Je-S Guidance and Summary of Information to be submitted

This Annex provides information on the completion of the Je-S form and other documentation which is required.

Je-S form

- Council: BBSRC
- Document Type: Studentship Proposal
- Scheme: Training Grants
- Select Call: Doctoral Training Partnerships 3rd Call

The Je-S form used with the Doctoral Training Partnership competition will be available on 14 January 2019, together with the associated Help Text.

It is vital that applicants refer to the table below and the Je-S Help Text in order to ensure they provide the correct information.
Je-S Form for DTP Proposals

The table below lists the different sections of the Je-S form and the associated Je-S Help Text. You are strongly advised to read the Help Text in full before completing details in the Je-S form.

| General Information | Before completing a UKRI-BBSRC studentship proposal applicants must read the Je-S Help Text associated with the scheme to which they are applying. In addition applicants must read all information at https://bbsrc.ukri.org/funding/ which includes information on the calls and the following documents:
  | • UK Research and Innovation: Training Grant Terms and Conditions
  | • UK Research and Innovation: Funding for Research Training
  | • Research Council Training Grant Guide |
|---|---|
| Proposal Details | Proposed Start Date | Select a start date for the DTP, e.g. 01/10/2020. |
| | Duration | Select a duration (in months), i.e. 60. |
| | Your reference | Assign your own reference to this proposal in order that it is easily identifiable to you in the "Studentship Proposal - Current Documents" menu within Je-S. |
| | Title | Enter the title of your proposal. |
| Organisations | Research Organisation | Complete details of the lead organisation and department of the individual leading the proposal and named on the Portfolio Agreement as responsible. |
| | Collaborating Organisations | Where appropriate, complete details for each eligible collaborating Partner organisation and department. You should list all departments whose staff may be involved in student supervision. Please also include details for any Associate Partners. |
| Grant Holder | Complete details of the individual leading the proposal and named on the Portfolio Agreement as responsible. |
| Proposal Summary | Please type ‘N/A’ into this section to pass the Je-S validation checks. |
| Attachments | Additional Attachment Types |
The Je-S form requires additional attachments as follows:

**Cover Letter and Mission Statement (exactly 1):** Applicants should provide a Cover Letter to summarise the application and a Mission Statement to describe the aims of the DTP and its key strengths for delivering world-class bioscience research training. Select ‘Proposal Cover Letter’ in Je-S.

**Portfolio Agreement Attachment (exactly 1):** In this attachment, applicants should describe how the PhD training will be provided by the Partnership. The key aspects of this agreement are:

1) Working in Partnership  
2) Capacity building across core bioscience disciplines  
3) Developing highly-skilled and employable people  
4) Strategy for collaborative training  
5) Equality, Diversity and Inclusion  
6) Governance Arrangements  
7) Monitoring progress and capturing impact  
8) Flexible Supplement Fund  
9) Costs

Select ‘Case for Support’ in Je-S.

**Equality, Diversity & Inclusion Plan (EDI) (exactly 1):** In this attachment, applicants should provide details of the partnerships strategy for EDI to enable the wide participation of students from all backgrounds, as well as the support systems in place to protect their physical and mental health and wellbeing. Select ‘Other Attachment’ in Je-S.

**Research Funding Attachment (exactly 1):** UKRI-BBSRC will use data on the current research grant portfolio and training grant portfolio of the Research Organisations involved in each Partnership to determine the research grant income between 2015/16 – 2017/18. You should indicate other key sources of bioscience research and innovation income over the three year period 2015/16 to 2017/18 of relevant to this application that you wish the panel to be aware of. Select ‘Other Attachment’ in Je-S.
**Performance Indicators Attachment (exactly 1):** In this attachment, applicants should describe the policies and processes for monitoring and ensuring the successful submission of PhD theses in four years and the timely completion of the Doctoral degree. The template for this attachment is on the UKRI-BBSRC website. **Select ‘Studentship Proposal Performance Indicators’ in Je-S.**