



AHRC–DFID Collaborative Humanitarian Protection Research Programme – Thematic Research Grants

Je-S Self-Registration Guidance

Introduction: Joint Electronic Submissions (Je-S)

All applications to this call must be completed and submitted through UKRI's Joint Electronic Submissions system (Je-S). To be able to do this the organisation must be registered (or self-registered) for Je-S, and applicants must hold individual Je-S accounts.

There are three categories of organisations from which proposals can be submitted:

- UK higher education institutions and some other independent UK research organisations are already **recognised institutions** on Je-S. A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.
- **Non-UK organisations** that have previously registered for Je-S to submit to international focused Research Council schemes (but who would not be eligible to apply for other responsive mode schemes). A list of these organisations is available from the Je-S login page. The organisation will have previously set up the submission process and will therefore be available within the Je-S searches.
- Organisations which do not appear in the list of registered organisations may be '**self-registered**'. This can be done from the [link](#) on the Je-S login page.

Self-registration for organisations (institutional registration)

If you are interested in applying to the AHRC–DFID Collaborative Humanitarian Protection Research Programme – Thematic Research Grants call and your organisation does not hold Je-S registration, please follow these instructions to self-register your organisation before creating a personal Je-S account.

- Firstly navigate to the Je-S homepage by selecting:
<https://je-s.rcuk.ac.uk/jes2webloginsite/login.aspx>
- Select the link 'self-registration for organisations'.
- Accept the Terms and Conditions that are displayed.
- Complete the 'Organisation' page. Please note there is a restriction on the number of characters available in the 'organisation name' field, and please note that words such as 'university' should be entered in English.
- If a 'Potential Duplicates' page appears, please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (e.g. it may be shortened or a word such as 'university' may be either at the start or end of the name), so please check carefully to avoid creating a duplicate. If your organisation is on the list please select 'Cancel' – this means your organisation is already registered with Je-S and you do not need to continue with this process. If your organisation is not registered and does not appear on the list then please select 'Next Step'.
- Check the details and select 'Create organisation'.

Registration of your organisation is now complete. You will now need to create or updated your personal Je-S account to enable you to prepare a proposal.

Je-S accounts for applicants (individual registration)

All principal investigators (PI) and co-investigators (Co-I) must have an individual Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant. To get you started on creating an account please refer to the 'Setting up a Je-S Account' section of the Je-S helptext:
<https://je-s.rcuk.ac.uk/Handbook/Index.htm>

Please ensure that applicants select the 'Account Type: Research Proposal' and the option: 'An Applicant on a Standard or Outline Proposal' – see [Je-S helptext](#)

1. Navigate to the Je-S homepage:
<https://je-s.rcuk.ac.uk/jes2webloginsite/login.aspx>
2. Select the 'Create Account' link.

However, if you have used Je-S previously you will already have an account and you will not need to create a new one – but you will need to amend the organisation details of your existing account.

If you have any problems or questions about this process, please contact

- Je-S Helpdesk:
Email: JeSHelp@je-s.ukri.org
Telephone: +44 (0) 1793 444164

Completing your Application

Once all relevant organisations and individuals are registered on Je-S, please refer to the [full call document](#) for guidance on submitting an application to this call.

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