



Innovation Scholars Programme Call Guidance

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Introduction

This guidance is for all organisations applying to receive funding from UKRI for the Innovation Scholars Secondments Call. It covers information on completing the application on the Je-S system for all Research Organisations (ROs), Independent Research Organisations (IROs), businesses and all other types of organisation.

Please note that only the seconding/lead/submitting organisation, which is sending the secondee, will receive funding from the grant. The receiving/host organisation, which is receiving the secondee, cannot claim any costs from the grant and their details should be entered on Je-S under the Project Partners (PP) section.

The seconding organisation claims:

- the **salary costs**, from the grant for the secondee leaving their organisation to compensate for their time away as the normal employer.
- All **Travel and Subsistence (T&S) costs** incurred by the secondee as related to the funded activity.

The receiving organisation receiving the secondee is responsible for all other costs of hosting the applicant, including training, equipment, consumables and overheads. These costs and any other direct financial support or in-kind support to the project cannot be claimed from the grant but are to be entered into Je-S under the [project partners](#) contribution in Je-S as a cash equivalent.

At least **one** individual from each organisation involved must be named on the Je-S form. Please note the Je-S nomenclature for this call.

Applicant: Seconding/Lead/Submitting organisation.

Principal Investigator (PI): The PI can be the Secondee and claims salary from the **or** a lead representative of the Submitting Organisation (and cannot claim from the grant) with the Secondee being the **named researcher** claiming from the grant.

Staff (named Researcher): Secondee, if the secondee is not the applicant (PI) then they should be listed as named research staff.

Project Partners: Receiving/Host organisation and their named contact should be listed as a project partner and cannot claim funds from the award.

Businesses needing support in registering on the Je-S system can contact the Innovation Scholars team (InnovationScholars@ukri.org).

Please see below the summary all the [Je-S sections](#) to completed. Details of the Case of support document is outlined in [Section 2.6](#).

Section 1 Guidance on submitting applications via the Je-S system for (Independent) Research Organisations & Universities

ROs and IROs are not allowed to claim any costs on the grant unless they are the seconding/lead/submitting organisation which is sending the secondee. This guidance document covers how to input costs if the (i.) Applicant is a secondee and (ii.) if the applicant is not the secondee (i.e. research staff or PDRA etc).

1.1 Applicant is the secondee

If the applicant is the secondee, please complete the form as the Principal Investigator (PI). Select the PI name and indicate if the:

Post will outlast project: Select Yes (this is a compulsory grant condition).

Total number of hours to be worked on the grant over duration of the grant: Indicate the total hours to be claimed on the grant.

Cost type: Select radio button adjacent to 'Exception' cost type. (Please do not select Directly Incurred or Directly Allocated for the PI costs).

Salary Rate: Enter your salary rate

Contracted Working Week expressed as a % of full-time work: Add in your contracted hours a week.

Total number of hours to be worked on the grant over duration of the grant: Indicate the total hours to be claimed on the grant.

Calculate: the cost estimate to be claimed on the grant.

Travel and subsistence costs should be indicated under the T&S section of the form. Proceed to section 1.3 to add the Receiving organisation (PP) information.

1.2 Applicant is not the secondee

If the applicant is **not** the secondee, please complete the form as the Principal Investigator (PI). The secondee should be employed by the organisation (as research staff). The PI should submit the application as a representative of the seconding (submitting/lead) RO/IRO. The PI should put in their Salary costs and number of hours. **The total cost should be £0.**

Select the PI name and indicate if the:

Post will outlast project: Select Yes (this is a compulsory grant condition).

Total number of hours to be worked on the grant over duration of the grant: Indicate the total hours to be claimed on the grant.

Cost type: Select radio button adjacent to 'Exception' cost type.

Salary Rate: Enter 0

Contracted Working Week expressed as a % of full-time work: Leave as blank

Total number of hours to be worked on the grant over duration of the grant: Indicate the total hours to be claimed on the grant.

Calculate: the cost estimate should be 0

Details of the Seconded should be put into Je-S under Staff as a **Researcher**.

Select the [Add New Researcher Item](#)

A new screen will open allowing you to name the person and complete the remaining information required.

Post identifier:

Select the radio button adjacent to 'Post Identifier' option. Type either the person's name, within the text box.



Specify by name or post identifier?
 Staff Name Post Identifier
Post Identifier:

MRC/ESS Staff Member: Select 'No' adjacent to Radio Button.

Cost type: Select radio button adjacent to 'Exception' cost type.

Start Date: This should default to the Start Date you have indicated within the Project Details section of the Je-S form.

Duration Months: Indicate the duration of the Project as months

FTE %: This equates to the percentage that the person is employed e.g. Full Time = 100.

Scale: Indicate N/A if not known

Effective Date of Scale and Increment Date: Leave as the indicated start date.

Starting Salary: Either indicate the actual annual salary or '1' if not known.

London Allowance and Super Ann & Ni: Leave as '0' (zero)

Total Cost: Indicate the Total Salary (including all allowances and Super Ann & NI), to be claimed for the persons involvement over the entire duration of the project (this total cost figure is what is claimed from MRC).

Travel and subsistence costs should be indicated under the T&S section of the form. Proceed to section 1.3 to add the Receiving organisation (PP) information.

1.3 Project Partners (PP)

Proceed to the Project Partners section of the form and add the organisation name and contact details of the receiving organisation. Submit the PP direct contribution to the project as shown below.

Direct Contribution to Research Project		
	Description	Value (£)
Cash:	<input type="text"/>	<input type="text"/>
Equipment / Materials:	<input type="text"/>	<input type="text"/>
Secondment of Staff:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>

Indirect Contribution to Research Project		
	Description	Value (£)
Use of Facilities:	<input type="text"/>	<input type="text"/>
Staff Time:	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>

Home: Documents: Document List: With Owner

Section 2 Guidance on submitting applications via Je-S system for Businesses

2.1 Registration

This guidance is for businesses or industries submitting the application as a seconding/submitting/lead organisation (the normal employer of the secondee). The business acting as the submitting organisation should apply for a Je-S account a minimum of 10 working days before the expected submission date.

The seconding organisation will be the only organisation eligible to receive funds from the award. This lead organisation is referred to as the 'submitting' organisation in [Je-S](#).

Please find the full instructions on creating a Je-S account in [Annex 1](#).

Please note that all the financial details of the secondee should be entered on a separate financial spreadsheet provided and not on Je-S.

2.2 Completing the Je-S details

Please note that the secondee must be an employee of the submitting organisation to be eligible to receive funding through this call. Employment evidence may be requested at the discretion of UKRI.

2.2.1 Applicant is the Secondee

If the applicant is the secondee, please complete the form as the Principal Investigator (PI). Select the PI name and indicate if the:

Post will outlast project: Select Yes (this is a compulsory grant condition).

Total number of hours to be worked on the grant over duration of the grant: Indicate the total hours to be claimed on the grant.

Cost type: Select radio button adjacent to 'Exception' cost type.

Salary Rate: Enter 0

Contracted Working Week expressed as a % of full-time work:
Leave as blank

Total number of hours to be worked on the grant over duration of the grant: Indicate the total hours to be claimed on the grant.

Calculate: the cost estimate should be 0

Proceed to the Project Partners section and add the name and contact details and submit the PP direct contribution to the project as stated in Section 2.4 below.

2.2.2 Applicant is not the Secondee

If the applicant is not the secondee, then the secondee must be an employed member of staff of the organisation. The secondee must also be from the same organisation as the Principal Investigator (PI). All financial details for the secondee should be entered into the Finance spreadsheet available for download.

The PI representing the PP or Receiving organisation must enter their details as stated in section 2.2.1 above.

Proceed to the **Staff: Researcher** section and enter the full name and cost information for the secondee as shown in section 2.3 below.

2.3 How to add a named Researcher Je-S under Staff

Select the [Add New Researcher Item](#)

A new screen will open allowing you to name the person and complete the remaining information required.

Post identifier:

Select the radio button adjacent to 'Post Identifier' option. Type either the person's name, within the text box.



Specify by name or post identifier?
 Staff Name Post Identifier
Post Identifier:

MRC/ESS Staff Member: Select 'No' adjacent to Radio Button.

Cost type: Select radio button adjacent to 'Exception' cost type.

Start Date: This should default to the Start Date you have indicated within the Project Details section of the Je-S form.

Duration Months: Indicate the duration of the Project as months

FTE %: This equates to the percentage that the person is employed e.g. Full Time = 100.

Scale: Indicate N/A if not known

Effective Date of Scale and Increment Date: Leave as the indicated start date.

Starting Salary: Either indicate the actual annual salary or '1' if not known.

London Allowance and Super Ann & Ni: Leave as '0' (zero)

Total Cost: Indicate the Total Salary (including all allowances and Super Ann & NI), to be claimed for the persons involvement over the entire duration of the project (this total cost figure is what is claimed from MRC)

Proceed to the Project Partners section and add the name and contact details and submit the PP direct contribution to the project as stated in Section 2.4 below.

2.4 How to add the Project Partners Costs in Je-S

This section should be completed after either section 2.2.1 or 2.2.2 has been filled in. The PP organisation and the contact name from the project partner **are not required** to hold a Je-S Proposal type account. The Je-S account is required to be 'Active' (meaning that the Je-S account holder has accepted the Je-S T&Cs), then the organisation and contact person can be added, and the section should validate when all the required information has been input and saved.

The PP should indicate the cash equivalent of any contributions they will be making toward the project. Please do not enter £0, £1 or leave the values below as blanks.

2.5 Summary of Sections to be completed in Je-S

- Project Details
- Discipline
- Summary
- Investigators
 - Principal Investigator
- Resources
 - Travel & Subsistence
- Ethical Information
- Project Partners
- Attachments (see list below)

2.6 List of Attachments to be submitted via Je-S

- Case for Support (4 pages)
 - Vision and challenge(s) of proposed work and how it will contribute to the call objectives.
 - Suitability of Seconded including added value
 - The suitability of the environment of the host organisation
 - The benefits the project will have to participants and the broader impact
 - Resources, Plan, Costs, Risks and Mitigation.
- Financial spreadsheet (for businesses only) – converted into a .pdf file and uploaded as *Letter of support*.
- Seconded CV (please use the narrative CV template provided) (3 Pages)
- Letter of support from Hosting/Receiving organisation

Annex

Annex 1 Creating a Je-S Account for Businesses

Only the businesses acting as submitting organisations **are required** to have a 'Research Proposal' type Je-S account, are required to apply for a Je-S account a minimum of 10 working days before the expected submission of the proposal by the UK host organisation.

Please note: Seconded researchers who are named researchers on the grant **are not required** to hold a Je-S Proposal type account. The Je-S account is required to be 'Active' (meaning that the Je-S account holder has accepted the Je-S T&Cs), then the person can be added, and the section should validate when all the required information has been input and saved. Before the person is added, it is recommended that the applicant first searches the database to check if the person does hold an Active Je-S account.

Creating a Je-S account guidance for Businesses as the Lead/Seconding/Subsubmitting Organisation

- i. 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)

e-S Create Account - Terms and Conditions EduUAT High Contrast Help Report Prot

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System Help

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User Terms and Conditions
The following paragraphs specify the basis on which you may use the Je-S System. Please ensure that you understand these terms and conditions. You must agree to abide by these before proceeding further.

1. General

1.1 Definitions
"The system" – the Je-S System, including the associated hardware, software, databases and Web pages.
"The Councils", "we", "us", "our", "ourselves" – AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC and other [funding organisations using the Je-S system](#).
"User", "you", "your", "yourself" – an individual who uses the system.
"Service" – the service provided by the Councils through the Je-S System.
"Document" – any form and accompanying attachments that require an official submission route from the RO and/or user to the Councils.

1.2 What do these terms and conditions cover?
These terms and conditions tell you what constitutes legal use of the system. You must follow all our instructions on the use of the system. The Laws of England and Wales govern these terms and conditions. The terms and conditions reflect what is acceptable to the Councils on the one hand, and the research and related communities within which the Councils operate on the other.

1.3 Changes to these terms and conditions
We reserve the right to change these terms and conditions. Where possible, we will give you reasonable notice of changes and the date they take effect. The first time you log into the system, on or after this date, you will be presented with the new terms and conditions. Following such notification your continued use of the system will be taken as acceptance of the revised terms and conditions.

1.4 System modification
Where reasonably possible we will give you advanced notice of significant changes to the system. We reserve the right to change, suspend or discontinue any or all parts of the system at any time without incurring any liability from you.

2. Use of System

- a. Read and 'Accept' the Terms and conditions of use of the Je-S System (acceptance option is at the bottom of the page).

Je-S Welcome to Je-S High Contrast [Help](#) [Report Problem](#)

Existing Users

User Name:

Password:

[Retrieve User Name / Password](#)

About Je-S

Je-S is used by [AHRC](#), [BBSRC](#), [EPSRC](#), [ESRC](#), [MRC](#), [NERC](#) and [STFC](#) (formerly CCLRC and PPARC), as well as the [Technology Strategy Board \(TSB\)](#), [Energy Technologies Institute \(ETI\)](#) and [National Centre for the Replacement, Refinement and Reduction of Animals in Research \(NC3Rs\)](#), to provide their communities with electronic grant services.



If you are a new user and wish to gain access to the Je-S system, please [Create an Account](#).

To be able to submit an application through Je-S the Organisation being applied through will need to have registered with Je-S.
A list of [Je-S Registered Organisations](#) is available, please note that this does not include self-registered organisations.

For certain, limited, calls, [self-registration for organisations](#) is available.

Change to the Je-S Terms and Conditions

The Je-S Terms and Conditions were amended on 19 November 2016.

- 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

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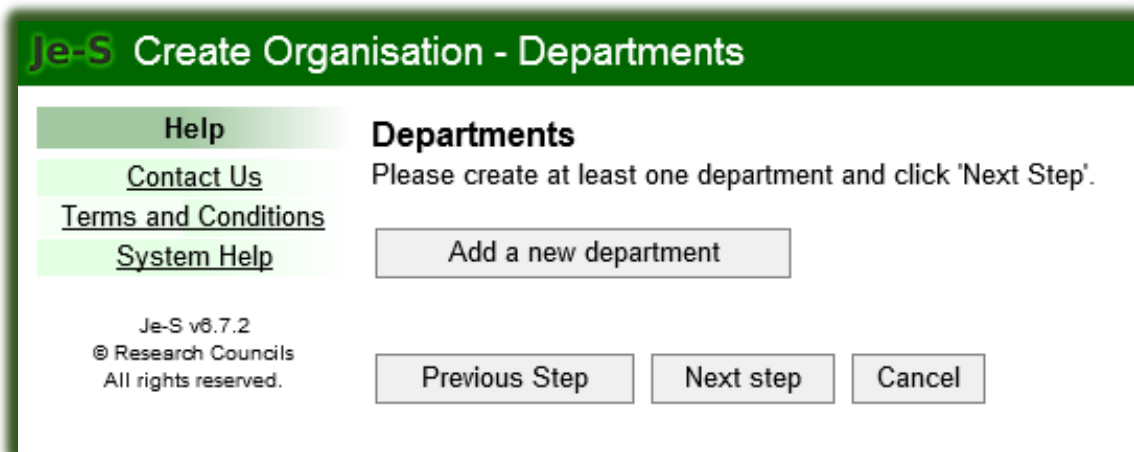
[System Help](#)

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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.

Name	Town	Country	
Abaseen Development Organisation	Dera Ghazi Khan	Pakistan	Add Departments
African Clinical Research Organisation	Roodepoort	South Africa	Add Departments
Bad Idea Organisation C.I.C	Glasgow	United Kingdom	Add Departments
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	Ensligh	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

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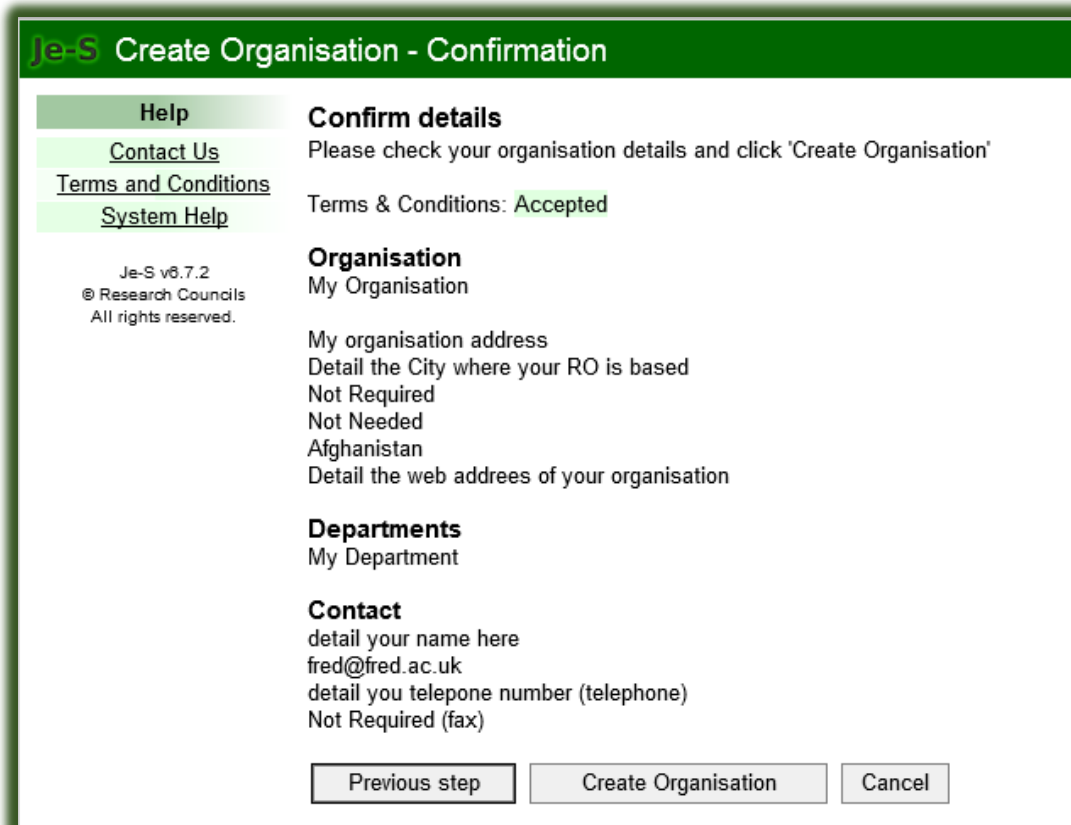
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Departments
Please create at least one department and click 'Next Step'.

Add a new department

Previous Step Next step 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

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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 addrees of your organisation

Departments
My Department

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

Previous step Create Organisation Cancel

- ii. Following either your addition of your organisation through the self-registration process or you noting 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 are required to 'Accept'). This will allow you to commence the account creation process.

- b. <https://ie-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).
- iii. 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.

- iv. 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)

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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:

FRED@fred.ac.uk

Account Check

Cancel

You have not selected an ORCID identifier.



Get ORCID identifier

Skip ORCID identifier

Cancel

- v. Select the Je-S account type for this application: Research proposal and tick the first box.

Create Account - Account Type High Contrast [Help Report Problem](#)

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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

- vi. 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'.

Je-S Create Account - Personal Details EduUAT High Contrast [Help](#) [Report Problem](#)

Help **Personal Details**

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

Title: *

Forenames: *

Surname: *

¹Former Surname:

Telephone number:

Date of birth: *
Date of birth is required for account verification but will also be used for Equal Opportunities purposes.

Post: *

Post start date: *

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

Ethnic origin: *

Country of nationality: *

Gender: *

Disabled: No Yes Not disclosed *
[What is a "Disability"?](#)

Disability:

¹ 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

- vii. Adding qualifications is not required and applicants should select the option 'Next Step', without adding qualifications.
- viii. 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'

- ix. Select your preferred Je-S account login details.
 - a. Select your preferred username (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'.

- x. 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.

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You have not yet entered an ORCID identifier. This can still be done before creating your account. If you have an ORCID identifier, you can 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](#)

xi. Check and confirm your account details by selecting the option to 'Create Account'.

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Help **Confirm details**

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Please check your details and click 'Create Account'

New Account Details

User Name:	JoeStrummer	ORCID identifier:	Undisclosed 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		

Organisation

Organisation: Zorg Testing Organisation for JeS 1
 Department: Zorg Academic Department A

- xii. 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.

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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.](#)

Important 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.