BBSRC INDUSTRIAL CASE (iCASE) STUDENTSHIP COMPETITION 2013 INFORMATION PACK

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INTRODUCTION

Following a recent Evaluation of BBSRC's CASE schemes, changes were made to the call for proposals in 2012, namely:

1. The minimum student placement length has been **reduced to three months**, bringing it in line with other CASE studentships funded by BBSRC and a number of other Research Councils.
2. The mandatory requirement to make financial contributions for non-academic partners that are classed as small companies (i.e. those which have 50 or fewer employees), has been removed. The requirement to meet the costs associated with the placement remains.
3. The mandatory requirement for financial contributions from companies with more than 50 employees has also changed, please see the 'Financial Contributions' section for more details.
4. The application form and associated attachments have been updated, allowing for improvement and harmonisation with other Research Councils Industrial CASE schemes.

These changes continue to be implemented in 2013. For further information on the CASE Evaluation please see www.bbsrc.ac.uk/web/FILES/Reviews/icase-evaluation-conclusions.pdf.

RESEARCH COUNCILS JOINT VISION FOR COLLABORATIVE TRAINING

1. Objectives:

Research Council Collaborative Training will provide doctoral students with a first-rate, challenging research training experience, within the context of a mutually beneficial research collaboration between academic and partner organisations in the private, public and civil society sectors.

Benefits to the student – Collaborative Training provides outstanding students with access to training, facilities and expertise not available in an academic setting alone. Students benefit from a diversity of approaches with an applied/translational dimension. Students have an opportunity to develop a range of valuable skills and significantly enhance their future employability; the expectation is that many will become research leaders of the future.

Benefits to the academic / partner organisations - Collaborative Training studentships encourage productive engagement between partners who benefit from a motivated, high-quality doctoral student undertaking cutting-edge research relevant to the organisation's priorities and objectives. Collaborative Training provides opportunities to explore novel research collaborations and strengthen current partnerships.

2. **Defining an excellent CASE Studentship:**

High-quality project – A challenging, feasible and realistically achievable doctoral project which stimulates excellent research. Through a truly collaborative approach, it provides tangible benefits to all partners.

High-quality training environment – Through access to distinctive but complementary environments, partners provide a stimulating framework for research training in the proposed field. Joint supervision gives a unique and broadening perspective on the impact of collaborative research.

High-quality student experience – An enriched integrated training experience allows the student to acquire novel skills and expertise. The student gains a wider understanding of how their research may have an impact in wider context, that will enhance their future career prospects.

NUMBER AND TYPE OF AWARD

Funding for up to 90 4-year studentships is available.

Individual studentships will be awarded in the form of Training Grants (TGs) commencing in the 2014/15 academic year.

ELIGIBILITY

We now **only accept applications on Je-S direct from academia**. Proposals can be led by either the academic supervisor at an eligible UK university or research institute or supervisor/supervisors at the non-academic partner organisation, but the application process must completed by the academic partner, who will then be the recipient of the award.

Before preparing and submitting a proposal it is imperative that you ensure that the non-academic partner (e.g. industry) and academic institution are both eligible. Further information on eligibility can be found in the Studentship Handbook.

Eligible research organisations (listed here www.rcuk.ac.uk/research/Pages/Eligibilityforrcs.aspx) may be eligible for studentship funding, subject to satisfactory submission rates (minimum 70% across all academic years).

Organisations eligible for funding from any Research Council cannot act as a non-academic partner; this includes NHS Trusts, and organisations such as the Beatson Cancer Institute and the Diamond Light Source. In most cases, the non-academic partner will be a company, and must have an

established UK-based research and/or commercial production capability. BBSRC would recommend that such organisations that may be interested in becoming a CASE partner scope out a potential partnership with an academic RO who is eligible.

UK-based organisations can be considered as the non-academic partner if they can provide students with distinctive research training and experience not available in an academic setting. These organisations **may include Charities, Trusts and Levy Bodies**.

In exceptional cases, organisations based overseas may be eligible; however they must have an established UK-based research and/or production capability and be able to provide the student with an opportunity to gain skills not currently available in the UK. If eligibility remains unclear, contact the BBSRC before submitting a proposal.

Applicants should include BBSRC's response to their query within a covering letter when submitting a proposal to prevent further lengthy iteration following submission.

Note: Companies that are less than five years old and are new to the BBSRC Industrial CASE scheme please contact postgrad.studentships@bbsrc.ac.uk in the first instance for advice before completing a proposal. In such cases the company may be asked to provide copies of the last two years business statements and audited accounts that include details of the purpose, remit and history of the company.

CRITERIA FOR ASSESSMENT

The primary aim of Industrial CASE is to provide high quality research training relevant to BBSRC's remit.

The key assessment criteria will be the overall quality of training offered by the academic institution and the proposed non-academic partner, in line with the "Researcher Development Statement" developed by Vitae which outlines the areas of professional development that research organisations should be addressing in their training programmes. The Researcher Development Statement replaces the Research Councils' Joint Skills Statement and is available at: www.vitae.ac.uk/rds.

In addition, the assessment will take account of the following:

1. THE PROJECT

Quality and Suitability

- Is the proposed project aligned to BBSRC's remit?
- Is the project feasible in the time frame?

- Is the proposed project relevant to the industry/non-academic sector involved?
- Is the non-academic partner eligible and do they have a suitable track record?
- Does the application demonstrate a robust partnership?

Wider Importance of the Project

- Through completion of the Impact Summary (see Guidance Notes, later section); who will benefit from this research, and how?

Institution Submission Rates

- Through completion of the Performance Indicators Form (see Application Downloads section of the iCASE webpage); the minimum required standard of submission rates is 70% in each year.

2. ACADEMIC RESEARCH ENVIRONMENT & TRAINING PROGRAMME

- What are the broader opportunities to be made available to the student, e.g. generic techniques and transferable skills training?
- What taught courses and facilities does the academic environment provide for research training? How effectively do the facilities support the proposed project?
- What opportunities are there for interactions with more senior researchers?

3. NON-ACADEMIC RESEARCH ENVIRONMENT & TRAINING PROGRAMME

- Is the proposed project relevant to the industry/non-academic sector involved?
- Does the non-academic partner have a suitable track record?
- What facilities does the non-academic environment provide for research training? How does the proposed project relate to the facilities available?
- What opportunities are there for gaining experience not available in an academic setting alone?

4. MANAGEMENT & SUPERVISION

- Are there clear day-to-day arrangements in place for supervision of the student at both the academic and non-academic partner?
- Do the project supervisors have the specialist capabilities necessary to support the student's advanced research and generic skills training?
- Are there suitable provisions for monitoring progress?
- Do all supervisors have a good track record in supervising students?
- In the case of new supervisors, have appropriate provisions been made, for e.g. with co-supervision?

5. THE COLLABORATION

- A placement at the non-academic partner is an essential feature of a CASE studentship; can they offer a suitable placement with added value?
- What are the opportunities to be made available by the company to the student for business-related training?
- Could the project be done without the collaboration?
- Should the company circumstances change, are the arrangements for safeguarding the

student's PhD progress clear and acceptable?

FINANCIAL CONTRIBUTIONS TO BE MADE BY THE NON-ACADEMIC PARTNER

In light of the recent CASE evaluation, the **BBSRC hopes to broaden participation from small companies and other underrepresented industry sectors**, thus the mandatory requirement for industry to make financial contributions to the student stipend and research project **has been modified for iCASE studentships, although not for its Industrial CASE Partnership (ICP) competition** (please note, ICP is a separate scheme which provides studentship allocations covering several years' intake to 'Partner' companies; historically, BBSRC has invited companies to become Partners based on their track record with iCASE studentships).

1. There is no longer a requirement to enhance the student stipend for any iCASE Studentship.
2. For **all non-academic partners**, all costs associated with the placement must be met. Non-academic partners must support all expenses associated with the work carried out by the student while on placement, including additional expenses (such as travel and accommodation) incurred by the student as a direct result of attendance at the premises of a company. This includes the cost of flights in the case of overseas companies.
3. For companies 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.
4. For companies who have **50 or fewer employees** (including employees in parent companies and subsidiaries), we have removed the mandatory requirement to contribute to the academic partner costs.

For non-academic partners that **are not companies,** such as a public funded body or charitable organisation, we encourage contribution to the academic partner. Contact the BBSRC for further guidance.

COLLABORATIVE TRAINING EXPERIENCE

All Industrial CASE research students are based at an eligible Research Organisation, but must spend part of their time with the company. The BBSRC now stipulates a **placement period of a <u>minimum</u> of 3 months,** and up to a maximum of 18 months. The required placement period can be accrued through a number of shorter placements, if appropriate.

In addition, to experience of an industrial research environment, the student should receive business-related training, for example, in project-management, business strategy and finance.

HOW TO APPLY

Proposals should be made through the Joint electronic Submission (Je-S) system. Please refer to the detailed Je-S Helptext (included in this Information Pack) for each section of the proposal form.

Proposals also require a number of document attachments:

- Industrial CASE 'Case for Support' Proforma **(exactly 1)**
- Postgraduate Performance Indicators **(exactly 1)**
- Non-academic Partner / Company Details **(exactly 1)**
- A letter of support from the non-academic partner **(optional)**
- A covering letter may also be submitted **(optional)**

Document templates are available in the downloads section from
www.bbsrc.ac.uk/business/training/industrial-case.aspx

Proposals must be received by 4pm, 31st July 2013. Late proposals will not be accepted.

We recommend proposals are submitted in advance of the proposal deadline. Furthermore, applicants should ensure proposals are submitted to their institution's submitter/approval pool a minimum of 5 working days in advance of the published deadline; this enables institution checks to be carried out prior to final submission to us.

Queries

If you experience difficulties using Je-S or have questions regarding its use, the helpdesk can be contacted Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays): JeSHelp@rcuk.ac.uk, +44 (0)1793 444164 (out of hours please leave a voicemail message).

Please provide your name, organisation and User ID; date and time; which part of the form or system you were working on; and the nature of the problem.

Contact:

For all competition queries (including industrial company eligibility queries), contact postgrad.studentships@bbsrc.ac.uk

JeS HELPTEXT

On the JeS homepage, please select 'Documents', followed by 'New Documents', then select the BBSRC Industrial CASE scheme from the relevant dropdown options (note, do not select Industrial CASE Partnerships). Applications **must** use the following information to fill in each section of the JeS form, and adhere to the character limits where specified.

Project Details (Up to 150 characters)

Assign a reference to this proposal so that it is easily identifiable to you in the "Studentship Proposal – Current Documents" menu within Je-S.
Please give the project title for your proposal.

Research Organisation (RO)

The lead organisation is the academic institution, and is responsible for the submission of the proposal. We no longer accept applications for Industrial CASE Studentships submitted by the non-academic partner (although encourage the non-academic partner to lead development of the proposal if appropriate).
Please enter the department within which the project will be based.

Grant Holder

The lead supervisor of the project at the **academic institution.** Give details of the person to whom all BBSRC correspondence should be sent to regarding the processing and outcome of the proposal and to whom any related queries should be directed.

Project Summary (Up to 4000 characters)

Here, please provide a description of the proposed project and the relevance of the project to BBSRC's remit in a manner suitable for a non-specialist reader. This summary will be made publicly available if the proposal is funded. Please ensure that your proposed project is within remit prior to submission.

Please also state on a single line your collaborating partner.

This summary should be considered as the 'abstract' for your proposal. The experimental and methodological detail should be provided in the Case for Support Form under 'Proposed Project Details'.

Ethical Information

Each section must be completed. If the proposed research will involve the use of animals covered by the Act, indicate the severity of the procedure. Provide details of any areas of substantial or moderate severity. Applicants should consider the ethical and societal context of the proposed research and indicate any issues that might arouse specific public interest or concern about the motivation for the research, its conduct or potential outcomes. Please elaborate on any other details of which the council should be aware.

a) Human Participation
b) Animal Research
c) Animal Species
d) Genetic and Biological Risk
e) Implications
f) Approvals

Please note - the 4000 character limit is an agreed length for all proposals on Je-S. Please do not aim to use this limit; the Case for Support form is intended for the detailed description of the proposal.

Attachments

Further to this JeS Project Proposal Proforma, we require you to submit completed forms available in the **Application Downloads** section of the Industrial CASE Studentships page on our website:

- Industrial CASE 'Case For Support' Proforma (See Guidance Notes for how to complete) **(exactly 1).**
- Company details attachment form **(exactly 1) – attach as type 'Other Attachment'.**
- Performance indicators form **(exactly 1) – attach as type 'Other Attachment'.**

Finally, you **may** submit a Letter of Support from the non-academic partner, and a Proposal Cover Letter to support your application. These documents, if provided, should be attached as type 'Other Attachment'.

NOTE: all mandatory attachments must be completed using the standard BBSRC templates available at www.bbsrc.ac.uk/business/training/industrial-case.aspx.

In summary, following completion of the Project Proposal Proforma in JeS, we require three further mandatory attachments. BBSRC will not accept stand-alone documents. We will accept up to five attachments should you wish to submit a Letter of Support from the non-academic partner and Proposal Cover Letter.

CASE FOR SUPPORT – GUIDANCE NOTES

Please adhere to character limits (2500 characters is approximately one side of A4), which reflect the relative importance of each of the sections.

1. THE PROJECT

1.1 Proposed project details (Up to 3500 characters)

Following the brief summary of the project provided in the Je-S form, please now provide a detailed description of the **milestones, methodology, experimental approaches, study designs and techniques** to be used. Highlight plans which are particularly original or unique. Explain how new techniques or particularly difficult or risky studies will be tackled and alternative approaches that may be used in contingency.

This section enables the Peer Review Panel to assess the scientific merit of the project; please write clearly with sufficient detail.

1.2 Impact Summary (Up to 1500 characters)

Use the guidance to demonstrate succinctly, addressing the following two questions:

(a) Who will benefit from this research?

List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research- directly or indirectly. It may be useful to think of beneficiaries as 'users' of the research outputs, both immediately, and in the longer term.

Beneficiaries **must consist of a wider group** than that of the investigator's immediate professional circle carrying out similar research.

(b) How will they benefit from this research?

Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work. Please explain how the research has the potential to contribute to the nation's health, wealth or culture, when framing your response. For example:

Provide details of how you will ensure that knowledge generated from the proposed research is effectively transferred. State what plans, if any, you have for communicating information about your work to the lay public. Explain how these plans will be supported by the partners' own policies and facilities for communication with and education of the public.

1.3 Data Sharing (Up to 2000 characters)

Please see the BBSRC Data Sharing Policy document, available at
www.bbsrc.ac.uk/organisation/policies/position/policy/data-sharing-policy.aspx

Data sharing plans may include details of:

- Data areas and data types – the volume, type and content of data generated e.g. experimental records, records and images
- Standards and metadata – the standards and methodologies that will be adopted for data collection and management, and why these have been selected
- Relationship to other data available in public repositories

- Secondary use – further intended and/or foreseeable research uses for the completed dataset(s)
- Methods for data sharing – planning mechanisms for managing these data available e.g. through deposition in existing public databases or on request, including access mechanisms where appropriate
- Proprietary data – any restrictions on data sharing due to the need to protect proprietary or patentable data
- Timeframes – timescales for public release of data
- Format of the final dataset

2. ACADEMIC RESEARCH ENVIRONMENT, TRAINING & SUPPORT (Up to 2000 characters)

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

Please describe in detail the research training programme which will be provided by the academic department. All applicants **must** ensure that they address all of the points detailed in Section 3 of the HelpText:

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
- internal arrangements for planning, managing and monitoring its provision of postgraduate research training (including the procedures in place for student representation on relevant departmental committees and opportunities for student feedback on the training environment)
- computing
- statistical techniques
- health and safety
- business and finance related training

Transferable Skills and Employability

Give details of the policy for generic employability skills development given to each student (including presentation and communication skills, team-working and time-management), in line with the "Researcher Development Statement" developed by Vitae which outlines the areas of professional development that research organisations should be addressing in their training programmes. The Researcher Development Statement replaces the Research Councils' Joint Skills Statement and is available at: www.vitae.ac.uk/rds. Where appropriate provide details of the how the academic department benefits from the research organisations allocation of Roberts funding for generic skills training.

Student Recruitment

Give details of the procedures and criteria used in the selection, recruitment and induction of an exceptional student to undertake the project.

3. NON-ACADEMIC PARTNER ORGANIZATION RESEARCH ENVIRONMENT (Up to 2000 characters)

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 (Up to 4000 characters)

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, for e.g. if the placement is to take place within a spinout/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 <u>not</u> available to them** at the academic RO.

4. <u>MANAGEMENT & MONITORING (Up to 2000 characters)</u>

4.1 ACADEMIC SUPERVISORS

See section 4.2.

4.2 PARTNER ORGANISATION SUPERVISORS

You must provide details of the supervisors**, both academic (4.1) and non-academic (4.2),** that are 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

Please outline the critical features of the partners' policy on selecting supervisors. Briefly describe details of the arrangements for training of both the academic and non-academic/company supervisors and for evaluating the performance of supervisors. Less experienced supervisors from both academic and non-academic partners should detail any support provided for them, such as being mentored (no more than 2000 characters).

4.4 MONITORING ARRANGEMENTS

Clearly show the roles that **the academic department and the collaborating organisation** will play to ensure **high quality supervision of the student** and the proper monitoring of student progress throughout the duration of the award.

Provide details of how you will monitor the student and their training needs during the course of the studentship, including;

- Supervision arrangements, assessment arrangements, frequency of supervisor/student contact and the involvement of staff other than the principal academic supervisor in the supervisory process (if appropriate)
- 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. <u>The Collaboration (Up to 4000 characters)</u>

Explain how the collaboration will provide the student with a challenging research training experience, within a context of a mutually beneficial research collaboration between the academic and non-academic/industry 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. **<u>Give comprehensive and technical details of the anticipated work the student will complete while at the non-academic partner – refer to timelines if appropriate.</u>**