



How to Complete the Je-S Application Form for the AHRC International Placement Scheme - Reopened

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This document should be read in conjunction with the [IPS Call guidance](#) document.

Introduction

Unless otherwise stated below, the application process and format as published in the [AHRC Research Funding Guide](#) will apply.

Applications should be completed and submitted using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>) at the latest by **16:00 (GMT) on Wednesday 28th February 2018**, and will need to go through the approval process at the UK research organisation prior to this deadline. There is no cap on the numbers of applications that can be submitted by a UK research organisation (RO).

If a student's PhD is funded through a consortium of ROs, the application should be submitted by the student's home RO, and a contact there, rather than the consortia lead RO.

For Students

Please note that we cannot accept applications directly from students: the application must come from the UK RO and be in the name of someone at the RO eligible to submit an application (for example a member of staff in the Research Office), please speak to your Research Office or Je-S administrators for guidance on who should submit your application (although you will need to complete elements of the application yourself).

For Early Career Researchers

ECRs should submit their own applications, using the Je-S link above you can check if you already have an account and/or create a new one.

If you already have an account you should check that your organisation has granted it the correct level of authority to submit applications, to do so select the Account Summary option and if you have a 'basic' account an Upgrade option will be presented, please select that and follow the instructions, note that the upgrade may take a number of days to complete.

If you do not already have an account please select the Create an Account option. Follow the instructions and ensure that when selecting Account type that you select **An Applicant on a Standard or Outline Proposal**. Complete the subsequent screens and finally submit your request. The request will be sent to your host organisation for verification and approval, note that this may take a number of days.

To prepare the application form in Je-S:

- log-in to Je-S and choose 'Documents' from the menu;
- then select 'New Document';
- select 'AHRC' as the Council, 'Studentship Proposal' as the Document Type;
- 'International Placements' as the Scheme;
- 'International Placement – (and the relevant host institution)' as the Call/Type/Mode and then
- 'Create Document'.

Je-S will then create an application form, displaying various sections. Using the 'Help' link at the top of each section will provide brief guidance relevant to that section of the form, full guidance is available in the following pages of this document.

Note that once the form is completed selecting 'Submit document' in Je-S initially submits the application to your UK Research Organisation's administration, not to AHRC. ***So please allow sufficient time for your organisation's approval process between submitting your application to them and the Call closing date. It should also be noted that there may be additional approval steps for applications from students.***

Completing the application form

Applications should address the aims of the Call as listed in Section IV of the IPS Call Guidance.

Grant Holder

Early Career Researchers should select themselves as the 'Grant Holder'. Students should select the person nominated by their UK research organisation to be their Grant Holder.

Qualifications

Early Career applicants should provide details of their highest/most relevant HE qualification. Students should provide details of their current doctoral level study.

Research Organisation

Enter the details of the UK research organisation.

Project Details

Start Date

Enter the intended IPS fellowship start date; please check section VI of the IPS Call Guidance for permissible dates.

Duration

Enter the intended IPS fellowship duration in months; please check section VI of the IPS Call Guidance for permissible durations.

Your Reference

Enter a reference number for this application, this is usually assigned by the UK research organisation.

Project title

Applicants MUST prefix their proposed IPS project title with their full name in parenthesis e.g. (John Doe) Investigating the works and revisions of Jane Smith

Placement Organisations

Select the chosen placement institution by selecting from the list.

Project Summary

(Maximum 1,000 characters including spaces). Applicants should provide a summary of the research they propose to conduct during their IPS fellowship. PhD applicants should indicate how the proposed research relates to their current research.

Applicant Statement

(Maximum 4,000 characters including spaces)

The 'Applicant Statement' should include:

- a brief summary of the applicant's current research;
- the stage in the research at which the IPS fellowship would take place, e.g. details of the research undertaken to date, the number of months/years of study completed on the project, and the timescale for completing the research;
- the duration and dates being applied for (see 'Project Details' section above); they should also include a breakdown of how the time would be used;
- if particular collections or resources are to be used these must be mentioned in the application. It is essential that the applicant demonstrates the relevance of the identified aspects of the collections to the applicant's own research;
- whether alternate institutions could offer equal or greater access to similar collections;
- how access to the identified collections/expertise would add value to the applicant's current and future research; if applicable, how the applicant's research may be of value to their IPS placement institution;

- whether the fellowship would provide personal development opportunities other than those arising directly from the research (e.g. networking with other scholars, giving presentations of current work, or immediate or long term collaborative opportunities);
- if the intended research is to be practice-led, how practice is an integral part of the project. They may also include up to 2 pages of visual evidence in the 'Attachments' section of the Je-S form;
- whether the applicant has the necessary skills, for example, language expertise, required to undertake the proposed research.

Applied Previously

Applicants who have previously made an unsuccessful IPS application should provide the AHRC reference number.

Grant Reference Number

AHRC grant numbers begin AH/... Applicants unsure of their grant number must contact their UK research organisation.

AHRC student applicants must provide the reference number for their current AHRC award. If that award is part of an institutional block grant or consortia grant (BGP/DTP/DTC/CDA/CDP etc), we require that grant reference number.

ECRs should provide the reference number for the AHRC grant they hold/held.

Supervisor Staff

Applicants choose their own referee, depending on the person they feel is most appropriate (likely to be their supervisor/ mentor/Head of Department etc). Search for and select from the list of existing Je-S accounts. If the person is not found in the database use the 'Add New Person' button to manually enter their details.

Supervision Details

(Maximum 4,000 characters including spaces)

The applicant's supervisor/ mentor/ Head of Department etc., should provide a statement in support of the application, which includes:

- an account of how the proposed research and time spent at the IPS institution will add value to the current and on-going work of the applicant; if applicable, how the applicant's research may be of value to the IPS institution;
- confirmation that the applicant has the skills necessary, for example language proficiency, to exploit effectively the resources available;
- information on whether the chosen IPS institution is the most appropriate institution for the applicant to conduct their research;
- details of the supervisory arrangements that will be in place whilst the applicant is undertaking their research during this placement, including assurance that the time spent at on the IPS will not result in extra time being required to complete the current research funded by the AHRC.

If the applicant is making an application to more than one IPS institution, the applicant’s supervisor/mentor/head of department must ensure that their supporting statement for each application is distinct.

Proposal classifications

Using the subject classification list in Je-S, the applicant should state which AHRC research area(s) their application relates to, plus provide ‘qualifiers’ (e.g. time period, geographical areas etc) and also six ‘keywords’ which best identify the focus of their research. Additional guidance on subject classifications is published in section 7.3 of the [AHRC Funding Guide](#).

Attachments

All applicants must attach a 2 page academic CV with their application.

Proposals containing attachments exceeding the stated limits, or not adhering to the specified format, will not be considered. Other types of attachments than those listed above will not be considered. The following is a list of attachments that are permitted for this Call.

Attachment	Usual Requirement and page limits (sides of A4)	Notes
Curriculum Vitae	2 sides A4 maximum	All Hosts

Submitting the application form

Once all sections of the form have been completed it should be submitted using the Submit Document button. Note that the form will initially be submitted to the UK research organisation to be checked and approved, once that has been completed the organisation will submit it to the AHRC and this **must be done by the deadline of 16:00, 28th February 2018.**

Contact Information

For queries on creating Je-S accounts and completing and submitting the Je-S application form please contact the Je-S Helpdesk (available Monday to Friday 9:00-17:00) on 01793 444164 or jeshelp@rcuk.ac.uk.

For other queries such as applicant eligibility or format of the placements please first refer to the IPS Call Guidance, if you have further queries please contact the AHRC (available Monday to Friday 8:30-17:00), email: ips@ahrc.ac.uk or phone: 01793416060