

Guidance on submitting KE fellowship applications

Applying through the Je-S system

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

You must use the **Joint electronic Submission (Je-S)** system to prepare and submit your Knowledge Exchange Fellowship proposal. In order to apply, the organisation where the applicant is employed must be registered to use Je-S. Most UK research organisations are now registered. A summary is available of organisations' current Je-S registration status on the RCUK website.

If you do not have a Je-S account you will need to create one. To do this, you will need to select the option "Create Account" from the main Je-S log in screen and then select the option for 'An Applicant on a Fellowship Proposal' located under the heading 'Research Proposals'. Please refer to the JeS help for detailed instructions, <https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/SettingupaJeSaccount.htm>.

If you have forgotten your account log in details, or need further help in registering, or are unsure whether you already have an account please contact the Je-S helpdesk who will advise you. Email: JeSHelp@rcuk.ac.uk; Phone: +44 (0) 1793 44 4164

Guide to completing proposal in Je-S

The submission route that your KE Fellowship proposal will take depends upon how the Research Organisation has configured its submission process.

You will of course be in discussion of your application with the organisation you are employed. As part of these discussions, you should ensure that it is content to submit the KE Fellowship Proposal on your behalf. Upon submitting the Proposal to the Research Council, the Research Organisation submitter will be asked to confirm that it has verified your identity. It will also be advised to check the Head of Department statement to ensure that it has been completed by an appropriate person.

Step 1: Log in with your Je-S account, click on Documents and create a new Document

Step 2: Complete Add a Document

Select Council: NERC

Select Document Type: Fellowship Proposal

Select Scheme: Knowledge Exchange Fellowship

Select Call/Type Mode: KE Fellows April 2015

Step 3: Complete the following sections:

1. Project Details

Organisation/Dept/Start date and Duration.

Project Title - State which KE Fellowship you are applying for e.g. Open or Directed (If directed please specify which one i.e. IODP Directed KE Fellowship)

2. Fellow Details

Directed- The salary costs for directed fellows are entered as directly incurred, this has the same fields as below:

Click on the Directly Incurred radio button: The Council Contribution Rate is set to 80%

Name

Post will be at least the length of the project

Total hours estimate (Use the percentage of time that you will be on this Fellowship)

Cost type: Directly Incurred

Start date: Duration FTE

Scale: Post band in the university

Effective date of scale

Increment date (pay rise if applicable)

Starting salary

London allowance – nil (can enter if applicable)

Superannuation and NI: total amount

Total: manually add up

Open – The salary cost for the open fellows are entered as Exception, the fields as listed above will need to be completed

Click on the Exception radio button: The council contribution Rate will be set to 100%

3. Objectives (4000 characters)

Insert here the key objectives of the project.

4. Summary (4000 characters)

This is a more general description of the project that conveys its purpose in plain English. You should use this opportunity to describe how you will work with the community or programme in your Directed KE Fellowship and what the key objectives are.

5. Beneficiaries (4000 characters)

In this section you should identify the key users who will benefit from your programme of work and what impacts this may generate. This may be economic benefits or those that increase the quality of life, or generate changes in policy.

You should consider how your project will enhance the impact of the NERC funded science related to your community or programme. Think about how you will connect with the most suitable people in the NERC community to generate impact.

6. Other Support

Tick box if not relevant. Complete this if you have other sponsors or types of funding for your KE Fellowship.

7. Resources

You may not know what costs the KE Fellowship will incur because to a large extent it will depend upon the requirements of the user community or programme. These Fellowships can have their budgets increased after the Fellowship is underway if it is required so applicants should just put in their best estimate.

Open: Costs will be funded at 100% FEC. These KE Fellowships will cover the KE Fellow's salary including superannuation, NI and specific allowances, plus up to £40k for travel and other associated work plan costs. They cover direct costs only and do not include overheads.

Directed: Costs will be funded at 80% FEC – please do not tick the exceptions tick box. Directed Knowledge Exchange Fellowships have their overheads paid to their host institution in the same way that Research Fellowships do. This is because Directed KE Fellows work across the NERC community and their host institution may not receive any direct benefit.

Research council Facilities - tick box if not applicable.

8. Estates and Indirect 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.

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.

9. Classification of proposal

Scientific Area - assign % relevance to NERC scientific areas. This is a standard clause designed for research proposals. Complete it as well as you can. Some KE Fellowship projects will cover all science areas.

Project Engagement by Sector - Please indicate as appropriate

- Academic Users
- Business Sector
- Central and Local Government
- General Public
- NHS Health Prof & Social Serv
- Other Public Sector
- Press and Media
- Professional/Statutory Bodies
- Student Teachers & Undergrads
- Third Sector

10. Attachments

All attachments, except those provided by 3rd parties, to comply with the agreed font and type styles (Minimum Font: pt11 - Type: San Serif)

The only attachments we require are:

- **Case for support-** outline your ideas of how you will undertake this role (4 sides A4 max)
- **CV** – please attach your CV (2 sides A4 max)
- **Justification of Resources** – (2 sides A4 max) explain why you need funds for activities making reference to your project objectives.
- **Head of Department Statement-** (2 sides A4 max) It is helpful for the selection panel if the HoD's statement can explain where the KE Fellow would fit into broader university department or school KE objectives and existing partnerships. It does not necessarily need to be the HoD, someone who can give a strategic viewpoint will also be suitable. This supporting person may need to attend the interview with the applicant or be available at the end of a phone.

- **Work plan** – Outline the timeline for carrying out the fellowship (2 sides A4 max).

(Letters of support are not required for this call)

11. Proposal Classifications

These are primarily designed for research applications. Complete the mandatory classifications and as many of the others as your KE has relevance to. Please try to put in the free word text as they can facilitate our responses to external enquiries at short notice.

Step 4: Check your document

Click on Document actions to preview document. The red buttons on the left hand side of the page will turn green once the sections are completed.

Check document validity will alert you to incomplete sections and missing attachments