Guidelines for the completion of the AHDB Studentship Proposal form

There is a single form for submitting proposals to the different Sector Divisions of AHDB. However, at present, the decisions, processing and funding differ between the sectors. It is therefore important that you indicate clearly which Sector the proposal is for by putting an X in the appropriate checkbox below the relevant sector logo. If the project is relevant to more than a single sector please put an X in all relevant boxes.

1. Contact

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

2. Project details

Project title

Please give a clear and descriptive project title for your proposal.

Project Summary

Please provide a succinct summary of the proposed project in a manner suitable for a non-specialist reader. Should the project be funded this text will appear on the relevant Sector Division website.

3. Funding

Insert in the relevant box the required funding from the Sector Division(s) and the total funding required. If the project is being co-funded please enter the name(s) of the other funding organisation(s). Please state whether this funding has been agreed at the time of writing. If not, please state when an outcome is expected. Please provide additional details of contributions from the different funding organisations (if any).

4. Supervisors

You must provide brief details about the supervisors, both academic and non-academic, that are connected to the project.
Note: One supervisor must be identified as the main overall supervisor. Each supervisor is required to complete the following information:

Research experience

Document research experience relevant to the proposed project.
Give details of **three** of your most significant refereed publications; give author(s), title, journal and name and date of the publication.

Existing students and projects
Give the number of current students and the associated project titles.

Submission rates
Numbers for all completed studentships in the past five years, ie
o Within 4 years (for full time or pro-rata equivalent for part time)
o Greater than 4 years
o Not submitted.

5. Proposed project details

Provide a detailed description of the proposed project, which highlights the relevance of the project to the sector strategy and, where relevant, the panel strategy (For applications to HDC please indicate to which panel(s) the application is addressed).

Please provide outline details of the proposed methodology (including experimental approaches, study design and techniques) to be used and key milestones. Given the need for the student to be able to develop skills in this area it is not expected that the proposal will be fully developed as this will be part of the research training process.

Perceived benefits of the research
Please provide details of benefits under the following headings:

(a) Who will benefit from this research?
List any beneficiaries from the research; for example, those likely to be interested in or to benefit from the proposed research – either directly or indirectly. 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. Do you think further research or development will be needed before these benefits can be realised? Please explain how the research has the potential to contribute to the aims and objectives of both AHDB and the Sector for the industry.

6. Knowledge Transfer

A key role of AHDB and the Sector Divisions is to provide up to date and scientifically rigorous information to the industry. This applies equally to studentships. Provide details of how you will ensure that knowledge generated from the proposed research is effectively transferred. State what plans you have for communicating information about your work to industry and elsewhere.

7. Supervisor training and selection

Supervisor selection
Please outline the essential features of the institution's policy on the assessment of suitable researchers to become supervisors.

Supervisor training

Briefly describe the training available to both the academic and non-academic/company supervisors and the arrangements for evaluating their performance as supervisors, other than submission rates. Less experienced supervisors from both academic and non-academic partners should detail any support provided for them, such as being mentored.

8. Management and monitoring arrangements

Clearly show the roles that **the academic department and any other partner 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 any external organisation to ensure high quality supervision of the student and the proper monitoring of student progress.

9. Proposed training and support

A key assessment criterion will be the overall quality of training offered by the academic institution and non-academic partner.

Research Training

Give details of how you will address the project-specific and generic training needs of the student (**at all partners)**, highlighting how this addresses strategic skills gaps (where relevant), how the project will be managed and how the placement will be carried out so as to gain the greatest benefits for student training from the placement experience.
Please 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 the project's 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).

Training should cover areas such as:

- 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, in line with the 'Researcher Development Statement' developed by Vitae (http://www.vitae.ac.uk/rds) which outlines the areas of professional development that research organisations should be addressing in their training programmes.

Student recruitment

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

10. Research environment

Give details of the academic and non-academic research environments including:
- Integration with the 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 to provide in-depth specialist training in advanced skills and methodologies
- Opportunities for students to present work at conferences.

Explain how these will be of benefit to the student and their research training, and the Collaboration.

Describe any Quality Assessment standards to which your institution is accredited and to what QA guidelines the student will work to, for instance ISO9001 or the Joint Code of Practice in Research.

11. Industry collaboration

Please give details of any planned collaboration or engagement with the industry.. This may range from conducting work at industry locations to longer spells of time spent in an organisation to gain relevant experience ie as a placement, or to use specific equipment. Explain the value of such activity to both parties. If an industry representative or mentor has been agreed please provide details.

12. Research organisation

The lead organisation is the academic institution, which is responsible for the submission of the proposal. Please enter the department within which the project will be based and details for the finance contact (contract name, email and telephone).

13. Collaborating organisations

Enter details of any other organisations that are collaborating on the project and providing support to the student. Please enter the department within which the project will be based and details for the finance contact (contact name, email and telephone).

14. Ethical information

If the proposed research will involve the use of animals covered by the Animals (Scientific Procedures) Act 1986, indicate the justification for the use of animals and the severity of the procedure. Provide details of any areas of substantial or moderate severity. AHDB requires full implementation of 3R principles, regardless of whether a project license is required. Please provide details on how you propose to achieve this.

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:
- Human Participation
- Animal Research
- Genetic and Biological Risk
- Approvals
- Other Ethical Implications

15. Risks

Describe any risks that may prevent the successful conclusion of the project and indicate what measures may be taken to mitigate these risks.

16. Environmental impacts

Describe any environmental impacts that may result from the project. These can be both positive and negative and both need to be fully described.

17. Proposed student

Where a student has already been identified please include their CV and a motivation statement written by the student.

18. Enquiries and further information

If you need any further information, or details of the contractual terms for these awards, please contact us at: studentships@ahdb.org.uk indicating which sector(s) your question is addressed to.