

White Rose BBSRC Doctoral Training Partnership (DTP) iCASE Guidance Notes for completion of Academic application form

Background

From October 2016 entry onwards, BBSRC will no longer administer the iCASE competition. Instead iCASE studentships are to be handled directly by the DTPs.

- The White Rose DTP has been allocated up to **nine** iCASE studentships per year, for studentships commencing in October 2016 onwards.
- **All these additional studentships MUST be used to support collaborative CASE-type studentships**, as part of collaborations with as wide a range of companies and organisations as possible, and in particular, with small- and medium sized enterprises and companies within their local area or which have specialist technical expertise. BBSRC encourages the use of companies outside of the Industrial Case Partnership (ICP) companies scheme (*please refer to <http://www.bbsrc.ac.uk/business/training/industrial-case-partnerships/> for the current list of organisations with ICPs*).
- The support required from the CASE Sponsor depends upon the number of employees of the Sponsor or the type of CASE Agreement, as shown in the table below:

	Small (<50)	Medium/Large (>51)	ICP
Placement Expenses <i>The non-academic partner must always meet all the costs incurred by the student during their placement at the organisation, including project-related consumables as well as travel and accommodation.</i>	Required	Required	Required
Academic Contribution <i>For non-academic partners who have more than 50 employees (including employees in parent companies or subsidiaries), the mandatory requirement for financial contribution is an annual cash contribution to the academic partner of at least £1400 per annum.</i>	Not required	Required	Required
Studentship Stipend <i>Although there is no longer a requirement for non-ICP organisations to contribute to the student stipend, they are still encouraged.</i>	Not required (but encouraged)	Not required (but encouraged)	Required

- If DTPs do collaborate with BBSRC Industrial CASE Partnership (ICP) companies, BBSRC would prefer to see matched-funding for any studentships with the ICPs, as these companies also have block allocations of studentships from BBSRC.
- Closing date for submission of White Rose BBSRC DTP iCASE studentship forms:
Monday 19th Sept 2016

See below for guidance notes for completion of the Academic application form. A separate form must be completed by the company. A copy of both forms must be e-mailed to Clare Green: C.J.Green@leeds.ac.uk by the closing date (19th Sept 2016).

Guidance Notes for the Application Form

1. THE PROJECT 1.1 Proposed project details

Please provide a detailed description of the **milestones, methodology, experimental approaches, study designs and techniques** to be used. Highlight plans that are particularly original or unique. Explain how new techniques or particularly difficult or risky studies will be tackled and, if necessary, provide further details regarding contingency plans.

2. ACADEMIC RESEARCH ENVIRONMENT, TRAINING & SUPPORT

The key assessment criteria will be the overall quality of training offered by the academic institution and non-academic partner.

Give details of the **academic research environment**, and explain how the student and the project will benefit. You may wish to include:

- Integration with existing cohort of students
- Interactions with other researchers
- Opportunities to participate in interdisciplinary team work
- Current infrastructure, expertise, facilities and technologies available in the department/group

Research Training

Give details of how you will address the project-specific and generic training needs of the student, highlighting how this addresses strategic skills gaps (where relevant) and how the project will be managed so that the work at the academic RO can derive greatest benefit from the placement carried out. You may wish to include:

- Appropriate practical and technical research training
- Specific training courses and seminars
- Arrangements to support interdisciplinary research training
- Computing
- Statistical techniques
- Health and safety
- Business- and finance-related training

3. NON-ACADEMIC PARTNER ORGANIZATION RESEARCH ENVIRONMENT

The key assessment criteria will be the overall quality of training offered by the academic institution and non-academic partner.

3.1 RESEARCH ENVIRONMENT, TRAINING & SUPPORT

All applicants must ensure that they address all of the points detailed in this help text.

Please describe in detail the research training opportunities which will be provided by the non-academic partner organisation. You may wish to include:

- Integration with existing students, if applicable
- Interactions with other researchers and staff, such as technicians, health and safety, lab scientists, senior scientists, IP and legal reps, sales, managers, directors, CEO, CSO
- Opportunities to participate in interdisciplinary team work
- Current infrastructure, expertise, facilities and technologies available in the organisation

Give details of how you will address the project-specific and generic training needs of the student, highlighting how this addresses strategic skills gaps (where relevant) and how the

project will be managed so that the work while at the non-academic partner will be carried out with greatest benefit to the student. You may wish to include:

- Appropriate practical and technical research training
- Specific training courses and seminars
- Arrangements to support interdisciplinary research training
- Internal arrangements for planning, managing and monitoring its provision of postgraduate research training
- Computing
- Statistical techniques
- Health and safety
- Presentation and communication skills
- Team working
- Time management
- Business-related training
- Finance-related training
- Intellectual property-related training

3.2 If applicable:

If the student placement is to be at the same (or in very close proximity) location as the academic partner, e.g. if the placement is to take place within a spin-out/innovation centre at the same site, the applicant **must** explain why this has been chosen as a suitable collaborating partner, and explain the added value that the non-academic partner will bring to the project, and the measures that will be taken to ensure **the student receives a training experience that is not available to them** at the academic RO. It is very important that all students experience a sufficiently differentiated research experience whilst at the non-academic organisation.

4. MANAGEMENT & MONITORING

4.1 ACADEMIC SUPERVISORS & 4.2 PARTNER ORGANISATION SUPERVISORS

You must provide details of all supervisors, **both academic (4.1) and non-academic (4.2)**, connected to the project. There should be a minimum of two entries i.e. at least one from each of the collaborators, and maximum of four (two supervisors at each project partner).

Note: one supervisor must be identified as the main supervisor overall. Each supervisor is required to complete the following information:

- Relevant research experience to the proposed project
- Number of current students and the associated project titles
- Submission rates for all completed studentships in the past five years, i.e. Within 4 years (for full time or pro-rata equivalent for part time) / Greater than 4 years / Not submitted
- Give details of **three** significant refereed publications in standard format

4.3 SUPERVISOR SELECTION

Briefly describe details of the arrangements for training of less experienced supervisors from both academic and non-academic settings, e.g. mentoring opportunities (no more than 1000 characters).

4.4 MONITORING ARRANGEMENTS

Clearly show how you will manage the partnership with the industrial company to ensure high quality supervision of the student and the proper monitoring of student progress.

5. THE COLLABORATION

Explain how the collaboration will provide the student with a challenging research training experience, within the context of a mutually-beneficial research collaboration between the academic and non-academic partner:

- Provide the Unique Selling Points of the collaboration. How will the collaboration benefit the proposed project? Can the project be done without the collaboration?
- How will the collaboration benefit the training experience of the student?
- How will the collaboration benefit both the academic and industry/non-academic partner?
- Give details of any previous collaboration between the academic and industry partners.
- Provide details of the success of any previous Industrial CASE awards that the collaboration has received. What did the student(s) do after completing their PhD? How did the awarding of a studentship benefit the academic and industry partners?

Explain how the project will be managed in order to maximise the benefit to all parties in terms of student training and scientific output. **Give comprehensive and technical details of the anticipated work the student will complete while at the non-academic partner – refer to timelines if appropriate.**

6. ETHICS (Optional)

Please complete this section if ethical approval is required for the project

A separate non-academic form must be completed by the non-academic partner.