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| Form A  Form B  Application for a White Rose BBSRC DTP CASE studentship – 2019 entry  Form B: Non-Academic / Industry Partner Form    Please note that applicants will 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)  **by 12 noon, Mon 30th Sept 2019**  *This form must be completed with your non-academic / industry partner.*  *Incomplete forms will be returned.*  *Note for non-academic / industry partners:*  *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. The student must complete a 3 month placement (minimum) at the non-academic partner/company, for which all expenses incurred must be met by the non-academic partner.* |

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| Section 1: Project Information | | |
|  | Name | University |
| Academic Lead Supervisor *Academic applicant to complete* |  |  |
| Project Title  *Academic applicant to complete. Ensure this is identical to the title on Form A.* |  | |

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| Section 2: Non-Academic / Industry Partner Details | | | |
| 2.1 | Non-Academic / Industry Partner Organisation Name *Full legal name* |  | |
| 2.2 | Has the Organisation ever operated under a different name? *If yes please provide details* |  | |
| 2.3 | To which sector does the Industry Partner belong? |  | |
| 2.4 | Briefly describe the main business / product range (200 words max) |  | |
| 2.5 | Senior Manager responsible for this area of work at the Industry Partner  *(name, role, email, phone)* |  | |
| 2.6 | Industry Partner Head Office   * *Address (of Head Office) – incl. country and postcode / zipcode* * *Tel* |  | |
| 2.7 | Website  *Give the URL of the Industry Partner’s website.* |  | |
| 2.8 | Will the student placement be at the organisation’s headquarters address?  *Delete as applicable* | YES NO | |
| 2.9 | Will the student placement be in the UK?  *If ‘No’, ensure you complete Section 3 of this form – for placements outside the UK* | YES NO | |
| 2.10 | Student placement address:  *If different to the headquarters address above.*  *The placement should normally take place within the UK. In exceptional circumstances, it could be considered outside the UK, provided that the non-academic / industry partner has a UK research base and/or commercial production capability within the UK.* |  | |
| 2.11 | Will the student spend a minimum of 3 months on placement with the non-academic / industry partner?  *If ‘NO’, the placement is ineligible for funding under this scheme. The minimum placement length is 3 months and the maximum is 18 months.* | YES NO | |
| 2.12 | Organisation size (select one)  *Please note that should your application be successful, you may be asked to provide evidence to support the organisation size stated* | Small (50 or fewer employees) | Medium/Large (more than 50 employees) |
| 2.13 | Age of Organisation (years):  *For very new organisations, it will be the responsibility of the partners to establish any possible risk to the project and have contingencies in place should there be changes in the priorities of the non-academic partner.* |  | |

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| Section 3: Student Placements outside the UK  ***Complete this section only if the student placement will take place outside the UK.*** | | |
| 3.1 | Does the non-academic / Industry Partner have a UK research base and / or any commercial production capability within the UK?  *Yes or No – Delete as applicable* | YES NO |

*If you have answered Yes to 3.1, please also answer the following questions:*

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| 3.2 | Provide details of the Industry Partner’s UK research base and / or commercial production capability within the UK  (200 words max) |  |
| 3.3 | As the placement will take place outside the UK, explain how the non-academic / Industry Partner provides an opportunity for the student to gain skills not currently available within the UK (500 words max) |  |

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| Section 4: Non-Academic / Industry Partner Further Information | | |
| 4.1 | Give details of why the proposed project is of relevance to your organisation’s forward planning  (200 words max) |  |
| 4.2 | Are there known likely risks to the project, e.g. due to company re-organisation or a review of its priorities during the period of the studentship? (200 words max) |  |
| 4.3 | How will the student’s PhD progress be safeguarded were the non-academic partner to reduce its commitment to the project?  (200 words max) |  |
| 4.4 | Do any of the academic applicants / institutions, or other academic institutions, have a direct or indirect interest (consultancy, shareholdings, options, etc.) in the non-academic partner? If so, what is the nature of this interest and how will conflicts of interests between the parties be managed?  (200 words max) |  |
| 4.5 | What principles have been agreed between partners in terms of managing intellectual property (IP) arising from the student’s work?  (200 words max) |  |
| 4.6 | How will the outcomes of the student’s research be published in the public domain in a reasonable timeframe? Will any restrictions be proposed? If so, explain what they are and why. (200 words max) |  |

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| Section 5: Financial Commitment |
| *The minimum financial commitment levels for non-academic / Industry Partners are summarised in Table A below.*  *Additional information can be found in the Guidance Notes.*  *For more details, see the Information Pack and Frequently Asked Questions from the BBSRC website:* [*https://bbsrc.ukri.org/skills/investing-doctoral-training/case-studentships/*](https://bbsrc.ukri.org/skills/investing-doctoral-training/case-studentships/) |

Table A

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| Minimum financial commitment levels for Industry Partners | **Small**  (50 or fewer employees) | **Medium/Large** (more than 50 employees) |
| Placement Expenses  *The non-academic partner* ***must meet all the costs*** *incurred by the student during their placement at the organisation, which includes project-related consumables as well as travel and accommodation.* | Required | Required |
| Academic Contribution  *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*** *for 4 years, making a* ***total of £5,600*** *across the studentship.* | Not required  (but encouraged) | Required  (min £5,600 total) |
| Studentship Stipend  *Although there is no longer a requirement to contribute to the student stipend, additional contributions are still* ***strongly encouraged*** *– particularly for larger organisations.* | Not required  (but encouraged) | Not required  (but encouraged) |

*Table B (below) must be* ***jointly completed*** *by both the academic and non-academic partner. It is an important part of your application. Each box* ***must*** *be completed, even if it is a null return. Where there is no contribution to record in a particular box, please mark this as ‘0’.*

*To prevent the return of your application, all costs must be recorded. Incomplete forms will be returned.*

*In particular, the expenses incurred by the non-academic / Industry Partner in support of the student placement* ***must*** *be detailed. Include all costs relating to the placement.*

***Direct costs*** *include the cash contribution for the student’s travel, accommodation and consumables, etc.*

***Indirect costs*** *(sometimes known as ‘in-kind’ costs, should also be noted e.g. personnel time, other resources and use of company equipment. Please note that the level of funding provided by the partner organisation* ***does*** *form part of the assessment criteria used to select studentships for funding.*

*When completing the financial commitment table below, please note that these are* ***4 year, fully-funded*** *studentships. Costs which are incurred on an annual basis should therefore be calculated for 4 years in total.*

Table B

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| CATEGORY | Direct Funding (4 year studentship) | | | In-kind Funding (4 year studentship) | | |
|  | **Direct contribution**  Per Year (£)  (Column A)  (Column A) | **No. of Years**  (Column B) | **Total (£)**  (A x B) | **In-kind contribution**  Per Year (£)  (Column C) | **No. of Years**  (Column D) | **Total (£)**  (C x D) |
| Annual supplement to the studentship stipend |  |  |  | Not applicable | | |
| Contribution to the academic partner e.g. direct funding and consumables | *Required if partner has >50 employees* |  |  |  |  |  |
| Placement expenses | *This cannot be a null value* |  |  |  |  |  |
| Other (please detail) |  |  |  |  |  |  |
| TOTALS | Total direct financial  contribution £ | | | Total in-kind financial  contribution £ | | |
| Please include any additional information/ explanation for the financial commitments stated in the table above. |  | | | | | |

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| Section 6: Letter of Support |

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| 6.1 | Confirm that a letter of financial support is attached, detailing the financial commitment from the non-academic / industry partner, as shown in the above table.  *This should be provided on company letter-headed paper and be signed by someone with financial control.* | YES NO |

The following question is required only for those non-academic organisations / Industry Partners that:

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

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| 6.2 | Please indicate where / how company annual reports and financial statements can be obtained if required. |  |