



Department Approver Procedures

Login to John Fell Fund (JFF) Application Menu

- Navigate to the JFF pages on the Research Support website at <http://www.admin.ox.ac.uk/researchsupport/findfunding/jff/>
- Enter your single sign-on (WebAuth) **Username** and **Password** and click **Login**. If you require assistance with your single sign-on (SSO), click the [Having trouble logging in?](#) link below the login button.
- Click the **Continue to** button on the next screen.
- The *Application Menu* is displayed. Here you see any applications and awards you are associated with under the heading *My applications and Awards*, and, if there are any applications awaiting departmental review, you will also see *Applications for Departmental Review* at the bottom.

Application Menu

Create a New Application
[Create an application for yourself](#) | [Create an application for someone else](#)

Your application must consist of two parts: Part 1 – Web application form, and Part 2 – Case for support based on the case for support template below. The template can be downloaded and completed offline if required.

If you are preparing your 'Part 2 Case for Support' in LaTeX, or do not have software that supports Word file formats, please ensure that you use the headings set out in the official template; an 11-point sans serif font and 2cm margins.

When both Part 1 and Part 2 of your application are ready for submission, upload Part 2 (through the web form) and please press 'submit to department'. Subject to departmental approval, the department will arrange to submit the application to the Division, which will in turn communicate with the John Fell Committee.

Part 2 - Case for support template

My Applications and Awards

App Number	Project Title	Status	Role
1337001	SDW #1 Test 17-3-14	With Division	DA
0002825	sdw #2 17-3-14	Draft	
0002850	SDW Test #1 020414	Draft	
0002851	SDW Test #2 3-4-14	Draft	

Applications for Departmental Review
 NOTE TO DEPARTMENTAL APPROVERS

APPLICATIONS WILL DISAPPEAR FROM YOUR LIST ONCE THEY HAVE BEEN CONSIDERED BY THE RELEVANT DIVISION. TO KEEP TRACK OF THE APPLICATIONS YOU APPROVE ENSURE YOU ARE IDENTIFIED AS A FORM EDITOR ON THE APPLICATION ITSELF.

App Number	Project Title	Status	Role
0002821	TEST JAH for ELT 17 03 14 running	With Department	DA
0002826	Emma Test JFC	With Department	DA
1337005	EMMA TEST - JAH as PI	With Department	DA
1337004	SDW Test 27-3-14	With Division	DA
0002852	ELT - TEST OF LIVE SYSTEM	With Department	DA

As you move around the site, you can navigate back to the main application menu by clicking on the [Back to Main Menu](#) button at the bottom of each screen or, where available, use the breadcrumb trail at the top of the screen:

UAS Home > Planning and Resource Allocation Section > John Fell Fund > How to make an application > [Application Menu](#)

Approve Application and Submit to Division

- In the *Applications for Departmental Review* section, locate the application you'd like to review and approve, and Click the corresponding **Edit** button. To view the application as a pdf, click **View**.

Applications for Departmental Review

App Number	Project Title	Status	Role
0002827	Test JAH 00000010	With Department	DA

- The application opens.

Application

The Project | Investigators | Form Editors | Financial Details | **Part 2 - Case for Support** | Approval

Project Details

Project Title: TEST JAH for ELT 17 03 14 running

Lead Department: University Administration and Services

Sub-unit: Planning & Resource Allocation (F appeals)

Start Date: 2017/03/15 (dd/mm/yyyy)

End Date: 2018/03/15 (dd/mm/yyyy)

Does your eligible post expire within 6 months of the end date? Yes No

Project Category:

- Pump priming
- Start up for early career researcher
- Other academic activities
- Research facilitator
- Support related to a current external bid
- Strategic investment in equipment

Does the project require ethical review? Yes No (Further information)

Has the Funding requested in this application also been sought from an external funding body? Yes No

(If yes, please summarise feedback in Part 2 of your application and explain why you are now applying to the Fell Fund)

All projects supported by the John Fell Fund must adhere to the University's Code of Practice and Procedure for Academic Integrity in Research, and comply with appropriate legal and regulatory requirements. If any form of licence is needed (e.g. Home Office, Intellectual Property, Radiation Protection) these must be in place before the project commences. Please check this box to confirm that you have read and agree to these terms.

It is the Fund's policy to publish a summary of successful projects (name, dept/faculty, title of project, amount of grant and lay summary) on the University website, and I consent to details of my project being published accordingly if I am successful. Please UNCHECK this box if you do NOT consent to this.

[Back to Main Menu](#) [Save](#) [Delete](#) [Back to Draft](#) [Confirm and Submit to Division](#) [Next >>](#)

- Review the information in the first five tabs, including information in the attached supporting document. You can update the information and save, if required
- On the *Approval* tab, you must enter the **Departmental Finance Contact** for your department. You can also add a **Departmental Priority and Comments for Division**.

Departmental Approval

Please fill in the details below before submitting this application for divisional approval

Departmental Finance Contact (enter email address):

The individual named here will, along with the departmental approver, be copied into correspondence about the outcome of this application.

Departmental Priority:

If the department is submitting more than one application in this round, please enter how the priority it assigns to this application (1 for top priority, 2 for second priority, etc.)

Comments for Division:

Please enter here any comments that the department wishes the division to take into account in considering this application; these comments will not be shared with the applicant(s)

I confirm that this application has been approved by the department/faculty/service, and that the project will:

- be conducted in accordance with the University's Financial Regulations and the University code of practice and procedure for academic integrity in research (see <http://www.admin.ox.ac.uk/researchsupport/irregularity/>)
- be provided with the necessary facilities to undertake the research
- not entail a significant increase in use of any University services
- not begin until any health and safety or ethical reviews have taken place (if required)
- not begin until any license or other agreements necessary to undertake the research have been obtained

[Previous](#) [Back to Main Menu](#) [Save](#) [Delete](#) [Back to Draft](#) [Confirm and Submit to Division](#)

- Click **Save**.
 - If you wish to keep a copy of the application, you should do one of the following **before** you submit to the division:
 - Enter your own details in the 'form editor' tab; or
 - Return to the Application menu and click **View**. Save a copy of the summary that is displayed.
 You will normally continue to see, on your application menu page, any application that you have approved for about a month after you have submitted it to the division, but it will then disappear and, if you have not taken one of the steps above, you will no longer have access to it.
- Once you are ready to submit the application to the Division, read the statement at the bottom of the page, and then click **Confirm and Submit to Division**.

Send an Application Back to Draft

If the application needs to be updated by the applicant, you can send it back to draft status.

1. After reviewing the application (as per steps 1-3 in the previous section), Click **Back to Draft**.
2. The application will be available for edit by the applicant, and the status will change in their *My Applications and Awards* list. They will need to resubmit the application for departmental approval.

When an application is sent 'back to draft', the applicant receives an email informing them of this, and stating that the application may be resubmitted (usually this will be in the next application round). It is expected that you will discuss with the applicant (outside the John Fell on-line system) any changes that need to be made to the application before it may be resubmitted.

Delete an Application

If you delete an application neither you nor the PI will be able to retrieve it in the future, so only perform this action if you are certain it should be removed completely.

1. After reviewing the application (as per steps 1-3 in the Approve Application and Submit to Division section), click **Delete**.
2. A message appears asking you to confirm the deletion.
3. Click **OK** to completely delete the application, or **Cancel** to back out.

Approve Extension Request

An extension may be requested by the PI, a co-investigator or a form editor (see *Make an Application on Behalf of Someone Else* below) and requires approval from the Department before it will be considered by the John Fell Secretariat.

1. Once an extension request has been submitted, it will appear in your list of *Applications Requesting an Extension*.

App Number	Project Title	Status	Role	
133001	Emma Test 14 Nov 13	Extension requested	DA	View Extension View Accept Reject

2. Review the extension request details and add further information if necessary before clicking **Accept** or **Reject**.

Department: University Administration and Services
Division: University Administration and Services
Title of Project: Emma Test 14 Nov 13
Project Reference: 133001
Amount of award: 20,000.00
Date/Term award made: Thirty 2013/2014
Original Start date of project: 01/10/2013
Original End date of project: 01/10/2013

Extension request changes

Amount remaining on John Fell Award: £ 50.00
Revised Project Start Date: 01/10/2014 (dd/mm/yyyy)
Revised Project End Date: 01/10/2014 (dd/mm/yyyy)
Main reason for extension: Does not fit a bid call
Extension reason description: into the year

[Back to Main Menu](#) [Accept](#) [Reject](#)

Final Report

If you are not the applicant and wish to receive a copy of the final report, please email johnfellfund@admin.ox.ac.uk.

Application Status

The system will email you notifications at specific points throughout the process, enabling you to keep track of where an application is in the workflow. More information about these emails will be available on the [John Fell Fund](#) site in due course.

Make an Application on Behalf of Someone Else

In most cases a PI will complete the online application themselves; however there may be occasions where you will need to create the application on their behalf. The online form is intuitive, and there are separate FAQs to support completion of it. The following steps are provided as an overview of the process:

1. Login as per the steps in the Login to John Fell Fund Application Menu section on the previous page.

2. Click **Create an application for someone else**

Create an Application for Someone Else

If you are making an application with someone other than yourself as Principal Investigator, please enter a single sign-on ID in the box below:

Enter the SSO for the lead applicant: [Select](#)

3. Enter the **Single Sign-on** username of the person you are making the application for and click **Select**.
4. A green message appears, displaying the name of the person whose single sign-on details you have entered. If you have selected the wrong person, re-enter the single sign-on details.

Create an Application for Someone Else

Thank You

This ID corresponds to Ms Jacqueline Boyer, Business Services and Projects.
If this is the correct person, click below to create an application. If not, please try again.

If you are making an application with someone other than yourself as Principal Investigator, please enter a single sign-on ID in the box below:

Enter the SSO for the lead applicant: [Select](#)

[Create an application >>](#)

5. With the correct person selected, Click **Create an application >>**.
6. Complete details in each of the tabs and attach the pdf Case for Support document. Please note that you will need to **save** the application before the pdf Case for Support can be successfully attached. You can move between each tab using the **Next** button, or by clicking on the tab name.

The Project | **Investigators** | Form Editors | Financial Details | Part 2 - Case for Support

Project Details

Project Title:

Lead Department: [Please Select](#)

Sub-unit: [Please Select](#) (if applicable)

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

Does your eligible post expire within 6 months of the end date? Yes No

Project Category: Pump-priming Research facilitator
 Start up for early career researcher Support related to a current external bid
 Other academic activities Strategic investment in equipment

Does the project require ethical review? Yes No (further information)

Has the Funding requested in this application also been sought from an external funding body? Yes No
(If yes, please summarise feedback in Part 2 of your application and explain why you are now applying to the Fell Fund)

All projects supported by the John Fell Fund must adhere to the University's Code of Practice and Procedure for Academic Integrity in Research, and comply with appropriate legal and regulatory requirements. If any form of licence is needed (e.g. Home Office, Intellectual Property, Radiation Protection) these must be in place before the project commences. Please check this box to confirm that you have read and agree to these terms.

It is the Fund's policy to publish a summary of successful projects (name, dept/faculty, title of project, amount of grant and lay summary) on the University website, and I consent to details of my project being published accordingly if I am successful. Please UNCLICK this box if you do NOT consent to this.

[Back to Main Menu](#) [Save](#) [Submit](#) [Next >>](#)



Department Approver Procedures

- When all the information is completed, Click . A green confirmation message appears.

Thank You
 Your application is now with your department/faculty.

If something is not completed correctly, a red banner will appear advising what needs to be corrected before you can resubmit it.

Please attach your supporting document

- Once submitted, the application appears in the applicant's *My Applications and Awards* list, as well as in the *Applications for Departmental Review* list of the Department approver.

My Applications and Awards			
App Number	Project Title	Status	
0002527	Test LM 20082013	With Department	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Request Extension"/> <input type="button" value="Finalize"/>

Applications for Departmental Review			
App Number	Project Title	Status	Role
0002527	Test LM 20082013	With Department	DA <input type="button" value="Edit"/> <input type="button" value="View"/>

Submit an Extension on Behalf of Someone Else

- In the *My Applications and Awards* section, locate the application to be extended, and Click the corresponding button.

Extension Application

To apply for an extension to **Test the system on a Thursday** project, please fill out the details below and click apply.

Award Holder and Project	
Name of award holder	Teward, Doreen
Department	University Administration and Services
Division	University Administration and Services
Title of project	Testing the system on a Thursday
Project Reference	131/013
Amount of award	2,000.00
Date/Term award made	Wednesday 20/12/2014
Original start date of award	01/12/2013
Original end date of award	01/01/2015

Extension request change	
Request submitted on John Fell Award	
Revised Project Start Date	<input type="text" value="01/12/2014"/> (dd/mm/yyyy)
Revised Project End Date	<input type="text" value="01/01/2015"/> (dd/mm/yyyy)
Reason for extension	<input type="text" value="Temporary suspension leave"/>
Extension reason description	<input type="text"/>

- Complete all the fields and click .

Help & Support

Guidance and further information about the John Fell Fund can be found at <http://www.admin.ox.ac.uk/researchsupport/findfunding/jff/>

For guidance in using the application system, contact johnfellfund@admin.ox.ac.uk.

End-to-End Process

