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: Doctoral Training Partnerships 2nd Call

The Je-S form used with the Doctoral Training Partnership competition will be available on 10 January 2014, 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 DTP 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.

General Information		Before completing a 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 http://www.bbsrc.ac.uk/funding/studentships/studentships-index.aspx which includes information on the calls and the following documents: • BBSRC Postgraduate Studentships Guide • Training Grants: Terms and Conditions • Training Grants: Frequently Asked Questions • BBSRC Guide to Studentship Eligibility
Proposal Details	**Proposed Start Date**	Select a start date for the DTP, e.g. 01/10/2015.
	Duration	Select a duration (in months), i.e. 60.
	Your reference	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.
	Title	Enter the title of your proposal.
Organisations	**Research Organisation**	Complete details of the lead organisation and department of the individual leading the proposal and named on the Portfolio Agreement as responsible.
	Collaborating Organisations	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
Grant Holder		Complete details of the individual leading the proposal and named on the Portfolio Agreement as responsible.
Proposal Summary		Please type ‘N/A’ into this section to pass the Je-S validation checks.

Attachments	**Additional Attachment Types** The Je-S form requires additional attachments as follows: **Cover Letter and Mission Statement (exactly 1):** Applicants should provide a Cover Letter to summarise the application and a Mission Statement to describe the aims of the DTP and its key strengths for delivering world-class bioscience research training. Attach as type 'Proposal Cover Letter' in Je-S. **Portfolio Agreement Attachment (exactly 1):** In this attachment, applicants should describe how the PhD training will be provided by the Partnership. The key aspects of this agreement are: 1. Alignment of PhD training with BBSRC Strategy 2. Research training strategy 3. Vulnerable capabilities and strategically important and vulnerable subjects 4. Institutional commitments to, and investments in, bioscience research training 5. Professional Internships for PhD Students scheme 6. Cohort building and networking 7. Selection of PhD projects, and students 8. Selection of supervisors, supervisor support and training 9. Governance arrangements for managing the Doctoral Training Partnership, including information and reporting requirements Attach as type 'Case for Support' in Je-S. **Publications Attachment (exactly 1):** In this attachment, applicants should provide details of their most significant publications in the BBSRC strategic priority areas in which they are proposing to provide research training. The template for this attachment is on the BBSRC website. Attach as type 'Other Attachment' in Je-S. **Research Funding Attachment (exactly 1):** BBSRC will use Higher Education Statistics Agency (HESA) Finance Statistics Return data to determine the research grant income between 2010/11 – 2012/13 for each Higher Education Institute in a Partnership. Where HESA Finance Statistics Return data is not available (i.e. for Institutes that receive strategic funding from

	BBSRC), you must provide details of the research grant and contracts income for the financial years 2010/11, 2011/12 and 2012/13. Attach as type 'Other Attachment' in Je-S. **Performance Indicators Attachment (exactly 1):** In this attachment, applicants should provide details of PhD submission rates for the Partners involved in the submission. The template for this attachment is on the BBSRC website. Attach as type 'Studentship Proposal Performance Indicators' in Je-S. **NOTE: all mandatory attachments must be completed using the standard BBSRC templates available at** http://www.bbsrc.ac.uk/dtp **BBSRC will not accept stand-alone documents.**