



Terms and Conditions for Use of Je-S System by a Research Organisation

The following paragraphs specify the terms on which a research organisation (RO) agrees to use the Je-S system. Acceptance of these terms is a prerequisite for the use by the RO's staff of the service provided by the Je-S system. The RO indicates its acceptance of these terms by the completion and return to the Je-S Helpdesk of the attached acceptance sheet.

Following receipt of the completed acceptance sheet, we will contact you regarding the next step in the registration process. For information, the registration process involves the following further steps:

- i) We issue a spreadsheet of the departments at your organisation known to the Councils. If no departments are available we will provide you with a blank spreadsheet and suggest two departments, one for administrative and the other academic purposes.
- ii) You return the spreadsheet with confirmed department details
- iii) We update Je-S to reflect your confirmed departmental structure
- iv) The staff involved in the administration of submitting documents at your organisation should now create their own accounts using the 'create account' option at the following link: <https://je-s.rcuk.ac.uk/Jes2WebLoginSite/login.aspx>
- v) You advise us of a generic e-mail address that can be accessed by more than one person. We will then issue your organisation with its RO Master ID to this generic e-mail address (enabling you to tailor the approval process to meet your requirements) together with a checklist.
- vi) You confirm your organisation's readiness to use the system
- vii) We will confirm that registration of your organisation has been completed and staff at your organisation can now use the system. However, if you have completed an IRO Eligibility Form and/or FEC Questionnaire, we will not issue the RO Master ID or confirm registration has been completed until the Research Councils have confirmed your application was successful.

Changes to These Terms and Conditions

1. We reserve the right to change these terms and conditions. Where possible, we will consult ROs on proposed changes through the Je-S Framework consultation mechanisms and will give ROs reasonable notice in writing of the changes and their effective date. Where we deem it necessary (ie. for significant changes to the terms and conditions), we will seek written acceptance of the revised terms and conditions. In other cases, continued use of the service by the RO beyond the effective date will be taken as acceptance of the revised terms and conditions.

Service

2. Je-S provides the Councils communities with electronic research grant and studentship services.

User Terms and Conditions

3. All users are bound by the Je-S user terms and conditions. The system will require all users with unique credentials (ie. all users except those using only the RO Master ID) to confirm acceptance of these conditions and subsequent amendments. The RO is expected to ensure that users using only the RO Master ID are made aware of the conditions that apply to users and are notified of any amendments issued by the Councils.

Responsibilities of RO

4. The RO is required:

- To establish Approver (if applicable) and Submitter Pools for all departments that intend to submit documents to the Councils
- To manage and control access rights for Approvers (if applicable) and Submitters so that only documents supported by the RO are submitted to the Councils
- To keep the Je-S Helpdesk up-to-date on the RO's organisation structure (eg. changes in departmental structures, changes to department names)
- To protect the username and password of the RO Master ID account so that only individuals with the appropriate authority have access to the RO Master ID account and the credentials of the RO Master ID account are protected from misuse
- When the functionality is available, to control the method used to submit documents to the Research Councils ie. on-line submission v. machine-to-machine submission
- When the functionality is available, to protect the credentials used for machine-to-machine submission (if applicable) from misuse
- to report immediately any known breaches of the interim RO and user terms and conditions to the Je-S Helpdesk
- to ensure that the functional e-mail address associated with the RO Master ID is monitored regularly
- to implement the technical requirements of the Je-S Framework v1.1, most notably

the facilities required to deliver the "in transit" encryption of data exchanged with Je-S (ie. 128-bit encryption)

Notes

5. Je-S registration does not equate with eligibility for funding from a Research Council. The Councils reserve the right to reject a proposal on the basis of its ineligibility in accordance with their policies.
6. The Councils reserve the right to revoke a RO's registration should it be clear that there has been a breach of these terms and conditions.

Definitions

The system	The Je-S system, including the associated software, databases and Web pages
The Councils, we, us, our, ourselves	AHRC, BBSRC, ESRC, EPSRC, MRC, NERC and STFC
The research organisation, RO	The organisation wishing to register for use of Je-S for the specified services
You	The individual named on the Acceptance Sheet who accepts the terms on behalf of the research organisation
User	An individual who uses the system
Service	The service provided by the Councils through the Je-S system
RO Master ID	A single account issued to the RO as part of registration
“Approver”	<p>A user who is allowed to edit, forward and return specific documents. An Approver for a particular document is a member of the Approver Pool established by the RO to approve documents for particular RO and Department to which it relates. The use of Approvers Pools is optional for a RO. For further information see the Je-S Framework v1.1 (sections 5 and 6) at http://www.pparc.ac.uk/jes/framework/index.asp.</p>
“Submitter”	<p>A user who is allowed to edit, submit and return specific documents. A Submitter for a particular document is a member of the Submitter Pool established by the RO to submit documents to the Councils using Je-S.</p>
“Document”	<p>Any form and accompanying attachments that require an official submission route from the RO to the Councils.</p>

Annex B: RO Acceptance Sheet



Acceptance of Terms and Conditions for Use of the Je-S System by a Research Organisation

Name of Research Organisation:


Name of Senior Representative:

Post:

On behalf of the above-named organisation, I confirm acceptance of the RO Terms and Conditions for use of the Je-S system and the basis on which the terms may be changed.

I request that the Councils now progress this organisation's full registration for use of Je-S so that academics at our organisation are able to access cross-Council and EPSRC-specific services.

I provide the details of main Je-S contact for the organisation below.

Signature: 

Date:

Main Je-S Contact

Name:

Post:

E-mail:

Telephone:

Fax:

Postal address:

Name:

Post:

E-mail:

Telephone:

Fax:

Postal address:

Please return to:

Je-S Helpdesk
Polaris House
North Star Avenue
Swindon
SN2 1ET

Tel: 01793 444164
e-mail: JeSHelp@rcuk.ac.uk