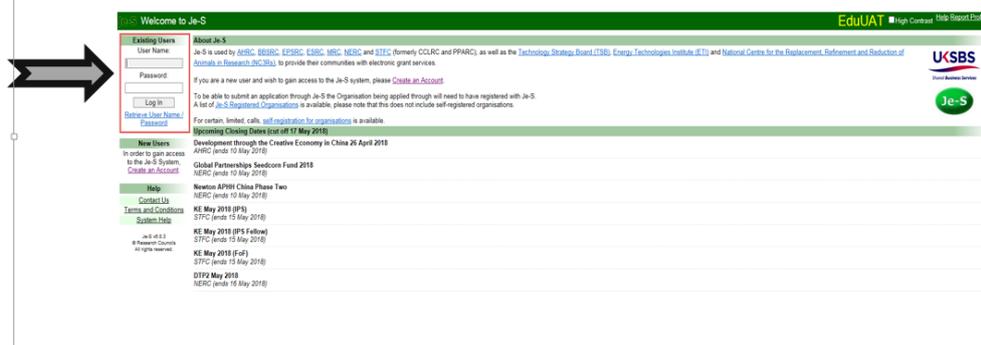
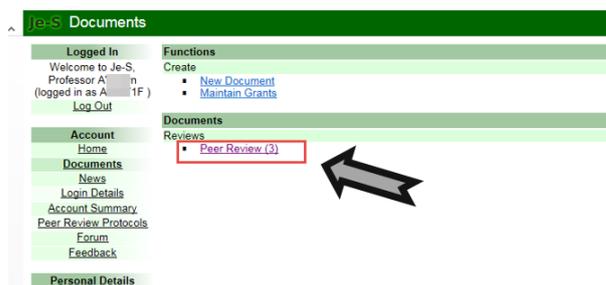


# Guidance for reviewers: navigating Je-S as a reviewer

Log into Je-S: <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx> and enter your user name and password. Click on 'Log In'.

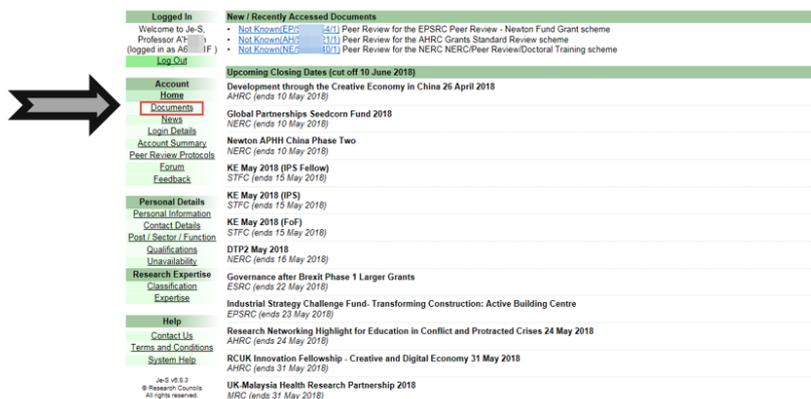


Under Documents and Review: select the Peer Review hyperlink



Note: If this is the first time you are completing a review, you will be asked to accept the Reviewer Protocols before you can proceed to see the review.

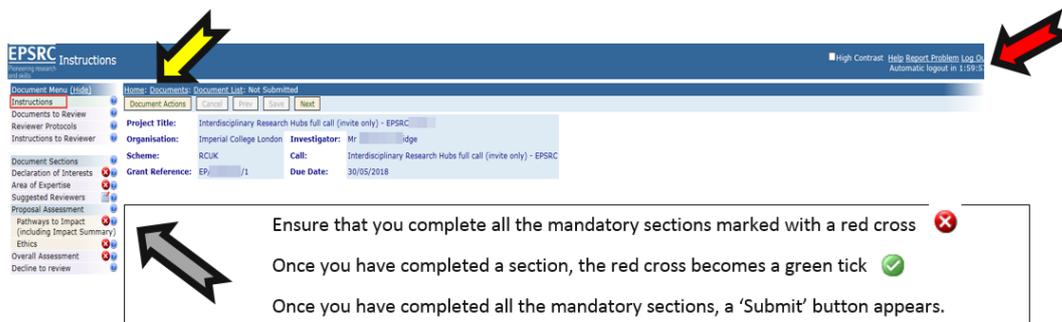
In the navigation column on the left click on 'Documents'.



You will now see all reviews awaiting your attention. Select the 'Open' hyperlink next to the review that you wish to complete.



### Completing the review - 1:



In the top corner of the screen you can see a countdown of how long you have to complete the review, before the system automatically logs you out.

For this reason you may wish to use Microsoft Office Word to complete your review and then copy the information into Je-S when complete.

To download a copy into Word, you can use the 'Document Actions' menu and select 'Print Document'.

Please note: the screen shots provided are for an EPSRC review. Reviews for other Councils will have a different logo and colour at the top of the screen.

## Completing the review – 2:

**EPSRC Instructions**

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Project Title: Interdisciplinary Research Hubs full call (invite only) - EPSRC

Organisation: Imperial College London Investigator: Mr [redacted]dge

Scheme: RCUK Call: Interdisciplinary Research Hubs full call (invite only) - EPSRC

Grant Reference: EP/[redacted]/1 Due Date: 30/05/2018

Document Sections:

- Declaration of Interests
- Area of Expertise
- Suggested Reviewers
- Proposal Assessment
- Pathways to Impact (Including Impact Summary)
- Ethics
- Overall Assessment
- Decline to review

You can either use the Document Menu to navigate through the document or use the Prev and Next buttons at the top of the page.

Once you have completed each section, press Save at the top of the page before you move on to the next section.

Use the question mark button next to any section for further guidance on how to complete that section.

In the 'Instructions', if there are any specific instructions from the Research Council they will be provided here.

## Completing the review – 3:

**EPSRC Documents to Review**

Home: Documents: Document List: Not Submitted

Document Actions: Cancel Prev Save Next

Project Title: Interdisciplinary Research Hubs full call (invite only) - EPSRC

Organisation: Imperial College London Investigator: Mr [redacted]dge

Scheme: RCUK Call: Interdisciplinary Research Hubs full call (invite only) - EPSRC

Grant Reference: EP/[redacted]/1 Due Date: 30/05/2018

Please follow the links below to view the documents that you need to consider.

Each set of documents can be viewed as a single PDF file by selecting the link below each document set.

Note: all attachment links will open in a new window.

EP/[redacted]/1 - Interdisciplinary Research Hubs full call (invite only) - EPSRC

Mr [redacted] - Dept of Bioengineering, Imperial College London

The document is available as a single PDF or ZIP file as well as in its individual parts (below).

Alternatively, click the Request File button below to have the single file sent to your registered email address.

Select the format you require:

PDF ZIP Request File

Individual document sections:

- Proforma - Proposal Original Proforma Document
- Case For Support - t
- Data Management Plan - t
- Pathways to Impact - t
- Justification for Resources - t
- Non-UK Components - t
- C.V. - t
- C.V. - t
- Facility Form - t
- Workplan - t

In this section you will see a list of documents you need to consider before you complete your review.

We advise to read the Proforma first to help you determine whether the proposal is in your field of expertise.

If it isn't, you can use the 'Decline to Review' option at the bottom of the Document Menu.

When you have read the Proforma, and you find that the proposal is only partially within your field of expertise, then we ask you to consider to review the part that is within your expertise and to contact the office to let us know. We will then find a reviewer for the other part.

## Completing the review – 4:

As you work your way through the sections with the red crosses in the Document Menu, they turn to green ticks.

The last section for you to complete is 'Overall Assessment' with 6900 characters maximum.

And finally, you must give your final judgment of the proposal ticking one of the 6 grades options available (1-6).

Once you have completed the full review, all the red crosses will have turned to green ticks. A Submit Document button will appear at the top of the screen.

## Completing the review – 5:

Once you have completed the full review, all the red crosses will have turned to green ticks.

A Submit Document button will appear at the top of the screen.

Press this button and you will have submitted your review.