



Guide for Applicants

Context

1. All applications to the John Fell Fund (JFF) must be made **online** via the web-based application system. You may reach this via the John Fell website, at <http://www.admin.ox.ac.uk/researchsupport/findfunding/jff/apply/>

or directly at:

<https://www1.admin.ox.ac.uk/researchsupport/findfunding/jff/apply/application/>

2. The application is in two parts:

- i) Data currently captured in the paper application form will be entered into a series of online screens.
- ii) The **Case for Support** is completed offline as a Word file and uploaded to the system as a PDF.

Creating an Application

3. The application system is accessed using the Oxford **Single Sign On** (WebAuth).
4. From the main menu, you can create an application for yourself, or on behalf of someone else. Edit rights can be given to co-investigators or administrative staff on the 'Form Editors' tab.
5. The form is made up of the following tabs:
 1. **The Project:** General details of your project, such as title and project category.
 2. **Investigators:** Your details will auto-populate from your SSO ID. You can add co-applicants.
 3. **Form Editors:** Allows you to give edit access to colleagues.
 4. **Financial Details:** A summary of the costs request from the JFF and contributions to the project from other sources.
6. The **Case for Support** should be downloaded from the system and **completed offline**. Once complete you should **upload it to the system as a PDF** (file must not exceed 5MB).
7. If you are accessing the system using **Safari**, please check your download areas for the **Case for Support** template as this may not automatically open in a new window.
8. Once your application is complete, you (or your proxy, who will need to be set up on the 'form editors' tab) should **submit the application to your department** for review and approval. You will be **unable to edit your application further**, but may view and print it.

Notes on the Application Form

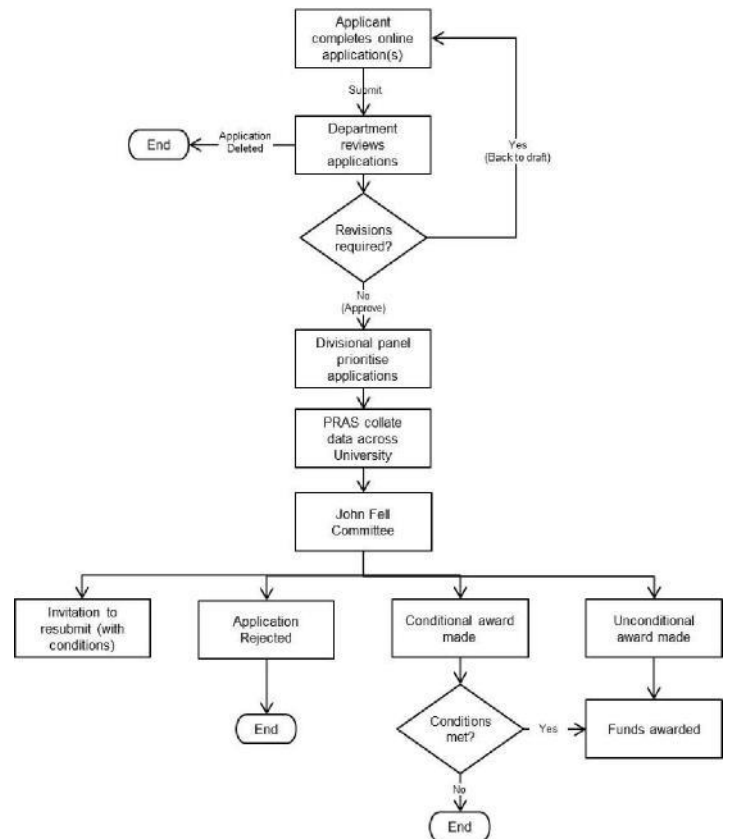
9. Once the first tab is complete, you can save progress at any time and return to your application from the main menu.

You must have saved your application before you upload the pdf Case for Support.

10. Compulsory fields for submission are highlighted with an asterisk. The system will alert you to any missing fields when you submit.
11. On the Financial Details tab the table will automatically calculate the totals in the table and the 'Indirect/Directly Allocated Costs to be covered by Department' value.
12. Clicking 'Delete' at any stage will **delete the application from the system**.
13. You can view a copy of a submitted application from the main menu.

Timetable and Review Process

14. When you submit an application it will go to your department for approval before it can be submitted to the Division for consideration. **You must allow time for the department to approve your application before the deadline stated on the John Fell website.** Please **contact your administrator for details of any departmental deadlines**.



15. If your department would like you to make revisions the application will be sent 'back to draft,' allowing you to edit the form before resubmitting (usually in the *next* JFF round). You will be notified via email if this is the case.
16. Following internal review and ranking, your **department will submit applications to the Division** (where appropriate). This is done via the online system, removing the need to supply electronic/hard copies to the Divisional Office.

Creating an Application for Someone Else

17. Clicking the 'create an application for someone else' button on the main menu allows you to fill out an application on behalf of a colleague.
18. You will need to enter the Single Sign On ID of your colleague and then complete the form as normal.

Post Award Administration

19. **Extension Requests:** If your application is successful and an award is made, the extension button will become active next to your application form on the main menu. The **form must be completed in one attempt**; it cannot be saved or reentered. You will be kept up to date with the progress of your extension request **via email**.
20. **Final Report:** You will be **notified via email when a report is due** (six months after the end date), at which point you should login to the online system, click the 'final report' button next to the relevant application and complete the form.

Help and Support

21. Guidance and further information about the JFF can be found at <http://www.admin.ox.ac.uk/researchsupport/findfunding/jff/>
22. If you have a technical issue with the new submission system please contact Research Support directly at johnfellfund@admin.ox.ac.uk.
23. **Applicants with queries about the application process** should in the first instance contact their departmental administrator; if they cannot solve the problem, they should contact the relevant divisional contact, as set out below:

Humanities Divisional [contact: jff@humanities.ox.ac.uk](mailto:jff@humanities.ox.ac.uk)

Mathematical, Physical and Life Sciences contact:
johnfellfund@mpls.ox.ac.uk

Medical Sciences Divisional [contact: jff@medsci.ox.ac.uk](mailto:jff@medsci.ox.ac.uk)

Social Sciences Divisional [contact: fellfund@socsci.ox.ac.uk](mailto:fellfund@socsci.ox.ac.uk)