



Economic and Social Research Council
North West Social Science Doctoral Training Partnership



CASE Studentship Application Guidance
For October 2017 entry

Introduction

North West Social Science Doctoral Training Partnership (NWSSDTP) CASE Studentships provide an opportunity for PhD students to gain first-hand experience of work outside an academic environment, with the student working on a doctoral project supported by both academic supervisors and a supervisor from a non-HEI partner organisation.

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Application Process

The NWSSDTP CASE studentship competition is a two stage process.

The *first stage* is the proposal stage, where an academic and a non-HEI partner organisation collaborate to put together a proposal for a CASE Studentship and submit a CASE Application Form. All the proposals are then assessed by the NWSSDTP Allocation Committee.

The deadline for the submission of the CASE Application Form is 10th January 2017.

If the proposal is successful, the *second stage* of the process will require the academic and the non-HEI partner organisation to select a suitable postgraduate candidate to undertake the project. The project will need to be advertised and a recruitment process undertaken in formal consultation with the relevant pathway leads. When a suitable candidate is recruited, the academic lead (the primary supervisor) must notify the NWSSDTP.

The deadline for the submission of the CASE Student Nomination Form is 12th May 2017.

The NWSSDTP CASE competition will allocate a limited amount of collaborative studentships.

Please note that prospective PhD students can also propose their own CASE projects with a non-HEI partner organisation through the NWSSDTP Standard Studentship Competition.

Non-HEI Partner Organisation Eligibility

Collaborating partners can be private sector companies, public sector bodies or voluntary organisations. A private sector company is defined as being at least 50% privately owned with a 'wealth creation' base in the United Kingdom. Certain public sector bodies, e.g. UK owned companies in which the government holds more than a 49% stake but which generates at least 60% of its income from outside UK government or other UK public sector sources, are also included in this definition.

In identifying an appropriate collaborating partner(s) and reaching an agreement on the arrangements for the research project, applicants should consider:

- The description of the research project(s),
- The arrangements for joint-supervision (with the partner and possibly cross DTP institutions),
- The arrangements for seeking ethical approval and for agreements on intellectual property arising from the research,
- The means of identifying an appropriate student (see guide on eligibility).

Pathways

CASE Studentship Applications must go through an eligible NWSSDTP Pathway (please see Appendix 1 for a list of accredited pathways). Prospective applicants must contact the relevant pathway lead prior to submission of any CASE application, to discuss the project.

If the application is successful, the pathway lead should be involved in the recruitment process and is required to sign off on the choice of candidate on behalf of the NWSSDTP.

Priority Areas and Specialised Training Routes

The ESRC have awarded the NWSSDTP 12 steered awards each year in the following **Priority Areas**:

- Advanced Quantitative Methods (4 awards)
- Use of ESRC data sets (4 awards)
- Interdisciplinary research, which straddles other research council remits (4 awards)

It is important that the NWSSDTP takes up the full complement of awards made in Priority Areas each year. To encourage full take up of these awards, the NWSSDTP is able to offer enhanced stipends of £3000 per annum to students whose projects align with the following **Specialised Training Routes** identified by the ESRC as strengths within the consortium, that fit within the Priority Areas above:

- AQM
- Longitudinal Data Analysis (for Use of ESRC Data sets)
- Data Science (for Interdisciplinary research, which straddles other research council remits)

We also encourage students to identify if their proposed project fits into a Priority Area, but does not fall in one of the Specialised Training Routes outlined above. In these cases, if the candidate is successful an enhanced stipend will not be payable, but the application will be considered positively in terms of fit with a priority area.

Recruiting a Student

If an academic and a non-HEI partner organisation CASE Application is successful in the first phase of the competition, they will be invited to recruit a student to undertake the project.

It is permissible for a postgraduate candidate to be connected to the project from the outset, but the candidate's details must be noted on the CASE Application Form. If a specific candidate was not mentioned on the CASE Application Form, a formal recruitment process must be undertaken to find a candidate.

NWSSDTP CASE Studentships can be advertised on FindAPhD.com or jobs.ac.uk. Availability of funding for such adverts should be discussed with Schools/Faculties in advance, as there is not funding available from the NWSSDTP for advertising studentships. Academics should also utilise their own contacts and disciplinary mailing lists for publicity purposes.

Once a suitable student is recruited, the academic lead (primary supervisor) should complete the CASE Student Nomination Form in full, in liaison with the candidate. This form should then be signed by the pathway lead and submitted to the NWSSDTP by the 12th May, to confirm the studentship has been awarded.

Should an academic applicant be successful in gaining a CASE award but fail to recruit a suitable candidate, the NWSSDTP has the right to withdraw the award from the project and potentially reallocate the funds.

Studentship Structure

CASE Studentships can be held either on a full time or part time basis. CASE Studentships can be held on a 1+3 or +3 basis, but discussions should be had with the non-HEI partner organisation regarding their expectations during the masters year of the 1+3. Candidates would not usually be expected to work with the non-HEI partner organisation during their masters year.

Student Eligibility

If a project is successful and the applicants are invited to recruit a student to undertake the project, please be aware that usual NWSSDTP studentship eligibility rules will apply.

Academic eligibility:

For all awards, candidates must have qualifications of the standard of a good undergraduate honours degree at first or upper second class level. For +2 or +3 studentships, the student must also have a suitable Master's degree.

In the majority of cases, candidates will have undertaken an undergraduate course and/or Master's course at a recognised UK higher education institution. However, some may have qualifications from outside the UK, or be able to offer a combination of qualifications and/or experience. In both cases, it will be necessary to ascertain whether these qualifications can be equated to an honours degree, and at what level. The ESRC bases its assessments of qualifications attained outside the UK on the British Council's NARIC guide. For non-UK qualifications transcripts in English as well as details in the original language must be provided with the application form.

Candidates must be planning to study in an ESRC recognised pathways (see Appendix 1 for a list of recognised pathways for the NWSSDTP).

Please note that the supervisory fit of your prospective supervision team will be taken into consideration when the application is assessed during the competition.

Residential eligibility:

The legal basis for defining residence eligibility for postgraduate training awards is set down in the Education (Fees and Awards) Regulations 1991. The guidance below is based on the Regulations and on guidance produced by the Department for Education and Skills (DfES):

Candidates for awards must have a relevant connection with the United Kingdom. A relevant connection may be established if, at the start of the course:

- The student has been ordinarily resident in the UK throughout the 3-year period preceding the date of application for an award, *and*
- Has not been resident in the UK, during any part of that 3-year period wholly or mainly for the purposes of full-time education (EU students – see below) *and*
- Has settled status in the UK within the meaning of the Immigration Act 1971 (i.e. is not subject to any restriction on the period for which he/she may stay).

Candidates who meet all three of the above criteria may apply for a *full award*.

A relevant connection may be established for an **EU student** if the student has been resident in the UK throughout the 3-year period preceding the start of the course, even if for purposes of full-time education. EU students in this situation may apply for a *full award*. EU Students who have not been ordinarily resident in the UK for the last three years may apply for a *fees only* award.

Non-EU students who have not been ordinarily resident in the UK for the last three years are not eligible to apply.

The above criteria does not apply to applicants to the Economics pathway or those whose project is deemed to employ Advanced Quantitative Methods - such candidates are eligible to apply for a full award whatever their residential status.

For more information on residential eligibility please see the ESRC Postgraduate Funding Guide at <http://www.esrc.ac.uk/skills-and-careers/studentships/esrc-students/>

Financial Basis of the Studentship

An NWSSDTP Studentship consists of:

- Payment of academic fees, at the standard RCUK rate
- Maintenance Stipend (£14,296 in 2016, exact rate for 2017 subject to confirmation from the RCUK)
- Access to a Research Training Support Grant (RTSG) for reimbursement of research related expenses including - but not limited to - conference attendance, training courses and UK fieldwork.
- Opportunity to apply for additional funding towards:
 - Overseas Fieldwork (only if the need for overseas fieldwork has been detailed at the application stage),
 - Overseas Institutional Visits
 - Internships

Contribution from the non-HEI partner organisation

There are no compulsory financial contributions from the non-HEI partner organisation. If a non-HEI partner organisation wishes to contribute financially, one typical arrangement would be the contribution of £4,000 a year (£2,000 to the student, £2,000 to the relevant school/pathway). This is just one example - the most appropriate financial arrangement for each project should be discussed and agreed with the partner prior to the submission of the application.

There are positive benefits to financial contributions from the partner as the stipend would be increased and as such is likely to attract higher quality candidates, particularly where experience of employment as well as an appropriate academic background is being sought. It can also provide better financial stability reducing the risk to the project from a student failing to complete their studies. It is expected that the company will meet the travel, subsistence and accommodation costs incurred by the student associated with visits to the non-HEI partner organisation.

In kind contributions would be resources such as office space at the non-HEI partner organisation's offices, provision of specialist training courses, access to data and resources, for example. Supervision costs from the non-academic partner do not count as an in kind contribution, and neither does covering the costs of visits to the partner organisation. These are basic expectations from the partner, so cannot count as in-kind.

If the partner wishes to contribute financially, details of payments/invoices should be arranged on an ad-hoc basis with the school where the student will be based, and the details of the process should be part of the formal agreement with the partner, if the application is successful.

Please note that the financial and/or in kind contribution of the partner organisation will be assessed during the competition on a case by case basis, taking into account the sector and scale of the partner organisation.

Formal Agreement

Once a student has been appointed, a signed formal agreement must be produced between the non-HEI partner and the University at which the student will be based. The academic applicant (i.e. the primary supervisor) is responsible for pursuing this, with the support of their university's contracts team. This agreement must be finalised and sent to the NWSSDTP prior to the commencement of the student's programme in October 2017.

Please submit any queries about the NWSSDTP CASE Studentship Competition to Hayley Meloy at hmeloy@liv.ac.uk

1. Project Details

The CASE Application should be submitted by the academic who will be the first supervisor on the proposed project, not the non-HEI partner organisation or the prospective student.

Please detail which of the 19 NWSSDTP Pathways the project comes under (see Appendix 1 for a list of eligible pathways). The pathway lead for this pathway should be informed about the application as early as possible prior to submission.

Please detail the University (Keele University, Lancaster University, University of Liverpool or University of Manchester) and the Faculty/School/Institute of the applicant (as relevant).

If known, please indicate whether the proposed project will be 1+3 or +3 in structure. It is the responsibility of the academic applicant and the pathway lead to ensure that the postgraduate candidate who will undertake the project has sufficient formal research training, as defined by the ESRC on page 7 - 11 of the [ESRC Postgraduate Training and Development Guidelines](#) document, prior to recruitment for a +3 studentship.

Project Title

Please detail the title of the proposed project.

Project Proposal

Please outline the overall goals and timeline of the proposed research project.

The panel will have the discretion to 'mark down' an application where the project proposal is not clear and concise. The NWSSDTP reserve the right to disqualify proposals that exceed the word limit. It is also important that applicants give a detailed account of probable methodology that will be employed and the timetable for the research, so that the panel can assess whether or not the proposed research is feasible in the time scale given.

It is also important to make clear the social science content of the proposal, to enable the panel to make a clear decision that the field of study falls within the remit of the NWSSDTP.

It is expected that the description should include:

- The research questions being asked

This should be well developed in terms of the research questions which will be asked and the approach and techniques to be used. It should be achievable within the proposed timescale (i.e. three years funding plus one year for submission of the thesis).

- How the project will be approached, with particular reference to the methodologies and techniques which may be employed

The methodologies/techniques and planned timescale should be appropriate to the project so that the outcomes will have wider relevance than purely addressing the needs of the non-academic partner.

- The anticipated outcomes from the project, in terms of its contribution to knowledge and understanding, new methodologies and techniques, data etc

The project should contribute to the successful creation, development and application of new techniques or ways of working, or relate to the broader environment in a way that improves the

effectiveness and efficiency of individuals and organisations. It should contribute to the ESRC's mission to provide trained social scientists that meet the needs of users and beneficiaries, thereby contributing to the economic competitiveness of the United Kingdom, the effectiveness of public services and policy, and the quality of life. It should also fulfil the aim of a collaborative studentship in providing a real opportunity for a student to gain firsthand experience of work outside the academic environment.

The benefits and outcomes of the research should not be confined solely to the collaborating partner and therefore the envisaged intellectual as well as commercial benefits should be emphasised.

- Plans for dissemination of outcomes

The completed research should be published as widely as possible, to both academic and non-academic audiences.

IPR and Ethical Information

An official agreement between the academic and non-academic partner concerning the distribution of proceeds from commercially valuable research is considered an essential element of any CASE studentship. It is expected that an agreement including Intellectual Property Rights will need to be completed, and a copy sent to the NWSSDTP, prior to the recruited student's commencement of studies. It is important to note that the responsibility for safeguarding the student's rights is deemed to rest with the HEI. Failure to address this issue will severely weaken an application. At the very least, consideration to the IPR should be shown in the proposal whereby it is evident that the student will be protected by the IPR agreement.

The important question of ethical approval, in relation to the proposed research project, must be fully addressed. You should demonstrate that considerations of the following have been made:

- honesty to research staff and subjects about the purpose;
- methods and possible uses of the research (or risks involved);
- confidentiality of information supplied by research subjects and anonymity of respondents;
- independence and impartiality of researchers to the subject of the research.

If you intend to refer to a professional code of ethics governing research in your area, this should be specified.

Fit with ESRC Strategic Priorities

Please detail here how this project and the collaboration fit with ESRC Strategic Priorities. Please see <http://www.esrc.ac.uk/about-us/strategy-and-priorities/> for more information about the ESRC's current strategic priorities.

2. Priority Areas and Specialised Training Routes

Please refer to the guidance on Page 4 of this document for further information on what constitutes a *Priority Area* and a *Specialised Training Route*.

Please detail if you think your project will utilise **Advanced Quantitative Methods** and what training you will undertake during your doctoral programme to enable this. Please refer to the '[What is AQM](#)' guidelines on the NWSSDTP website for more information. Please be sure to address each of the three criterion which are used to assess AQM. Failure to do so will significantly reduce the likelihood of AQM status being awarded. Students classified as AQM will receive an enhanced stipend.

Students in receipt of AQM enhanced awards will be expected to undertake an annual review to ensure they are utilising AQM as detailed in their original application and to undertake additional training.

Please complete the **Use of ESRC Datasets** section if appropriate for your project. Only students on the Longitudinal Data Analysis Specialised Training Route within this Priority Area are eligible for an enhanced stipend.

Please complete the **Interdisciplinary research, which straddles other research council remits** section if appropriate for your project. Only students on the Data Science Specialised Training Route within this Priority Area are eligible for an enhanced stipend. For details of the remits of all seven research councils please see: <http://www.rcuk.ac.uk/research/areas/>

Please note that an individual student can only receive one Specialised Training Route enhanced stipend.

3. Project Partner

Please detail the name and address of the collaborating organisation, and provide a brief description of the main activities of their organisation. This information will be used by the allocation panel to place the proposed project in the context of work of the collaborating partner. It is particularly important to have this information about smaller organisations which do not have a high profile and whose activities may not be widely known outside the sector in which they operate.

Please indicate if a formal agreement already exists between your institution and the non-HEI partner organisation. It will not disadvantage your application if a formal agreement has not been signed.

Previous Collaboration between Academic lead and non-HEI Partner Organisation

Please provide details of any previous experience of collaboration between the partners making this application, and between the partners and any other relevant organisations.

CASE Partner Involvement

Please explain how the collaborating partner will be involved in the management and supervision of the research project. In particular there should be formal arrangements for the confirmation of supervision and management of the project in the light of changes in key personnel for the project. The extent of this involvement should be discussed and agreed between the collaborating partners in the first instance and then with the chosen student when the nomination process has been completed. The non-academic partner will be expected to provide an induction programme for the student similar to that provided for new employees and, during the tenure of the award, the student will also be requested to spend time on the organisation's premises. For a full time three-year award, the minimum is three months per year- not necessarily continuous. During this period the student must be engaged in activities which comprise an integral component of the research to be presented in the thesis.

The information provided should also include: special materials and facilities which will be made available to the student (Provided by the non-academic partner free of charge); a description of the work to be undertaken at their premises; including proposed time-table showing the duration and frequency of visits; and an indication of the part of the organisation to which the studentship will be attached.

There should be real measurable benefits to the non-academic partner from the outcomes of the project. Expectations of how these will benefit the organisation should be made clear.

Financial Contribution

Non-HEI partner organisations can contribute financially towards the cost of each project they support, but this is no longer a requirement. Please see the 'Contribution from the non-HEI partner organisation' section above for more extensive information concerning the financial implications of the awards. While financial payments are not required, the value of the in-kind contribution should be apparent and costed here.

4. Supervisors

Collaborative students can place higher demands on the time of supervisors than standard research studentships. Applicants should provide details of the current supervisory workload for each proposed supervisor and, where three or more research students are being supervised, explain the arrangements that are in place to ensure that an appropriate level of supervision will be available to the proposed collaborative studentship.

The expertise of the academic supervisor/department relevant to the project must be shown. It is important that the proposed project is clearly within the research strengths and expertise of the department and the proposed supervisor(s). A list of three recent publications relevant to the project is important, to demonstrate that those involved in management and supervision are currently active in the area of the proposed topic.

Supervision Details

CASE students are expected to be jointly supervised by a member(s) of staff from the university and an employee of the non-HEI partner organisation. The supervisors will be expected to agree the arrangements for the delivery of formal research training, regular formal progress meetings and briefing meetings with the student, throughout the period of research. The allocation panel will therefore be looking for evidence of a formal structure that will also be responsive to the needs of the individual student.

5. Proposed Training and Support

Please detail how the student's training needs will be identified, met and monitored throughout the period of the award. Please include any specific training which had already been identified as required. It should also be noted here whether the project might entail Overseas Fieldwork or Difficult Language Training.

6. Recruitment and Selection Process

Detail the procedure you intend to undertake for recruiting a suitable student, should the proposed project be successful. It is permissible to already have a student in mind at the proposal stage. If there is already a student in mind for the project, this student should be named on the application form at this stage. If a student is not named on this form, then the project lead must go through an advertising and recruitment process if successful.

Please note that it is mandatory for the pathway lead to be involved in the selection process and to sign off on the choice of candidate. The NWSSDTP should be notified of the choice of student by the submission of the CASE Student Nomination Form by the 10th March 2017. The CASE Student

Nomination Form will be sent to academic applicants when they are informed of their success in the first phase of the competition, where relevant.

Please refer to the Student Eligibility section above when considering your recruitment strategy.

7. Letter of support from the Non-HEI Partner Organisation

Please include a letter of support from the partner organisation which indicates their support for the collaboration and which briefly outlines their understanding of the work to be undertaken, as well as their commitments to the project.

THE CLOSING DATE FOR APPLICATIONS TO BE SUBMITTED IS 10th JANUARY 2017 AT 4pm

Please submit your application to the relevant institutional pathway lead for your university and pathway:

APPENDIX 1: List of NWSSDTP Accredited Pathways

CASE Studentship Applications must go through an eligible NWSSDTP Pathway:

- Accounting and Finance
- Business and Management
- Criminology, Social Policy and Social Work
- Development and Humanitarianism in an Unequal World
- Economic and Social History
- Economics
- Educational Research
- Geography and Environment
- Health and Wellbeing
- Language Based Area Studies
- Linguistics
- Planning and Environment
- Politics
- Psychology
- Social Anthropology
- Social Statistics
- Social Studies of Science, Technology and Medicine
- Socio-legal Studies
- Sociology