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| White Rose BBSRC DTP3 CASE studentship applications  2020 entry  Guidance Notes |

Timeline

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| Early August 2019 | Scheme opens |
| August – September 2019 | Academic and non-academic / industry partners complete CASE application Forms A and B plus letter of support  *(See detailed Guidance Notes below)* |
| **Monday**  **30th September 2019 12 noon** | DEADLINE FOR APPLICATIONS TO BE RECEIVED:  Applicants need to complete and submit two forms:  Form A (Case for Support) and Form B (Non-Academic Partner Form) to Catherine Liddle, DTP Co-ordinator, via email: [c.m.liddle@leeds.ac.uk](mailto:c.m.liddle@leeds.ac.uk) |
| w/c Mon 7th or Mon 14th October 2019  (Exact date TBC) | White Rose BBSRC DTP CASE Assessment Committee (WRAC) meets and ranks the projects. |
| w/c Mon 21st Oct 2019 | Project teams (academic and industry / non-academic partners) notified of results by Catherine Liddle, DTP  Co-ordinator. (University PGR Administrators and Finance Managers also advised for information). |
| Immediately following | Successful project teams advertise and recruit to the CASE studentships, following the normal procedures in each of the DTP partner universities: Leeds, Sheffield and York. |
| 1st October 2020 | CASE students start (at the same time as the rest of the White Rose BBSRC DTP3 2020 cohort). |

Background

CASE studentships (formerly known as 'Collaborative Awards in Science and Engineering') are collaborative training grants (from the BBSRC) that provide students with a first-rate, challenging research training experience, allowing top quality bioscience graduates to undertake research, leading to a PhD, within the context of a mutually beneficial research collaboration between academic and partner organisations. In addition to experience of an industrial research environment, the student should receive business-related training, for example, in project-management, business strategy, and/or finance.

CASE studentships are awarded as part of the BBSRC Doctoral Training Partnerships (DTPs). The previous White Rose BBSRC DTP2 was allocated up to **nine** CASE studentships per year for studentships commencing in October 2016 to 2019 entry inclusive.

As part of the **DTP3 funding round**, the White Rose BBSRC DTP has applied for further CASE studentships, as we value these high-quality industrial collaborations. At the time of writing, we do not yet know how many we will have available. (The BBSRC DTP3 funding decision, including CASE studentships, is expected early October 2019). We are calling for project proposals in anticipation so that CASE studentships will fit into the normal student recruitment and selection process, as in previous years.

What is CASE for?

* **CASE funding MUST be used to support industrial, collaborative studentships.** The collaborations should be with as wide a range of companies and organisations as possible. In particular, partnerships should be sought with small and medium sized enterprises (SMEs) and companies within the local area or which have specialist technical expertise.
* The BBSRC has a list of employers within their Industrial Case Partnership (ICP) scheme:

[*http://www.bbsrc.ac.uk/business/training/industrial-case-partnerships*](http://www.bbsrc.ac.uk/business/training/industrial-case-partnerships)

* For CASE studentships, the BBSRC encourages the use of **companies outside of** their own ICP scheme.

Useful links

Refer to the BBSRC website for further useful information about CASE studentships, including Frequently Asked Questions:

<https://bbsrc.ukri.org/skills/investing-doctoral-training/case-partnerships/>

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| Guidance Notes  Form A  Case for Support |

* *In addition to these guidance notes, please ensure you read the guidance notes contained within the application form itself.*
* *All sections must be completed. Note that incomplete forms will be returned. This may leave you with insufficient time to complete them before the deadline.*

Section 1: Application Contact Details

Provide details of all supervisors, both academic and non-academic, connected to the project. There must be a minimum of two supervisors: an Academic Lead Supervisor and an Industry / Non-academic Partner Supervisor. In addition, you may wish to work with up to two Academic Co-supervisors.

Section 2: Project Information

**2.1 Project Title** – The proposed Project Title goes in the blue box.

Note that the projects will be assessed for their fit to the BBSRC remit partly using this title. Please ensure that your title does not give the impression that the project would fall outside the BBSRC remit.

Link to BBSRC website for reference: <https://bbsrc.ukri.org/research/science-remit/>

**2.2 BBSRC Priorities**

The priorities listed in the application form are the new BBSRC priorities. These are the new priorities / themes taken from the BBSRC’s strategic document, *‘Forward look for UK Bioscience’,* available on the BBSRC website: <https://bbsrc.ukri.org/news/planning/forwardlook/>

**2.3 Relevance to BBSRC DTP Remit and Impact** (300 words max)

Link to BBSRC website for reference: <https://bbsrc.ukri.org/research/science-remit/>

**2.4 Project Outline** (500 words max)

Use the headings given in the application form.

Highlight any plans that are particularly original or unique. Explain how techniques or particularly difficult or risky studies will be tackled and, if necessary, provide further details regarding contingency plans.

**2.5 Training – Academic** (500 words max)

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

For the **academic partner,** 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 Research Organisation (RO) can derive greatest benefit from the placement. You may wish to include:

* 1. Appropriate practical and technical research training
  2. Specific training courses and seminars
  3. Arrangements to support interdisciplinary research training
  4. Computing
  5. Statistical techniques
  6. Health and safety
  7. Business and finance related training

**2.6 Training – Non-academic / Industry Partner** (500 words max)

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

Give details of how the **non-academic / Industry Partner** 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:

1. Appropriate practical and technical research training
2. Specific training courses and seminars
3. Arrangements to support interdisciplinary research training
4. Internal arrangements for planning, managing and monitoring its provision of postgraduate research training
5. Computing
6. Statistical techniques
7. Health and safety
8. Presentation and communication skills
9. Team working
10. Time management
11. Business-related training
12. Finance-related training
13. Intellectual property-related training

**2.7 Research Environment – Academic** (300 words max)

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

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

**2.8 Research Environment – Non-academic / Industry Partner** (300 words max)

Describe in detail the research opportunities which will be provided by the **non-academic / Industry Partner.** You may wish to include:

1. Integration with existing students, if applicable
2. 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
3. Opportunities to participate in interdisciplinary team work
4. Current infrastructure, expertise, facilities and technologies available in the organisation

**2.9 Location**

Will the student industrial placement take place at the same site as the main PhD e.g. a university spin-out company or innovation centre? Answer Yes or No.

**2.10 If ‘Yes’** (200 words max)

It is very important that all students experience a sufficiently differentiated research experience whilst at the non-academic / Industry Partner premises.

If the student placement is to be at the same (or in very close proximity) location as the academic partner, the applicant must justify how the location will be a suitably differentiated environment for the student, highlight 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 Research Organisation (RO).

**2.11 Collaboration** (500 words max)

Please respond to the following points:

1. Provide the Unique Selling Points of the collaboration. How will the collaboration benefit the proposed project? Can the project be done without the collaboration?
2. Give details of any previous collaboration between the academic and industry partners.
3. 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?
4. Explain how the project will be managed in order to maximise the benefit to all parties in terms of student training and scientific output.
5. Give comprehensive and technical details of the anticipated work the student will complete while at the non-academic / Industry Partner’s premises. Show timelines if appropriate.
6. Include details of student supervision, monitoring and support during the CASE placement and explain how the non-academic / Industry Partner supervisor will be involved throughout the 4-year project.

**2.12 Grants**

See guidance notes on the application form.

**2.13 Do you envisage that there will be work in whole, living, protected animals within your proposed project?** Answer Yes or No.

Note: If you have answered ‘Yes’ and you are awarded a studentship, your student will be required to attend a mandatory, half-day Advanced Ethics workshop in Leeds.

**2.14 Ethics**

See guidance notes on the application form.

Section 3: Supervisors

For each individual supervisor (academic and non-academic / Industry Partner supervisors) listed in Section 1, complete all details requested. There is a separate page for each supervisor role.

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| Guidance Notes for  Form B  Non-academic / Industry Partner Form |

* *In addition to these guidance notes, please ensure you read the guidance notes contained within the application form itself.*
* *All sections must be completed. Note that incomplete forms will be returned. This may leave you with insufficient time to complete them before the deadline.*

*Notes for the non-academic / Industry Partner:*

* *By submitting an application to the DTP CASE competition as a non-academic / industry partner, you are committing to supporting the training and development of a BBSRC-funded PhD student for 4 years.*
* *During this time, the student must complete a minimum 3 month placement (maximum 18 months) at the non-academic partner/company, for which all expenses incurred must be met by the non-academic partner.*

Section 1: Project Information

Ensure the details are identical to those on Form A, in particular the Project Title.

Section 2: Non-academic / Industry Partner Details

See the guidance notes on the application form.

Section 3: Student Placements outside the UK

This section should only be completed if the student placement will be outside the UK.

Section 4: Non-academic / Industry Partner Further Information

Answer all the questions in this section, ensuring that you do not exceed the word count (200 words max) for each question.

Section 5: Financial Contribution

**Table A** in the application form shows the minimum financial contributions required from the non-academic / Industrial Partner. It is important that Industry Partners are aware that their contributions are required over the **full, 4-year PhD.**

For more details of the financial commitment levels required of Industrial Partners, see the Information Pack and Frequently Asked Questions on the BBSRC website:

<https://bbsrc.ukri.org/skills/investing-doctoral-training/case-studentships/>

Note also that, even where contributions from the Industry Partner are not required, they are strongly encouraged.

**Table B** in the application form is to record the financial contribution the Industry Partner is making to the project. Detailed guidance about completing this table is given on the application form. Please read it carefully.

All financial contributions for successful CASE applications will be documented in a partnership agreement.

Section 6: Letters of Support

**6.1 Financial support letter**

A letter of financial support, detailing the financial commitment from the non-academic / Industry Partner (as shown in Table B), must be attached to the application. This should be on company headed paper and be signed by someone with financial control. This applies to all applicants.

**6.2 Business financial statements**

This information is required only for Industry Partners that:

* are less than 5 years old, and/or
* those that are new to the BBSRC CASE scheme (irrespective of how long the company has been operating).