

## 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.

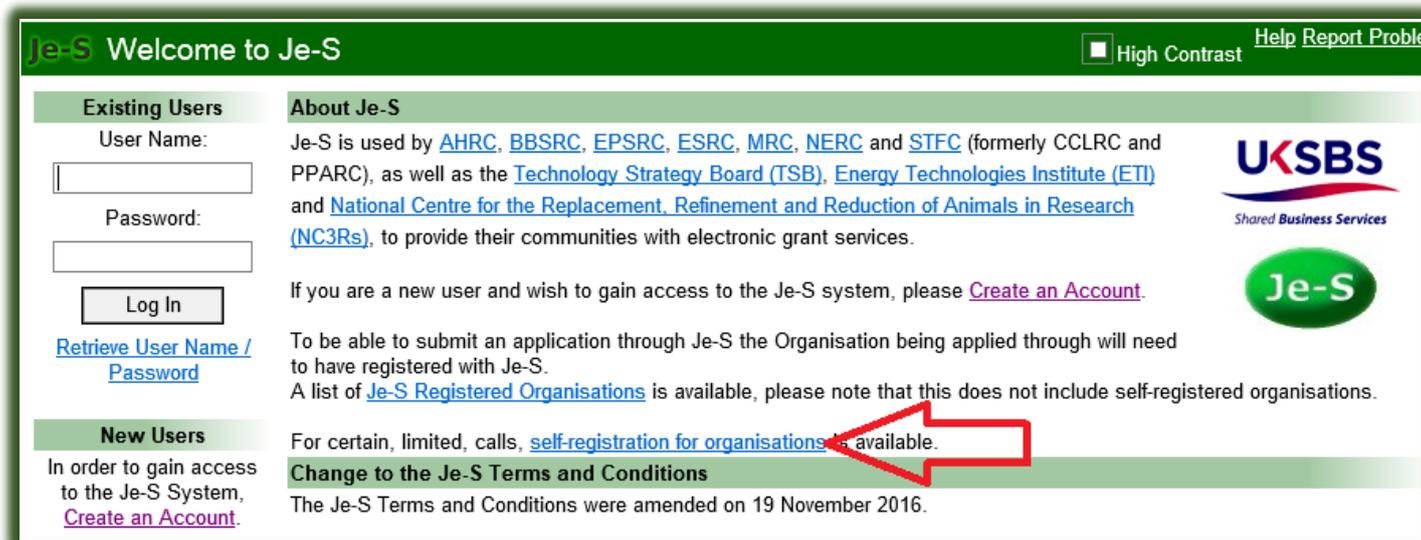
Co-Investigators encountering any difficulties with their Je-S account, should contact the Je-S Helpdesk [ieshelp@rcuk.ac.uk](mailto:ieshelp@rcuk.ac.uk), Tel: 01793 444164, requesting helpdesk assistance.

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://ies.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://ies.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).



The screenshot shows the Je-S website interface. At the top, there is a green header with the text 'Je-S Welcome to Je-S' and a 'High Contrast' button. Below the header, there are two main sections: 'Existing Users' and 'New Users'. The 'Existing Users' section contains a 'User Name' field, a 'Password' field, and a 'Log In' button. Below these fields are links for 'Retrieve User Name / Password'. The 'New Users' section contains a link for 'Create an Account'. A red arrow points to the 'self-registration for organisations' link in the 'New Users' section. The 'About Je-S' section provides information about the system and lists various research organizations. The 'UKSBS Shared Business Services' logo is visible on the right side 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.

## Je-S Create Organisation - Potential Duplicates

<b>Help</b>	Please check the following list to ensure that your organisation is not already registered in Je-S.		
<a href="#">Contact Us</a>	If your organisation is self-registered, you may add departments via the 'Add Departments' link for your organisation.		
<a href="#">Terms and Conditions</a>	<b>Name</b>	<b>Town</b>	<b>Country</b>
<a href="#">System Help</a>	Abaseen Development Organisation	Dera Ghazi Khan	Pakistan <a href="#">Add Departments</a>
Je-S v6.7.2 © Research Councils All rights reserved.	African Clinical Research Organisation	Roodepoort	South Africa <a href="#">Add Departments</a>
	Bad Idea Organisation C.I.C	Glasgow	United Kingdom <a href="#">Add Departments</a>
	Cambodian Disabled People's Organisation	Phnom Penh	Cambodia
	Choong-Howe Organisation	Pudu	Malaysia
	Committe of Resource Organisations	Mumbai	India
	Communities and Organisations COGS	Leeds	United Kingdom
	Coroners Officers and Staff Organisation	Chester	United Kingdom
	Creative Organisations of Liverpool	Liverpool	United Kingdom
	Cultural Heritage & Tourism Organisation	Qazvin	Iran, Islamic Republic of
	Defence Logistics Organisation	Enslough	United Kingdom

- f. 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'.

## Je-S Create Organisation - Departments

<b>Help</b>	<b>Departments</b>
<a href="#">Contact Us</a>	Please create at least one department and click 'Next Step'.
<a href="#">Terms and Conditions</a>	<input type="button" value="Add a new department"/>
<a href="#">System Help</a>	
Je-S v6.7.2 © Research Councils All rights reserved.	<input type="button" value="Previous Step"/> <input type="button" value="Next step"/> <input type="button" value="Cancel"/>

- 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'

**Je-S Create Organisation - Confirmation**

**Help**

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

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**Confirm details**  
Please check your organisation details and click 'Create Organisation'

Terms & Conditions: Accepted

**Organisation**  
My Organisation

My organisation address  
Detail the City where your RO is based  
Not Required  
Not Needed  
Afghanistan  
Detail the web addresses of your organisation

**Departments**  
My Department

**Contact**  
detail your name here  
fred@fred.ac.uk  
detail you telephone number (telephone)  
Not Required (fax)

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.
- 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.
  - <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=accountsetup>
  - 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**):
- Type in your preferred contact email address.
  - Select 'Account Check'
  - The email account check will identify if the email being used is already identified with a Je-S Record/Account within the database.

**Je-S Create Account - Existing Account Check** High Contrast [Help](#) [Report Problem](#)

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

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**Existing Account Check**  
 In order to check that you do not already have a Je-S account, please enter your email address in the box below and click 'Account Check'  
 If you have an ORCID identifier, you can also get that from the ORCID web site and we will check if you have an account linked to that ORCID identifier. If you do not have an ORCID identifier, you can also create one.

ORCID identifier: [Create or connect your ORCID identifier from the ORCID web site](#)

Email:   



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)

**Je-S Create Account - Existing Account Check** High Contrast [Help](#) [Report Problem](#)

**Help**  
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[Terms and Conditions](#)  
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**Existing Account Check**  
 In order to check that you do not already have a Je-S account, please enter your email address in the box below and click 'Account Check'  
 If you have an ORCID identifier, you can also get that from the ORCID web site and we will check if you have an account linked to that ORCID identifier. If you do not have an ORCID identifier, you can also create one.

ORCID identifier: [Create or connect your ORCID identifier from the ORCID web site](#)

Email:

**You have not selected an ORCID identifier.** 

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.

**Help**

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**Account Type**

Users of the Je-S 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 BGP

BBSRC Industrial 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

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

**Je-S Create Account - Personal Details** EduUAT High Contrast Help Report Problem

**Help**  
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[System Help](#)

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**Personal Details**  
 Please enter your personal details and click 'Next Step' - mandatory fields are marked with \*

Title: Mr \*

Forenames: Bill \*

Surname: Blogs \*

<sup>1</sup>Former Surname: \*

Telephone number: \*

Date of birth: 31/12/1962 \*  
 Date of birth is required for account verification but will also be used for Equal Opportunities purposes.

Post: Researcher \*

Post start date: 03/04/2017 \*

**Equal Opportunities Data** [Why do we ask for this information?](#)

Ethnic origin: Not Disclosed \*

Country of nationality: Not Disclosed \*

Gender: Not Disclosed \*

Disabled:  No  Yes  Not disclosed \*

Disability: \*

<sup>1</sup> If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname

Back Next step Cancel

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'

**Je-S Create Account - Organisation** High Contrast Help Report Problem

**Help**  
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[Terms and Conditions](#)  
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**Organisation**  
 Please select your organisation and department and click 'Next Step'.  
 (this section is not mandatory for student or fellowship account types, for these account types you can bypass this page using the next step option).

Note: organisation and department searches will appear in a new window

Organisation: \* [Select Organisation](#)

Department: \* [Select Department](#)

If you cannot find your organisation or department please contact the [Je-S Help Desk](#) on +44 (0) 1793 444 164.

Back Next step Cancel

**Je-S - Organisation Search - Internet Explorer**

**Organisations**

Please specify a part of the organisation name to search for  
 (if an exact match is not found try typing a smaller part of the name)

Searching for non academic or non-UK organisations may only display the Parent Organisation address, with further options being available within the department list. After searching, click on any part of a row to select that organisation onto the form.

Type your organisation name here x

Search Cancel

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 you 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'.

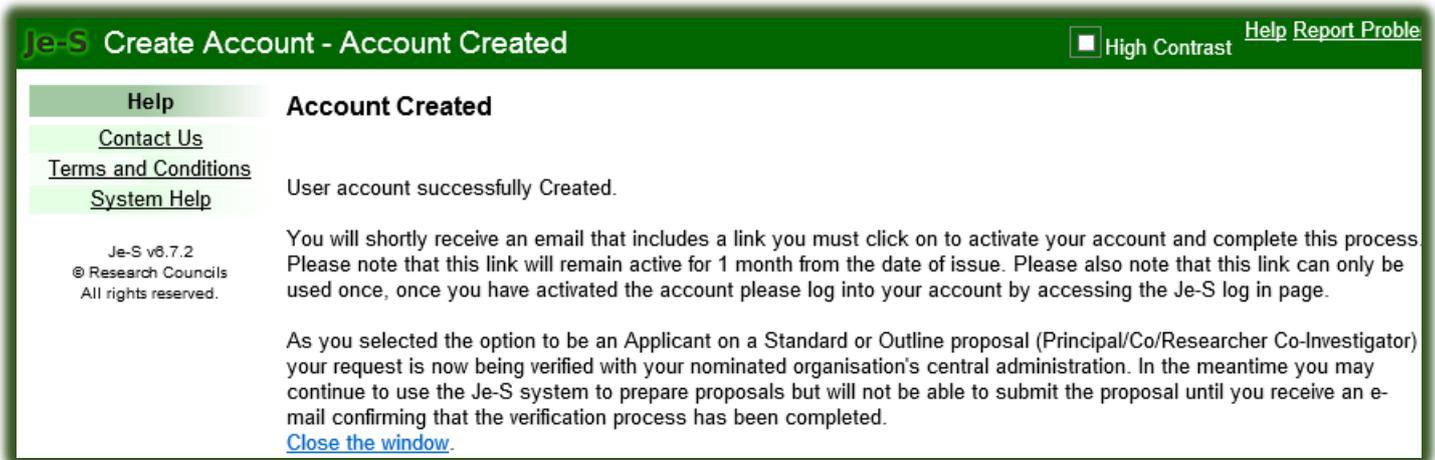
Get ORCID identifier

Name:	Mr Bill Blogs	Country of Nationality:	Not Disclosed
Email address:	FRED@fred.ac.uk	Date of Birth:	31 December 1962
Telephone:	00000 000000	Post Start Date:	03 April 2017
Post:	Researcher	Disabled:	Undisclosed
Ethnic Origin:	Not Disclosed		

 Below the table is a section titled 'Organisation' with a red arrow pointing to it:
 <table border='1'>
| Organisation: | Zorg Testing Organisation for JeS 1 |
| Department: | Zorg Academic Department A |

 At the bottom are three buttons: 'Back', 'Create Account', and 'Cancel'."/>

12. The applicant will then receive confirmation that the Je-S account has been created.
- 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.



**Je-S Create Account - Account Created** High Contrast [Help](#) [Report Problem](#)

**Help** **Account Created**

[Contact Us](#)

[Terms and Conditions](#)

[System Help](#)

User account successfully Created.

You will shortly receive an email that includes a link you must click on to activate your account and complete this process. Please note that this link will remain active for 1 month from the date of issue. Please also note that this link can only be used once, once you have activated the account please log into your account by accessing the Je-S log in page.

As you selected the option to be an Applicant on a Standard or Outline proposal (Principal/Co/Researcher Co-Investigator) your request is now being 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 e-mail confirming that the verification process has been completed.

[Close the window.](#)

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### 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.