How to apply – MRC/NIHR/DfID/Wellcome Global Health Trials Call 8

Please contact the following for any problems with Je-S or to confirm application submission:

Email: JeSHelp@rcuk.ac.uk  
Phone: +44 (0) 1793 44 4164*  
Staffed Monday to Friday 8.30am - 5pm (excluding bank holidays and other holidays)  
Out of hours: leave a Voice Mail message  

https://je-s.rcuk.ac.uk/Handbook/pages/JeSHelpdesk.htm

Please login to your Je-S account via https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Logout.aspx, using the username and password you have chosen when you set-up your Je-S account.

Please note, if you do not have a Je-S account please see Annex 1 for further information. If you have forgotten your Je-S user name or password, please click the below link to request an automatic reminder is sent to you.

https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Forgot.aspx

- When you have successfully completed login to your Je-S account, please select ‘Documents’ from the left hand menu list from your Je-S account home page.

![Je-S Home Menu](image)
• Select ‘New Document’ from within the Functions/create section of your documents page
Creating your Je-S application:

Please note, the below ‘Call/Type/Mode’ can only be selected when the call opening date has been reached (until the advertised closing date*). Should you require any further information regarding the availability of the below call, please contact RFPD@headoffice.mrc.ac.uk.

Please note that all MRC funding calls close at 4pm (16:00 BST), on the advertised closing date.

- Select Council: MRC
- Select Document Type: Outline Proposal/development Proposal
- Select Scheme: MRC Jointly Funded Initiatives
- Select Call/Type/Mode (optional): MRC_NIHR_DfID_Wellcome Global Health Trials Outline Sep 2017/Development Sep 2017
- Select ‘Create Document’ option
Je-S users having Je-S problems successfully completing login to their Je-S account: 
Retrieval User Name / Password

Please telephone Je-S Helpdesk 01793 444164 should you require any assistance with the Je-S System.

Please complete the administrative, summary and financial information as requested by the online Je-S form. The guidance below is for specific sections of the Je-S form which we note that applicants frequently required further assistance with:

Completing and submitting your online Je-S application to MRC

When you have followed the detailed process to create your MRC Je-S application, you will automatically be given access to the application, which will appear as per the screenshot below:
You will then see a number of sections that require completion, these are indicated by the Red icon’s \( \times \), the options that are not mandatory (but can be completed by the applicant), are indicated by the paper and pen icon \( \text{-paper_and_pen} \).

Please note that the Notes and Comments section (at the very bottom of the list of document menu items), is \textbf{NOT} part of the application and will \textbf{NOT} be received by the MRC. Notes and comments are useful when there are multiple individuals collaborating on the completion of the Je-S form, allowing everyone to leave comments/information for others to see and again comment on if required.

Please note that only \textbf{ONE} person can edit the form at any one time, therefore if you can only View the form and not edit it, this is probably the reason. Should you require any further assistance, please \text{contact the Je-S Helpdesk}.

\textbf{Project Details}
**Note:** Please ensure that this Project Details section is completed first.

Please select the underlined on screen **Select Organisation** option.

This action will generate a pop-up window (Je-S Organisation Search), which will allow you to search the Je-S System database for the project lead organisation.

Please type the name of your organisation in the box and select search. You should then receive the results of the search and (hopefully), see the details of the research organisation that you can then select.

Note: If you search has not brought you the result you wish to see, please input a new search shortening the search criteria to the country your organisation is within and then search again. If you still encounter problems locating your organisation, please see Annex 1 of this document. Alternatively the Je-S Helpdesk will be able to assist you further.
When you have successfully added both the lead Organisation and Department to the Project Details page, please complete the remaining sections of the page:

**Your Reference:** Is for any reference number that your research organisation might have assigned to your application for the applicants/organisations own administrative purposes. If your organisation does not have a reference system for applications, please select your own short reference E.G. **JGHT 8 Outline/Development Grant**.

**Project title:** The title you select for your project must not exceed 150 characters (including spaces).

**Proposal Call:** Please ensure that the correct outline call has been selected.

**Start Date and Duration:** Please indicate the proposed start date of your project. Please note that the earliest start date indicated should be following the funding decision date which will be after the meeting date, expected to be after June 2018.

The duration of the project should usually be 3-4 years for an outline research project grant submitted to this scheme but can be up to 5 years. Please note that the Je-S form requires that you indicate the duration in Months E.G. 3 year project would be **36** months.

When you have completed all the required project Details sections, please select the 'Save' button.
Information regarding Document Submission Path of your Je-S application: All Overseas Lead applicants and Independent Research Organisations (IROs), E.G. UK NHS Trusts, Hospitals, Boards, Primary Care Trust & GP Practices are advised to check the electronic submission path of their application, once they have completed the ‘Project Details’ section of the Je-S form.

Hover your mouse over the document actions option and select the option ‘Show Submission Path’.

You will then see one of two submission paths:

1. If you organisation is ‘Self Registered’, then the submission will be direct from applicant to Council (MRC), following the completion of all mandatory sections of the Je-S form and then the applicant completing the final submission to MRC.
2. If your organisation has an electronic pool structure, then following the selection of 'View Submission Path', you will see something like the following, with a list of submitter pool members.

Selecting ‘Show Submission Path’ will reveal theSubmitter pool members at your research organisation. One of these people will be required to complete the application submission process ensuring that the application reaches MRC before the advertised deadline. MRC would recommend that all lead applicants contact their submitter pool members to ensure that at least one of those listed will be available to complete the application submission process by the advertised closing time of 16:00 BST on 14th September 2017. Please contact the Je-S helpdesk, should you require to discuss the electronic submission process further.

Important: Please allow sufficient time (before the call closes), E.G. 3-4 hours, to allow them time to login to their Je-S account, allocate the document to their own account and then complete the submission process. Should you require any assistance with the submission process, please contact the Je-S Helpdesk.

Please complete the administrative, summary and financial information as requested by the online Je-S form. Some points to note are:

**Resources Required for Project:** Further to the information provided in section 5 of the MRC Guidance for Applicant and Award Holders:

**Investigators**

All costs incurred by low- and middle-income country investigators should be entered as 'Exceptions' and will be reimbursed at 100% if funded.

**Overseas Investigators (adding them to the Je-S form):** Overseas investigator costs are indicated by selecting the indicator adjacent to 'Exception' cost type when adding the Principal Investigator or Co-Investigator/s to the following section:
When you have selected the ‘Add New Investigator item’ option after selecting either PI or Co-I option as above. You will then add the required information as follows:

Search for the Investigator by choosing the on screen Select option, a new pop-up window will then appear to allow you to search for the Investigator you wish to add to the form (will only locate those investigators who have successfully created a Je-S account). For further information on searching the Je-S database, please see https://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/Principal_Investigators.htm#Add_New_Principal_Investigator_Item.

For guidance how to create your Je-S account, please select the following links:

Accessing Je-S
Existing Account Check
Account Type
Personal Details
Qualifications
Organisation & Department
User Account Details

Add the lead Investigator to the application by selecting the Principal Investigator option, then select Add new.... Option and then choose the Select option (pop-up Je-S person search window will appear), and search for the Investigator from the Je-S System database. Select the investigator from the search results and then indicate yes or no if the Post will outlast the project. Then select the ‘Save’ option.
Please note that the search is restricted (ticked box), to those with Je-S accounts affiliated with the Lead organisation as detailed within the Project details page of the Je-S form. Therefore, if the Investigator (Co-Investigator), is from another organisation, please **UN-CHECK** the tick, which will then allow a search of the entire Je-S database for the person you are attempting to locate.

![Search Screen]

After you have successfully selected the Investigator from the Je-S System database, you can then complete the remainder of the required information.

**Question, 'Post will outlast project?':** if the Investigator has an existing post (contract), at the overseas RO, that will run until (as a minimum), the last day of the project, then the indicator adjacent to ‘Yes’ should be selected. Otherwise please select ‘No’.

Please note that both the Lead Investigator (PI) and Co-Investigator salary costs for their work on the project should be included within the Resource Summary section as part of the total Exceptional costs.

![Resource Summary]

**Exceptions:** Please note, you do not need to obtain additional approval from an MRC Programme Manager for the Exceptions costs that you claim; all proposals submitted to this scheme will need to request overseas costs.

**Other Overseas Exceptional costs (paid at 100%):** All other exceptional costs associated with the overseas organisation, should be claimed under the appropriate fund...
heading as ‘Exceptions’ E.G. ‘Other Directly Incurred Costs’ consumables, consultancy fees, field work fees/subjects/informants, Equipment (under £10,000), sub-contracting costs https://je-s.rcuk.ac.uk/Handbook/index.htm#pages/GuidanceonCompletingaStandardG/OtherDirectlyIncurredCosts.htm

Please again add these to any Exceptional costs detailed for E.G. Overseas Investigators added to the application.

Costs incurred by UK institutions will be reimbursed from this scheme at 74% of Full Economic Costings, not 80%. This reflects the different costing regimes of the four funders.

**Summary of Resources Required for Project:** further to the information provided in section 5 of the MRC Guidance for Applications and Award Holders:

All costs incurred by low and middle income country investigators should be entered as ‘Exceptions’ and will be reimbursed at 100% if funded. You do not need to obtain additional approval from an MRC Programme Manager for the Exceptions costs that you claim; it is assumed that all proposals submitted to this scheme will need to request overseas costs. At the outline stage you do not need to provide a cover letter justifying your Exceptions costs.

Institutions based in low- or middle-income countries can claim indirect costs at a maximum of 20% of their direct costs. If your actual indirect costs are less than 20% of the direct costs, you should only claim the actual costs. The funders reserve the right to check indirect costs rates during the audit of a funded project.

Costs incurred by UK institutions will be reimbursed from this scheme at 74% of Full Economic Costings, not the MRC’s usual 80%. This reflects the different costing regimes of the four funders.

For further Je-S guidance regarding the Resource Summary: https://je-s.rcuk.ac.uk/Handbook/pages/OutlineProposals/ResourceSummary.htm
Project Partners: Details should be given of project partners and their contributions. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the research project.

**Guidance for Overseas Organisations to be registered on Je-S**

All proposals submitted to this scheme are required to include investigators based in the low or middle income country where the research will take place.

All overseas researchers, investigators and their associated organisations that are included on your proposal, either as lead investigator or co-investigator, must be registered on the Je-S system.

You need to be aware that all Overseas Research Organisations/Institutes and individual applicants (Principal and Co-Investigators), are required to be registered on the Je-S system.

Therefore, both UK organisations and overseas organisations are encouraged to contact us at least two weeks before the call deadline of the 14th September 2017, so we can ensure that the overseas organisation (either Lead or Non-lead), has been correctly added to the Je-S System. Any delays could mean the proposal being rejected because of late submission.

Please email the below detailed information to JeSHelp@rcuk.ac.uk. The helpdesk will then check the Je-S database and advise you accordingly what your next steps should be to Je-S register your organisation and Investigators.

Please provide the Helpdesk with the following information:

1) The name of the overseas organisation/institute (in full)
2) Contact name and email address at overseas organisation/institute
3) The full postal address of the overseas institution
4) List the departments associated with the organisation. If the department structure is not known or there is no department structure please state the department as ‘Research’.
5) Please include a web link/URL for the overseas organisation/institution (if available).
When the overseas organisation has been added to the Je-S database, this will then enable the overseas applicants (PI and/or Co-Is), to create their Je-S accounts.

Please note that each individual applicant (PI or Co-I), is required to create their own Je-S account, once their organisation has been added to the Je-s system.