

NERC Je-S Peer Review – Frequently Asked Questions

1) What is the Je-S System?

Je-S is the UK Research Councils' Joint Electronic Submission system. It is currently used for completion and submission of research proposals, final reports and expenditure statements to six of the Councils.

2) I've never used Je-S before and I don't have an account. How do I get one?

If you do not already have a Je-S account, one will be created for you prior to a review being requested. You will be able to activate this account by following the link in the email you receive requesting a review.

3) When I first tried to access the peer review documentation, the 'Reviewer Protocols' screen appeared. What is this?

The Reviewer Protocols section outlines the UK Research Councils' expectations regarding issues such as confidentiality of the material contained in the review documents and conflicts of interest. Before starting a review for the first time, a reviewer must agree to abide by these protocols. Once you have done this once, you will not be asked again if you carry out further reviews. However, you will be asked to reaffirm your agreement once a year.

4) I'd like to see the proposal before I decide whether to do the review or not. How can I do this?

You can view the full proposal prior to making a decision about whether to complete the review. Once you have agreed to the Reviewer Protocol (see question 3), you will be presented with the 'Document Menu' screen and you should select 'View Documents to Review' from the list. You can also request that the relevant documentation can be formatted into individual pdf's to make reviewing easier. Please note that if the proposal is a joint award then the system can only create one pdf file for each component of the proposal.

5) Can I get a printed copy of the review form, so I can see all the questions that need to be answered before I begin my assessment?

Yes, it is possible to print a blank copy of the review form. In the Document Menu screen, select 'Create Document for Printing' from the Document Import/Export menu. If you choose 'include blank sections' under the print options, you can create a printout of the form that includes all the questions.

6) I forgot to print off the completed review before I submitted it, can I retrieve a copy?

Yes. Under the Peer Review section within the Assigned Document Summary, select show documents submitted to council filter. Select the relevant proposal and then choose 'Create Document for Printing' from the document Import/Export menu.

7) Do I need to answer all questions on the form?

Yes, unless you are declining the review request. For example, if a question is not relevant to you, you could type in "not applicable" (e.g. For your expertise if you have indicated that you are reviewing the whole proposal instead of part of the proposal, you still need to answer the section about which aspects of the proposal you are reviewing). **If you are unsure whether you have missed any questions selecting 'Validate Document' at any time will list the questions that need a response.**

NERC does have the option to return reviews back for amendment, if in any comments are deemed inappropriate.

Once you have completed the review you must select the 'Submit Document' option in order for the NERC to receive your response(s). The status of your document will then change to 'With Council'

8) Are any guidance notes available?

Previously, NERC sent guidance notes as a hard copy along with the proposal for review. Within Je-S, there are guidance notes called the 'Helptext', which include NERC-specific sections on completing the form. Any extra guidance, for example links to Directed Programmes web sites, will also be available in the 'Instructions to Reviewer' section of the form.

To see the relevant guidance, select 'Help' at the top right corner of the screen while in any section of the review form. **Please note which scheme the proposal has been submitted to** (shown in the banner heading at the top of each screen), as there is often scheme –specific guidance.

9) Do I need to Review the Proposal in Je-S ?

No, reviews can still be undertaken outside of Je-S. Copies of the review form can be obtained from our website at <http://www.nerc.ac.uk/funding/application/referee/>

If you undertake your review outside of Je-S please email your assessment to the NERC contact listed in 'Instructions to Reviewer' section of the form.

10) Who can I contact for help with using the system?

If you need assistance in the use of the system or experience any problems, please contact the Je-S Helpdesk: 01793 444164, JeSHelp@rcuk.ac.uk.

11) Who can I contact for advice relating to the proposal or scheme?

If you have any questions regarding the information contained in the proposal, the scheme, the review process or potential conflicts of interest, you should contact the NERC officer whose details appear in the 'Instructions to Reviewer' section of the form.

12) I am happy to review the proposal, but need more time to do it. What should I do?

You should contact the NERC officer whose details appear in the 'Instructions to Reviewer' section of the form, to ask whether a later response date is possible.

13) I am unable to complete the review. What should I do?

It would be very helpful if you could tell us as soon as possible if you are unable, or unwilling, to complete the review, so we can approach an alternative reviewer.

Ideally you should do this by selecting 'Decline to Review' under the Document Data menu in Je-S. It would also be very helpful if you can suggest alternative reviewers who could be approached.