Call for Multiple PhD Studentships

Guidelines for applicants 2021

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1. INTRODUCTION

1.1 BACKGROUND

In 2020 we piloted a scheme offering the opportunity for research institutions to apply for funding to support cohorts of PhD students within research groups focused on themes consistent with our strategic priorities. We received some very good applications and, as a result, we awarded four grants that have supported 21 PhD students to start their training in ageing-related research.

1.2 THE OPPORTUNITY

Following the success of this pilot, we would now like to offer the opportunity again, backed by a substantial fund of £1M, although more funding may be made available if we receive applications of suitably high quality. This scheme is intended to support research institutions to provide training opportunities for early career researchers who wish to acquire a PhD to enable them to pursue a career in ageing-related research. Applicants and their host institutions will be able to request up to £200k, and proposals must demonstrate their strategic commitment to ageing-related research in a theme or themes consistent with our strategic priorities (see Section 2.2 for details). In addition, applicants and their host institutions must be able to back this with a commitment to providing a contribution financially[1] and/or with other resources. Importantly, they must also set out how they align with and support our core principles for funding research. That is, they must set out how they will support early career researchers' personal career development, demonstrate through examples their approach to equity, diversity and inclusion, both institutionally and in their planned research projects, as well as demonstrating their approach towards involving and engaging older people in their research.

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[1] This may be from internal university funds and/or funding from industry, other trusts, foundations and/or charities etc.

2. ELIGIBILITY CRITERIA

2.1 WHO CAN APPLY?

Applications to this scheme are invited from experienced PhD supervisors within academic departments/centres at a UK university, or other eligible research organisations, which focus on or whose institution supports them in a strategic plan to focus on ageing-related research.

Supervisors must have successful track records in PhD completion and be prepared to commit sufficient time to ensure that the students supported via this scheme receive a thorough grounding in research methods, both in theory and practice, as well as wider career development support.

The academic departments/centres must have the appropriate capacity, research record and governance arrangements to ensure that the research will be carried out in an appropriate manner and in a supportive environment.

The Trust also expects applications to be supported by the host institution either financially[2] or in-kind through the provision of services, facilities and/or tuition fee waiver.

2.2 RESEARCH THEMES

Applications to this scheme must address one or more of the following priority research themes outlined in our 2020-25 strategic framework:

- Improving our understanding of the underlying mechanisms of ageing and age-related disease;
- Targeting the social determinants of healthy life expectancy;
- Improving the quality of life for older people, in particular;
  - in developing and delivering suitable living environments;
  - addressing issues of age-related vision, hearing and oral health;
- Preventing, delaying or reducing future health and social care requirements, in particular, improving the ability to maintain functional independence for older adults.

2.3 AWARD TYPE

A maximum of £200k is available for PhD studentships to be undertaken on either a full-time (three year) or part-time (up to six year) basis, which can include:

- PhD stipends (at an appropriate rate, dependent on the location of the higher education institution and pro-rated if part-time)
- Tuition fees (at home rates[3])
- An additional amount to cover research expenses (e.g. travel, consumables, small pieces of equipment etc.)

Applications for individual PhD studentships from supervisors or students will not be accepted. Applications must demonstrate support for several studentships as part of a strategic commitment to ageing-related research and include a contribution from the host institution either financially[2] or in-kind through the provision of services, facilities and/or tuition fee waiver.

[2] This may be from internal university funds and/or funding from industry, other trusts, foundations and/or charities etc.

[3] The host institution will be required to waive the higher international fee rate for the programme of study, meaning that fees can only be paid at the same rate as home students.

If successful, the host institution will be responsible for the selection of suitable PhD candidates[4] whose projects will be in the Trust's areas of focus (see Section 2.2 for details). Supervisors should also ensure that an appropriate programme of training is proposed. This approach allows the host institution to demonstrate their long-term commitment to ageing-related research or their demonstrably supported institutional plans to develop a commitment. The scheme is designed to be flexible and could, for example, support a number of stipends for otherwise self-funding students, or a subject-focused doctoral training centre which is supported by funding from a range of sources. Applications should demonstrate a creative use of funds, value for money, support and mentorship for the students and a commitment to the subject matter.

The Trust has no specific geographical link and will consider applications from anywhere within the UK. While the Trust aims to ensure equitable access to grants across the UK, applications will be considered on merit alone.

2.4   ELIGIBLE COSTS

You will be expected to upload a full financial plan providing detailed budgetary information on the total costs of the proposal. The following list provides information on what you can and cannot apply for:

STAFFING COSTS

- We will pay a maximum of £500 towards the recruitment of students being supported by the award.
- Career development / support costs will be met when there is a clearly defined explanation of how they will contribute to capacity building / career-development in age-related fields during the proposed studentships. We would expect these costs to relate to the answers provided in the relevant sections of the application form. An example of a career development cost includes training courses.

RUNNING EXPENSES

- The cost of materials and consumables required to carry out the proposed studentships will be met but should be justified, with special regard to those categories of overhead costs which the Trust will not meet.
- Non-UK costs (e.g. specialist tests or assays) may be met, on condition that full justification is provided. It will, however, be the responsibility of the host institution to reimburse the non-UK institution for carrying out such tests.
- Travel and subsistence costs for the students, where required by the nature of the work, will normally be met and should be based on the most suitable and economical form of travel.
- Other eligible costs include:
    - Participant costs / expenses / incentives
    - Steering group / meeting costs
    - Animal costs (if any) and this can include the costs of attaining appropriate licences
- Data storage, archiving and management costs may be met, on condition that they are reasonable and proportionate in the context of the work proposed.

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[4] The Trust places full reliance on residential eligibility approval checks having been undertaken by the host institution.

PATIENT, CARER AND PUBLIC INVOLVEMENT

- We will meet justified payments for patient, carer and public involvement (PPI). Please ensure that you have read the NIHR guidance resources on the "Payment guidance for researchers and professionals" page.
- In addition, ensure that you have taken in to account the "UK Standards for Public Involvement in Research". We would also expect these costs to relate to the answers provided in the relevant parts of the application form.

EQUIPMENT (INCLUDING COMPUTER COSTS)

- Requests for study-specific items of equipment costing up to £10,000 may be met but should be fully justified, particularly as this would form a very large proportion of the overall sum available under this scheme (the purpose of which is <u>not</u> intended to be for the purchase of capital equipment).
- Computers and other IT equipment dedicated to the scheme may be met, on condition that full justification is provided.

OUTPUTS, OUTCOMES AND IMPACT

- We will meet costs for students to attend conferences as a speaker and/or to present posters etc. to disseminate the findings of their work.
- We will <u>not</u> meet costs for attending an academic conference as a delegate only.
- Costs for other dissemination and impact-related activities related to the studentships may be applied for, provided that full justification is given. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.
- Open access / open data costs may be included in applications but should be fully justified and comply with the Trust's Open Access Policy.

GUIDANCE ON OVERHEAD COSTS

- Apart from any specific cases listed above, we will <u>not</u> meet overhead costs (typically those identified by Research Councils as Directly Allocated Costs, Indirect Costs and Estates Costs) for research institutions. In particular, we will <u>not</u> contribute towards the Apprenticeship levy as this forms part of central overhead.
- Please note that overall this is because host universities receive a contribution to overheads via the Charities Research Support Fund. More information regarding the Charities element of the Quality-Related ("QR") funding can be found in the 'What costs will you cover?' question in our Funding FAQs on the 'Apply for funding' page on our website.

3. APPLICATION PROCESS AND TIMELINE

The application process will consist of one stage and will follow the timetable below:

Activity	Date
Multiple PhD Studentship scheme open	5th November 2021
Deadline for applications	23rd December 2021 (5pm)
Internal triage and recommendation of applications	January 2022
Recommendations for funding of Multiple PhD Studentship applications considered by the Research Grants Committee	1st February 2022
Applicants notified of the outcome	Late February/Early March 2022

4. MULTIPLE PHD STUDENTSHIP APPLICATIONS

4.1 OVERVIEW

Please ensure that you have completed our eligibility questionnaire and read our funding FAQs, both of which can be found on the "Apply for funding" page of our website. You should also read our Terms and Conditions.

You should also be aware that we require all lead applicants to provide an ORCID iD when completing an application form. Any prospective lead applicants without an ORCID iD can register for one. We use the information included in the ORCID profile to help auto-populate the "About you" section in the application form. Please follow this link for help with your ORCID profile and guidance on how to register for one, for those that don't already have one.

The Multiple PhD Studentship application form needs to be submitted via our online Grants Management Portal. You can download a PDF version of the application form from our website. Please note, however, that this is only provided to help you plan your application – only submissions made before the deadline via the online Grants Management Portal will be accepted.

The prospective principal supervisor should apply as the lead applicant, but can have named co-supervisors as co-applicants. If the student(s) who will undertake the PhD(s) is/are known at the time of application, they can also be included as co-applicants.

Whilst the lead applicant is responsible for submitting the application form, some external participants must be invited to contribute to the application form on the Grants Management Portal. Please see the table below for more information on who can/needs to be involved with the application process.

Required	Optional
Administrative/Finance Manager: An appropriate Administrative/Finance Manager **must** be invited to complete a declaration on behalf of the lead applicant's institution (the lead institution). **Head of Department:** The lead applicant **must** invite their Head of Department to complete a declaration on behalf of their department. **Please note:** the application cannot be submitted until all required external participants have completed their contributions.	**Co-applicant(s):** The lead applicant may, if they wish, invite co-applicants (e.g. co-supervisors and/or named students) to review and contribute to the form. **Please note:** Once any optional co-applicants have been invited, it will not be possible to submit the form until they have completed their contribution or if you have indicated on the portal that they are no longer required to contribute.

Detailed information on inviting external participants is provided in our "how to" guide for using the Grants Management Portal.

4.2 ASSESSMENT CRITERIA

Once submitted, the Trust will conduct an initial review of the application to confirm that it meets the following criteria:

- Eligibility for the scheme
- The research proposed being within remit
- Satisfactory completion of the application form

Application forms will then be scored internally by the Trust's experienced grants team and recommendations for funding presented to the Research Grants Committee.

Applications will be assessed and scored against the following criteria:

➢ The host department/centre's ageing-related research programme, and its strategic commitment to ageing-related research

➢ The suitability of the host department/centre's research environment, track record with PhD studentships and research culture.

➢ The suitability of the proposed research projects and supervisor/student selection processes.

➢ The credibility and feasibility of the proposed support, training and career development programme from the supervisors/department/centre.

➢ Due consideration of patient, carer and public involvement (PPI) and engagement where appropriate.

➢ Due consideration of Equity, Diversity and Inclusion (EDI) in all aspects of the proposal, including within the department/centre, the proposed research projects and in selection processes.

➢ The credibility and feasibility of plans for dissemination within and beyond the academic research community and potential for impact on the health and well-being of older people.

➢ The proposed funding contribution or in-kind support from the host department/centre (e.g. matched funding, services, facilities, fee waiver etc.).

The Research Grants Committee will meet to ratify the Trust's funding recommendations on 1st February 2022, following which applicants will be notified of the outcome of their applications in late February/early March.

FEEDBACK ON YOUR APPLICATION

Both successful and unsuccessful applicants will receive feedback. We will also be providing information on the eventual success rate for the call at a later date.

4.3   CHECKLIST

Make sure you have completed all the relevent tasks on this list before submitting your application:

☐   Have you completed the eligibility quiz, read this guidance document, our general funding FAQ's and Terms and Conditions for Research Grants?

☐   Have you provided detailed and relevant answers to all of the questions in the application form?

☐   Have you checked that all of your proposed costs are eligible?

☐   Have any invited participants read and understood the various guidelines to ensure that the application can be submitted by the deadline on the Grants Management Portal?

☐   Has an Administrative/Finance Manager from the lead organisation read the application and completed their declaration to ensure that the application can be submitted before the deadline on the Grants Management Portal?

☐   Has the lead applicant's Head of Department read the application and completed their declaration to ensure that the application can be submitted by the deadline on the Grants Management Portal?

5. SUPPORT AND FURTHER INFORMATION

5.1   SUPPORT DOCUMENTS

- Visit our "Apply for funding" page to see our general funding FAQ's, including what our Research Grants Committee would say a good application looks like.

- Read our Terms and conditions for research grants.

- Read our Open Access Policy

- Read our Intellectual property policy (if relevant)

- Read our Funders Action Plan for the Concordat to Support the Career Development of Researchers

- For guidance on navigating and using the Grants Management Portal, please see our "how to" guide

- You can access the PDF template of the application form on our website

5.2   EXTERNAL GUIDANCE

- Applications that include NHS resources will need to adhere to the Department of Health AcoRD guidance. Follow this link to view the AcoRD FAQ's.

- For applications that consist of clinical research, you might consider visiting the Clinical Research Network portfolio for help and support.

- For information regarding Patient, Carer and Public Involvement (PPI) in research, please do visit the National Institute for Health Research website for various PPI resources.

- For more information on including underserved groups in research, you might be interested in a website hosted by the INCLUDE initiative from the National Institute for Health Research, which provides guidance for ensuring health research is inclusive, as well as instructions on how to register for a free online course run by INCLUDE.

- Feel free to read about "Secrets on writing a winning grant" in the academic journal Nature.

5.3   CONTACT INFORMATION

If you have any queries regarding the call, including if you need any alternative accessible formats at any stage of the application process, please contact grants@dunhillmedical.org.uk. We will do our very best to assist you.