



UKRI–RCN Money Follows Cooperation Agreement

Guidance for Applicants

Annex 1: UKRI-RCN Agreement - Je-S Application Process

Applicants should ensure applications are submitted to the Je-S submitter/approval pool with the appropriate time. If the funding opportunity has a published deadline, applications should be submitted with a minimum of five working days in advance, to enable institution checks to be carried out before final submission to UKRI.

The information below is designed to provide guidance on the Je-S application process, regarding the inclusion of Norway Co-Investigators within UKRI funding opportunities and follows the same format as the Je-S application form. Applicants should refer to participating Council's guidance and specific funding opportunity guidance's for further information on eligibility and submission.

All costs relating to Norway Co-Investigators must be justified, and applicants must explain why such costs are required to achieve the aims of the research project. Applicants must separately itemize the Norway Co-Investigator(s) cost lines and state clearly in the 'Justification for Resources' attachment of the Je-S form which costs in the application relate to Norwegian research organisations.

UKRI is currently working towards developing a new Funding Service to replace the current Je-S system. Although a launch date has not been announced, some future funding opportunities will use this upcoming new system. This guidance will be updated accordingly in due time.

Registering Norway Co-Investigators with Je-S

Norway Co-Investigators to be included on applications must be registered with Je-S.

The Norway Co-Investigator should access the Je-S website and select 'Create Account', complete their details and reach the 'Research Organisation' screen to determine whether the submitting organisation is registered. In this page, the Co-Investigator will be able to see all Je-S registered organisations via the Je-S login page.

If the international research organisation is not listed, the Norway Co-Investigator should contact the Je-S helpdesk and provide details of the project with which they wish to be associated (providing information on the reference number, title, PI). The Je-S Helpdesk will then register the Norway Co-Investigator, allowing the UK PI to add them to the application.

Applicants should ensure that, if they are submitting an application to a funding opportunity with a closing deadline (i.e., after which further submissions will not be possible), the process of registering the international research organisation and international co-investigator starts with Je-

S as soon as possible and no later than seven working days prior to the date of submission. Please note that formal recognition of the international research organisation will be pursued following a positive funding decision.

Inputting Norway Co-Investigator costs on Je-S

Salary Costs

In applications to ESRC, MRC, EPSRC and NERC funding opportunities, Norway Co-Investigator salary costs must be entered in the Co-Investigator section on the Je-S system and marked as an 'Exception' using the Cost Type tick box. Applicants should note that when a new Co-Investigator is added to the Je-S form, the cost type of the new entry will default to 'Directly Allocated' cost type.

The following details must be entered when including a Salary request for the Norway Co-Investigator:

Select Name	The Co-Investigator name from the database. All applicants must have a Je-S Account to be included within the application.
Will the post outlast the project	Answer should be 'Yes'
Total Number of Hours to be worked on the grant	Maximum hours per year cannot exceed 1,650
Select Exception	The 'Exception' option is applicable to International Co-Investigators. Salaries paid under the 'Exceptions' cost type are paid at 100%.
Start Date	The Date will default to the current date. To amend, click on the calendar icon or enter the date in the DD/MM/YYYY format
Duration Months	Percentage of time that the post holder will spend working on the project based on a fulltime post. This does not relate to the contracted working hours of the post holder. For example, someone that is contracted to work at their Research Organisation for 50% of full time and will be spending the whole of this time devoted to this project should put 50% as the FTE%
Scale	Enter the Research Organisation pay scale. This can be alpha or numeric.
Increment Date	The Date will default to the proposed project start date. To amend, click on the calendar icon or enter the date in the DD/MM/YYYY format
Starting Salary	Annual salary when starting on the project
London Allowance	If in receipt of London Allowance include the £ Value (numeric)
Other Allowances	If applicable
If applicable	Superannuation and National Insurance costs over the duration of the project (numeric)
Total Costs	Enter the total cost of the Post over the period of the project (numeric).

In applications to AHRC funding opportunities, Norway Co-Investigator salary costs and time allocation must be entered in the 'Other Directly Incurred Costs' section and marked as an

'Exception'. These costs will need to follow the format present in the 'Directly and Other Directly Incurred Costs' section of this document.

For Norway Co-Investigators, the 'Exception' cost type must be ticked, and these costs will be paid at 100%. Salary costs requested for the Norway Co-Investigator must be justified within the 'Justification of Resources' section.

All other Norway Co-Investigator related costs (where applicable), whether fieldwork, consumables or travel and subsistence, should be entered in the 'Other Directly Incurred' section as outlined above and marked as an 'Exception'.

Directly and Other Directly Incurred Costs

Costs to be incurred by the Norway Co-Investigator(s), whether travel and subsistence or fieldwork (and salary, in applications to AHRC funding opportunities) must be entered in Je-S under 'Other Directly Incurred Costs', prefixed with 'Overseas' and should be marked as an 'Exception' using the tick box.

To enable UKRI to meet transparency and external audit requirements all overseas costs must be entered into this section using the format 'Organisation; Country; Cost Category; Cost Description'. For example:

- 'University of Oslo; Norway; Staff; 1 x International Co-Investigator (in applications to AHRC funding opportunities)
- 'University of Oslo; Norway; Staff; 1x PDRA'
- 'University of Oslo; Norway; Travel and Subsistence; 4 x flights'
- 'University of Oslo; Norway; Other Directly Incurred Costs; 5 x Workshops including catering and accommodation'
- 'University of Oslo; Norway; Equipment; Name of equipment'

Research Assistants (RA)

Costs associated with Norway-based Research Assistants (RA) who are recruited and employed at a Norwegian institution should be entered on the Je-S application under 'Staff' – Researcher and ticked as an 'Exception' cost.

In applications to AHRC funding opportunities, costs associated with Research Assistants must be entered in the 'Other Directly Incurred Costs' section and marked as an 'Exception'. These costs will need to follow the format present in the 'Directly and Other Directly Incurred Costs' section of this document.

Applicants should note that costs for Research Assistants who are based overseas, but employed by a UK institution, should not be marked as 'Exceptions', as they will be paid at 80%, and not 100%.

Contact

Please note that UKRI staff cannot access on-going applications within the Je-S system and will therefore be unable to assist with issues directly relating to Je-S. If you require help with your Je-S application, please contact:

The Je-S helpdesk

Email: JeSHelp@je-s.ukri.org

Tel: +44 (0) 1793 444164