



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.

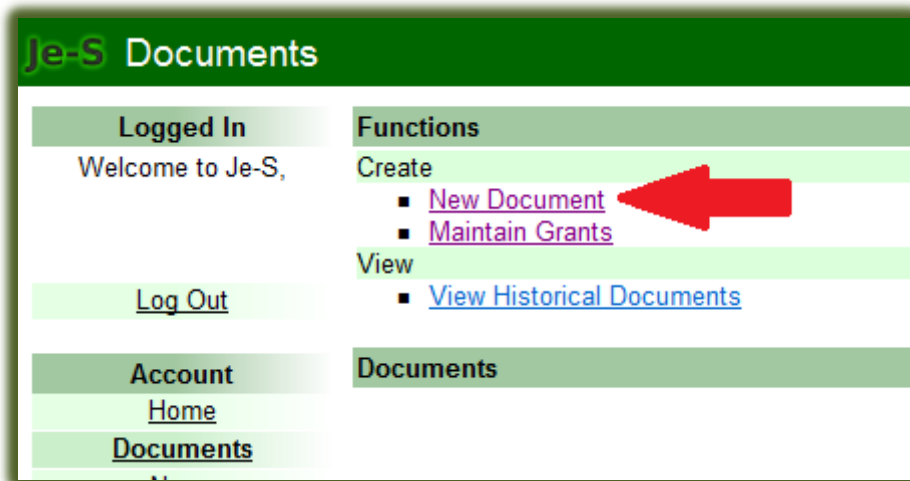
<https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Forgot.aspx>

- 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

Logged In	New / Recently Accessed Documents
Welcome to Je-S,	
Log Out	Internet Explorer 11 If you are using Internet Explorer 11 and experiencing work) please try the following: Select 'Tools' within Internet Explorer 11, then select version of the Je-S website which is compatible with
Account Home	Upcoming Closing Dates (cut off 06 December 2014)
Documents	PE Large Awards 2014 Stage 1 STFC (ends 06 November 2014)
News	Future Manufacturing Research Hubs 2015 - Outlines EPSRC (ends 11 November 2014)
Login Details	Large Grant NOV14 NERC (ends 11 November 2014)
Account Summary	
Peer Review Protocols	
Forum	
Feedback	

- 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

Or

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:
Standard Proposal

Select Scheme:
MRC Jointly Funded Initiatives Full

Select Call/Type/Mode (optional):
MRC NIHR DfID Wellcome Global Health Trials Call 8 - Development Sep 2017

Copy existing document?

Create Document Cancel

Je-S users having Je-S problems successfully completing login to their Je-S account:
[Retrieve 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 screen shot below:

Medical Research Council Instructions

High Contrast Help Report Problem Log Automatic logout in 1:27

Home: Documents: Document List: With Owner

Document Actions Cancel Prev Save Next

Scheme: MRC Jointly Funded Initiatives Outline

Project Title:

Organisation: Department:

Instructions

Please use the Document Menu (sidebar) on the left to navigate through the document. (Alternatively, use either the Prev or Next button at the top of the page).

Document Menu (Sidebar):

The icon indicates that either the section has not been completed or fails validation. Hover over the red button for further information.

The icon indicates that the section has been successfully completed and passes validation.

The icon indicates that a section has not been completed - but it may not be applicable so will not fail validation.

The icon links to the relevant section of the Helptext.

You will then see a number of sections that require completion, these are indicated by the Red icon's , the options that are not mandatory (but can be completed by the applicant), are indicated by the paper and pen icon .

Please note that the Notes and Comments section (at the very bottom of the list of document menu items), is **NOT** part of the application and will **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 **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 [contact the Je-S Helpdesk](#).

Project Details

Note: Please ensure that this Project Details section is completed first.

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

The screenshot shows the 'Project Details' form for the Medical Research Council. The 'Submitting Organisation' section is highlighted with a red box. A red arrow points to the 'Select Organisation' link. A text box next to it reads: 'Select Organisation option, which will generate a separate (pop-up) search window to search the Je-S database. If you organisation is not available to select, please see Annex 1 for further information.'

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.

The screenshot shows the 'Je-S Organisation Search' pop-up window. The window title is 'Je-S - Organisation Search - Windows Internet Explorer'. The URL is 'https://uat.je-s.rcuk.ac.uk/JeS2WebSite/secure/Searches/OrganisationSearch.aspx?Title=Je-S%20O'. The main heading is 'Je-S Organisation Search'. Below the heading, it says '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)'. There is a search input field and 'Search' and 'Cancel' buttons.

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 your 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.

Your reference:

Project Title

35 character(s) remaining (maximum 150), including spaces
To check character counts, or edit longer text to the character limit, use the [character count test page](#) (opens in a new window)

Proposal Call
Proposal call:

Start Date and Duration
Start date:

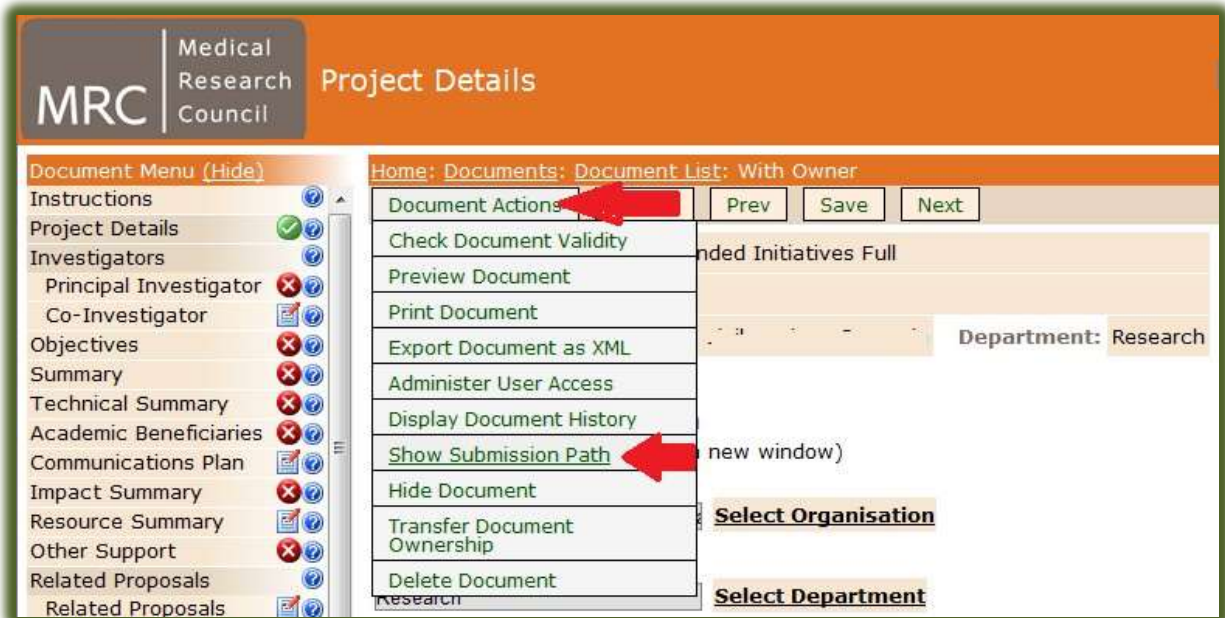
Duration:
 months

When you have completed all the required project Details sections, please select the 'Save' button.

Home: Documents: Document List: Not Submitted

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 your 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.



- 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 the Submitter 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: <http://www.mrc.ac.uk/documents/pdf/guidance-for-applicants-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](#)

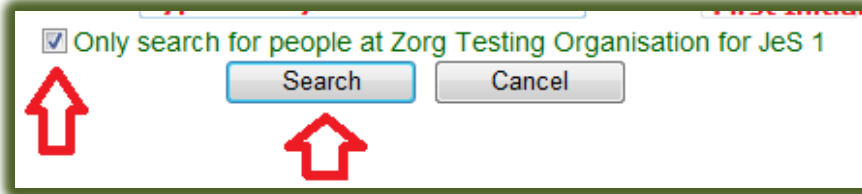
[Organisation & Department](#)

[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.



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.

Summary Fund Heading	Full Economic Cost £	MRC Contribution £	% MRC Contribution
Directly Incurred	<input type="text"/>		74 %
Directly Allocated	<input type="text"/>		74 %
Indirect Costs	<input type="text"/>		74 %
Exceptions	<input type="text"/>		100 %
Total requested from MRC			

Total cash contribution from Project Partners

Total in-kind contribution from Project Partners

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 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.