select '**Add New Reviewer**' to get the following screen. You may search for a reviewer name by selecting 'Select Reviewer':

JeS: Nominated Reviewers

Nominated Reviewers

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London Department: Biological Sciences

(note: searches will appear in a new window)

Reviewer name: [Select Reviewer](#)

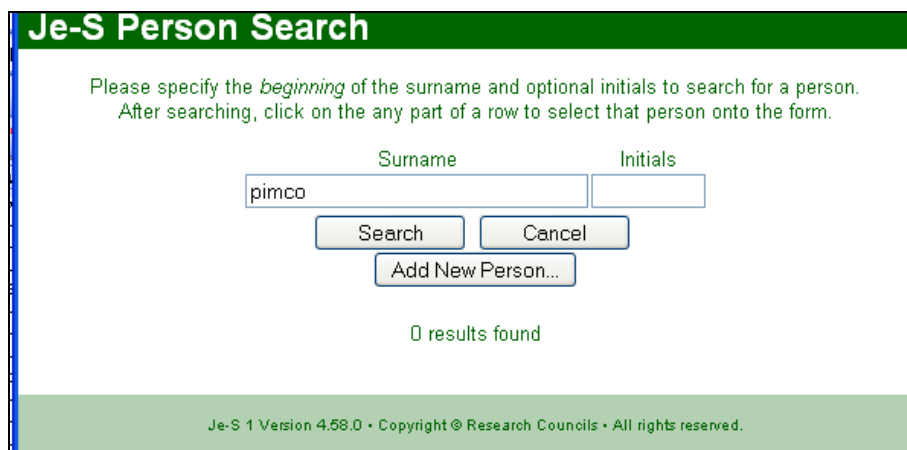
Organisation:

Department:

Email Address:

Home: Documents: Document List: Not Submitted

The JeS Search box will pop up. If after searching for someone you are unable to find the correct person, you may enter their details yourself by selecting '**Add New Reviewer**':



Je-S Person Search

Please specify the *beginning* of the surname and optional initials to search for a person.
After searching, click on the any part of a row to select that person onto the form.

Surname: Initials:

0 results found

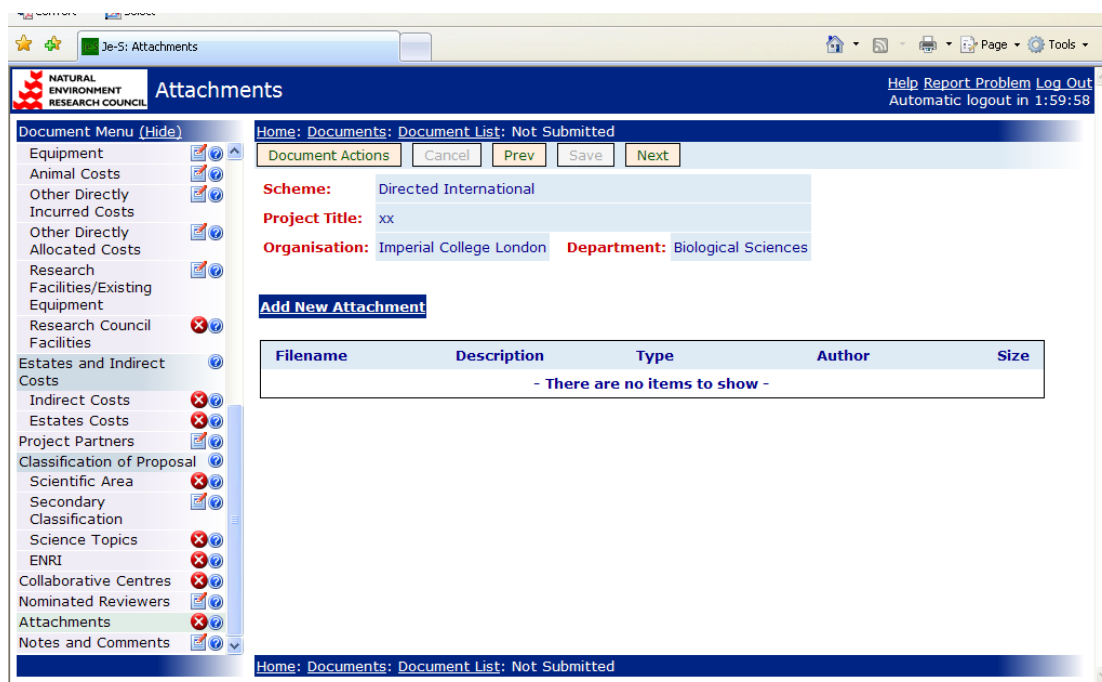
Je-S 1 Version 4.58.0 • Copyright © Research Councils • All rights reserved.

C.20 – Attachments

This section is used to upload the mandatory and optional attachments to the Je-S form.

These attachments should be completed before you attempt to upload them and should only be submitted in the indicated formats.

Click '**Attachments**' on the Document Menu then '**Add New Attachment**':



Je-S: Attachments

NATURAL ENVIRONMENT RESEARCH COUNCIL

Attachments

Help Report Problem Log Out
Automatic logout in 1:59:58

Document Menu (Hide)

- Equipment
- Animal Costs
- Other Directly Incurred Costs
- Other Directly Allocated Costs
- Research Facilities/Existing Equipment
- Research Council Facilities
- Estates and Indirect Costs
- Indirect Costs
- Estates Costs
- Project Partners
- Classification of Proposal
- Scientific Area
- Secondary Classification
- Science Topics
- ENRI
- Collaborative Centres
- Nominated Reviewers
- Attachments
- Notes and Comments

Home: Documents: Document List: Not Submitted

Scheme: Directed International

Project Title: xx

Organisation: Imperial College London **Department:** Biological Sciences

Add New Attachment

Filename	Description	Type	Author	Size
- There are no items to show -				

Home: Documents: Document List: Not Submitted

In order to find out which attachments must be uploaded, please refer to the page 15 of the AO.

Key attachments will be the Case for Support; Justification of Resources; Pathways to Impact plan; Capacity building plan; Management Structure and plans; CVs; Project Partner letters of support. Where a required attachment is not named in the Je-S drop down menu, it should be added using 'Other Attachment'

The screenshot shows the 'Attachments' web application. The sidebar on the left lists various document categories with checkboxes. The main content area is titled 'Attachments' and includes a breadcrumb trail: 'Home: Documents: Document List: Not Submitted'. Below this are buttons for 'Document Actions', 'Cancel', 'Prev', 'Save', and 'Next'. The form fields include 'Organisation: Imperial College London', 'Department: Biological Sciences', and a 'Document type:' dropdown menu. The dropdown menu is open, showing options: 'Please Select...', 'Please Select...', 'Pathways to Impact (exactly 1)', 'Case For Support (exactly 1)', 'Justification for Resources (exactly 1)', 'C.V. (any number)', 'Letter of Support (any number)', 'Proposal Cover Letter (any number)', 'Facility Form (any number)', and 'Other Attachment (any number)'. A 'Browse...' button is next to the dropdown. Below the dropdown is a 'Description:' text area with a character count: '100 character(s) remaining (maximum 100), including spaces and returns'. A link to 'character count test page' is provided. The bottom of the form shows the same breadcrumb trail.

To upload an attachment, select the correct type from the drop down menu. Then click '**Browse**' and locate the correct document on your computer and click '**Open**'. Enter a description of the document in the Textbox and when you are finished click '**Upload**'.

Repeat these steps for all of the mandatory attachments and for any optional ones you wish (e.g.: proposal cover letter).

Validation of your application will also indicate which mandatory sections are missing (see Section D). However applicants should note that there are some attachment that are mandatory to this call, but not for Je-S validation. Please, therefore ensure you refer the page 15 of the AO.

Where an attachment is required to be submitted by the lead application only (see page 16 of the AO), but Je-S validation required an attachment to be included, applicants should upload a dummy document for that attachment, which should be annotated with the text 'Refer to lead Research Organisation application'. *Note: Applicants should ensure that they know whether they are the lead application and to include the required attachments. We will not be able to accept any applications that do not include all the required information.*

Note: Once you have uploaded a document you cannot alter it, you must delete the item and upload the attachment again if you need to make changes.

C.20 Notes and Comments

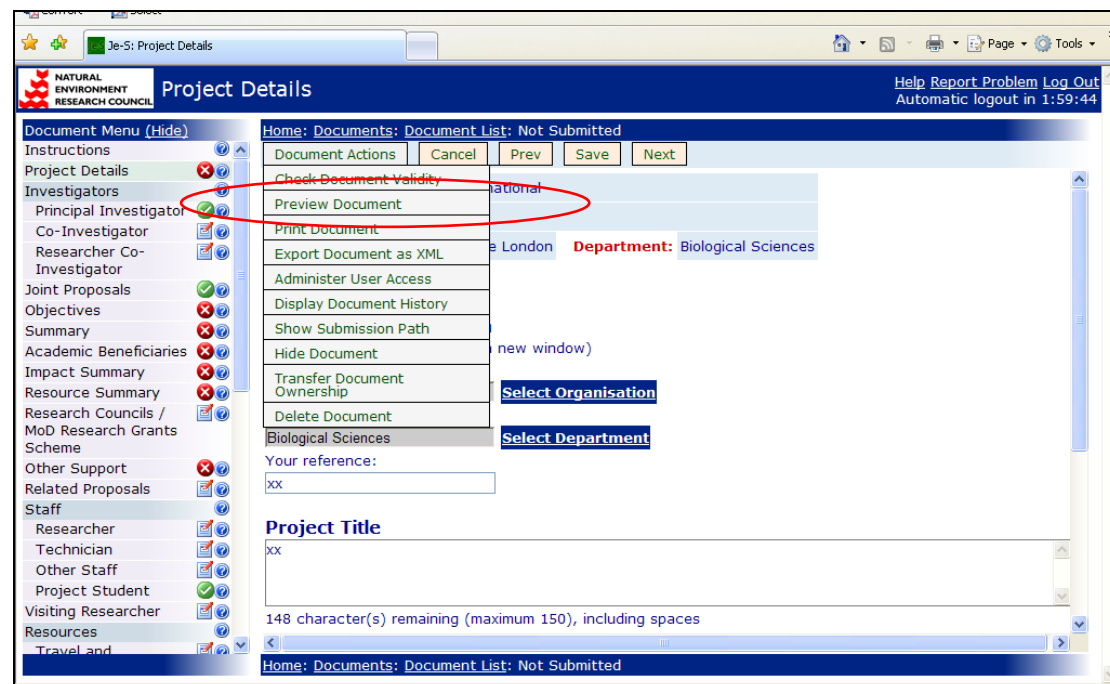
This last section on the Document menu is to record notes about the application for other people that may be working on the application. Anything entered in this section will not be included on the application, and will not be seen by NERC staff.

D - Reviewing your application/Document Actions

There are a number of options you can use by clicking on the **Document Actions** link at the top of the page, for example previewing or printing a copy of the form, assigning other users or transferring access, showing submission path, history and deleting the document.

Preview Proforma application:

You can also click '**Document Preview**' to get a view of how the completed document will look when it is submitted. You can choose to limit this view to only those sections so far completed.



Checking for errors:

Under Document Actions, you can select '**Check document Validity**' where you can check for any errors or incomplete sections in your application. Any errors or incomplete sections are also indicated by the red cross next to the item on the Document Menu on the left. By hovering your cursor over the question mark, a box will pop up with the reason for the error.

NATURAL ENVIRONMENT RESEARCH COUNCIL Project Details Help Report Problem Log Out Automatic logout in 1:59:34

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: Enter your project title here

Organisation: Zorga Test Organisation **Department:** Zorga Test Dept.

Project Details

Submitting Organisation

Section has not been completed. (This section will appear in a new window)

Organisation: Zorga Test Organisation [Select Organisation](#)

Department: Zorga Test Dept. [Select Department](#)

Your reference: EOI ref/ your ref

Project Title

Enter your project title here

121 character(s) remaining (maximum 150), including spaces

To check character counts, or edit longer text to the character limit, use the [character count test page](#) (opens in a new window)

Proposal Call

Proposal call:

Home: Documents: Document List: Not Submitted

Adding editors/document users:

Under the document actions button, select 'Administer user access', to add other people as editors or users of the document.

NATURAL ENVIRONMENT RESEARCH COUNCIL Document Users Help Report Problem Log Out Automatic logout in 1:59:54

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Scheme: Directed International

Project Title: xx

Organisation: In [redacted] **Department:** Biological Sciences

[Add editor](#) [Add temporary user as editor](#)

User	Email	Privileges
Professor [redacted]	[redacted]	View, Edit and Submit
Dr [redacted]	[redacted]	View, Edit and Submit


Home: Documents: Document List: Not Submitted

Document History:

Under the document actions button, select 'Display Document history', such as when the document has been edited and by whom.

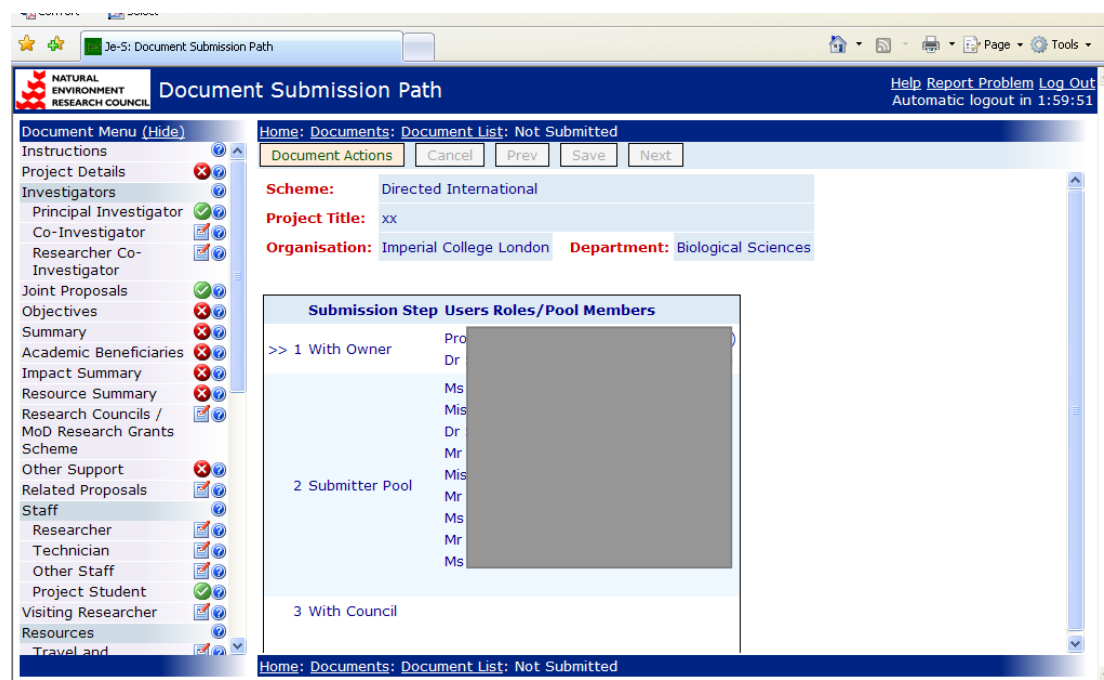
E - Submitting your application

Once you believe that you have finished all sections of the application form and are ready to submit, you must check that all sections have been completed properly. This is done by selecting '**Check Document Validity**' as shown previously above, or by checking the document menu.

Those sections of the Je-S form that have not been completed or that are incorrect (e.g. over the character limit) will be indicated with . Until the issues are addressed you will **not** be able to submit the form.

Viewing the submission path:

To see at the stage of completion the application is at, and whether it has been fully submitted, select '**Show Submission Path**' under 'document actions':



The screenshot displays the 'Document Submission Path' interface. On the left is a 'Document Menu (Hide)' sidebar with a list of sections and their completion status (indicated by green checkmarks or red X's). The main content area shows the submission path with three steps: '1 With Owner', '2 Submitter Pool' (the current step, indicated by '>>'), and '3 With Council'. The '2 Submitter Pool' section contains a table of users and roles. The top navigation bar includes 'Home: Documents: Document List: Not Submitted' and 'Document Actions' buttons (Cancel, Prev, Save, Next). The bottom status bar also shows 'Home: Documents: Document List: Not Submitted'.

Submission Step	Users Roles/Pool Members
>> 1 With Owner	Pro Dr Ms Mis Dr Mr
2 Submitter Pool	Mis Mr Ms Mr Ms
3 With Council	

This allows you to see who is on your submitter pool, and inform them that you will be submitting a proposal, and what the deadline is, so that they are aware that there is a process for them to undertake also.

The arrows >> indicate at which stage the application is presently.

Self registered organisations:

Changes to the Je-S registration process means that for certain schemes such as ESPA, any organisations that are not currently registered with Je-S, may self register their organisation (see Annex 3). For these self registering organisations there is no need to establish a submitter pool. Therefore these applicants can submit the application directly to the Council (NERC).

Organisation already Je-S registered:

For organisation that are already Je-S registered, your application will be routed through your existing submitter route. Therefore when an investigator submits their application, it will go to their submitter pool first if one has been established. A

message will be sent to the designated submitter, who must then complete the submission process to Council.

Submission:

Only when the document is complete and 'valid', will the Submit button will appear at the top of the page.

Note: this does not submit the document to the NERC (unless you are submitting from a 'self registered' organisation), only to the main Je-S submitter account of your organisation. It is important that you allow sufficient time for the proposal to be forwarded from your institution's submitter pool to the NERC before the scheme deadline. See the relevant Announcement of Opportunity for details.

When you submit your application to the submitter pool you will receive a confirmation email to your registered address. Once the Je-S contact at your institution submits the application to NERC you will receive a second confirmation email indicating that NERC has received your proposal. This second email will contain details of the exact time and date NERC received your application. Please ensure you read any emails received carefully, to be sure that you have received confirmation that your application has been submitted to **Council**.

Help and Assistance

If you have any technical problems or questions about the **Je-S application process**, please contact [Je-S Helpdesk](#):

- E-mail: JeSHelp@rcuk.ac.uk
- Phone: +44 (0) 1793 44 4164*
- Staffed Monday to Friday 9am - 5pm UK time (excluding bank holidays and other holidays)
- Out of hours: leave a voice mail message

or

Click the [Help](#) link which is always in the top right hand corner of the screen. This will always direct you to the specific help pages that relate to the screen you are viewing.

If you have general questions relating to the **ESPA scheme application requirements** please **do not** direct these to Je-S Helpdesk, instead please contact the **ESPA secretariat**:

Email queries to espa@nerc.ac.uk

Telephone queries – see Secretariat contacts on

<http://www.nerc.ac.uk/research/programmes/espa/contacts.asp>

For queries regarding the **research elements** of your application, you can also contact the **ESPA Directorate** by email on info@espa.ac.uk