Essential information

Co-Investigators wishing to be included within a UK led proposal, are required to hold an Active ‘Research Proposal’ type Je-S account. Co-Investigators that do not have an ‘Active’ Research Proposal type Je-S account at the time of submission, cannot be included on the application as Co-I.

Co-Investigators encountering any difficulties with their Je-S account, should contact the Je-S Helpdesk jeshelp@rcuk.ac.uk, Tel: 01793 444164, requesting helpdesk assistance.

Co-Investigators should also note, that the application process can take up a minimum of 10 working days to complete. Applications for Je-S application (or to amend an existing account), should be submitted as well in advance of the advertised call closing date.

Co-Investigator organisation: Co-Investigators from Overseas Organisations, associated with Research Organisations not detailed within the Je-S Database, should self-register their organisation via the ‘Self-registration for organisations’ link embedded with the Je-S login page (https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=orgsetup). The Co-Investigators organisation is required to be available to select from the Je-S Database, before the Je-S account creation process can be initiated.

Create Je-S account guidance for a Co-Investigator from an organisation not detailed within the Je-S database

1. Navigate to the Je-S home page and select the option to self-register your research organisation. Alternatively, selecting the following page https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=orgsetup will allow you to add your organisation to the Je-S database and will smooth the process to create an individual Je-S account (detailed in section 2 below)
   a. Read and ‘Accept’ the Terms and conditions of use of the Je-S System (acceptance option is at the bottom of the page).
   b. Enter your organisation details and select option ‘Next Step’
   c. Je-S may provide a list of potential duplicates, where your organisation may already be added to the database. Please check the list to ensure that your organisation has NOT already available to select. If you wish to check whether your US Organisation is listed or not within the Je-S Database, please email the Je-S Helpdesk, sending them the full name, postal address and URL to your Organisation corporate website.
   d. If your organisation is included in the list detailed by the Je-S System as being already added to the database, please note down exactly how your organisation name is displayed within the Je-S database (this will help you when creating your own individual Je-S account to ensure you successfully find your organisation when searching the Je-S database), select the option
‘Cancel’ and commence the create account process from the Je-S login page (see below for further guidance).

e. If your organisation is not listed, select the option ‘Next Step’ to proceed with the process to add your organisation to the Je-S database.

   Please check the following list to ensure that your organisation is not already registered in Je-S.
   If your organisation is self-registered, you may add departments via the ‘Add Departments’ link for your organisation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Town</th>
<th>Country</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abaseen Development Organisation</td>
<td>Dera Ghazi Khan</td>
<td>Pakistan</td>
<td>Add Departments</td>
</tr>
<tr>
<td>African Clinical Research Organisation</td>
<td>Roodteport</td>
<td>South Africa</td>
<td>Add Departments</td>
</tr>
<tr>
<td>Bad Idea Organisation C.I.C</td>
<td>Glasgow</td>
<td>United Kingdom</td>
<td>Add Departments</td>
</tr>
<tr>
<td>Cambodian Disabled People’s Organisation</td>
<td>Phnom Penh</td>
<td>Cambodia</td>
<td></td>
</tr>
<tr>
<td>Choong Howe Organisation</td>
<td>Pudu</td>
<td>Malaysia</td>
<td></td>
</tr>
<tr>
<td>Committee of Resource Organisations</td>
<td>Mumbai</td>
<td>India</td>
<td></td>
</tr>
<tr>
<td>Communities and Organisations C.O.G.S</td>
<td>Leeds</td>
<td>United Kingdom</td>
<td></td>
</tr>
<tr>
<td>Coroners Officers and Staff Organisation</td>
<td>Chester</td>
<td>United Kingdom</td>
<td></td>
</tr>
<tr>
<td>Creative Organisations of Liverpool</td>
<td>Liverpool</td>
<td>United Kingdom</td>
<td></td>
</tr>
<tr>
<td>Cultural Heritage &amp; Tourism Organisation</td>
<td>Qazvin</td>
<td>Iran, Islamic Republic of</td>
<td></td>
</tr>
<tr>
<td>Defence Logistics Organisation</td>
<td>Ensleigh</td>
<td>United Kingdom</td>
<td></td>
</tr>
</tbody>
</table>

   If your organisation is not on the list and you are continuing to add your organisation to the database, select the option ‘Add a new department’ to add your department to the organisation record you are creating.
   i. Complete the mandatory *, fields and then select the option ‘Save’ to add your department to the new organisation record you are creating.
   ii. Add other departments (only if required)
   iii. Select option ‘Next step’.
g. Check the details you have indicated are correct (if they require amending, select the option ‘previous step’ and amend the incorrect details), select the option ‘Create Organisation’

2. Following either your addition of your organisation through the self-registration process or you note that your organisation is already added to the database, please navigate to the Je-S home page to commence the create account process.
   a. To commence the create account process select the link below (b.), which takes you straight to the Je-S Terms and Conditions (which each applicant is required to ‘Accept’). This will allow you to commence the account creation process.
   b. https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=accountsetup
   c. Read and accept the Terms and Conditions of using the Je-S System (select the ‘Accept’ option at the bottom of the page).

3. Complete the account check (Note: Please ignore the Create ORCID identifier, to speed up the account creation process, this step is NOT essential to enable your details to be added as Co-Investigator to the Je-S application):
   a. Type in your preferred contact email address.
   b. Select ‘Account Check’
   c. The email account check will identify if the email being used is already identified with a Je-S Record/Account within the database.
4. Select the option to ‘Skip ORCID identifier’ (as detailed above this set-up is not required and could only delay the process if the account applicant selects this option)

5. Select the Je-S account type you require (please select the check box nearest the top of the page), to allow you to be included within an application as an Overseas Co-Investigator.
Account Type

Users of the JoS System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as many options as necessary):

Research Proposals

☑️ An Applicant on a Standard or Outline Proposal (Principal/Co-Researcher Co-Investigator). This account type requires verification from the nominated organisation and is not applicable to Students (please see below).

☐ An Applicant on a Fellowship Proposal

Studentship Forms

☐ The Student (on a Student Nomination or Studentship Proposal Document, this is the only account type that applies for students).

☐ The Supervisor

☐ Head of Department

☐ A Contact

☐ AHRC BOP

☐ ESRC/SPARC CASE

Administration

☐ To Prepare Documents, but not be named on it eg. Departmental Administrator

☐ To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround

☐ To Complete/Approve and/or Submit Financial Forms eg. Expenditure Statements/Intent and Offer Acceptances/Start Confirmation/Annual Statements on behalf of the Organisation

☐ DTG Co-ordinators

☐ DTG Administrators

☐ Other eg Peer Reviewer/College Member/Named Researcher/PI Response

[Back] [Next step] [Cancel]
6. The applicant should now complete the personal details and equal opportunities data section, ensuring that each mandatory section (indicated with a star *), is completed, and then select the option 'Next step'.

7. Adding qualifications is not required for the purposes of Co-Investigators. Applicants should select the option 'Next Step', without adding qualifications.

8. Search the database by selecting the link 'Select Organisation' and then typing in your organisation name (exactly as added to the database).
   a. Select the option to 'Search' the database, select your organisation from the results list (if it is not there, please re-search the database using keywords to hopefully locate your organisation).
   b. Repeat the above process to search for your department (please note if your department is NOT available, select the option 'Unlisted').
   c. Select option 'Next step'
9. Select your preferred Je-S account login details.
   a. Select your preferred user name (please note that this is required to be unique to all other Je-S users). Please note that the username is NOT case sensitive, during the login process.
   b. Select your preferred password (please note that this section is CASE Sensitive, when you login to your account).
   c. Select the option 'Next step'.

10. DO NOT create ORCID Identifier, please select the option ‘Next Step’ and again (as detailed previously above), select the option to ‘Skip ORCID identifier’ set-up, to continue with the account creation process.

11. Check and confirm your account details by selecting the option to ‘Create Account’.
12. The applicant will then receive confirmation that the Je-S account has been created.
   a. Je-S will send an automated account activation email to the email address detailed by the applicant as their preferred email contact. Please note that this email has an activation link embedded within, which is only active for one month from date of the email being sent. The applicant should therefore access his/her email account as soon as possible following receipt of the below ‘Account Created’ confirmation.

Essential information:

Please note that the account creation process requires the Je-S System owners to approve the account request, before the Je-S account details are available to select from a Je-S database search. Therefore, it should be noted that it could take up to two working days before a successful search of the database, will bring back the required search result.

Example: The Je-S application is submitted on a Friday, then it is very unlikely that the account approval will be made until the following Monday or Tuesday.