We have put together the below FAQs following the webinar held on the 5 November and the subsequent questions we have received since the system was launched.

Training videos and the webinar recording can be found here: [How to use the UKRI Studentship Data System - YouTube]

Studentship record functionality

Q: As the lead organisation of a Doctoral Training Partnership (DTP), will I still be able to view all partner institution records before submission?
A: No, draft records (listed under 'Incomplete records') are only viewable within an institution. Once the record has been submitted, you will have access to review the records and make any amendments that may be needed.

Q: For AHRC Landscape Hubs will the hub have a way of seeing all landscape studentships within the hub region - or are we going to have to set up data sharing agreement to facilitate the smooth running of the hub?
A: As the studentships are not linked to the Hub training grant, it would not be possible for you to view the studentship records

Q: If we need to link studentships to multiple training grants, is this possible?
A: Yes, multiple grants can be linked to the studentship record, however, the grant funding dates (the dates the funding is drawn from the grant for that studentship) must not overlap.

Q: Is there a function to delete records, where someone was added in error for example?
A: Yes. See the 'How to delete a studentship record' guide.

Q: Regarding the soft delete, if you do need to contact the support desk, what information will we need to provide so that this can be reinstated?
A: You will need to provide as much detail about the student and the record as possible, e.g. studentship reference number, student's name, their email address, the date the record was deleted and who by, the registered research organisation, which user deleted the record, etc.

Q: Do the students still need to complete the themes for their project work? This involved numerous themes, topics, and categories they could select from.
A: No. We have streamlined the data being requested and also reviewed what is collected through HESA and studentship themes are no longer required.

Q: Do we reflect where the lead organisation (grant holder), the degree awarding organisation, and the primary supervision organisation are different? In Je-S there was a particular order in which these had to be entered - will that still apply?
A: In the new system, you should firstly select the Registered RO (degree awarding institution where the student is based) and then add the Lead Organisation (training grant holder). This will then allow you to select the correct training grant and also provide visibility to the Lead RO.

Q: If I create a record, will I receive a notification if someone else updates it? It is a big problem with multi-institution training grants with other institutions making incorrect updates to records.
A: No, there are no general notifications issued when a record is updated, however, you will be able to see from the audit history who has made any changes.

Q: Will there be the opportunity to include special characters in student names? (e.g. Müller)
A: Yes

Q: Once the students record is set up and if student comes back saying details are not correct, can we easily update this?
A: Yes

Q: Can we search for a student using their full name?
A: Yes

Q: If any of the personal details other than their name is changed such as email address, gender etc. during their studentship period, would we need to create a new record for that student?
A: No, a new record doesn't need to be created if any of their personal details change. These can be amended on the existing record.

Q: When setting up a student account does the system flag any conflicting data i.e. human error - if you select 100% funding by the grant but then in a later step note a partnership of 50% funding - will the system pick up any discrepancies?
A: There is some validation in the system on certain fields

Q: If a student requires an extension does an additional field appear if you go in to change the end date?
A: You should change the relevant dates within the studentship details tab of the record. You will then be asked to provide a reason for a change to the funding end date.

Q: Do lead account users have to validate new records?
A: No

Q: For multi-site grants, we'd expect that the HOST university enters the studentship record, rather than the lead organisation for the grant. This was the case with Je-S. Is this still going to be the case?
A: Yes, this will still be the case.

Q: Do we enter a student's personal email rather than institutional one?
A: We are asking for both email addresses. You can enter their institutional one in both fields if you don't know their personal one.

Q: Will we be able to amend the email address for the student or is it just like our user accounts, where it has to be the same? At times email addresses change.
A: Yes, the student email address can be amended.

Q: Will we still need to input classification?
A: No. We have streamlined the data being requested and also reviewed what is collected through HESA and studentship classifications no longer need to be entered.

Q: Do we need to include the supervisor details? How do supervisory details get linked for the supervisor to see them?
We will no longer be collecting information on the supervisors linked to the studentships as this is not necessary for us to disburse studentship funding effectively.

Q: The funding and thesis submission seems to be more work intensive than Je-S.

The funding breakdown fields will be pre-populated with the UKRI minimum rates, with ROs only needing to amend them if the details are different. In relation to the submission details, we have removed the separate exercise to allow ROs to complete this information at any point during the year and allow for amendments to be made if required. The previous submission survey was a stand-alone exercise and did not allow for amendments to be made once the data was submitted.

Q: Can you please also provide guidance in the FAQs about how to transfer a record if a student is moving to another institution.
A: A 'How to transfer a student to another RO 'video is available on the UKRI YouTube channel

Q: Is there a possibility to search for studentship records by department?
A: No

Q: Will DTP Managers be able to see the student records for students at all their universities? For example, I manage students at 13 different universities and need to see all their records if I am to carry out my role effectively. Is this possible in the new system, as it is in Je-S?
A: Yes. If your university has been added as the Lead RO on the records, you will be able to view them.

Q. We are a partner organisation on a Doctoral Training Grant, how can we have access to link students to the lead training grant?
A. The students registered Research Organisation is the students home institution. Under the studentship details section, the Lead Research Organisation should be amended to the lead training grant holder institution and the grant will then be available for you to link students to.

Q: Is there a way to filter records by organisational level (e.g. Faculty, School, Department), or will we always see all records in the entire organisation?
A: Whilst there are some filters built into the search results screen, they cannot currently be filtered by Faculty, School, or department.

Q: Is there a search function within the View incomplete studentship records tile?
A: No

Q: Is there going to be a bulk upload function for creating studentship records?
A: Yes, in a future release of the system

Q: Are all the questions mandatory?
A: Some are set as mandatory. The system will provide an error message if a mandatory field is not completed.

Q: Can you go back and correct previous academic year details if you realise they have been entered incorrectly?
A: Yes

Q: Will we have to update the records for each year with the new system? With Je-S, no update was needed unless there are interruptions.
A: The terms and conditions for training grants guidance document confirms that ROs should update the Studentship Data System for their students on an ongoing basis. This includes reflecting any change in status or student circumstances, and to undertake an annual check by 31 October each year.

Q: Will the questions and data recorded be the same for all councils? in Je-S, some councils asked for many more details than others.
A: We undertook a review of the data being collected and have harmonised and streamlined the data being collected. This is now the same for all councils.

Q: Can we 'bulk update' funding information as in Je-S i.e. identify all students with funding info missing and update as a batch, or do we need to update one record at a time (very time consuming).
A: Funding data will need to be added to individual records. The fields will be pre-populated with the UKRI minimum rates, with changes only needed where the funding is different.

Q: Will project summaries still be pulled through to the Gateway to Research portal?
A: Yes

Q: If a UKRI funded student changes institution, what would we be required to do with regards to their record?
A: The student's Registered Research Organisation needs to be changed to where they are moving to in the student's personal details section

Q: Awaiting thesis submission status - when are we supposed to update this section to say this?
A: The status will change dependent on the stage that the studentship is in. When the funding end date passes, the status will change to 'Awaiting thesis submission.' When the student submits, the details should be added to the submission tab, and the status will change accordingly.

Q: Under the UKRI grant details, there was an option to enter the 'Strategically linked' grant. What is the definition of a strategically linked grant?
A: Some studentships (such as Associated studentships) are linked to UKRI research grants and funded through a training grant. This field allows ROs to search for the research grant and link the studentship to it.

Q: Should we record EPSRC incorporated students on the system?
A: The student should be linked to the grant, with the studentship dates added to the grant funding dates to confirm the dates they are associated with the grant.

For 2018 EPSRC CDT; UKRI AI CDT, and 2023 UKRI AI CDT studentships, please record students under the **EPSRC incorporated student** scheme. For 2023 EPSRC CDT studentships, please record these under the **EPSRC Centre for Doct Training** scheme**.**

Q: I have a student that is funded through a training grant but linked to a wider research grant. How do I record this on the system?
A: The research grant can be added under the 'strategically linked grant' field, within the UKRI grant details tab.

Q: The project summary limits have been reduced? From 4000 in Je-S to 2000 in the new system. Why is this?
A: A communication was issued in February 2025 to training grant holders, through their research council contacts to provide guidance on what should be provided for the project title and summary following a review of the data. UKRI are looking to reduce the amount of information provided, and increase the use of plain English, to support accessibility. Project titles and summarises should be short, factual, and easy to understand. We appreciate that this may mean some older records need to be amended if the details in that section change.

Q. Which grants can I see on the new system?
A. You will be able to search on all grants that are active or have ended within the last 12 months. Please be aware that for grants issued through TFS, they need to be active before they are viewable on the SDS.

Q: Do self-funded students need to be recorded in the system?
A: Self-funded students do not need to be recorded on the system as they are not UKRI funded. There may be cases where they are covering the international fee difference, but they would still be receiving funding from UKRI.

Q: On Je-S, we used to enter the HEI registration number under Student Reference, and we could then run reports for HESA data collection showing Reg and PID. Is there space for Student ref here?
A: There are fields for the RO to add their own internal reference number to a student's record and the Je-S PID and UKRI Studentship reference are also available on the system. Both of which will shortly be available on the data export.

Q: We use the Je-S PID for HESA reporting - is the reference number on this system the new equivalent?
A: Existing studentship records (before October 2025) can continue to use the Je-S PID. For new studentships, the UKRI Studentship Reference Number (UKRI SRN) should be submitted to HESA.

Q: The student record shows a reference number whilst it is being created at the top of the page, and then once it was created a different number appears on the screen – please can you clarify which reference number we should be using.
A: When you are creating a record, the system generates a draft reference, 'SDD-12345678' for example. This relates only to the record whilst it is incomplete and before it is submitted to UKRI. Once the record is created, the seven digit UKRI Studentship Reference Number (UKRI SRN) is displayed on the screen.

Q: Is the reference number from the created record used to identify the student?
A: Yes. The UKRI Studentship Reference Number (UKRI SRN) should be used as the main identifier for the student, when contacting UKRI and when completing the HESA return.

Data security, privacy, EDI questions

Q: Why do you need to collect diversity data on the students you fund?
A: UKRI collect, and process information and personal data relating to grant proposals to support the peer review process and inform UKRI funding decision, for the management of awards and to evaluate the impact and effectiveness of funding programmes. This forms part of UKRI's public task outlined in the Higher Education and Research Act.

UKRI handles all personal data in accordance with current UK data protection legislation and the UK General Data Protection Regulation (GDPR) where appropriate. Special Category Data will only be processed where UKRI needs to do so in order to comply with its legal obligations (particularly employment, social, health, disability, and protection laws) or where otherwise specifically notified. For instance, Special Category Data is used to evaluate our funding from an equality, diversity and inclusion perspective and we review this data across our doctoral funding.

Q: Will the diversity questions be mandatory?

A: Whilst an answer needs to be entered on the system, there is an option to select 'prefer not to say' or 'not available' if you do not have this information.

Q: Why have you made changes to the data being collected?
A: The diversity data question set was reviewed across UKRI, and aligned with what HESA currently collects, meaning institutions only need to collect the information once.

Q: How will we know things like student's sex at birth?
A: These questions should be built into the recruitment process for studentships. If the answers are not known, then you have the option to say it's not known or not available.

Q: Can you select multiple disability values?
A: Yes

Q: For 'disability' there is not an option for unknown or prefer not to say?
The values have been updated since the webinar demonstration which include Not Available and Prefer Not to Say

Q: On the old Je-S system, students could register for an account and enter their personal details directly. Is that functionality available on the new system as well?
A: No, the system will only be available for institutions to access.

Q: Is there an email template we can use to advise the student how UKRI will use their data?
A: The student will receive an email notification from us upon the creation of their studentship record on the system which provides them with information on UKRI's data processing policies.

Use of data will be in line with the UKRI training grant terms and conditions. Further details can be found in the Use of Grant Proposal and Training Grant information on the website: Terms and conditions for training funding – UKRI

Q: You are collecting sensitive information. How do you ensure it is stored securely and protected from being disclosed to the public domain?
A: UKRI handles all personal data in accordance with current UK data protection legislation and the UK General Data Protection Regulation (GDPR) where appropriate. Special Category Data will only be processed where UKRI needs to do so in order to comply with its legal obligations (particularly employment, social, health, disability, and protection laws) or where otherwise specifically notified. For instance, Special Category Data is used to evaluate our funding from an equality, diversity and inclusion perspective and we review this data across our doctoral funding.

In terms of how we will be storing the data, the data is encrypted in transit and at rest by default, using strong industry-standard encryption (AES-256).

External user access can be restricted by research council, allowing a smaller pool of people to be responsible for certain grants and the associated studentships for those grants. Lead Research Organisations that are responsible for the full oversight of the studentships being funded through their training grant will be able to see all studentship details linked to their training grant; however, collaborative partners will only be able to see details of studentships registered at their organisation.

Internal access at UKRI is restricted, with research councils only having access to aggregated data for reporting purposes.

Trusted Research and Innovation

Q: There is a new question on Trusted Research and Innovation. Why has this been included now?
A: UKRI needs to ensure that the research and training undertaken as part of our doctoral investments is in accordance with all applicable legal and regulatory requirements. We are able to assess the appropriateness of RO processes in managing risks and meeting legal requirements at the investment level when funding applications are submitted. However, there are areas where UKRI needs additional assurance at the individual studentship level.

Q: The ATAS question is a new requirement and not something that was previously required on Je-S. Is this just for UKRI information? Or does this imply that information entered into the student record will be cross-checked with FCDO?
A: This information is for UKRI purposes, to ensure that our investments are complying with the legal and regulatory requirements. As a public body we will fulfil both reasonable government requests for information and FOI requests in accordance with GDPR/data protection policies.

*****Please note that the ATAS question is not currently visible but will be reinstated in a future release*****

Q: A student might require an ATAS certificate, but the ATAS clearance has not been granted at the point we want to complete the document, can we still go ahead and update it later?
A: An ATAS certificate must be obtained before starting the studentship and the record should not be completed until this has been received.

Changes to funding and submission dates

Q. How do I record a change to the funding end date or expected submission date for a studentship?
A. Please amend the details in the 'studentship details' tab of the record.

Q. Why is there no longer a free text box to record more details on the reasons for the date change?
A. This was removed as there was a high level of personal information being included in this section which is not required. We also need to ensure that we are only collecting information that UKRI require for monitoring and evaluation purposes.

Q: Exceptional studentship extensions due to grave circumstances - can these be recorded as normal by editing funding end date and reason?
A: Yes

Q: If a student changes from full time to part time during their studies, how do we record this?
A: The funding end date and expected submission dates should be updated, with the reason for the change recorded as 'Status change'

Q: So you are not gathering info about dates that a change in RO is made? (as in the example just demonstrated)
A: The date such a change is made is recorded automatically in the audit history

Q: If I change a funding end date, is the original date still recorded and available to view or will it only ever show the amended dates?

A: The current dates will appear on the studentship record. However, the audit log will have a record of when the dates were amended, along with details on the previous dates.

Q: Can you show us how to change the dates for suspensions; a leave of absence etc?
A: See the 'How to amend funding dates' video for guidance

Q: Are we entering interruptions, or just updating the end dates?
A: Interruptions that affect the end dates are recorded by updating the end dates and selecting the relevant reason from the drop-down list of values that best describes the circumstances. Submission date extensions are also recorded by amending the date on the record.

Funding breakdown

Q: Is there an annual finance update task (stipend/fees etc), as there is in Je-S?
A: The terms and conditions for training grants guidance document confirms that ROs should update the Studentship Data System for their students on an ongoing basis. This includes reflecting any change in status or student circumstances, and to undertake an annual check by 31 October each year. All information should be included before the end of the studentship, in preparation for the final expenditure statement exercise.

Q: Do we add one year at a time, or do all years at the beginning and then amend if\as necessary?
A: You can add one year at a time or do all the years but stipend and fee values will not yet be populated for future years so you would have to go into the record and manually enter these if you've created them ahead. All information should be included before the end of the studentship, in preparation for the final expenditure statement exercise.

Q: Where a studentship is part-funded by UKRI and part-funded by the university, do we include the university funding under "% funding drawn from partnerships"? (or somewhere else?).
A: Yes, the percentage should be added in the Funding breakdown section with the full details of the university funding added under the Partners section.

Q: Does it mean that every time I receive payment from UKRI I need to manually update fees and stipend payment received for each student in new system?
A: The funding breakdown does not need to be updated after every payment. The details are recorded on an academic year basis and can be updated annually or before the end of the studentship.

Q: How will these records affect the new FES process? Will they pull through automatically?
A: No, they will not pull through automatically. See the below section on the Final Expenditure Statement process.

Q: When we enter the percentage amount being drawn from the grant, can't that populate funding breakdown amounts, rather than manual input?
A: The funding breakdown amounts only specify the stipend and fee amounts for the academic year. The funding being drawn from the grant may include other costs (such as the Research Training Support Grant (RTSG) or Overseas Fieldwork costs) so this would not be accurate.

Q: Can you confirm what figures we should be providing in each of the fields?
A: The fields should be completed as follows:

Annual fee rate (FTE) - This is the UKRI minimum by default - it can be amended if a different amount is being funded.

Actual fee amount: This is the total amount the student actually attracts for fees. If they are international, this would be the international fee.

If the international fee status is selected in the studentship details section, a separate question is shown to report on how the fee difference is being covered.

Cash drawn from grant for fees – this is the actual amount drawn from the grant for the studentship.

Annual stipend rate (FTE): This is the UKRI minimum by default - it can be amended if a different amount is being funded.

Actual stipend amount received: the total amount the student actually received as a stipend.

Cash amount drawn from grant for stipend – this is the actual amount drawn from the grant.

Total percentage of funding from the grant: This is based on the total cost of the studentship.

Total percentage of funding from the partner: This is the total across all partners added to the studentship.

Q: Funding breakdown: when UKRI announces the fees and stipends rate for the next academic year, will all the information simply pull through for that next year, or will we have to go into the record every year and update?
A: The information will automatically pull through unless you've added the financial year row before the fees and stipends are configure on the system in which case the record will have to be updated manually.

Q: Can you override the default stipend rates as some studentships provide higher rates.
A: Yes

Q: Is there a batch function to update stipend/fees rates?
A: No

Q: If a student receives London Weighting, will we have to update the stipend amount manually?
A: Yes

Q: Will we be able to have previous years to select for the bursary and tuition fees? Sometimes we are informed that the student was paid from that grant from let's say 2023.
A: Yes, previous years will be available to add to a student's record should they be required.

Q: On the funding details, if the recipient is International, would we record the total institutional International Fee rate but only the home rate in the 'Cash drawn down for fees' section?
A: Yes, the Actual fee amount would be the international fee rate, and the Cash drawn from grant for fees would be the home rate you have claimed.

Q: Where do we add the enhancement payments? Would we add them to the stipend amounts?
A: Yes, if the student receives an enhanced stipend, this should be included in the stipend figures.

Q: For funding, what period is used for the academic years i.e. starting from what month
A: In line with the UKRI Terms and Conditions for training grants, the academic year is from 1 October to 30 September

Q: If UKRI expects a breakdown of fees and stipend received from UKRI for each student in the new system, will the UKRI provide a detailed remittance advice with the breakdown of students spend that has been paid by the UKRI.
A: This is not a change to the requirements – the Je-S records were updated with the stipend and fees figures for each academic year. The funding is recorded with the final amounts reported on the final expenditure statement.

Q: In the funding breakdown section, how can we include the MRes fee difference i.e. where the UKRI fee is drawn from the CDT and the difference is from other sources. And furthermore, Overseas fees waivers would also need to be included where the UKRI fee is charged to the CDT (or split between the CDT and a co-funding partner) and then the overseas fee rate is paid by the university?
A: A: The Actual fee amount would be the fee rate that the student attracts so the full amount (in this example for the MRes or Overseas fees), and the Cash drawn from grant for fees would be the amount you have claimed from the grant. Any partners, including institutional support, should be added to the Partners section.

Partners

Q. How do we record multiple collaborations with one partner?
A. Multiple records for the same partner should be created if there is more than one collaboration activity taking place.

Q. How do we record institutional match-funded studentships?
A. The institution should be added as a partner and the details of the contribution added to the system.

Q. How do I add a new partner if they are not on the system?
A. If the organisation cannot be found on the system, please use the 'Create new organisation' button to create a new organisation.

Q. If an RO is providing funding for a studentship, should we add them as a partner?
A, Yes, if they are providing support for the studentship, such as match funding, they should be added as a partner.

Q: If a student record has a partner organisation added by the home institution, will the partner organisation also see the record?
A: No, only the registered RO and Lead RO have access to the studentship record.

Deadlines

Q: When does the new data for 2025/26 starters need to be added to the new system.
A: We ask that you please prioritise the creation of new studentship records over updating any existing records and submit them by 16 January 2026

Q: Is it the responsibility of the Lead RO to add a newly funded studentship to the system or will it be created by UKRI if funding for a studentship is confirmed and we maintain the details.
A: It is the responsibility of the Lead or Registered Research organisation to create the record.

Q: What happens if we do not meet the 6-week deadline for the new records? This period after launch is busy for us (QQR, student recruitment, Christmas period).
A: The UKRI terms and conditions for training grants (TGC 7.2.1) requires information to be provided within one month of the student's registration. This was relaxed due to the system change. 6 weeks was provided to reflect the Christmas period and users' unfamiliarity with the new system.

As this condition states, failure to provide this information may result in financial and nonfinancial sanctions being imposed.

Reports & exporting data

Q: Will there be a reporting function to enable exporting of all data?
A: Yes

Q: will we be able to export financial data to use in annual monitoring surveys?
A: Yes

Q: Is there a way to extract all the data fields required to create a new student record so we know what data is needed in advance?
A: The data fields that are required have previously been circulated by UKRI

Q: Is there any way to create PDFs properly rather than use Print Page which is always messy?
A: Data can be downloaded as a CSV file, and you can then manipulate the data as required and save it as a PDF.

Q: Is there a limit on the number of records that can be exported via the export function?
A: If there are more than 200 records, the system is currently unable to generate the report in real time. Functionality will be implemented in the next release where the report output will be emailed to you.

Final expenditure statement requirements

Q: How does this all tie into the FES submissions please?
A: The FES process will continue as it currently stands, with the submission through Je-S. Rather than the student details being pulled through on Je-S, a separate download needs to be taken from the SDS and added to the FES as a supporting attachment. The 'total stipend' figure is then included on the FES, alongside the other fund headings.

Q: How do we include the student details on the FES submission?
A: See the 'How to export studentship details for the FES process' video on how to export this data

Q: Can we use the download from the studentship system to provide the financial information rather than key each individual student into Je-S as we currently do?
A: Yes, see the 'How to export studentship details for the FES process' video mentioned above.

Q: For the FES, will the SDS finance data need to be used? If so, this will be a huge job to ensure figures are correct due to numerous periods of suspensions, etc.

A: The studentship records should reflect the amount of funding being claimed for the students on the FES, along with details of funding dates etc.

Q: I am not aware of the financial tasks that have been mentioned as I am responsible for inputting the student records. Is this a new requirement?
A: This is not a new requirement. Studentship details are included on the Final Expenditure Statement process. Institutional processes vary and it may be that another department is responsible for the grant reconciliation activities.

Legacy records & migration

Q: Will the current Je-S records for students be transferred to the new system, and will our user roles be automatically carried over?
A: Active studentship records will be migrated. User roles will not be carried over; new user accounts will need to be created by your Lead Account holder.

Q: If we need to change the status of one of our students on the new system, how are we going to amend it since Je-S is no longer available and the data are not transferable?
A: Existing records have been migrated to the new system and can be amended as required.

Q: What happens for transferred records where there are fields in the new system that didn't exist before? Are there fields that we would need to complete retrospectively?
A: There may be some fields that need to be completed retrospectively. These will only become apparent when the record is accessed for editing in which case, the system will prompt you with mandatory fields that require completing.

Q: If a student has had a record migrated, will we need to enter answers for the questions that weren't previously asked?
A: There may be some fields that need to be completed retrospectively. These will only become apparent when the record is accessed for editing in which case, the system will prompt you with mandatory fields that require completing.

Q: What if we do not have that information regarding mandatory data for old records. We have studentships over 5 years old.
A: If data is missing from mandatory fields in any migrated records, the system will prompt you with a message of what is required only when the record is accessed for editing. If you do not have the required information, and it is not possible to complete it, please contact *support@funding-service.ukri.org* for further advice (as this will vary depending on what data field is required.

Q: Are we to still use Je-S then for some things like extensions and intercalations?
A: Activity related to the training grant should continue through Je-S or TFS, dependent on how your grant was awarded. The SDS is just related to the studentship information linked to the training grant.

Studentship system user accounts & permissions

Q: Where do we find the description for the level of permissions?
A: There is help text on the user account set up screens. We have also added the details below:

- Lead RO account holder: - Will be able to access all applicable studentship records (create, view, update, delete and submit records) and create, view, update and delete user accounts for the research organisation.
- Manage: Will be able to access all applicable studentship records (create, view, update, and submit records) and create, view and update user accounts for the research organisation.
- Edit: Will be able to access all applicable studentship records (create, view and update records)
- View: Will be able to view applicable studentship records

Q: Can an RO have more than one lead account holder?
A: We recommend you have more than one person with the highest level of user account permissions to support the administration of user accounts and studentship records within your organisation. You can set up as many accounts with the permissions to create users as required.

Q: How do we find out who is the Lead RO account holder for our institution?
A: If you are unsure on who the lead contact is, please contact Support@funding-service.ukri.org

Q: Can we amend departments ourselves or we will need to come every time to you to change departments?
A: Departments can be amended on studentship records by the ROs. Should a new department be required, a request would need to be submitted to Funding Services.

Q: Can users set up their own accounts that can be approved by those with the relevant permissions?
A: Only the Lead Account and Admin roles can set up users for your organisation.

Q: If we used the old Je-S system, do we need to be added as users to the new platform or are we still able to access it with our old credentials?
A: You need to add users to the new platform with new credentials as this is a new standalone system.

Q: If we have an account on TFS, can we access the studentship data system with the same credentials?
A: No, you will need a separate account for the studentship data system, this is separate to TFS.

Q: Can the lead (University A) create users for a partner academic institution (University B) admin person?
A: No. User accounts can only be created by the lead university account holder for their own institutional staff

Q: If a co-lead project academic host is to create and manage the student record - when the lead project coordinator gives access to the co-lead project partner - would access then be limited to only those students and they would not see all coordinator records?
A: Access to the studentship records is based on the registered RO and Lead RO on the record. The lead RO will be able to view all studentships linked to their training grant as they are ultimately responsible for reporting against the grant. Registered ROs will only see their own studentships linked to that main grant, they will not see other partners studentships.

Q: If a new user account is created to reflect changes to an email address, does this in any way impact the access to data created under the old email address, or does everything carry over to the new account?
A: Records created by the previous account won't carry over to the new account; but all records will still be accessible via the new account.

Studentship record approval

Q: Will there be a similar two-step process to Je-S whereby newly created studentship records are first sent to a 'Submitter Pool' and then finally submitted from there?
A: Some user roles do not have the permissions to submit a record. It's up to your organisation to decide who has the relevant user account roles to be able to submit records without approval.

General questions

Q: Is this database to be used by research organisations only?
A: Yes – students will not have access to the system.

Q: Where would we receive each award? Is it through TFS and not on this platform?
A: New training grant awards will be made through TFS. The studentship data system is used to record the studentship information related to those training grants.

Q: Could you please explain what these ID codes mean: ORCID ID and SID?
A: ORCID: ORCID is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities
SID: This is HESA's unique 16-digit student identifier

Q: What is the actual official name of this system?
A: The Studentship Data System (SDS)

Q: Can you please provide guidance on how to manage the award itself, if it is TFS, so we can manage any grant maintenance requests accordingly? Like change of supervisor.
A: If your award is managed in TFS, you should submit a change request against the award in TFS. If your award was issued through Je-S, a grant maintenance request should be submitted in the same way.

Q: Going back to grant maintenance requests via Je-S/TFS, if we ask for something that relates to dates, for example, will any updates be made to the linked student records in the new studentship data system or do we need to manage separately?
A: No, you will need to manage this separately

Q: Is there still the rule that updates must be made within a month of changes?
A: Yes, this is set out in the UKRI terms and conditions for training grants.

Q: Are we also recording things like research outcomes, conference attendance / professional achievements for the students on the new system?
A: No

Q: Are there any Unicode character issues with the project summary? I understand some characters weren't accepted (i.e. Russian/Cyrillic alphabet characters) in Je-S.
A: It is possible to include Unicode characters where needed.

Q: Is there a way to add an administrator to the emails that go to grant holders? Often the information is not passed on to those who actually action these things.
A: It is not possible to add additional emails to the system. Training grant holders are the lead contacts for our investments.

Help & support

Q: Will there be training material available?
A: Yes, there are a number of training videos on the UKRI YouTube channel
How to use the UKRI Studentship Data System - YouTube

Q: Once the system is up and running and we are using it, if we have any problems, issues or queries who should we contact? Will there be a contact email similar to the J-ES helpdesk?
A: If you need help with this service, you can contact us either by:
Email: support@funding-service.ukri.org
Or call the UKRI Funding Service Helpline: +44 (0)1793 547 490
Staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays)