

## **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: **Collaborative Training Partnerships – 5 May 2020**

**The Je-S form used with the Collaborative Training Partnership competition will be available on 5<sup>th</sup> February 2020, 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 CTP2 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.

<b>General Information</b>		<p>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 <a href="https://bbsrc.ukri.org/funding/filter/announcement-of-opportunity-ukri-bbsrc-doctoral-training-partnerships/">https://bbsrc.ukri.org/funding/filter/announcement-of-opportunity-ukri-bbsrc-doctoral-training-partnerships/</a> which includes information on the call. Applicants should also familiarise themselves with the following documents:</p> <ul style="list-style-type: none"> <li>• UK Research and Innovation: <a href="#">Training Grant Terms and Conditions</a></li> <li>• UK Research and Innovation: <a href="#">Training Grant Terms and Conditions Guidance</a></li> </ul>
<b>Proposal Details</b>	<b>Proposed Start Date</b>	Select a start date for the CTP, e.g. 01/10/2021
	<b>Duration</b>	Select a duration (in months), i.e. 60
	<b>Your reference</b>	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.
	<b>Title</b>	Enter the title of your proposal.
<b>Organisations</b>	<b>Research Organisation</b>	Complete details of the lead organisation and department of the individual leading the proposal and named on the Portfolio Agreement as responsible.
	<b>Collaborating Organisations</b>	<p>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.</p> <p>Please also include details for any Associate Partners.</p>
<b>Grant Holder</b>		Complete details of the individual leading the proposal and named on the Portfolio Agreement as responsible.
<b>Proposal Summary</b>		Please type 'N/A' into this section to pass the Je-S validation checks.

<p><b>Attachments</b></p>	<p><b>Additional Attachment Types</b></p> <p>The Je-S form requires additional attachments as follows:</p> <p><b>Cover Letter and Mission Statement (exactly 1):</b> Applicants should provide a Cover Letter to summarise the application and a Mission Statement to describe the aims of the CTP and its key strengths for delivering world-class bioscience research training. Select 'Proposal Cover Letter' in Je-S.</p> <p><b>Portfolio Agreement Attachment (exactly 1):</b> In this attachment, applicants should describe how the PhD training will be provided by the Partnership. The key aspects of this agreement are:</p> <ol style="list-style-type: none"> <li>1) Working in Partnership</li> <li>2) Capacity Building Across Sectors and Industries of the UK Bioeconomy</li> <li>3) Developing Highly-Skilled and Employable People</li> <li>4) Cohort Management</li> <li>5) Placements</li> <li>6) Equality, Diversity and Inclusion</li> <li>7) Governance of the Partnership</li> <li>8) Monitoring Progress and Capturing Impact</li> <li>9) Costs</li> </ol> <p>Select 'Case for Support' in Je-S.</p> <p><b>Equality, Diversity &amp; Inclusion Plan (EDI) (exactly 1):</b> 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. <b>Select 'Other Attachment' in Je-S.</b></p> <p><b>List of Collaborative Studentships (exactly 1):</b> In this attachment, applicants should list the PhD projects and the collaborating Research Organisation. <b>Select 'Other Attachment' in Je-S.</b></p> <p><b>NOTE: all mandatory attachments must be completed using the standard UKRI-BBSRC templates available at <a href="https://bbsrc.ukri.org/funding/filter/announcement-of-opportunity-ukri-bbsrc-doctoral-training-partnerships/">https://bbsrc.ukri.org/funding/filter/announcement-of-opportunity-ukri-bbsrc-doctoral-training-partnerships/</a> BBSRC will not accept stand-alone documents.</b></p>
---------------------------	--

