

glyndŵr

PRIFYSGOL GLYNDŴR WRECSAM
GLYNDŴR UNIVERSITY WREXHAM

Research Proposals

Use of Je-S

Approval of research proposals

Following the Government's announcement of reforms to the Dual Support system, the Research Councils have introduced new arrangements for the submission of research proposals under full economic costing (fEC) principles from September 2005.

Anyone involved in the preparation and submission of a proposal must familiarise themselves with the terms and conditions for fEC grants and the relevant Council's regulations. Details of all the requirements and the terms and conditions for research proposals under the full economic costing model can be found in the following:

- [AHRC Research Funding Guide](#)
- [BBSRC Research Grants Guide](#)
- [EPSRC Funding Guide](#)
- [ESRC Research Funding Guide](#)
- [NERC Research Grants Handbook](#)
- [STFC Research Grants Handbook](#)

Costings

Costings for all the research councils follow the same broad format as described below but it is important to check the specific guidelines as the treatment of things such as inflation may differ between Councils. All costs that contribute to the full economic costs (fEC) of the proposal should be included.

All costs should fall under one of the following cost headings:

- **Directly Incurred;** These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include:
 - **Staff:** payroll costs requested for staff, full or part-time, who will work on the project and whose time can be supported by a full audit trail during the life of the project.
 - **Travel and Subsistence:** funds for travel and subsistence for use by staff who work on the project where these are required by the nature of the work.
 - **Equipment:** The cost of individual items of equipment dedicated to the project and costing more than £3000 (including VAT). Where equipment or survey costs exceed £50,000 in total (including VAT), then the amount above this figure will be funded in full and will automatically be entered under the 'Exceptions' heading.
 - **Other costs:** Costs of other items dedicated to the project, including consumables, books, survey fees, purchase/hire of vehicles, publication costs or recruitment and advertising costs for staff directly employed on the project. Items of equipment costing less than £3000 should also be included under this heading.
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- **Directly Allocated:** These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include:
 - **Investigators:** Proposals will need to show the costs of Principal Investigator and any Co-Investigators (but not Researcher Co-Investigators, who should be included as a Directly Incurred cost) if their time charged to the project is based on estimates rather than actual costs.
 - **Estates:** These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.
 - **Other Directly Allocated:** These costs may include, for example, the costs of shared Pool staff or access to institutional research facilities such as equipment, IT systems.
- **Indirect Costs:** These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration such as personnel, finance, library and some departmental services.
- **Exceptions:** These are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, or items that are outside fEC.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project.

All costs associated with the research project must be justified.

AHRC, BBSRC, EPSRC, ESRC, and NERC require a single A4 attachment to the proposal entitled "Justification of Resources". This statement should be used to justify the resources required to undertake the research project and is a mandatory addition. Applicants should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the research proposed. Note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred, Directly Allocated and (where appropriate) Exceptions.
- In some cases, such as investigator time, use of internal facilities and shared staff costs (all likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification.
- Try to be explicit about the need for the level of investigator time sought, bearing in mind the complexity of the research, the need to manage the project and supervise staff and any wider considerations such as collaboration or facilities usage.
- Estates and indirect costs do not need to be justified.

The Research Councils offer the following advice on the writing of a good Justification of Resources

How to write a Justification of Resources

The role of the Justification of Resources (JoR) is to aid reviewers when assessing proposals so that they can make an informed judgement on whether the resources requested are appropriate for the research posed.

The JoR should be a single side of A4 which is an attachment to the proposal. This statement should be used to justify the resources required to undertake the research project and is mandatory. The JoR should explain why the resources requested are appropriate for the research proposed. It should not be simply a list of the resources required as this is already given in the Je-S form. Whether the grant is a large programme grant or a small travel grant, all items requested in the JeS form must be justified in the JoR.

The JoR is a free text one-page document. So that you don't miss any costings from the JeS form or any justifications for the items requested, we recommend that you follow the 'cost to the proposal' headings (where appropriate).

Cost to the proposal	Justification needed	Questions to consider and answer in the justification
Staff – directly incurred posts		
Researcher	* need to justify why a researcher is needed for the proposed work	Is the work of sufficient technical difficulty to warrant employing a Research Assistant (RA)? Why has the level requested for the RA been asked for?
Staff – directly allocated posts		
Principal Investigator (PI) and Co-Investigator (CoI) time (please note: some universities with prior consent from EPSRC put these costs in directly incurred posts)	* The time that the PI and CoI spends on the grant has to be justified. * A PI or CoI can not request time for supervising postgraduate research students, writing publications after the end of the project, writing grant applications or peer review.	How much time do you intend to dedicate to the project? Will you be doing all the research yourself? What work packages are the PI and CoIs involved with and why? Have you factored in enough time to work with project partners or visiting researchers? Are you only managing the staff on the project?
Travel and Subsistence	* need to give a full break down of the costs in the JeS form for example how many people are travelling and where are they going and why?	If you are planning to visit people to discuss your research, you should explain why those are the right people to talk to and how they can contribute to you meeting your objectives. If you plan to attend conferences, you should comment on the advantages of conference

		attendance and give an indication of the number you want to attend during the grant, who will attend these and the type you want to go to - national/international/general/subject specific etc.
Other Directly Incurred Costs	<ul style="list-style-type: none"> * need to give a description of what has been requested and why? * listing the individual items without description is not acceptable. * every item requested must be justified, however small. 	<p>You must justify the need for any equipment requested. EPSRC will fund equipment under £50k at 80% FEC.</p> <p>You need to explain what the computers will be needed for and also justify the cost. If you are asking for a desktop and a laptop, then justify why both are needed.</p>
Other Directly Allocated Costs	In some cases, such as use of internal facilities and shared staff costs, the basis of the costing doesn't need to be justified, but the need for the resources does.	You need to explain what these are and why you need to use them.
Estates and indirect costs	* does not need to be justified	
Research Facilities (at Research organisations)	* only time needs to be justified	You need to explain what you are using the facility for and why you need to use this particular facility.
Pooled Technicians	* for example workshop or laboratory technicians based at the University. Usually not named – cost has to be justified.	You need to explain why you are using a pooled technician and justify the amount of resource requested.
Infrastructure Technicians	* for example Health and Safety Officer at University. Cost should be displayed separately to Estate and Indirect costs in the other Directly Allocated costs box. This cost does not need to be justified.	

Exceptions

PhD student	* need to justify why a PhD student is needed for the proposed work	Will a student be skilled enough to tackle the research problems, and will they in all likelihood get a thesis out of it? If you are asking for both an RA and a student, is there sufficient work at the right technical level for both of them? Why are both needed on the project?
Equipment over 50k	* need to justify all equipment over and under £50k. EPSRC will fund the first £50k of the cost of the equipment at 80% and the remaining amount at 100% FEC.	Why do you need this equipment for this proposed research? What will it be used for and who will be using it?

The main reasons for returning JoRs to PIs for amendments are:

- Costs stated in the JeS form are not fully justified in the JoR e.g. the investigator time that has been asked for has not been justified (please note: the investigator salary cost does not need to be justified, only the time asked for).
- Costs / descriptions stated in the JeS form do not match those in the JoR.
- Costs in the JoR which are not in the JeS form and vice versa.
- Justifications of why an item is needed are not clear or are poor e.g. listing the items from the JeS form without any description of why its needed.
- [If the PI time includes supervision of PhD students](#) - this is not allowed.

- **Queries Regarding FEC Proposals**

The Councils have asked each Research Organisation to identify an individual at the RO as the first point of reference for queries from applicants regarding FEC proposals. The point of contact for Glyndŵr University is Wendy Wood in the Research Office (Room C13f Ext 3061)

- The Je-S Helpdesk should be used as the first contact point for the Councils. Queries regarding the details of costing a project will have to be referred back to the RO contact since these will be specific to each RO. Otherwise, the Je-S Helpdesk will use its contacts within the Councils to obtain a response.

The document should be attached as type Justification of Resources.

For STFC applications the justification of resources should be included within the Case for Support.

Other funders of research also produce guidelines that must be adhered to when costing and submitting proposals.

Help and guidance on the costing and completion of research proposals can be obtained from the Research Office (Room C13f).

Contact

Wendy Wood

Extension 3061

w.wood@glyndwr.ac.uk

Je-S (Joint electronic Submission)

Je-S is used by AHRC, BBSRC, EPSRC, ESRC, NERC and STFC (formerly CCLRC and PPARC), as well as the Technology Strategy Board (TSB), to provide their communities with electronic research grant services. It is designed to comply with the Je-S Framework.

Je-S provides both cross-Council and council-specific functionality. As the Je-S Framework expands the Councils expect to:

- develop the cross-Council aspects
- only maintain or introduce Council-specific aspects where these are clearly distinct from other Council's requirements

Using Je-S, researchers and administrators can prepare electronic research grant proposals. These can then be submitted electronically to the Councils by organisational representatives. Research proposals to any of the participating bodies can only be made through Je-S. Following the award of a grant all subsequent paperwork eg expenditure reports, annual statements , interim/ final reports are submitted through Je-S.

Funding Organisations using Je-S

The following organisations use the Je-S system

Research Councils

- AHRC Arts and Humanities Research Council
- BBSRC Biotechnology and Biological Sciences Research Council
- EPSRC Engineering and Physical Sciences Research Council
- ESRC Economic and Social Research Council
- NERC Natural Environment Research Council
- MRC Medical Research Council
- STFC Science and Technology Facilities Council (formerly CCLRC and PPARC)

Funding Councils that have used Je-S

- HEFCE Higher Education Funding Council for England
- SHEFCE Scottish Higher Education Funding Council
- HEFCW Higher Education Funding Council for Wales
- NIHEC Northern Ireland Higher Education Council

Other Funding Organisations that have or currently use Je-S

- DTI Department of Trade and Industry
- TSB Technology Strategy Board
- The Royal Academy of Engineering (in association with EPSRC)

A Je-S User is defined as an individual who uses the Je-S system. Before using the system they will have to accept the Je-S Terms and Conditions. They will own a personal identifier (PID), username and password in order access the system, and can choose their own username and password provided it meets the minimum requirements.

Je-S Access

You need a userid and password to access Je-S. You may create an account by selecting **Create Account** from the Je-S login screen.

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

User accounts created using **Create Account** will be unregistered accounts initially. An unregistered account enables a user to create grant proposals and to be available in the searchable database, see table below for full details. An unregistered user may not, however, be named as an applicant when a grant proposal is forwarded for approval or submission.

As part of the **Create Account** process, you may request for the account to be to be registered. Only users with registered accounts may be included as applicants on grant proposals when they are forwarded for approval or submission. An unregistered user may also request to be registered at any time.

Upon receipt of a request for a registered account, the Je-S Helpdesk will forward the request to Glyndŵr University's Research Office seeking confirmation that:

- the user is employed by the organisation
- the details provided are correct
- it is conceivable that the user might be named as an applicant on a research grant proposal to one of the Councils

Registered Users	Unregistered users
Will appear in all searchable lists	Will appear in <i>some</i> searchable lists
Can be selected as PIs -Co-Is Recognised researchers Staff Project partners Referees	Can be selected as -Staff Project partners Referees
Can prepare proposals	Can prepare proposals

Can forward documents for approval	Can forward a fellowship application for approval
Can perform approver /submitter functions	Can perform approver /submitter functions
Can be granted access to status reporting	
Can receive/submit peer review request to EPSRC	Can receive/submit peer review request to EPSRC

NOTES: The details of users who have just created an account will not be available in the searchable database immediately. The Je-S Helpdesk must first check that none of the account's details are offensive. There will, therefore, be a delay between creating the account and the user's details being available in searches. The length of this delay will depend on the time of account creation: as a guide, accounts should be checked within 0.5 working days. Grant proposals must be submitted through an organisation. Only organisations specifically registered for grant proposals will be able to submit proposals to the Councils. A registered user must only have one user account. **Approvers** and **Submitters** need not have registered accounts.

Possession of a registered account does not equate to being able to submit proposals. A user may hold a registered account at an organisation that is not registered to submit grant proposals through Je-S. This is to allow collaborations between researchers at different organisations.

Creating New Proposal (Grant, Outline, Fellowship, Studentship)

After clicking on the **Add New Document** button from the Assigned Document Summary the **Add New Document** screen will open.

You will need to use the drop down menus to select the Council, document type and scheme and then click on the **Create Document** button to create the document. You will then see the document menu screen of the document that you have created.

If you wish to copy a previously submitted document you will need to use the drop down menus to select the Council, document type and scheme. You will then see a tick box facility to copy an existing proposal and when ticked and the **Create Document** button is selected a list of previously submitted documents will appear. By clicking on the Principal Investigator, Reference, Title or Organisation of the relevant document the data from the previous proposal will be imported into a new document and the document menu of that document will appear. You may now amend the data as necessary.

Please note that it is not possible to copy a previously submitted proposal document when selecting a different council, document type or scheme. If an application has been created with the wrong scheme you will need to create a new document.

On line help is available using the Help button in the top right hand corner of the screen. Help is also available from the Research Office (x3061). It is important that the Research Office is informed in good time of the likely submission of a research proposal in order that arrangements can be made for the approval of the proposal ahead of any submission deadlines.

Glyndŵr University operates the Je-S “one stage” electronic approval system for research proposals although in practice this involves more than one stage.

- a) The Principal Investigator informs the relevant Head of School and the Research Office of the intended research proposal.
- b) The Principal Investigator creates a new proposal in the Je-S system
- c) The Principal Investigator completes the proposal. Information on the costing of the proposal needs to be sought from the Research Office.
- d) Once completed and validated the Principal Investigator submits the document. This then comes through electronically to the Research Office.
- e) The proposal is checked by the Research Office. Should there be any queries or corrections to be made the proposal will be returned electronically through Je-S to the Principal Investigator. Following amendment step d) is repeated.
- f) The Research Office will arrange for the proposal to be signed off by the Principal Investigator, the Head of School and the Assistant Principal (see following form). Following such approvals the proposal will be submitted electronically to Council by the Research Office.
- g) Approval results in the document being sent to the relevant Research Council. Upon successful submission, an acknowledgment is sent to all relevant parties involved in the production, approval and submission of the proposal.

Research Proposal

Funding Body	
Title of project	
Amount requested	
Principal Investigator	
School	

In submitting this research proposal, we confirm on behalf of Glyndŵr University that

- a we have read and understood the requirements in the Research Grants Terms and Conditions Guide and have checked that the proposal complies with these
- b if a grant is offered we will accept the terms and conditions applied by the funder
- c we have not entered into any obligations which may conflict with these terms and conditions

Principal Investigator

Head of School

Associate Principal (Research)

Proposal submitted via JeS on

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

You must only view and use those parts of the system to which you have been given access. We reserve the right to stop your access to the system (or parts of it) without notice or liability.

Only the research and related communities and the Councils may use the system. Commercial and/or non-research related use is prohibited. If you make such unauthorised use we may deny you access to the system.

We may also seek to invoke other relevant organisational, civil or criminal penalties.

You must not upload, distribute or publish on the system any material that:

- is pornographic in content (unless it is a legitimate part of a lawful research proposal);
- is part of criminal or terrorist activities (studies of such activities for lawful research purposes are permissible);
- promotes or encourages racism or intolerance;
- is illegal;
- is untruthful;
- is defamatory, offensive or abusive;
- may bring the Councils into disrepute; or
- is known to be infected with a virus, worm, Trojan horse, trap-door program or malicious code.

3. Privacy

3.1 Maintenance of data

We will maintain records held on the system in accordance with the record retention policy published in the Je-S Framework v1.2. Submitted Documents will be used for the legitimate purposes as set out in the Councils' Charters.

You are responsible for maintaining your personal data, including contact details, on the system. You may not be able to update all your personal data yourself. You should notify the Je-S Helpdesk if data which you cannot update yourself is incorrect or out of date. We will then consider how best to update the data. In some instances, in order for Councils to carry out core business, your contact data may be amended by Council staff. You will be notified of such changes.

3.2 Data Protection Act

We will regularly review these terms and conditions to ensure they comply with the Data Protection legislation, and other relevant legislation and guidance.

We comply with the requirements of the Data Protection Act 1998 and are committed to upholding the Data Protection principles. All information on the system will be used in accordance with our Data Protection Notifications.

By agreeing to these Terms and Conditions and by accessing the system you have explicitly consented to your personal data being processed and stored on the system and the associated internal systems. Some of this data (ie. name, organisation, department and e-mail address) may be made available for selection by other users of the system for the purpose of completing documents for submission to the Councils. You also consent to the transfer of such data within and outside the EU as required.

You must ensure that you adhere to the Data Protection principles and your associated statutory responsibilities.

3.3 Disclosure

The following information contained in funded research proposals may routinely be made publicly available:

- name of the host research organisation;
- details of applicants (title, forenames, initials, surname, research organisation and department);
- name(s) of project partner organisations;
- project title;
- technical and non-technical abstracts of the proposal; and
- value and duration of proposal and any subsequent grant.

For us to meet the requirements of Freedom of Information legislation we may use this and other data to provide information on Council activities. This may be in response to enquiries from various sources, including the general public.

Law enforcement agencies may require us to disclose information held in the system.

We will not disclose this information to other parties except where the information is:

- required as part of the legitimate purposes of the Councils as set out in their Charters;
- already in the public domain or gets into the public domain through no fault of ours;
- provided to us from any third party who had a lawful right to disclose it to us and who did not require us to hold it in confidence;
- already rightfully in our possession and not confidential at the time of its receipt or is referred to above as to be made publicly available.

4. Security

4.1 Your account

You will own a personal identifier (PID), username and password in order access the system. You can choose your own username and password provided it meets our minimum requirements. We have built in appropriately high standards of security to protect your interests as well as ours.

You can terminate your user account by notifying the Je-S Helpdesk.

4.2 Your obligations

When using the system you must observe high levels of security to protect the personal details and safety of all users.

You must ensure that:

- you do not share your password with anybody or otherwise make the system available to them;
- you do not use the username and password of another user;
- the use of 128-bit encryption technology is legally approved in the country from which you are connecting;
- you do not use the system to propagate any virus, worm, Trojan horse, trap-door program or any malicious code (deliberate distribution or creation of computer viruses is an offence under the Computer Misuse Act 1990);
- you do not invade the rights of privacy or other personal or property rights, or infringe the copyright or trademark or other rights of any person or organisation;
- that no actual or potential security breaches occur as a result of your action; and
- all security breaches are reported promptly to the Je-S Helpdesk.

If these security provisions are breached, we may decide to stop your access to the system. In such circumstances we reserve the right to deny you further access to any new Council-related activities. You may also be subject to civil or criminal action.

5. Liability

5.1 Users of the system

You must, if asked by us, provide any evidence you possess that may be relevant to any claim brought against us (collectively or individually) associated with the use of the system.

You use the data from the system at your own risk.

Subject to the Unfair Contract Terms Act 1977, you shall not, as a result of using the system, have any claim against us or hold us liable for the results of your actions based on these terms and conditions, or from the consequences of the following:

- your failure to comply with any of these terms and conditions;
- your failure to maintain your personal data on the system;
- your failure to notify us of incorrect or out of date personal data that you are unable to update yourself;
- any unlawful disclosures or interference with any of the system's transmissions;
- any alleged or actual breach of these terms and conditions by any third party to whom, in breach of these terms and conditions, you made this system available (e.g. by disclosure of your password); or
- your alleged or actual breaching of copyright, trade mark rights or any other intellectual property rights (or similar rights anywhere in the world) belonging to any other person.

5.2 The Councils

We have taken due care in the development and implementation of the system. Subject to the Unfair Contract Terms Act 1977, we disclaim all explicit or implicit warranties regarding satisfactory quality or fitness for a particular purpose.

We do not guarantee:

- the availability of the system;
- the integrity of the data in the system; or
- that the service will be uninterrupted or error-free.

The system and any associated e-mails and documents are believed to be free from viruses but it is your responsibility to carry out all necessary virus checks and we accept no liability in this connection.

We accept no liability for any loss that may arise from:

- your use of the data from the system;
- your use or inability to use the system;
- loss, corruption or unavailability of data;
- our failure to provide support services associated with the system; or
- your use of certain hypertext links in the system which lead to Web sites that are not under our control.

5.3 General

If any provisions of these disclaimers and exclusions are unlawful, void or for any reason unenforceable, then that provision shall be regarded as separated from these terms and conditions, but shall not affect the validity and enforceability of the remaining provisions.

6. Copyright

With the exception of Documents created by users, we own the copyright of the material contained in the system. This includes but is not limited to:

- textual material;
- artwork;
- photographs;
- computer software;
- audio and visual elements;
- the database design and reference data; and

- the structure and design of the system.
- You must not reproduce, distribute, transmit modify, adapt, display (including adaptations/displays such as by "framing") the contents, of all or any part, the system without our prior written permission, with the exception of using the system through the normal means provided by the Councils.

We own the software on which the system is built. You must not reverse engineer, decompile, or disassemble the system's software unless applicable law allows you to do so.