



**The Exeter Humanities - GWR
PhD Studentships**

**Eligibility and Application
Guidelines**

(January 2011)

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Introduction and context

1. These guidelines describe doctoral level funding available through Great Western Research (GWR), for projects in the College of Humanities, University of Exeter. It contains details of the Studentship scheme including aims, eligibility criteria, details of how best to apply, the evaluation process and procedures, and expected timing.
2. Higher level skills have an important role to play in the economy and the role of higher education in the transformation of the UK economy is recognised as being important in this.
3. A total of 8 PhD Studentships will be available in 2011, funded by the College of Humanities, University of Exeter and external Businesses (see point 4) , and managed by GWR, providing full funding for PhD level research programs in Humanities at Exeter.
4. These collaborative projects must involve 2 Higher Education Institutions, and a UK business (business in this context includes not for profit organisations, Public Sector Research Establishments, such as the NHS Trusts, charities, cultural bodies, museums, archives, NGOs and social enterprises) which agrees to cover at least half of the cost of the research project .
5. You are strongly advised to read this document, **in full**, prior to submitting an application
6. GWR has previously funded over 120 PhD level projects across the South West in collaboration with the South West Regional Development Agency, and 20 research Fellowships, in collaboration with HEFCE. Details of the projects we have previously funded may be found on the GWR website :

<http://www.greatwesternresearch.ac.uk>

Aims of the initiative

7. Great Western Research Studentships aim to build a strong cadre of research students and staff and to ensure the sustainability of internationally-excellent research in South-West England.
8. The funded research projects will encourage growth in business funded R&D in the South West. The provision of research studentships is seen as an effective way to catalyse research partnerships between University research groups and businesses.

9. The collaborative research projects will be of the highest quality and standards that will lead to significant advances in the area of research, and be of interest and value to the wider research community.
10. Great Western Research and the College Graduate Research Strategy Group (GRSG) will make awards only where the proposed research meets the aims of the scheme and is considered to be of high quality.

Eligibility and Commitments

11. Great Western Research will make an individual assessment of the basic eligibility of all applications. All applications must fulfil the essential criteria below, or they will be considered ineligible.

Research focus

12. Applications for Exeter Humanities - GWR studentships must be rooted within the priority areas identified by the College of Humanities.

Lead and collaborating HEI s

13. All studentships must be offered as collaboration, with joint supervision by at least two HEIs ideally in the South West. The application must include a clear description of how the joint supervision will work.
14. The lead academic partner, ie where the student is registered for the PhD, must be in the College of Humanities, University of Exeter . The student must be based either in Exeter or on the Tremough campus. If no suitable collaborative partner can be found from within the South West, the second partner can be from within any suitable Higher Educational Institute in the UK.

Students

15. Part time students are not eligible
16. International Students are eligible to be appointed to these studentships, however, the GWR studentship grant contribution is fixed and academic applicants will need to arrange cover any additional fees from other sources.
17. Students must meet the normal minimum criteria applied by the University of Exeter for registration for the degree of PhD

External partners, Funding and Business involvement

18. All studentships applications must include an external non-HEI business partner. In the context of these studentships , “business” includes not for profit organisations, Public Sector Research Establishments, such as the NHS Trusts, charities, cultural bodies, museums, archives, NGOs and social enterprises , all of whom are eligible . The external business partner may be based anywhere in the UK, or aboard by prior agreement with GWR.
19. Business or a group/cluster of businesses must be actively involved in the research proposal. There is an expectation the business partner will be actively involved in the research, regularly taking part in meetings with academic supervisors and providing support to the researchers. The business partner also needs to provide a plan for how the knowledge resulting from the research will be exploited and the benefit that the research will bring to the company.
20. Business partners must contribute to the direct costs and will be required to enter into a contractual arrangement which clearly specifies their commitment in terms of finance time and resources. If necessary, this contract will also cover intellectual property issues that might arise from the research.
21. The business partner’s contribution to the cost of a project must be a minimum of £33K over 3 years,(see point 24) ie £11K pa but may be more than this, if the business so wishes.
22. Not for profit organisations, Public Sector Research Establishments, such as the NHS Trusts, charities, cultural bodies, museums, archives, NGOs and social enterprises are all eligible as external business partners. Applications involving SMEs or consortia of SMEs will be particularly welcome.
23. Any individual external business partner will not normally be able to undertake more than 4 studentships without special dispensation from GWR and the College.
24. The GWR Studentships have a **value** to the applicant of £60k, i.e. £20k pa to cover student stipend and fees. The overall total required **to finance** a GWR studentship project is however £66K, as this includes the £2K pa contribution to the administration costs of GWR. This administration cost is split equally, ie £3K from each party, between the two funders, the Business Partner and the

College. The registering Department will be expected to cover all costs of accommodation and other overheads.

25. The full cost of some PhD programmes may be higher than the notional value because of the costs of materials, travel and other research project costs. You may wish to use University funds or funds from other organisations such as research councils, charities or HEFCE to contribute towards the cost of the studentship over and above the GWR grant.
26. It is possible to have more than one external business partner in a project, and the partners do not need to contribute equal amounts.

Submitting an application

27. The Studentship application form is designed to provide all the information needed for a rigorous peer review process. The guidelines that follow will help you prepare your application for that process.
28. Overall, you are advised to focus your application and to provide sufficient evidence to enable a considered judgement as to the quality of your proposal, its significance and its feasibility to be reached.
29. Applications may be submitted at any time until the close of the call (which is expected to be in June 2011, but GWR reserve the right to close applications earlier if the volume of demand requires) and will be assessed jointly by GWR and the College of Humanities Graduate Research Strategy Group (GRSG)

Method of submission

30. Applications may be **ONLY** be submitted online through the Great Western Research Website. Applications submitted by any other means will **not** be accepted.
31. The website application process provides an opportunity for the applicant to begin an application, save it, and come back to it a later date. When first saved, the lead applicant/supervisor will receive an email with a password to enable them to access saved applications for future completion.
32. It is imperative that the lead applicant/supervisor inputs **one valid** email address on the application form. This email address is the primary route for contact between the applicant and the Great

Western Research application process. Similarly, please only use numbers for telephone details.

33. Once an application form is submitted, **you will not be able to retrieve or print its contents**. 'Submission' means you are willing for GWR to log the application as complete. If, after submission, you need a printed copy or wish to withdraw the application, please contact p.s.hudson@exeter.ac.uk
34. Certain questions on the application form have a word limit. Please keep to this word limit, to avoid having part of your text ignored.
35. You will not be able to submit your application without all compulsory fields completed, though you can still of course save the application for completion at a later date.

General guidance

Host institution

36. Each collaborative Studentship application must have a principal applicant in the College of Humanities, University of Exeter.
37. Payment of the grant to successful projects will be made directly to the host institution, ie the University of Exeter.

The research project

38. Great Western Research's primary concern is to ensure that these collaborative research Studentships address clearly articulated research questions or problems which are set in a clear research context.
39. The application must therefore clearly define the research questions or problems that will be addressed during the award period. It must also define its objectives in terms of seeking to enhance knowledge and understanding relating to the questions or problems to be addressed.
40. There is a clear expectation that the business partner will be actively involved in the research project definition, and regularly take part in meetings with academic supervisors and provide support to the researchers. Businesses will also need to provide a plan for how the knowledge resulting from the research will be exploited and explain the benefit that the research it will bring to the company.

41. The application must also specify why it is important that these particular questions or problems should be addressed now and what particular contribution this project will make to knowledge in the area.
42. The Lead Supervisor takes responsibility for the intellectual leadership of the research. They will be the person to whom we shall address all correspondence and must be based in the College of Humanities, University of Exeter.

Submitting more than one application from a Lead Supervisor

43. If, as a Lead Supervisor, you submit more than one application, then you must demonstrate that you and your department will be able to carry out all of the projects and supervision for which you are applying.

Question-specific guidance

Please use this section in conjunction with the online application form. Questions identified with an * must be answered. Failure to provide an answer to these gateway questions will result in the application being deemed ineligible :

***Project Title (max 50 words)** – Please enter a full title

***Department** – Please state which department the Student will be registered with.

*** 2nd institution** – All studentships must be offered as collaboration, with joint supervision by at least two HEIs, with the 2nd partner ideally in the South West. There is no QAA requirement for the second or subsequent supervising institutions, and if no suitable institution exists in the South west, an institution from anywhere in England is eligible.

Other HEI – Studentships can involve more than two HEIs. Use this field to select a third partner.

*** Lead External Partner** - All studentships must include a lead external non-HEI business partner. See Eligibility and Commitments above for details of eligible organisations, Enter the full name and address including post code of the contact person.

*** Nature of Business** – Please enter a brief description. For example; shoe manufacturer, construction industry, mining and quarrying.

Charity and public sector organisations have different criteria to private industries. Please see Eligibility and Commitments above. SMEs (small to medium enterprises incorporating micro enterprises) are classed as organisations with less than 250 employees and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

A Significant Regional Employer (**SRE**) is defined as an organisation that employs more than 250 people in the region and has an annual turnover exceeding 50 million euro.

*** Has a commitment in principle been obtained and forwarded from the external funding partners?** - In order to ensure proposals are quickly and effectively assessed, a commitment in principle, subject to contract, from the business partner(s) is necessary. This should take the form of a letter from the business partner(s) supporting the aims and objectives of the research, and refer to their degree of involvement both intellectually and financially subject to contract, for the proposed project (template available on the GWR website). Please arrange for this information to be forwarded to Paul Hudson, Great Western Research, Kay Buildings, North Park Rd, University of Exeter, EX4 4QF (or p.s.hudson@ex.ac.uk) when you submit your application.

Supporting External partners – Details as above –

*** Total anticipated cost of Studentship** – Studentship awards from GWR are capped at £60 i.e. £20pa to the applicant. However, the anticipated final cost of some PhD programmes may be higher than this because of the costs of materials, travel and other research project costs. Enter the total anticipated cost of the studentship project here.

NOTE: *You should enter numbers without any currency or separator symbols. You may enter 50000 or 50000.00. The only symbols allowed are digits and decimal separator.*

*** Total Contribution from Lead External Partner** - The lead external funding partner **must** commit to a minimum contribution of £33K, please note 21 above. Note that £3K of this will be required to cover the GWR administration fee, so their minimum contribution to the studentship grant is therefore £30K

Partners may set a maximum of £33K pa contribution or may be willing to make a further top-up to cover specified additional costs eg for materials, travel etc if the anticipated cost of the project is over £60K . Please enter the total contribution from the external partner, and ensure that at least £33K of this the contribution is in cash and not 'in kind'.

Total contribution from supporting external partners (£) - Others partners may wish to contribute funds or provide other support, and this should be entered here. Please note 25 above.

Total contribution from external partners (£) - Automatic

*** Total therefore Required from the Humanities-GWR studentship**
- This grant funding will be capped at £60K.

*** Proposed start and end dates** – The GWR studentships provide support for 3 years and it is expected that they will be cited in the RAE/REF. You may use the calendar buttons provided.

*** Project description (up to 1000 words)** - Enter a description of the project's scope and objectives. This should be no more than 1000 words. You should aim to outline your objectives as concisely and clearly as possible, and illustrate what specific targets or outcomes the research will achieve by the end of the research programme. The work to be undertaken should be fully explained, as failure to provide adequate detail may prejudice the application.

*** Abstract (up to 250 words)** - The final decision making body will include individuals who have a broad knowledge and understanding of the subject areas and disciplines, but do not necessarily have a detailed knowledge of your particular specialism. Moreover, Great Western Research may wish to publicise successful applications outside of academic networks. Please ensure you include here a brief description of 'how the research would be promoted', which would help assessment by non-specialists.

*** Nature of the proposed collaboration, describing clearly proposed working relationships (up to 500 words)** - Describe clearly the working relationships that are envisaged between all the members of the project team. How will the collaboration be managed? The collaborating institution(s) should be clear about the contribution to the research they can make, and that it is a mutually beneficial relationship. There is an opportunity later to describe administrative arrangements for supervision.

*** Is the research linked to other GWR studentship applications?** – Please indicate whether the work is linked to other Studentship applications, past or current, and, if yes, outline how the research projects are dependent on each other.

*** Lead supervisor** - Enter the name of the lead academic supervisor for the studentship **and ensure contact details are correctly completed**. Please include only one contact email, telephone number and address. Please tick one of the three boxes to indicate experience of working with business.

Please note that the Lead supervisor's contractual arrangement with the University of Exeter must cover at least the full period of the award from Great Western Research.

* **Relevant Academic Experience** - Enter summary details of the supervisor's academic background in this theme area. This can be copied and pasted from a CV or other document where appropriate.

* **2nd and other supervisors** - Enter the name of the academic who will be supervising the studentship at the second HEI, and their experience of working with business. The same eligibility criteria outlined for the lead supervisor apply to 2nd and other supervisors. If three HEIs are involved, enter the name of the academic who will be supervising the studentship at the third HEI, and their experience of working with business. This information is required for each supervisor at each HEI, so if there are more than three please provide this information to the relevant Theme Panel Secretary.

* **Arrangements for Supervision** - The proposal must include a description of how the joint supervision will work. This may include details of how the external partner will be involved in supervision, reporting frequency, meeting frequency etc.

* **Benefit to the Business Partner** - The application must explain what the external partner expects to gain from its investment in the proposed research project. It should describe the expected outputs from the research project, including intermediate outputs which might arise before the research project is complete. These might be in the form of

- new systems or techniques
- changes to production processes
- strengthening the knowledge base of the business/organisation
- supporting further investment in the company
- contributing to the development of new/improved goods and services

* **Has the partner worked with the HEI sector previously** -An important overall objective of the GWR project as a whole is to increase the number of new collaborations between businesses and the region's HEIs. Please use this opportunity to briefly outline the extent of previous collaborations between the partner organisation and the HE sector.

***What potential is there for future research collaboration** - If this research project is an intermediate step in a more substantial research and development initiative, this should be explained and the eventual output described briefly. The potential of attracting further research funding based on the work proposed should be clearly articulated

The application should also describe the longer term benefits to the external partner which might be in the form of improved efficiency, new production processes, increased sales/turnover; different ways of doing things, and new, higher value added products or services. There should be some indication of the expected timescale for impacts where possible.

Resubmission of an application

44. Great Western Research's policy on resubmitting applications is as follows: if your application was not approved and you were advised to resubmit you will be permitted to make a single resubmission of that application. If you were discouraged from resubmitting application, the application is unlikely to be funded.
45. The resubmission policy is to allow projects which are inherently worthy of funding a second chance of success. There is, however, no guarantee that a resubmitted application will be successful second time around, as it may then be in open competition with entirely new applications.

Confidentiality and use of the information supplied

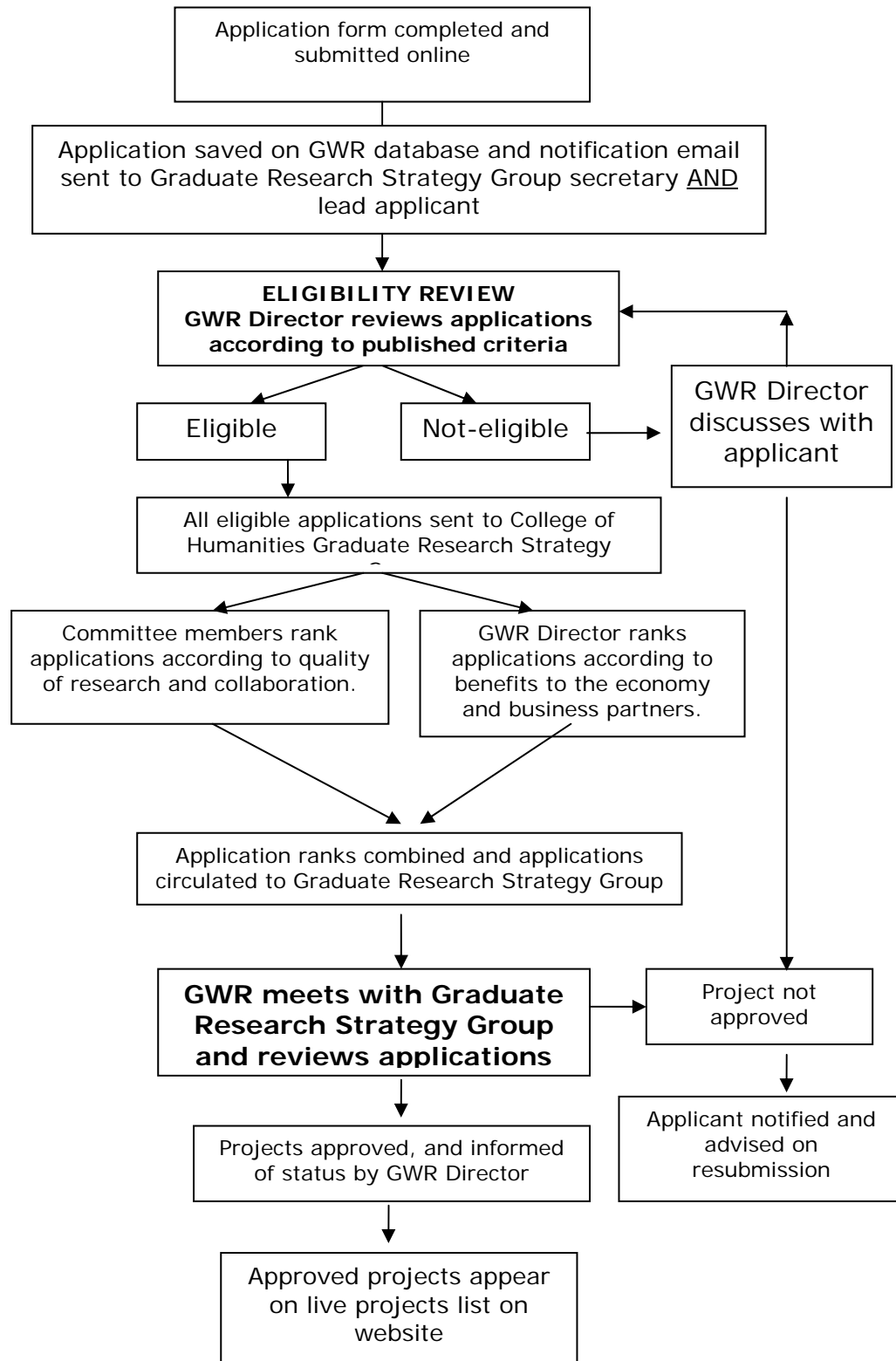
46. By submitting an application you are giving your permission to Great Western Research to process and disclose the data you provide, including processing of the personal data, as described in Appendix 1 below.

Application deadlines

47. The call for studentship proposals is expected to close not later than June 2011, and the electronic submission system will not be available after this time.
48. Applications will be assessed by GWR and the College Graduate Research Strategy Group (GRSG) and decisions are expected to be available on most applications within 6 weeks of submission.
49. If successful, you will be expected to sign your contractual agreement with the external business partner within 3 months of approval being received from Great Western Research, and you will be expected to recruit a student to begin their registration before the end of 2011.

Assessment and Award Process

50. Great Western Research is committed to assessment by a process of expert peer review. The assessment process is as follows:



51. Submitted applications are considered individually by the Director of Great Western Research to determine eligibility. If eligible, the application is then considered. If ineligible, the director contacts the applicant to try to resolve eligibility issues.
52. The College of Humanities Graduate Research Strategy Group (GRSG) members will then determine their individual scores for each application, ranking applications in order of research excellence and collaboration.
53. Simultaneously, the GWR Director will score applications according to their contribution to the economy and business benefits.
54. These scores are then combined to provide an overall application score to guide subsequent discussions .
55. Applications and their associated scores are then forwarded to the Graduate Research Strategy Group (GRSG) members in advance of the joint funding meeting with GWR .
56. The applications are then considered individually at a joint meeting of the Graduate Research Strategy Group (GRSG) and GWR staff.
57. This meeting agrees on the ranking of proposals, and makes the final funding decisions on applications.

Assessment criteria

58. In assessing eligible applications Committee members and GWR will assess the proposal on the following criteria :
 - Whether the proposal meets the overall aims of the GWR studentship scheme
 - The academic quality of the proposed research and its timeliness
 - Arrangements for collaboration, supervision, and business involvement.
 - The extent to which the proposed activities will generate genuine collaboration and new high quality cross-institutional research projects
 - The significance and importance of the project, and of the contribution it will make, to business and business benefit to the Business Partner.
 - The potential for further research funding based on the work proposed

Award announcement

59. If you are **successful**, you will receive a letter offering you an award, and informing you of the overall amount for the duration of the award.
60. If you are **unsuccessful**, you will receive a letter advising that you have not been offered an award.

Monitoring

61. As part of the terms and conditions of the continuation of a GWR Research award, you will be required to submit a satisfactory annual progress report and a final end-of-award report **no later than three months** after the end of the award period.
62. While it is the responsibility of the Lead Institution and Lead Supervisor to manage the academic progress of the student , GWR reserves the right to call for periodic information on progress or to visit the Student. The lead Supervisor and Student will also be expected to attend meetings and events to exchange information and ideas with others undertaking research in the same or similar fields, for example the GWR Cornish research symposium.

Complaints procedure

63. For details on our complaints procedure, please refer to the document **Great Western Research Complaints Procedure** which can be found on our website at www.greatwesternresearch.ac.uk

Appendix 1: Data Protection

Data Protection Regulations

Great Western Research will use information provided on the Studentship application form and subsequent annual reports for processing the proposal, the award of any consequential grant, and for the payment, maintenance and review of the grant. This may include:

- Registration of proposals;
- Operation of grants processing and management information systems;
- Preparation of material for use by peer review panels;
- Administration, investigation and review of grant applications;
- Statistical analysis in relation to the evaluation of research and the study of trends
- Press and media campaigns

Details of awards will also be made available on the Great Western Research web site and other publicly available databases, and in reports, documents and mailing lists.