A quick guide to Je-S

Je-S has a comprehensive handbook, to be found at https://je-s.rcuk.ac.uk/Handbook/Index.htm#pages/UpdatingAccountPersonalandExpe/AccountSummary.htm, but we have created a quick guide with some additional explanatory notes.

1. Set up an account at https://je-s.rcuk.ac.uk/Jes2WebLoginSite/login.aspx, and ask Andrew Flint (A.Flint@sheffield.ac.uk) or Nicholas Cupit (N.Cupit@sheffield.ac.uk) to give you the correct type of permission.
2. To create a new record: On the main page, click on 'Documents' and then on 'New Document'. Select 'Council, Document Type: Studentship Details', and 'Scheme' (ignore 'Call/Type/Mode').
3. Work your way through the left-hand menu until all the red Xs turn into green ticks.
4. Person Details:
   - When entering the 'Person Details', click the 'Select Person' field, enter the Surname and initial in the pop up window and search for the person. Regardless of whether the person exists, click on 'Add new person'; then you can start populating all the other fields.
   - You don't need to fill in the student's actual address; use the main UoS address or the department's address and telephone number.
   - DoB is important.
   - If there is a disability, select 'Not disclosed'.
   - 'Save'
5. Degrees/Relevant Experience:
   - 'Other Relevant Experience' needs to be filled in only when there is no relevant degree.
   - Click on 'Edit Qualifications' and then 'Add Qualifications' to add previous degrees; click 'save' after you have completed the fields for each degree.
   - Once all degrees have been added click on 'back to document', tick all the listed qualifications and 'Save'.
6. Researcher Training Dates: It is very important to get these correct, as this section is used for reporting purposes and our submission rates – it has an impact on the funding we get.
   Please read the instructions for each RC and enter the correct expected submission date according to those https://je-s.rcuk.ac.uk/Handbook/Index.htm#pages/StudentResearcherDetails/CompletingStudentResearcherand/EditResearchTrainingDates.htm
   When a student goes on LOA, the dates need to be edited accordingly, otherwise it'll look like they have submitted outside the expected date.
   - The system prefers it when the funding start date is from 1 October onwards.
   - ESRC 1+3: Course start and end dates refer to the Masters element.
7. 'Save'
8. Termination Details: Only to be populated in the event of a withdrawal/termination.
9. Funding Details: click on 'Add Funding Details'
   - 100 for full time study, a minimum of 50 for part time
   - Tick 'Fees Only' if the student is not in receipt of a stipend (regardless of the funder).
   - Enter the full amount of the year's fees and stipend; put in a percentage of RC's contribution and of other sources, if applicable.
   - Tick 'Increased Funding' only for students is in receipt of an enhanced stipend for Economics or Advanced Quantitative Methods (AQM).
   - 'Save'
10. Project Details: This section is very important as it features in RCUK reports and as the entered information populates Researchfish.

- The 'Summary' needs to outline the context of the research, aims and objectives, and potential applications and benefits.
- For EPSRC records, the summary needs to also include a description of the methodology, mention potential collaborators and place the project within the EPSRC's strategies and research areas.
- For MRC records, the summary needs to also be written in a non-specialist language, identify skills gained by the student and "Identify where the student meets an MRC strategic skill priority".
- 'Save'

11. Classification (BBSRC, NERC, STFC): Fill out to the best of your abilities using this guide https://je-s.rcuk.ac.uk/Handbook/Index.htm#pages/StudentResearcherDetails/CompletingStudentResearcherand/EditResearchTrainingDates.htm
    - 'Save'
12. Research Organisation: Click on 'Add new organisation'
    - For students registered in Sheffield, enter UoS and tick the 'awarding' and 'submitting' organisation option if appropriate. 'Start date' is the date of first entry (including previous studies), 'end date' is the expected submission date.
    - enter at least one supervisor and the grant – make sure the start and end dates of funding from grant are the same as those entered in Researcher Training Dates as start and end dates of funding.
    - If the student is getting their degree from us but the grant is held at another university, eg Leeds, do not select a grant for the Sheffield entry, but instead click on 'Add another organisation', enter Leeds, select their Finance department (or similar) and the grant and make sure you don't tick 'awarding' and 'submitting' organisation for Leeds.
    - CDTs/DTCs: CDT/DTC managers need to decide whether the 'submitting' organisation is the one where the student is registered or the one that holds the grant.
    - 'Submitting' refers to the Je-S submission rates survey we undergo every autumn. All students that are recorded in Je-S as having been expected to submit their theses in the previous academic year (or have missed their submission date in the years before that) are being 'submitted' to produce a submission rate for the organisation. The focus is on whether the students submitted their theses on time. An organisation with a submission rate of less than 60% may incur funding-related sanctions.
13. Project Partner Organisation: To be filled in for CASE, iCASE, Collaborative awards.
    - Click 'Add New Project Partner' and 'Select Organisation' and 'Department' from the existing list. If not on the list, 'Add New Organisation' in the pop up window.
    - Enter the financial information and a brief description of the student's placement.
    - Enter a supervisor or contact person.
    - 'Save'.
14. Document Header:
    - The HUSID number is the HESA code found in CIS in both 'applicant details' and 'student identities'
    - the NUMHUS can remain blank
    - 'Your Reference' and 'Student Reference' is the registration number.
    - Voucher number will be needed for iCase scholarships.
    - 'Save'
15. Proposal/Research Classification (where applicable): You will need to 'Add New Qualifiers' even if you then select 'Qualifiers are Not Applicable' otherwise it will not allow you to save. You also need to select at least one Research Area.
    - 'Save'
16. Extras:
    - Ethical Information (ESRC): Put in "Please see www.sheffield.ac.uk/ethics"
    - Researcher Training Details (AHRC): Text provided yearly by WRoCAH (Contact Scholarships Office)
    - Ethical (BBSRC, MRC): Needs completing only if relevant.
    - Classifications (NERC, STFC): Complete to the best of your abilities.
    - 'Save'
17. 'Submit' the record.
18. To make amendments to submitted records go to 'Documents', 'Studentship Details Batch Update', 'List Studentships' and enter the appropriate search criteria and click on 'apply filter' (the enter key on the

keyboard doesn't work well on Je-S). You can also do searches by department and/or RC and download the lists onto excel spreadsheets, if you want to see who is already entered. Don't forget to 'Save' changes and submit the record if the 'Submit' button is available.

19. Once you have created and submitted a record you are the owner of that record. To grant editing rights to another user of transfer ownership, use the 'Document Actions' button on the top and select 'Administer User Access' from the drop-down list.