

PhD Studentship Guidance Notes for completion of Application Form [SAMPLE]

Medical Research Scotland is committed to supporting research of the highest quality, the outcome of which will make a contribution to improving health. Its support is not restricted to any one disease or condition, so applications for PhD Studentship Awards may be for projects in any discipline, provided that the research addresses a question relevant to human health.

These awards provide funding for a four-year PhD Studentship including student stipend, contributions to laboratory and travel expenses and fees, as detailed in the Application Form and below. The application must be made by a recognised Scottish University/Research Institution (the Administering Institution) working in conjunction with an established trading company involved in medically-relevant research (the Company). The Administering Institution undertakes to deliver a first-class PhD Studentship programme, incorporating both academic and commercial research training tailored to research into any matters relating to the causation, prevention, diagnosis or treatment of illness or to the development of medical or surgical appliances, including hearing aids.

A supervisor is not normally allowed to hold more than one Medical Research Scotland PhD Studentship at a time as Principal Supervisor. However, they are permitted to make an application as Principal Supervisor for an award that will commence immediately after the planned completion date of a currently held award. A Principal Supervisor may be a Second (or additional) Supervisor on different Studentships at the same time, and a Supervisor may be a Second (or additional) Supervisor for more than one Studentship at the same time.

The Application Form for a PhD Studentship should be completed **in conjunction** with these Guidance Notes and also the *PhD Standard Conditions Applying to the Award of Medical Research Scotland Research Funding* (available from www.medicalresearchscotland.org.uk/apply.htm). If you have any queries about completing the form, please contact the Trust Secretaries, Turcan Connell, Tel: 0131-659 8800; Email: applications@medicalresearchscotland.org

GENERAL INFORMATION

- All correspondence from Medical Research Scotland relating to the application will be addressed only to the **Principal Supervisor from the Administering Institution** and it is their responsibility to ensure that all the other parties to the application or, if awarded, the resulting PhD Studentship are suitably informed.
- All sections of the Application Form must be completed. If a particular section is not applicable to your application, please state so, or select the "Not applicable" option from the drop-down list. **Your application may not be considered if information is missing or you have failed to include any required documents or signatures.**
- Many of the fields on the application form have been character-limited. Please be concise while remaining aware of the need for clarity to non-specialist readers.
- The Application Form is an MS Word format. Please return it in this format. Please do not convert to PDF. **Application forms in any format other than MS Word will not be accepted.**
- **Applications larger than 5MB will not be considered.** If you choose to incorporate an image or a table in the separate Appendix document, please ensure that the size and/or resolution of the inserted graphic has been reduced appropriately to ensure that the combined file size of both parts of the completed application does not exceed the 5MB application size limit.
- Once the Application Form is complete it should be emailed to: applications@medicalresearchscotland.org to be received **by noon on Tuesday 10 July 2018**. You will receive an auto-reply acknowledgement of your email.
- One printed copy of the Application Form, which incorporates all original ink signatures, must also be sent using secure delivery to: Katrina Muir, Trust Administrator, Turcan Connell, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE, to be received **by 5 PM on Friday 13 July 2018**.
- **PLEASE NOTE:** Applications will not be accepted for consideration until a complete hard copy, incorporating all required original ink signatures, accompanied by all necessary additional documents, have been received, in addition to the fully-completed electronic Word version.
- After the electronic AND hard copies have been received the Principal Supervisor will receive a reference number of the application by email. Applications will only be allocated a reference number and formally accepted for consideration if they are smaller than the maximum file size and in the correct format.
- It is anticipated that applicants will be notified of the outcome of their application in November 2018.

- Applications will be assessed on the quality and novelty of the science to be conducted; the research questions asked; their suitability as academically stimulating PhD projects; the clarity of the description of the research to be conducted; the potential impact of the project on both the student and Scotland's biomedical research base; the experience of the supervisors and/or provision for mentoring of first-time supervisors; the training to be provided; the commercial insight to be provided to the student by the company; the opportunity for interaction of the student with the company; and the resources available.
- If an award is made, Medical Research Scotland will liaise with the Principal Supervisor to arrange for open advertisement of the PhD Studentship. Candidates will be interviewed by a group comprising representatives of the Administering Institution and the Company according to Medical Research Scotland's PhD Studentship Student Recruitment Procedure, of which awardees will be notified. Eligibility criteria for candidates applying for appointment to a PhD Studentship will be tailored to the individual project, but the Trustees of Medical Research Scotland expect students to have been awarded a minimum of an upper second class undergraduate honours degree in a relevant subject.

NOTES TO ASSIST IN COMPLETING THE APPLICATION FORM (*numbered according to the sections on the Application Form*)

1. Administering Institution Details

Provide full details, as requested, of the Scottish University/Recognised Research Institution which is applying for the PhD Studentship and in which the student will be matriculated and which will award a PhD degree, subject to successful completion of that institution's assessment and examination requirements.

2. Principal Supervisor from Administering Institution Details

Please note, the experience and expertise of each supervisor as an individual and the strength of the supervisory team as a whole, will be considered when the application is reviewed.

Provide full details, as requested, of the Principal Supervisor from the Administering Institution in which the student will be matriculated and of the Department in which the PhD Studentship research will be carried out. Information is requested about the Principal Supervisor's supervision history (including the mentoring provision for first-time supervisors).

3. Second Supervisor from Administering Institution Details

Provide full details, as requested, of the Second Supervisor.

If additional supervisors are required, please contact applications@medicalresearchscotland.org to request a suitable version of the application form.

4. Company Details

Provide full details, as requested, of the established trading company involved in medically-relevant research which has agreed to be involved in the delivery of the PhD Studentship.

5. Supervisor from Company Details

Provide full details, as requested, of the Company employee who will be responsible for supervising the project and student. While it is appreciated that a PhD qualification is not a compulsory attribute of a company supervisor, the supervisor's experience and understanding of the requirements of academia-industry collaborative PhD training programmes, and their contribution to the training package to be delivered, should be explained.

If the supervisor or Company is named on more than one Medical Research Scotland PhD Studentship award and/or application, which will run concurrently, clear evidence of their and their Company's capacity to support more than one student should be provided.

6. Financial Support

The Application Form includes a table detailing the financial provision that Medical Research Scotland will make towards the student stipend.

Fees: Medical Research Scotland will pay the published home/EU rate for university tuition fees for the first year and reasonable increases annually thereafter. Should fee increases be above 5% per annum, notification of and full justification for the increase must be submitted **in writing** to Medical Research Scotland. At the foot of the table, please insert the published figure for the university's 2017-18 home/EU tuition fee rate.

Consumables: The maximum value of consumables awarded per annum will be £10,000 in each of the first three years. It is anticipated that the student will spend part of the fourth year in the laboratory undertaking research and part of the year writing the thesis; the consumable awarded for the fourth year will, therefore be half of the previous annual rate. Consumables include the cost of laboratory reagents and other reasonable expenses required to complete the proposed research, including animal housing expenses, if applicable.

Computers, IT equipment and software expenses are not covered, except in the case of specialist equipment fundamental to successful completion of the proposed research, in which case, clear justification for the IT equipment must be included with invoices submitted for payment.

Travel Allowance: A travel allowance of up to £1,000 over the course of the four year PhD Studentship is available to cover justified travel expenses incurred in relation to conferences/events of particular relevance to the student's PhD Studentship. Please note that this allowance does not cover expenses relating to placements at and visits to the Company.

Student Stipend: An annual student stipend, as detailed in the Application Form, is paid by Medical Research Scotland at the start of each academic year, subject to satisfactory progress of the student.

Company Contribution: The Administering Institution must confirm (check box) that it will ensure that the Company will provide: the specified additional contribution to the student stipend as well as additional necessary laboratory costs; and essential travel and accommodation expenses, including expenses incurred in connection with commercial training placements at and visits to the Company's location(s).

Publication Costs: Medical Research Scotland encourages open access publication of the results of the research it funds and has limited funds available to support such publication. An application for open access publication costs should be made to applications@medicalresearchscotland.org at the time of publication.

7. Research Project Details

Sections which are self-explanatory have not been expanded upon in these Guidance Notes.

Project Title – this should be no more than 25 words in length and should succinctly inform a reader of the nature of the proposed research.

Key Words – Please supply up to 5 keywords for the proposed project.

Disease Profile of Project – To ensure that Medical Research Scotland records, classifies and publicises the research it supports appropriately with respect to the diseases which may, ultimately, be alleviated as a result of that research, please select as many of the options from the list as are applicable to your proposed project.

Other submissions – If the proposed project has been submitted, or it is going to be submitted, to another funding body, provide details of the:

- name of the funding body to which each application has/will be submitted
- date(s) of each submission
- date(s) informed of outcome
- outcome (if known)

Lay Summary – This should be of no more than 200 words and should clearly and succinctly describe the aims of the proposed research, how the investigation will be carried out and the results expected. The potential value to human health should also be explained. *This summary should be written in **plain English** so that Trustees with no scientific or medical background can understand the application and decide on the importance of funding the work.* Further, it should be noted that **Medical Research Scotland distributes publicity material, including online publication, on work it has supported, which includes the Lay Summary and details of awardees, so it is to the benefit of the applicants to provide as concise and informative a Lay Summary as possible.**

Brief explanation of how the proposed project complies with the **aims of Medical Research Scotland.**

Brief explanation of how the proposed project fits with the **Company's commercial objectives.**

Start Date – This is expected to be in September of the academic year following the offer of a PhD Studentship Award. Please confirm that this will be the case and, if not, provide an anticipated start date, explaining why the PhD Studentship will not start in September. PLEASE NOTE: any alternative start date should be no more than 4 months later than the expected September start date. Awards starting more than 4 months after the expected September start date may be forfeited.

Detailed Project Description – please use the following headings, noting the word limits in several of the sections. The written description may be augmented with **one** image *or* **one** table but only if essential to the application (*see Section 15 – APPENDIX below*). Your application will be reviewed by a Panel of experts from academia and industry from a range of disciplines, not all of whose specialism may correspond to your specialist field of research. Your application should be written with this in mind:

- **Background** - should provide sufficient background information to the project, including what is currently known in the area of the proposed research, to enable a reviewer to understand the research questions which intend to be addressed (no more than 300 words).
- **Aims and Objectives** (no more than 250 words).
- **Experimental Design and Methods** (no more than 650 words).

- **Statistical Information** – should provide statistical justification and power calculations for any proposed sample sizes to be used in the research project. Enter “Not applicable” if the project does not depend on such analysis (no more than 300 words).
- **Outline of the Timetable of Work** – please use bullet points (no more than 150 words).
- **References** – all references listed should be cited in the project description using a clear cross referencing format.

8. Ethics, Regulatory Issues and Consents

In Section 8 you are asked to provide information regarding ethical and other regulatory approvals which are required for the project and those involved in it. Approvals and/or licences do not have to be obtained before an application for a PhD Studentship is submitted, but if a PhD Studentship is awarded then the Administering Institution must ensure that all necessary approvals and/or licences are obtained before any research requiring such approvals and/or licences is conducted. **EVERY** section of the table at Section 8 of the Application Form **MUST** be completed.

Ethical Approval: Research projects requiring approval of the appropriate Research Ethics Committee (REC) (e.g. Multicentre REC, Local REC and/or the Academic Institution’s Committees) must be obtained, for example, for research involving NHS patients, staff, fetal material or IVF involving NHS patients, the recently deceased, access to patients’ records or the use of NHS premises or facilities.

Animals: Medical Research Scotland will fund projects involving the appropriate use of animal models, however, wherever possible, procedures should be used which do not involve live animals. When it is essential to do experiments involving animals, the requirements of the Animals (Scientific Procedures) Act 1986 must be scrupulously observed. There must be proper care, limitation of pain and use of the minimum number of animals to give valid results. Research proposals which involve the use of animals must implement the principles in the cross-funder guidance [‘Responsibility in the Use of Animals in Bioscience Research’](http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research) (<http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research>). Research proposals which involve the use of non-human primates must comply with the NC3Rs guidelines [‘Primate Accommodation, Care and Use’](http://www.nc3rs.org.uk/non-human-primate-accommodation-care-and-use) (<http://www.nc3rs.org.uk/non-human-primate-accommodation-care-and-use>). The species of animals to be used, the number of animals to be used and whether any genetically modified animals will be used or created must be specified.

Supervisors and students using animals must hold the necessary licences (Project and Personal) from the Home Office and the project must have Animal Welfare and Ethical Review Body (AWERB) approval.

Genetic modification: Research proposals which involve genetic modification of organisms must have written authority from the Health and Safety Executive (HSE). The use of gene therapy in patients must have written approval from the appropriate Research Ethics Committee (REC).

New medicines: The trial of new medicines must have authority from the Medicines & Healthcare products Regulatory Agency (MHRA).

Stem cells: Research proposals which involve the use of stem cells must have written authority from the UK Human Fertilisation & Embryology Authority. (<https://www.hfea.gov.uk/>)

Use of Human Tissue in Research: In all studies where human tissue (irrespective of origin) is used, the Codes of Practice of the Human Tissue Authority (HTA) (<http://www.hta.gov.uk>) must be followed.

Personal and/or Anonymised Data: Where personal data (e.g. patient, study participant or general public) are to be used, the guidelines of the **Information Services Division Scotland** (<http://www.isdscotland.org/About-ISD/Confidentiality/>) must be followed.

9. Research and Training Provisions – provide information about the location(s) where the research training will be given, the research environment(s) (including special facilities and available expertise of relevance to the proposed project) and the time (%) the student is anticipated to spend at each. The skills and research training to be provided and the methods of student supervision and assessment should be outlined. If more than three locations are intended to be used for research and training please contact applications@medicalresearchscotland.org to request a suitable version of the Application Form.

10. Collaboration Details – provide brief information about any past or present collaboration between the Administering Institution and the Company. Your response to most of the remaining questions is to enable Medical Research Scotland to ensure that its funding of this project is secure and that the project will be of mutual benefit to the student and all others concerned. The last three parts of the section should provide information on any additional collaboration the research proposal requires – i.e. other than any pre-existing within or between the Academic Institution, the Company and/or the Supervisors named in the application. Details of any additional required collaboration should be outlined in the Application Form and a copy of a more detailed, signed letter of consent to that collaboration **MUST** be submitted with the hard copy of the Application Form.

The Consent Letter(s) should:

- a) describe the nature of the required collaboration;
- b) provide the names and contact details of any other individuals whose collaboration is required;
- c) provide the names and contact details of any other institution, company, enterprise or organisation whose collaboration is required;
- d) state clearly that consent is given to the proposed necessary additional collaboration;
- e) include original ink signatures of the additional collaborators.

11. Intellectual Property & Publications (see PhD Standard Conditions, Conditions 15 & 17) – Medical Research Scotland has a standardised policy for ownership of IP arising from a PhD Studentship (Foreground IP), outlined below and in the Application Form, to which all parties of the PhD Studentship must agree to abide. Details of any proposed restrictions on publication of the student's research finding must be provided. The student's right to publish the work of the project timeously must be borne in mind when reaching agreement on any reasonable restrictions.

Background IP ownership	Foreground IP ownership
Administering Institution only	Foreground IP will be owned by the Administering Institution. The Administering Institution will grant to the Company a perpetual, irrevocable, worldwide non-exclusive royalty-free licence to use and exploit the Foreground IP for its own purposes, commercial or otherwise
Company only	Foreground IP will be owned by the Company. The Company will grant the Administering Institution a perpetual, irrevocable, worldwide non-exclusive royalty free licence to use the Foreground IP for the purposes of academic research, teaching and collaboration, including any collaboration with third parties.
Both Administering Institution and Company	Foreground IP will be owned by the Company. The Company will grant the Administering Institution a perpetual, irrevocable, worldwide non-exclusive royalty free licence to use the Foreground IP for the purposes of academic research, teaching and collaboration, including any collaboration with third parties.

12. Previous Medical Research Scotland Awards – Medical Research Scotland seeks both to publicise the work carried out by the individuals it supports and also to assess the longer-term impact of its own funding. Please provide outline information of the support received from Medical Research Scotland (or earlier when it was known as SHERT, the Scottish Hospital Endowments Research Trust) by **any** of the supervisors named in this application.

13. Medical Research Scotland's Data Protection Statement

14. Declarations and authorisations – Please ensure that all signatories to, and supervisors for, this application have read and understood the *PhD Standard Conditions of Award of Medical Research Scotland Funding*, Medical Research Scotland's Data Protection Statement and the Declarations & Authorisations carefully, before signing the Application Form. The names and positions held of all the individuals **MUST** be included in the electronic copy as well as the hard copy of the application. **Do not try to insert signatures in to the electronic copy of the Application Form.**

15. APPENDIX (separate document) – You may submit **one** image or **one** table, if essential, to support the application. This cannot be inserted into the Application Form, but must be included in the separate Word document (Supporting Image/Table Appendix). Your image or table should be inserted as a .gif, jpeg or .doc file, **NOT** .pdf. If you choose to incorporate an image or table in the Appendix, please ensure that the size and/or resolution of the inserted graphic has been reduced appropriately to ensure that the Appendix is no longer than 2 x A4 sides in total and that both parts of the completed application are no greater than the 5MB application size limit. Applications larger than 5MB may not be considered.