

# How to apply – Clinical Research Training Fellowship Pre Doc

## Important Information for applicants

It is the applicant's responsibility to ensure they apply to the correct call and that their application is submitted with adequate time to allow their research organisation, to complete necessary checks and complete the final submission (through Je-S), to the MRC by 16:00 (GMT/BST), on the advertised [MRC submission deadline](#).

Applicants will have a set window (usually eight weeks) during which applications can be entered, viewed and submitted within the Je-S system. As a result, any applications or amendments must be completed and submitted within this timeframe. Programme Managers will not be able to offer discretionary extensions to any applicant.

## Using the Joint electronic-Submission System (Je-S)

Proposals for MRC Fellowship schemes must be submitted through the [Joint electronic-Submission \(Je-S\) system](#) (to the MRC), by 16:00 (GMT/BST), on the advertised call closing date.

Please also note the following:

The applicant is only required to have an unregistered Fellowship type Je-S account when applying for a 'Fellowship Proposal'.

New Je-S users should select [here](#) to commence the create account process and gain access to the Je-S System.

If the applicant has already created a Je-S account, but would like help retrieving their account user name and password hint, please select [here](#) to generate a Je-S login Reminder email.

If the applicant requires any further assistance, either accessing Je-S or completing their Je-S application, please contact the Joint Electronic Submissions (Je-S) Helpdesk, which is the first point of contact for the Research Councils UK.

Email: [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk)

Phone: +44 (0) 1793 44 4164

The Je-S Helpdesk is staffed Monday to Friday 8.30am - 5pm (excluding bank holidays and other holidays)

### Login to Je-S (create Je-S application form)

Login to your Je-S account using the username and password you have previously chosen (if you do not have a Je-S account, or have forgotten your password, please see the above detailed help and guidance).

- Please login to your Je-S account via <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Logout.aspx> (opens in new window)
- Select '**Documents**' from the left hand menu list from your account home page
- Select '**New Document**' from within the Functions/create section of your documents page

### Creating your Je-S application:

- Select Council: **MRC**
- Select Document Type: **Fellowship Proposal**
- Select Scheme: **Total Cost Fellowships**
- Select Call/Type/Mode (optional\*): **CRTF Pre Doc Month Year**
  - \*Please see guidance on page 3 regarding the creation of a Je-S application without specifying a 'Call'.
- Select '**Create Document**' option

**Je-S Add New Document**

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:  
MRC

Select Document Type:  
Fellowship Proposal

Select Scheme:  
Total Cost Fellowships

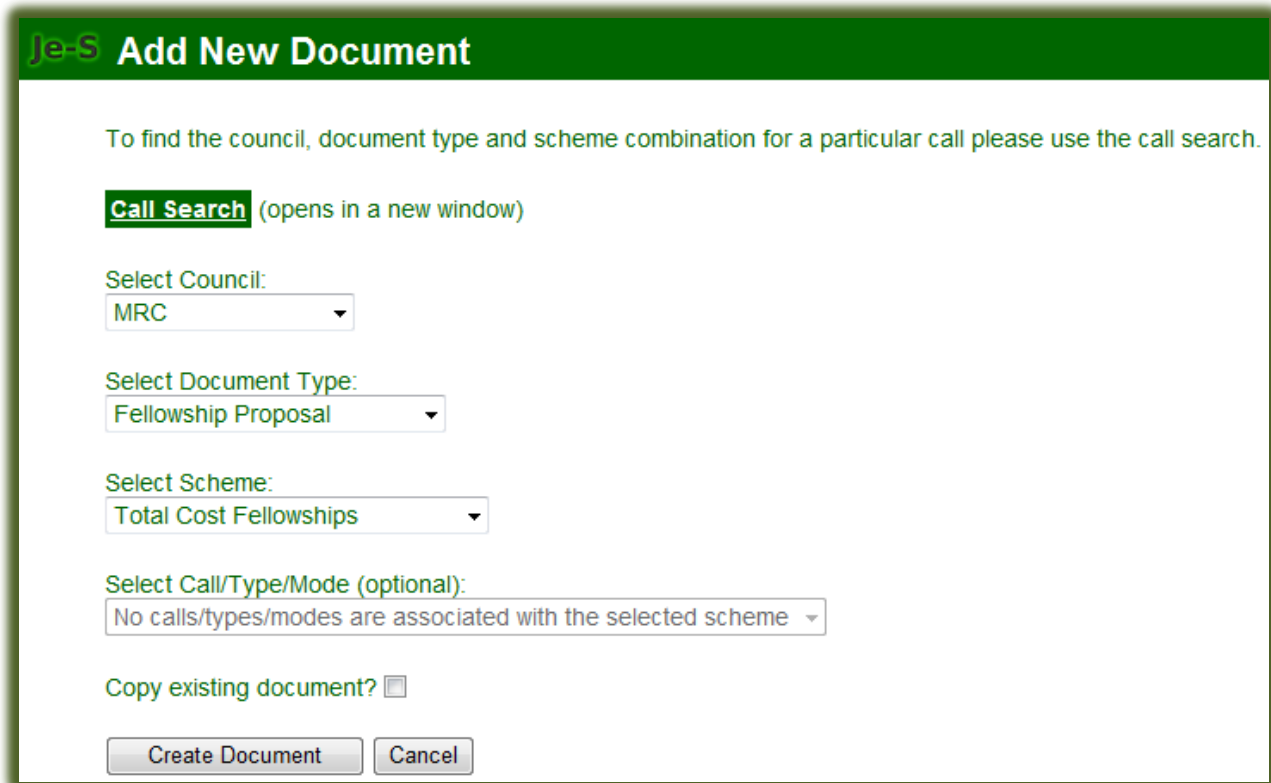
Select Call/Type/Mode (optional):  
CRTF Pre Doc Month Year

Copy existing document?

Create Document Cancel

## Creating your Je-S application when the call is not yet available to select

Select Council, Document Type and Scheme and then select 'Create Document'.



The screenshot shows a web form titled "Je-S Add New Document". At the top, there is a green header bar with the text "Je-S Add New Document". Below the header, there is a green instruction: "To find the council, document type and scheme combination for a particular call please use the call search." Underneath this is a green button labeled "Call Search" with the text "(opens in a new window)" next to it. The form contains four dropdown menus: "Select Council:" with "MRC" selected; "Select Document Type:" with "Fellowship Proposal" selected; "Select Scheme:" with "Total Cost Fellowships" selected; and "Select Call/Type/Mode (optional):" with "No calls/types/modes are associated with the selected scheme" selected. Below the dropdowns is a checkbox labeled "Copy existing document?" which is currently unchecked. At the bottom of the form are two buttons: "Create Document" and "Cancel".

Please note that the vast majority of the electronic fields CANNOT be completed without the completion of the Project Details section of the application, however, this section CANNOT be completed until the call is available.

Therefore we recommend that if you wish to start the application off line, that you download an electronic print of the Word or Open Document. You can then copy and paste the text sections from the document to the Je-S form when the call becomes available.

Please also note that the Je-S text sections within the online application will only accept 'Plain Text'.