



Completing the AHRC Studentship Competition Je-S Application Forms

This guide is intended to assist applicants and research organisations with the completion of the Je-S application forms for the following Studentship Competition schemes -

- Research Preparation Masters Competition
- Professional Preparation Masters Competition
- Doctoral Competition

It should be used in conjunction with the following information which **must** be referred to before completing the Je-S application forms.

- The **Studentship Competition Guide**
<http://www.ahrc.ac.uk/FundingOpportunities/Documents/studentcompguide.pdf>
- The **Guide to Student Eligibility**
<http://www.ahrc.ac.uk/FundingOpportunities/Documents/Guide%20to%20Student%20Eligibility.pdf>
- The **Je-S Helptext**. There is guidance on each section of the form available which is accessible by selecting the Help link at the top right of each page.

The guides and other information on the Studentship Competition are also available on this page of our website

<http://www.ahrc.ac.uk/FundingOpportunities/Pages/StudentshipCompetition.aspx>

There is also a dedicated Je-S Helpdesk that provides telephone and email support for the Je-S system. Support is available between 9am and 5pm, Monday to Friday, and can be contacted by email at jeshelp@rcuk.ac.uk or by telephone on 01793 444164.

The AHRC does not accept applications directly from students therefore students should contact their chosen research organisation prior to completion of the application form to confirm the details of their internal selection and application processes.

The AHRC Studentship Competition Timetable

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| Closing Date | 4pm 6 th May 2010 |
| Proposals checked and returned for amendment if necessary* | 10 th – 21 st May 2010 |
| Proposals sent to assessors | By 18 th June 2010 |
| Assessors meet to agree grades | 5 th – 9 th July 2010 |
| Academic chairs meet to recommend award allocations | 16 th July 2010 |
| Outcomes announced | By 6 th August 2010 |

* ROs and students should ensure they are available during the period 10th May to 18th June in order to amend proposals if necessary

Applications to the Studentship Competition can only be made using the Joint Electronic Submission (Je-S) forms. Applicants (the students) must therefore have a Je-S account. If the applicant does not already have a Je-S account a new one can be created from the Je-S log-in page available here <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

When choosing the Account Type, '**The Student**' should be selected, choosing other account types could result in a delay in the account being ready for use.

Please note that when creating your Je-S account it is important that you enter an e-mail address where you wish correspondence to be sent. **It is similarly important that you keep this up-to-date should it change, as we may need to contact you during the processing of your proposal** and will send **notification of the outcome of your application to this address.**

Once completed the application form will be sent to a pool of Approvers and/or Submitters at the research organisation who will check the application before onward submission to the AHRC. Applications should therefore be submitted in good time before the **deadline at 4pm on the 6th May** to allow for this extra process to occur.

Creating and Completing the Application Form

Log in to Je-S here <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

Select **Documents** from the menu on the left of the page
Select **New Document**

In the Add New Document page please select as follows:

Select Council **AHRC**
Select Document Type **Studentship Proposal**
Select Scheme one of the following:
 – **Doctoral Competition**
 – **Professional Preparation Masters Competition**
 – **Research Preparation Masters Competition**

Then select **Create Document**

A Document Menu (main menu) will then be presented displaying a list of sections that need to be completed.

In addition to these sections there are a few functions available to help you during or after completion of the form. These are accessible from the Document Menu (the main menu).

Validate Document

Selecting this will display at the bottom of the screen a list of any sections which have not yet been completed or which have been completed incorrectly. You will not be able to submit the form to the approver pool until these issues have been addressed.

Create Document for Printing

You can print the application form at any time using this function and also if you wish you can save a non-editable version to your computer for future reference.

User Access Privileges

You can allow other people to edit this application form by using this function and selecting **Add Editor**. For example you may wish to allow supervisors, heads of department or administrators access so that they can edit, check or complete some of the sections.

The sections should be completed as follows.

Applicant

Use the **Select Person** button to search the list of existing Je-S accounts for the name of the student who is applying for the funding. Select **Save** to return to the Document Menu.

Qualifications

Please use this section to provide details of qualifications you have gained or are currently undertaking along with any relevant work or professional experience.

Relevant Qualifications

Please use this section for qualifications already awarded. You must enter **ALL** of your qualifications at undergraduate, postgraduate and doctoral level.

Information on qualifications is held in the student's Je-S account and can be entered during the account creation and/or from the application form using the **Edit Qualifications** button.

To add qualifications from the application form use the **Edit Qualifications** button which will direct you to the Qualifications page of the student's Je-S account. Please note that only the student will have access to this function, it cannot be completed by other users. Select the **Add Qualifications** link to add each qualification in turn using the **Save** button after the entry of each one. When you've finished adding qualifications use the **Back to Document** link at the top left of the screen and you will be returned to the application form.

Please note that it is essential that all of the qualifications that you have included are also ticked using the tick boxes to the left of each qualification displayed or they cannot be viewed by the Research Council or assessors.

Future Qualifications

Please use this section for qualifications you are currently undertaking.

For 'Awarding Organisation' select the organisation at which you are currently registered.

For undergraduate applicants your qualification **MUST** be awarded by 31 July in the year you are applying.

Relevant Experience

Please complete this section if you have any employment, work or professional experience **relevant to your proposed programme of study**.

Under 'Number of Years' please provide information about the number of years of employment, work or professional experience you have **in total** which is relevant to your proposed programme of study.

Under 'Description of Experience' please provide information about relevant experience. You should ensure that you separate out your employment and professional experience clearly.

Organisations

Research Organisation

Use the **Select Organisation** and **Select Department** buttons to find and select the organisation and department at which the student will be registered.

Degree Awarding Organisation

This section need only be completed if the degree is awarded or validated by an organisation other than where the student will be registered.

Project Details

Please refer to the Helptext using the **Help** link at the top right of the page as this contains extensive information on the relevant scheme rules and guidance on what should be entered on this page.

Please note that Percentage Part Time can only be 50% for a part-time masters and can only be 60% for a part-time doctoral.

The **Proposed start date** can only be entered as 01 October for students starting at the beginning of the next academic year or exceptionally as 01 January for doctoral students starting in January. If a course of study starts earlier or later than either of these dates, you should still enter 01 October or 01 January but ensure that the full length of the requested funding period is recorded under **Duration of the Grant**.

Please note that if your course starts more than a month earlier or later than 01 October or 01 January, your application maybe ineligible and you should check the **Guide to Student Eligibility** which can be found at <http://www.ahrc.ac.uk/FundingOpportunities/Documents/Guide%20to%20Student%20Eligibility.pdf>

Project Summary

Applies to the Doctoral Competition only.

You should enter a summary of the proposed work in a style that will be accessible to a variety of readers as not all of the assessors may be a specialist in your subject area.

Related Proposals

Previous Reference Numbers

You should enter here the reference numbers of any previous AHRC awards. This will be either a 5 or 6 digit numerical reference (some references were a combination of year and ref, e.g. 2008/123456, in which case you should omit the year, so 123456) or else a format such as this AH/H000011/1.

Applied Previously

Please indicate here if you have any other studentship proposals or nominations currently under consideration by the AHRC.

Supervisor/Course Leader

Please give the name of your intended Supervisor, for Doctoral applications, or Course Leader for applications under the Research Preparation or Professional Preparation Masters' Schemes. Use the **Select Person** button to search the list of existing Je-S accounts and if you don't find the person you're looking for use the **Add New Person** button to manually enter their details.

If applicable, doctoral applicants may enter the details of more than one supervisor although one of these must be selected as the Main Supervisor by using the tick box provided.

Ethical Information

Please use the **Yes/No** buttons to indicate if there are ethical implications arising from the research and also if there is policy on good conduct in research at the chosen research organisation. If Yes is selected for either question you should enter details in the relevant text box.

Classifications

Subject

You should enter here details of subject classifications that best describe your area of study.

To enter a Primary Subject classification, select the **edit** link displayed in the table. You will then need to select a high level subject from a drop-down list followed by a detailed subject classification. For certain subjects you will need to use a Yes/No button to indicate if the programme of study is practice-led.

Where appropriate you should use the tick boxes to indicate the Time Period(s) and Geographical Area(s) of your area of study. You can select more than one tick box.

Once you have selected **Save** you will be able to enter up to two Secondary Subject classifications using the same process.

You should then answer the next three questions using the Yes/No buttons as appropriate and select **Save** to complete the section.

Keywords

Doctoral applicants should enter at least one and up to six keywords that further describe the subject area of their research. These are intended to provide additional information, so it is not necessary to repeat terms used elsewhere in the classification.

Attachments

There are 4 compulsory additional documents that need to be attached to each application and they should be uploaded in this section. Only one of these attachments can be uploaded by the student. Please ensure that you refer to the Helptext which is accessible by using the **Help** link at the top right of the page for detailed information on what these documents should contain.

Attachments must be a Microsoft Word or pdf format and the font size must be no smaller than size 11.

To upload attachments select the **Add New Attachment** button. Then select from the drop-down list the Document Type you are uploading, use the **Browse** button to find the document on your computer or network and then enter a short Description for the file, e.g. A.Another Case For Support. Select **Upload** to attach it to the application form.

Studentship Proposal Case For Support

Uploaded by the student or the research organisation.

Please refer to Annex A of the Studentship Competition Guide for information on the format and content of the Case for Support. The Guide is available on our website here <http://www.ahrc.ac.uk/FundingOpportunities/Documents/studentcompguide.pdf>

References

These can only be uploaded by the approver or submitter pool at the research organisation.

The student should contact their chosen referees to ensure they are aware who the Approver/Submitters are and that the references have been received in good time before the application form is submitted to the AHRC.

Two references are required, and only two, and each should be a maximum of 1 side of A4 a font no smaller than size 11. Information for referees is provided in Annex B of the Studentship Competition Guide

<http://www.ahrc.ac.uk/FundingOpportunities/Documents/studentcompguide.pdf>

Host Organisation Statement

This can only be uploaded by the approver or submitter pool at the research organisation.

The Head of Department, or equivalent, should complete this statement and it should be no more than 2 sides of A4. Detailed guidance on the format and content of this statement can be found in Annex C of the Studentship Competition Guide

<http://www.ahrc.ac.uk/FundingOpportunities/Documents/studentcompguide.pdf>

Notes and Comments

You may add your own notes and comments to the proposal for your reference or for others who may be completing some sections of the form.

Any notes or comments added here will NOT be transferred to the AHRC when the proposal is submitted.

Submitting the application form

Once the application form has been completed it needs to be submitted to the next stage which is the Approver or Submitter pool at the research organisation. Only the named student can submit the application to this stage, so if the application ownership has been transferred to other people for the completion of some sections of the form it will need to be transferred back to the student.

To submit the application form select **Submit Document** from the Document Menu (the main menu).

You will receive an email confirming submission of the application form to the Approver pool. All the people in the Approver pool will also receive an email confirming that this application form is ready to be checked before onward submission. Please note that some organisations will not have an Approver pool in which case the application will be sent directly to the Submitter pool.

The Approvers will then need to add the two references and also the research organisation attachments before one of them submits it on to the next stage which is the Submitter pool. The Approver, the Submitter pool and also the student will receive an email confirming that this action has happened.

One of the Submitters will then need to submit the application to the AHRC at which point the Submitter and the student will receive an email confirming that the application has completed the final stage and has been sent to the AHRC.

What happens next?

The AHRC will check the application and should any information errors be found, such as attachments that exceed the maximum page length or information on qualifications missing, it will return the application for correction. The application will be returned to the Submitter pool at the research organisation and an email will be sent to the Submitter pool and also the student notifying them that the application has been returned and the reason for the return. The Submitter pool may wish to make the correction(s) themselves or they may forward the application on to the student to make the correction.

Once the corrections have been made the application will need to be submitted to the AHRC by the Due Date specified in the email which will be 3 working days from the date the application is returned to you. Extensions to the Due Date for a returned proposal can only be granted in exceptional circumstances and only in advance of the Due Date specified.

For information on the assessment and outcomes process please refer to the Studentship Competition Guide available here
<http://www.ahrc.ac.uk/FundingOpportunities/Documents/studentcompguide.pdf>