

Guidance for academics applying via the Je-S system

If you are an academic (university) applicant applying for DCMS funding you need to complete an online standard proposal and provide DCMS with a PDF copy of the output document as part of your proposal. You can get this from the research council's Je-S website. You must be registered with Je-S to use this system.

1. Eligible organisations

Organisations that are eligible to be considered as academic collaborations may include:

- universities and similar higher education institution (HEI) organisations
- government research establishments
- not-for-profit research and technology organisations (RTOs)

Note that research organisations not registered on Je-S might also be eligible. If you are not registered with Je-S and are hoping to apply, you should register as soon as possible, as registration can take some time.

Research organisations that are not able to register with Je-S within the timeframe will need to complete the standard DCMS Project Finance Form.

If you have any queries about registering or using Je-S contact the Je-S helpdesk by emailing JeSHelp@rcuk.ac.uk or calling 01793 444164.

2. Eligible costs

Project costs for academic applicants are calculated on the basis of full economic costs (FEC), as defined by the research councils.

If your project is successful, DCMS will fund an academic partner at up to 100%, depending on the subsidy control position the project chooses to take - you should refer to the Full Guidance for Applicants for further information. Any remaining funds are not counted as part of your contribution to your project and must not be included in the total project costs.

Please note that the costs of PhD students is not eligible for inclusion in research organisation project costs. This is in line with RCUK guidelines.

3. How to apply

3.1 Completing the Je-S form

The online forms are completed in the same way as all other research council funding applications. To access the online form and apply within an Innovate UK competition you should:

- sign into the Je-S website
- select 'add new document'
- under the option for 'council' select 'Technology Strategy Board' (to note, this is for administrative purposes and the Technology Strategy Board are not funding or affiliated with DCMS funding competitions unless explicitly stated)
- under the option for 'document type' select 'standard proposal'
- under the option for 'scheme' select 'Technology Strategy Board CR&D'

Within your application you will need to provide:

- a 1-page 'justification of resources', which describes your need for resources within the context of your role in the project. This should be submitted as an attachment

More guidance on the content of the 'justification of resources' appendix is available on the [Je-S website](#).

For further advice on completing the Je-S form, requirements and process also visit the [Je-S website](#).

3.2 Submitting your Je-S form

You must complete the form by the deadline given in the competition brief for which you are applying. If you fail to submit this form it could result in the whole application becoming ineligible for this competition. Please allow sufficient time for Je-S approval.

Please note, research council standard procedures also apply to DCMS proposals. Approval of submissions in the Je-S system is required by both the head of department and university research office. The onus is on you to notify these parties that a proposal has been submitted and when the deadline is.

After completing the Je-S form you must provide a PDF copy of the Je-S output document confirming a status of 'with council' to the lead partner of the consortium.

The lead partner is then responsible for completing the finance summary table in the application form with your information.

4. DCMS and open access

DCMS supports the principle of open access for a project which has specifically identified a requirement to publish outcomes as a route to dissemination. This requirement should be included within a project's collaboration agreement. It should also follow the guidelines contained in the Research Councils UK (RCUK) policy on open access. Additional costs for publication charges will not be considered.