



Preparing Bids Using the Joint Electronic System (Je-S)

1. Introduction

Applications to funding bodies are often prepared entirely on-line and submitted electronically using one system and one process. This document provides a quick reference guide on how to compile bids using Je-S.

Note: Almost all Research Council applications for funding grants use the Je-S on line database.

Stage 1 - Registration

Before you can begin to compile your application ensure that you are registered to use the Je-S online application. The Online Je-S database allows the author of a bid to assign read and write access to other people who may be involved in the bid i.e. co-investigators. They too must be registered on the Je-S database.

Notification of completion of successful registration will be sent via e-mail confirming your preferred username and password – **this should be kept in a safe and secure place so that you can access the system for future use.**



Stage 2 – Using the Je-S online database to compile an application

Before you begin to respond to a funding opportunity, you must familiarise yourself with the specific requirements of that funding body. The Je-S online database fields determine if you wish to collaborate with internal or external partners (if you chose to work with co-investigators they too will need to be registered to use the Je-S online database through their respective HE institution).

It is essential that researchers communicate and discuss their initial ideas with their line managers, Deans of Faculty and the Research Funding Manager in the Department of Research and Knowledge Transfer and alert them of their intention to submit an application using Je-S.



Stage 3 – The Green Card

You must complete a '**Green Card**', available from the Research Office, and attach this to a draft of your application. The purpose of this procedure is to ensure that the application is quality assured, properly costed (including the appropriate overheads), and to enable the Research Office to maintain a central record of all applications.

The Green Card needs to be signed by the Principal Investigator, and Second Investigator if appropriate, then forwarded to your Dean of Faculty or Head of Service, the Research Funding Manager, and finally the Dean of Research and Knowledge Transfer.

This stage can take some time to complete and you are strongly advised to allow yourself at least two weeks prior to the submission deadline.

This process will also ensure there is clear communication, and identify at an early stage if there are any additional resource issues.



Stage 4 - Submission

Your completed application must be ready for submission at least two weeks prior to the submission deadline. Once you have authorisation from the appropriate colleagues as outlined in stage 3, you must validate the application and press the submit button from the Je-S database menu.

The bid now moves to the 'Approver Pool' stage where it will require the Research Funding Manager or nominee to approve the application using the online Je-S database.

A generic e-mail will be sent to the Approver Pool, and the Research Funding Manager or her nominee will assign the bid and validate the submission on behalf of the University.

The Research Funding Manager cannot submit the application on behalf of the University until the Green Card has been completed and the relevant signatures obtained.



Stage 5 – Sit back and wait!

Congratulations, your application is now en route to the funding body.
You will be sent an automated e-mail from Je-S confirming its submission.
Good luck with your application!

Should you need any further information about Je-S or the funding application process, please contact:

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