ESRC Research Studentships at the UCL, Bloomsbury and East London DTP

Application Guide for 2018 entry
1+3, +3, 2+3 and +4 applicants

Please ensure you read this Application Guide carefully before submitting your ESRC research studentship application and in particular, note the following:

1. The deadline for receipt of ESRC funding applications is **Wednesday 28 February 2018** at **4.00pm (GMT)**. This deadline applies across all five DTP partner institutions, which are:

   University College London
   Birkbeck, University of London
   London School of Hygiene & Tropical Medicine
   SOAS, University of London
   University of East London

   Applications must be submitted via the DTP application portal, and include your Research Proposal and AQM application, if applicable.

   Completion of this application can **only** be made by those explicitly invited to apply following submission of a preliminary application.

2. You must ensure you have spoken to members of academic staff in the relevant department at your chosen partner institution of the DTP as they will need to complete parts of your ESRC studentship application form.

3. Only ONE application per applicant for an ESRC studentship beginning in 2018 may be submitted to the UBEL DTP.

4. Please ensure you complete ALL questions on the application which apply to you.

   Detailed ESRC application information is also available on the UBEL DTP website:
   https://www.ubel-dtp.ac.uk/

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Applying for doctoral study at a DTP institution

Your application for doctoral study

Doctoral study at the UCL, Bloomsbury and East London DTP is arranged in **25 pathways** organised into seven groupings across the five DTP institutions. Each pathway is led by one of the five institutions but many of them have shared arrangements with the other DTP partner institutions.

If you wish to apply for an ESRC studentship in most cases you will **first** need to make a **preliminary** application to your **primary pathway** (the one within which your principal supervisor is based) – please check the UBEL DTP website for guidance about specific pathways, the form this preliminary application should take, and the date by which it should be submitted (see https://www.ubel-dtp.ac.uk/pathways/). You will be informed in good time if you are being asked to make a full ESRC studentship application.

You will also need to **apply for the relevant doctoral programme of study** at your chosen DTP partner institution. In some cases, the application deadlines for these programmes may be earlier than the ESRC deadline of 28 February 2018, so you will need to check with the relevant pathway contact for your chosen programme (see https://www.ubel-dtp.ac.uk/pathways/) or with the relevant member of administrative staff, whose details are listed under Institution Contacts on the next page. For 1+3 and 2+3 applications, you will need to make an application for both your Masters and doctoral programmes, in accordance with the institution's requirements.

In most cases, you will submit your Masters and doctoral application to the same institution, but there are a small number of pathways where this may vary. Consult the DTP Administrator at the institution for your doctoral programme if you unsure.

For an informal discussion about making an ESRC funding application and for assistance in identifying a potential supervisor, please contact one of the academic members of staff in your chosen academic pathway (see https://www.ubel-dtp.ac.uk/pathways/).

Institution Contacts

UCL (other than Institute of Education)

Vanessa Riegl-Parr, UBEL DTP Manager
uclesrcdtc@ucl.ac.uk

UCL Institute of Education (IOE)

Alison Freeman, UBEL DTP Manager
alison.freeman@ucl.ac.uk

Birkbeck, University of London

Richard Abbott, DTP Administrator
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London School of Hygiene & Tropical Medicine (LSHTM)

Lara Crawford, DTP Administrator
scholarships@lshtm.ac.uk

SOAS, University of London

Alicia Sales, DTP Administrator
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University of East London

Debbie Dada, DTP Administrator
d.dada@uel.ac.uk

Making your application for ESRC funding

When to make your ESRC application

You do not need to have received a formal offer for your programme of study (MRes, MSc, or MPhil/PhD) when you make your ESRC application and, if you are asked to make a full ESRC application, you should not delay completing this while you wait to hear about your programme application. However, your proposed academic department, and in particular your intended supervisors, must complete Section 3 of your ESRC application.

It is your responsibility to make contact with your proposed academic department about your funding application and to liaise with your intended supervisors to complete your ESRC form.

The ESRC application portal will be available via the DTP website https://www.ubel-dtp.ac.uk/ from early November 2017. Applications must be submitted via the portal by **4.00pm (GMT)** on **Wednesday 28 February 2018**. The UBEL DTP website provides a full listing of pathways and the DTP institutions which offer routes within these pathways. If you are unsure to which institution you should submit your ESRC application, please contact the relevant UBEL DTP Manager: Alison Freeman (alison.freeman@ucl.ac.uk) for queries regarding routes at UCL Institute of Education, Birkbeck, LSHTM, SOAS and UEL; Vanessa Riegl-Parr (uclesrcdtc@ucl.ac.uk) for queries regarding all other routes at UCL.

Who can apply for funding?

Academic qualifications

We encourage ESRC applications from candidates with research interests in the areas of the academic pathways of the DTP. You must hold the academic qualifications required for entry to your chosen doctoral programme and, where appropriate, suitable professional experience.

A Masters is not a prerequisite for studying at the UBEL DTP. A range of training programmes is available based on an assessment of the applicant's prior learning and training needs, including a combination of masters and doctoral study (the 1+3, 2+3 and +4 models) for those without prior postgraduate qualifications. All studentships are offered on a full or part time basis.

If you wish to apply for a **1+3, 2+3** or **+4** you should normally possess (or expect to achieve by 30 September 2018) an upper second class or first class honours degree or Masters degree from a recognised university or the equivalent.

If you wish to apply for a **+3** award you must normally have successfully completed (or expect to achieve by 30 September 2018) an appropriate research training Masters degree recognised by the ESRC or equivalent assessed training. If you are unsure as to whether your Masters degree meets these requirements, please contact the relevant DTP administrator in the first instance. Please also read the *DTP Guidance on Research Foundation Statements* available on the UBEL DTP website.

Residency requirements

You must also meet the ESRC's residency requirements and be eligible to pay fees at the Home/EU rate. EU nationals who do not meet the residency requirements will qualify for a Fees-Only studentship award. Studies in Economics or which meet the criteria for training in and use of Advanced Quantitative Methods (AQM) are additionally open to International students and EU nationals who do not meet the residency requirements.

Full residency requirements are given on the UBEL DTP website.

Further information about the UBEL DTP pathways

Detailed information about each academic pathway is available on the UBEL DTP website: https://www.ubel-dtp.ac.uk/pathways/

It is essential that you discuss your intention to apply for ESRC funding with your proposed academic department and supervisors at your DTP partner institution. You should discuss your proposed topic, any research training you have already received and any specific further training that your chosen department or institution will provide. Applications will be considered on the basis that such a discussion has taken place.

It is **the supervisor's responsibility** to make sure that the completed application is submitted by the deadline of **Wednesday 28 February 2018** at **4.00pm (GMT)**.

Incomplete applications are ineligible and will not be considered.

Important points about the application and selection process

1.   Only **one** ESRC funding application per candidate will be accepted by the UBEL DTP. You should not therefore submit an application to a particular institution unless you would be willing to take up your studentship there. Your application cannot be transferred between DTPs whilst it is being considered.

2.   You may submit an application for **either** 1+3, 2+3 or +4 funding, **or** for +3 funding. If you are unsure as to whether your Masters degree contains the required level of research training for a +3 application, please consult the *DTP Guidance on Research Foundation Statements* document which is available on the UBEL DTP website or contact the UBEL DTP Managers, Vanessa Riegl-Parr or Alison Freeman.

3.   As an applicant for an ESRC studentship you are responsible for ensuring that the administrator at your chosen institution receives notification of the certified results of all undergraduate or postgraduate degree examinations that you have undertaken (no matter when you obtained the qualification). If you are still undertaking your degree, please ensure that your DTP Administrator is informed of the date when your result will be known. **The UBEL DTP will not be able to offer you more than a conditional studentship unless you have confirmed your degree result.**

4. All funding applications are considered by a Group Panel comprised of senior members of academic staff in each pathway which makes up the relevant grouping. The system used for judging applications is designed to ensure that candidates' research interests are well matched with those of the academic department(s) in which they choose to study.

    The applications of candidates who are put forward for funding by the relevant Group Panel are then considered by the DTP Board, which then determines successful candidates from across the seven groupings. The DTP Board will also draw up a list of reserve candidates who may be offered an award if successful candidates withdraw.

    No application will receive funding without the approval of the DTP Board.

5. Applications for 1+3 and 2+3 funding and for +3 and +4 funding will each be considered according to separate criteria which are appropriate to the stage of study that applicants have reached. The key elements will be:

    a) personal qualifications and references;
    b) proposed research; and
    c) your supervisor's statement.

Notification of results to candidates

Candidates will be notified of the outcome of their applications by **Friday 27 April 2018**. The notification will be by email and will be sent by the DTP Administrator at the institution where you propose to study. Provisional results will **not** be given ahead of this date.

Successful applications

If you have been offered an award, it is important that you respond promptly to the notification email sent by your DTP Administrator. If the DTP Board has recommended that you make any revisions to your application, you should work with your supervisor to do this.

Unsuccessful applications

Unsuccessful applicants will also be informed by email of the DTP Board's decision. The UBEL DTP is not able to provide individual feedback on the assessment of applications.

The decisions of the Group Panels and the UBEL DTP Board are final.

Completing the ESRC application

Important points to note

Much of the information in this Application Guide applies to all study routes: 1+3, 2+3, +3 and +4. Information that is specific to one route is highlighted within a box of text.

You should complete the ESRC funding application by typing directly into the portal or pasting information for those parts of the application which require a substantial amount of text. The DTP Group Panels will have a large number of applications to consider and it is important that your application is easy to read. Please attempt to retain section spacing and page numbering where possible.

> **+3 route**
> Candidates applying for +3 funding should pay particular attention to **Question 19**: *Research Foundation Entry For +3 funding* and **Question 20**: *Other relevant training*. You will need this information to help your proposed department and supervisor to complete your form.

Section One – Contact Details, Programme of Study and References

The questions in this section are largely self-explanatory but the points below are intended to provide guidance to candidates. Please note that this section must be completed in full: a curriculum vitae may not be submitted in place of it and will not be considered as part of the funding application process.

Q1.   Contact details

Staff at the DTP institutions will use your contact details to contact you during the application and selection period. Contact will usually be made via email. It is very important that you provide an email address at which you can definitely be contacted during this time, or, if you will be away, the address of someone who will be able to act on your behalf. Similarly, you must inform us immediately of any change to your contact details, or discuss with us whether any other arrangements could be put in place.

If you are offered a studentship, you will be expected to reply **within ten working days** of the date of the email notification and if you do not do so you may forfeit the studentship.

The UBEL DTP will not accept responsibility if you forfeit your studentship because contact details you have provided are incorrect or out of date.

Q2.   Academic department

Please ensure you clearly indicate the name of your proposed principal supervisor (it is mandatory to have both a principal supervisor and a secondary or co-supervisor) and their academic department.

Q3.   Your pathway and programme of study at the UBEL DTP

The 25 pathways and their constituent programmes of study are detailed at https://www.ubel-dtp.ac.uk/pathways/. Please indicate the primary – and, where relevant, secondary (e.g. where your secondary supervisor is located) – pathway in which you intend to study and to which you are making your funding application. You should also state the specific route or programme of study you intend to follow. The type of funding available (1+3, +3, 2+3 or +4) should be stated in the final column.

Q4.   Qualification for which you are currently studying

You should complete this question if you are currently undertaking your degree (whether this is undergraduate or postgraduate study). Please enter the date your result is due, if known.

Q5a.   Qualifications which you have already completed

You should enter details of all undergraduate, postgraduate and professional study that you have completed and been awarded. If your funding application is successful, you will be required to provide evidence of your qualifications when you enrol at your DTP partner institution. Please start with your most recent qualification first and only include university-level qualifications (or professional equivalents).

You do not need to give full details of the modules covered in your **undergraduate** degree. You should, however, give fuller details of any **postgraduate** degree undertaken. Please give your degree titles (eg. BA/BSc Sociology) together with the dates and name of the higher education institutions at which you took your qualifications.

Q5b.   Details of any relevant prizes or awards
Q5c.   Details of any publications/dissemination resulting from your work

Please provide details of any academic prizes or awards that you have received, and any publications or other forms of dissemination that have resulted from your previous work.

The Group Panels will use questions 4 and 5 to establish any experience you have gained that might contribute to your intended research topic.

Q6.   Your employment

You are not expected to supply complete past employment details in this section. However, if you are a non-UK applicant, please do include details of your last three years' employment even if you consider it not to be relevant at this stage, as this will assist in checking your residential eligibility for ESRC funding.

You should give details of any employment that may be relevant to the area of your application, including any teaching experience. This information may be taken into account by the Group Panels when considering your suitability for undertaking research within the proposed subject area. Please note that only the basic details are required for this question and that you can explain the relevance of any employment more fully in your research proposal if it is relevant. Do not attach a CV for this question as it will not be considered.

Please indicate whether any employment listed in answer to this question was temporary or permanent. This too will help in determining your fee status.

Q7.   Your funding requirements

Please ensure you indicate whether you are applying for full-time or part-time study. You will also need to indicate whether you are applying for a Full Award or a Fees-Only Award: you should read the information about residency requirements on the UBEL DTP website to check that you are qualified for the relevant award. Please note that EU nationals who do not meet the residency requirements will only be able to apply for and be granted a fees only award unless they apply successfully for an Economics or AQM programme.

Proposed Start Date
If you wish your **+3 or +4** studentship to start on any date other than 1 October 2018 (for example, because of a contract of employment), you will be required to give your reasons in writing if the studentship is offered. The DTP Board considers all requests for deferral of entry date and candidates will be informed if this has been approved.

For **1+3 and 2+3 applicants** the studentships may only begin in October each year, due to the training requirements of the associated Masters degrees.

The full amount of funding for a +3 studentship is three years full-time or five years part-time (assuming study at 60% of full-time). For 1+3 and +4 studentships, the full amount is four years full-time or seven years part-time. If you are applying for a shorter period of funding, please give brief reasons.

Proposed End Date
If you are applying for full-time 1+3 or +4 funding, your end date will be 30 September 2022; for full-time +3 funding it will be 30 September 2021; for full-time 2+3 funding it will be 30 September 2023.

If you are applying for part-time 1+3, 2+3 or +4 funding, your end date will be 30 September 2025; for part-time +3 funding it will be 30 September 2023.

Q8.   Advanced Quantitative Methods (AQM)

An AQM award provides enhanced Research Training Support Grant (RTSG) of up to £1500 per annum to students using advanced quantitative methods in their research.

If you wish to apply for an AQM award, you should first discuss this with your proposed supervisors to ensure you fulfil the AQM requirements. You will also need to complete the *Application for Advanced Quantitative Methods (AQM) Training Support* and submit it at the same time as your ESRC application form. The additional RTSG is only paid in the +3 element of your studies, but all eligible 1+3, 2+3, +3 and +4 candidates must complete the AQM application and submit it by 28 February 2018.

Q9.   Residential details

The studentships are open to applicants who meet the residency requirements and are eligible to pay fees at the Home/EU rate. EU nationals who do not meet the residency requirements will qualify for a Fees-Only award if their funding application is successful. Studentships which are using Advanced Quantitative Methods in any pathway, or those in the Economics pathway, are open to both Home/EU and International students.

It is important that you read the *Residential Guidelines* document on the UBEL DTP website to ensure that you meet the residential requirements for ESRC funding. The relevant DTP Administrator will be able to give further advice.

Q10.   References

Your application must be supported by two references from people able to comment authoritatively on your academic performance and suitability for doctoral study. These should normally be from tutors on your undergraduate or postgraduate course who have direct knowledge of your work. If this is not possible please contact the relevant DTP Administrator for guidance. Contact details are on page 5.

You are encouraged to communicate with your referees as early as possible in the application process. It is your responsibility to ensure that your references are returned – via the application portal – by the closing date of **Wednesday 28 February 2018**.

1+3 and 2+3 candidates
It is strongly recommended that your undergraduate or postgraduate tutors complete the references wherever possible. However, the DTP accepts that university staff expected to be involved with your subsequent studies can sometimes be appropriate where they have previously tutored you. It is also accepted that some students may have undertaken relevant professional work where the referee would be able to comment on your suitability for undertaking research. If this is the case then the circumstances should be fully explained.

+3 and +4 candidates
It is strongly recommended that neither of your references should normally be written by your prospective supervisor. However, the DTP accepts that prospective supervisors can sometimes be the most logical choice of referee where they have tutored you previously. If this is the case then the circumstances must be fully explained.

Your referees should complete the reference on headed paper using the criteria below:

Please comment **as fully as possible** (in 300 – 400 words) on the candidate's suitability for an award. Please include comments on the following:

1. Your views on the candidate's suitability for postgraduate training in general and for the particular course and research he/she proposes to undertake.

2. Information on how, and to what extent, the candidate has shown academic ability in terms of:
   a) ability to grasp concepts and reason analytically;
   b) motivation and perseverance in achieving objectives; and,
   c) capacity for original thought.

3. An assessment of the candidate's particular strengths and weaknesses, and of possible further training the candidate will require to successfully complete their research. If a current undergraduate student, please indicate where the candidate ranks in their cohort.

4. Please indicate how long you have known the candidate and in what capacity.

You should ensure your referees are made aware of the criteria required for their reference. Note that references supplied for your Masters or doctoral programme application do not normally address these criteria and you should avoid submitting the same ones for both your programme application and your ESRC funding application.

It is your responsibility to ensure that your references are submitted by the closing date of **Wednesday 28 February 2018**. If you do not provide two references your application will be ineligible.

Section Two – Your Proposed Research

You should complete this section fully with details of your proposed research.

Q11. Project title and abstract

Please indicate the title of your proposed research topic. It is appreciated that there may be some subsequent changes to the wording, but it is helpful to have an indication of the title here.

Please also provide a brief (250 words maximum) description of your proposed research in terms that can be understood by a non-expert reader i.e. an academic not working in your chosen field.

Q12. Research proposal

You should include sufficient information in your research proposal for the Group Panels to assess your readiness for research training and doctoral study and suitability for an award. Please therefore indicate the theoretical background to your area of interest, why you consider it important and how it fits with your previous experience and possible future research work. If you have preliminary hypotheses please indicate them as well as any indication of your likely methodological approach. Please note that your research proposal must be your own work and should focus on your own intended work, not the expertise of your proposed supervisor. However, we strongly recommend that you speak to your prospective supervisor(s) before completing this question.

You will not be bound by initial indications of your research proposal. However, you should note that ESRC funding may be withdrawn if the research topic and approaches you ultimately adopt are significantly different from those initially proposed, without justification being provided.

1+3 and 2+3 candidates
Please attach a research proposal giving an indication of the research you are considering pursuing during your PhD and explain why you are interested in this area of research. You should describe your proposed research methods and give an indication of the kind of data that you plan to collect and the possible methods of collecting it. If there is no empirical element, please indicate how you propose to develop your own perspective on the issues, how you have reached this view, and/or how it relates to the existing literature. A short bibliography should be included.

Your research proposal must not exceed **two** A4 pages.

Q12. Research proposal (continued)

+3 and +4 candidates
Your research proposal will enable the Group Panel to assess the coherence, justification and feasibility of your project and your abilities to carry out the research. These criteria may be as, or more, important than the actual class of degree you have or hope to obtain. No specific weighting is allocated for class of undergraduate degree (or Masters degree) for research studentships, although the panel does take account of first degree results and especially of relevant Masters degrees.

The ESRC encourages cross-disciplinary interaction. If your proposed research is interdisciplinary and will involve both social science and either the natural, physical or life sciences or the arts and humanities, you should demonstrate in your proposal that at least 50% of the work will be social science orientated.

Your research proposal must not exceed **four** A4 pages.

Please note

Any footnotes and bibliography must be included **within** the total maximum page for your proposal.

If your funding application is successful, you may be required to produce a summary of your research proposal (up to 4,000 characters in length) to be submitted to the ESRC's Student Data Portal. The UBEL DTP will provide guidance to successful candidates.

Q13. Overseas fieldwork

If you plan to undertake overseas fieldwork during your funding period, you must give brief details at Question 13 on your funding application and outline the details in your research proposal at Question 12.

If possible, you should give details of where you hope the fieldwork will take place, when it will start and how long it is likely to take. This will be taken as evidence of pre-planning and is important later on if you wish to apply to the DTP for a contribution towards fieldwork expenses. A fully justified case for funding will need to be made to, and agreed by, the DTP Board at the appropriate time before any ESRC funding is committed for fieldwork expenses.

Candidates should note that the award of a research studentship does not mean automatic acceptance of these fieldwork plans by the DTP. Approval will need to be sought in terms of both ethical and safety considerations once the studentship commences, and no work can be undertaken until both types of approval have been obtained. Since both processes involve independent scrutiny, the DTP cannot guarantee their outcome, and some past plans have been turned down. Students need to be aware of this possibility, and should not commit themselves to any expenditure prior to receiving specific approval for the fieldwork. A separate Overseas Fieldwork application should be submitted to the relevant DTP Manager at least four months before your intended date of departure. Your DTP institution will also need to be informed of your fieldwork application.

Q14.   Difficult Language Training (DLT)

If you intend to undertake Difficult Language Training during your funding period, you must give brief details at Question 14 on your funding application and outline the details in your research proposal at Question 12.

Candidates should note that the award of a research studentship does not mean automatic acceptance of these plans by the DTP, so students should not commit themselves to any expenditure prior to receiving specific approval for the fieldwork. A separate DLT application should be submitted to the relevant DTP Manager at least four months before the anticipated start of training. Your DTP institution will also need to be informed of your DLT application.

Q15.   Research ethics and confidentiality

Your answer to Question 15 must address any ethical issues arising from the design or conduct of your proposed research. Please note your supervisor will also be required to confirm information about the feasibility of your project at Question 22

As an important source of public funds for social science research and as a body charged with encouraging, supporting, undertaking and advising on such research, the ESRC recognises that it has a special obligation towards the general public and academic community to ensure that such research will not give rise to distress or annoyance to individuals. The ESRC expects that the research it supports will be conducted at a high ethical standard.

There are six key principles of ethical research that the ESRC expects to be addressed, whenever applicable:

1. Research should be designed, reviewed and undertaken to ensure integrity and quality;

2. Research staff and subjects must be informed fully about the purpose, methods and intended possible uses of the research, what their participation in the research entails and what risks, if any, are involved;

3. The confidentiality of information supplied by research subjects and the anonymity of respondents must be respected;

4. Research participants must participate in a voluntary way, free from any coercion;

5. Harm to research participants must be avoided;

6. The independence of research must be clear, and any conflicts of interests or partiality must be explicit.

Further information regarding the ESRC's Framework for Research Ethics are available at:

http://www.esrc.ac.uk/about-esrc/information/framework-for-research-ethics/index.aspx

Applicants should demonstrate that full consideration has been given to all the ethical implications of your research and justify your means of resolving the ethical issues arising. If there is a professional code of ethics governing research in the area, this should be specified.

The ESRC reserves the right to impose special conditions on any studentship involving particular ethical issues.

Research data and other material
Any potential problems, for example with access, obtaining reasonable response rates, the availability of records, material or other data, should be clearly stated and you should explain how these problems will be resolved. In particular, you should demonstrate what steps you will be taking to secure access where this may appear to be problematic.

Q16. Declaration to be signed by the candidate

Once you have completed all of the relevant questions in **Sections 1** and **2**, carefully read the Declaration and sign it. Make sure you have completed the details of your prospective principal supervisor and academic department (Question 2) and your referees (Question 10).

You are encouraged to communicate with your referees as early as possible to ensure they submit their references by the closing date of **28 February 2018**. You must ensure they are aware of this deadline.

You should also be in contact with your prospective principal supervisor who should ensure **full completion of Section 3** and sign the application to confirm their support for it and to confirm the supervisory and training arrangements if your funding application is successful.

Full details of the requirements for Section 3 follow on pages 18 – 20 of this Application Guide.

Section Three – Proposed Supervisors and Academic Department

This section must be completed and signed by your prospective supervisors, who should provide details of their research experience and how this fits with your proposed thesis topic. The principal supervisor should also provide a clear statement of how your proposed research links with their own and that of their immediate research community, and indicate what the potential significance of the proposed work is likely to be.

The Cluster Panel will wish to establish that there is a good fit between your supervisory team and your proposed area of research, and that you will be working within a wider research environment that will both contribute to and benefit from your experience.

Q17. Supervisors' details

Supervisors should provide their details as well as any supervisory experience, giving information about their research expertise in the applicant's proposed topic area and their experience in supervising doctoral students. The principal supervisor should also provide a clear statement of how the candidate's proposed research links with their own and that of their immediate research community, and indicate what the potential significance of the proposed work is likely to be.

The supervisor's details are critical to the effectiveness of your research and their comments will consequently have a large impact on the success of your application.

Supervisors please note: In completing this part of the form sufficient information must be given regarding *supervisory experience*, *subject expertise* related to the area of the MPhil/PhD intended to be studied, **the fit of the proposed research to that of your own and your immediate research environment**, and **its potential significance**. If this section is not completed accurately and fully, providing sufficient information for the Panel to come to an informed judgement, **you risk disadvantaging the student**.

Q18. External collaboration

Supervisors should also provide information about any external collaborations involving public, private or third sector organisations the student will be involved in during the period of their funding (such as co-funding, internships, placements or other joint activity). The DTP expects to see each funded student taking part in at least **one placement** of some form.

Q19. Research Foundation Entry for +3 funding

This question should only be completed by supervisors of students who are applying for +3 funding. Please see the separate *DTP Guidance on Research Foundation Statements*.

This section of the application form should be completed following a full discussion with the candidate about the need for research training arising from their proposals in Section 2. Careful consideration should be given as to whether the candidate should apply for an ESRC studentship on a +3 basis or whether a 1+3, 2+3 or +4 route is more appropriate.

To qualify for +3 entry, students will have already completed, or will expect to complete, a programme of research training which meets the requirements of the ESRC (eg. through having completed a Masters degree course which forms part of an accredited 1+3 programme or one that provides equivalent training).

Where the candidate does not hold a recognised ESRC Masters degree, candidates and their supervisors may wish to make a case for admission to a +3 ESRC studentship on the basis of other postgraduate study. Applications will only be considered from candidates who can demonstrate that they have already undertaken an assessed programme of research training at postgraduate level which is equivalent to an ESRC accredited programme (see *DTP Guidance on Research Foundation Statements*).

Applicants should note that applications often fail because they are not able to fully justify and demonstrate appropriate prior research training. Thus, applicants are advised to pay particular attention to this to maximise their chance of obtaining a +3 award.

- If the candidate has already completed a Masters degree gained from a course which forms part of a currently recognised 1+3 programme, they are automatically eligible for +3 entry

  or

- If the candidate has a Masters degree which was gained in the UK from a course (including any previously recognised ESRC courses) which is not part of a current 1+3 programme **or** was gained overseas **or** has completed the first year of a PhD programme elsewhere, to be eligible for a +3 award you will need to demonstrate in the application form that this programme contained substantial assessed training in research methods which would enable the candidate to undertake an independent research project in a particular subject or interdisciplinary field. Furthermore, it must be demonstrated in detail on the application form that the programme of training already received was equivalent to both the core skills and subject-specific coverage of an accredited programme – see the *DTP Guidance on Research Foundation Statements.*

Where a candidate is making a case for +3 entry it is essential to include:

- A full description of the research training undertaken
- A demonstration as to how this maps onto the ESRC's core skills and subject-specific requirements

It is important that the proposed principal supervisor checks this detail carefully with the candidate and enters it onto the application form with their assistance.

It should be noted that where a Masters degree has been taken five years or more prior to the application for an ESRC research studentship, the training obtained in that degree will not be considered sufficient for a +3 award unless further relevant research training qualifications and/or experience and training have been gained subsequently.

Q20. Research Foundation Entry: Other relevant training

Where the extent of previous formally assessed research training is on the borderline of acceptability for +3 eligibility, a case may be made for this having been supplemented by other experiences, such as work-based training.

Description of the training and its relevance
Please use these sections to provide a full description of any other training received and its relevance to the proposed studentship.

Q21. Training Plan

It is important that this section is completed for **all** applicants. It is accepted that for 1+3, 2+3 and +4 candidates, initial training will be provided via the formal provision that is part of their programme. Nevertheless, it is likely that further needs will be present beyond this, and these should be identified here.

Please provide a description of the further training needs which have been identified for the candidate, how it is intended these will be met during the course of their programme, and the appropriateness of the training to the candidate's thesis research. In considering these training needs, you may find it helpful to look at the Vitae Researcher Development Framework, which provides an important structure for thinking about the rounded development of research skills http://www.vitae.ac.uk/policy-practice/234301/Researcher-Development-Framework.html.

In completing this question it is necessary for supervisors and students to show in their responses that consideration has been given to the research training requirements arising from:

i)   ESRC recognition of the DTP as providing substantial formal research training
ii)   the particular situation of individual students; and
iii)   the nature of the proposed thesis topic

These should all have been discussed and the implications noted by the student/supervisors/ department, as well as in the application form. Some assurance is also sought that advanced or specialised training needs identified in the student's proposal in Section 2 (which might be over and above what can be provided by the DTP) will be met. Students should be clear about the research training requirements they will be expected to meet and there should be an unambiguous statement from the supervisors to that effect.

Q22. Related data and feasibility of the study

Supervisors will be required to clearly outline how they will ensure that any data sets needed for the student's project will be available in a timely manner and to confirm what contingency plans are in place to ensure that the PhD can be completed if there are delays with these. If the data has been generated by another project such as a trial, you will need to confirm whether that project has already received ethical approval.

Q23.   Signature of principal supervisor

The declaration will confirm that the application has the full support of the relevant academic Department and that the student has been accepted onto the named programme of study, or will make a formal doctoral application at your institution if the ESRC funding application is successful.

Submitting the ESRC funding application form

Your prospective supervisor must ensure the completed application is submitted by **4.00pm (GMT)** on **28 February 2018.**