

## How to apply –Senior Non Clinical Fellowship

### 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 grant 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:

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.

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

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 selected.

- 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: **Fellowships, FEC**
- Select Call/Type/Mode (optional\*): **Senior Non Clinical Fellowship 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:  
Fellowships, FEC

Select Call/Type/Mode (optional):  
Senior Non Clinical Fellowship 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'.

**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:  
Fellowships, FEC

Select Call/Type/Mode (optional):  
No calls/types/modes are associated with the selected scheme

Copy existing document?

Create Document 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'.