

Guidance for completing an application for AHRC Collaborative Doctoral Awards 2010

August 2009

General information

This is the sixth annual round of the Collaborative Doctoral Awards Scheme and is for projects commencing in the 2010-2011 academic year. Projects will be expected to commence on 1 October 2010 so that doctoral students will be registered for the academic year 2010-2011. All full-time studentships will be funded for a period of three years.

Applications to the scheme are made annually through the Research Councils' Joint Electronic Submission system (JeS) at <https://je-s.rcuk.ac.uk> by the relevant academic department. Those partnerships successful in being allocated one or more collaborative studentships will then be responsible for appointing appropriately qualified research students.

A lead applicant from both the HEI and the non-academic organisation must be identified and both must have the permission of their Head of Department and their respective organisations to enter into a collaborative working arrangement.

The person designated as the lead applicant from the HEI, also known as the Principal Investigator, will be deemed by the AHRC to accept the overall responsibility for the progress, management and leadership of the project. This person must be a registered JeS user as they will be required to complete and submit the application via the JeS system. They must ensure that their correct contact address is showing on their Je-S record, as this address will be used to notify them of the outcome of the application. In order to submit a proposal both the individual applicant and the submitting Research Organisation (the one that will hold the award) must be registered on the system.

Completion of the form will require information from the non-academic collaborating partner, including a letter of support, and should be completed in conjunction with them. The form asks for a lot of detailed information about the project, the partners involved and how the project will be supervised and managed. This information is essential in enabling the reviewers to judge the quality and feasibility of the collaboration and project and the commitment to it by the partners.

There is detailed Helptext within the JeS system that provides information on how to complete each section of the proposal form. There is also a dedicated JeS Helpdesk that provides telephone and email support with the proposal process. They are available between 9am and 5pm, Monday to Friday, and can be **contacted by email at jeshelp@rcuk.ac.uk or by telephone on 01793 444164.**

The guidance given here is intended to supplement the helptext and help you put together a successful collaborative project. Much of this guidance is based on the experiences of those who have already been involved in running collaborative projects. If you have any particular queries or concerns about how your proposed collaboration might work, please contact Sam Lamshead in Programmes on 0117 987 6682 or s.lamshead@ahrc.ac.uk

You should also refer to the document '*Collaborative Doctoral Awards 2010: Guidance Notes for Applicants*' published August 2009
<http://www.ahrc.ac.uk/FundingOpportunities/Pages/CollaborativeDoctoralAwards.aspx>

Applicant

Person name

This should be the name of the applicant who is applying for funding. The applicant must be **JeS** registered and for Collaborative Doctoral Awards this should be the person designated as the Lead Applicant or Principal Investigator from the HEI who will have the main responsibility for the supervision, management and leadership of the project and who has the relevant authority to authorise involvement in the project/collaboration.

Research Organisation

Please enter the details of the academic organisation including the department in which the project will be based.

Project Partners

Details of the **non-academic** organisation must be provided including the person who has main responsibility for supervision, management and leadership of the project within this organisation and who has the relevant authority to authorise involvement in the project/collaboration.

Whilst there may be circumstances where more than one non-academic organisation has some involvement in the project, there must be a lead organisation and a lead supervisor who will co-ordinate the project supervision for the non-academic partner or partners. The named supervisor must have the permission of their employer and be in a position to offer supervision and support to the project. They must also be able to provide or facilitate access to resources or those areas of the organisation that the student requires to undertake the project and as indicated in the application form.

In some instances two or more linked organisations may have some involvement in a project, or a consortium may lead it and as stated above in such cases it is a requirement that one lead organisation must be nominated, and one person designated as having overall responsibility for co-ordination of the project. If this applies you will need to provide details of those other non-academic organisations that will be involved in the project and explain the nature of their involvement in the collaboration and any financial contributions or resources they are offering. It will be important that all parties are considered in the partnership agreement, especially if there are confidentiality or Intellectual Property Rights issues to be resolved.

Description of work to be carried out

Please outline the role of the collaborating organisation in the project, and what their input will be to both the project and specifically to the student including the proposed nature of the supervision and support to be offered. Please also outline the likely nature of the work the student will be undertaking whilst working with the organisation and how the work will be organised. Please state how the

selected student will be inducted to the organisation and the arrangements for their supervision and welfare whilst working within the organisation.

It is recommended that the student receives an induction programme in the non-academic organisation similar to that provided for new employees, although this will vary depending on the nature of the project and the size of the organisation. Induction should be tailored to the needs of the student and the project and if necessary should also be offered to the academic supervisor where it might serve the needs of furthering trust, understanding and effective working relationships.

During the project the student will be spending time working with the organisation, usually on the organisation's premises. **During this time the student must be engaged in activities, which are an integral component of the research to be presented in the thesis.** The recommended minimum is three months and the maximum eighteen months, although when and how this time is spent will vary depending on the nature of the project. The time spent can be subject to negotiation with both partners and the student and it is recommended that it forms part of the formal agreement.

Please highlight the specific benefits this collaborative project will deliver to a doctoral research student as opposed to those delivered through a standard doctoral studentship. Include details on the role of the non-academic partner in the management and supervision of the project and in particular state the specific benefits it will offer a doctoral research student on this project. This may include access to resources, collections, archives, or data or to processes, specialist techniques, knowledge and training. Students involved in collaborative partnerships may benefit specifically from wider and prolonged access to an organisation than may be possible or permissible with a standard studentship. Please also consider the wider benefits of work experience generally and of gaining experience within the field in which the organisation operates.

Funding

Please enter the contributions to be made to the student and, if applicable, to the department in the appropriate boxes and give a full description of these; this should include facilities to be made available and any other required resources that are to be provided/offered.

The reviewers will look to be convinced that the project is properly resourced, that partners have considered any cost and resource implications and that arrangements are in place to ensure partners agree their contributions and responsibilities.

Please give details of any identified resources or specialist equipment or materials that are required for this project. Please indicate if these will be provided by the HEI or by the non-academic organisation. If applicable the non-academic organisation will be expected to make a contribution to the partner HEI department to cover the provision of any necessary resources or materials not already available or possessed by the HEI.

Such costs and the procedures for payment are subject to negotiation between the partners, and should be included in the formal agreement.

Any such specialist resources or materials required by the student whilst working on the premises of the non-academic organisation should be provided free of charge. At the very least adequate workspace and access to a PC/

telephone/fax/copier/stationery as required should be made available. Any other 'benefits-in-kind' can also be indicated.

The AHRC requires the non-academic organisation to make an additional maintenance contribution to the student. The Council recommends a minimum of £1000 per year but recognises that smaller businesses, charitable organisations and some public bodies may find this difficult and some exceptions or reduced contributions may be possible.

The non-academic organisation should cover extra costs and expenses (such as travel and equipment) incurred by the student as a direct result of working in or visiting its establishments.

Please give approximate amounts if actual costs are not known.

Nature of non-academic partners work

Please provide a brief description of the non-academic organisations' main activities including the sector in which they operate (e.g. Private or Public sector, Voluntary Organisation, Registered Charity). This information is important to enable the reviewers and moderating panel to place the proposed project in context, particularly for smaller organisations or businesses whose activities may not be widely known.

Please provide information on the research interests of the non-academic organisation and if they have previous experience in collaborative projects involving the HE sector, either formal or informal, please give details regarding the nature of the collaboration and which HEIs were involved.

If the collaborating partner is a non-UK based organisation the academic partner must state on what basis the collaboration has been set up, how it will operate effectively and outline clearly what benefits and value it will bring to the UK.

Letter of Support

The non-academic organisation must attach a Letter of Support. This is compulsory and it must be uploaded in this section as it cannot be done from the attachments section. You will be given the option to add the attachment which will then allow you to navigate to the document. This letter acts as the authorisation of the application from the organisation. For each additional non-academic project partner listed on the application a Letter of Support must also be attached.

The letter should be dated and should be written when the proposal is being prepared. It is important that the letter is targeted specifically to the project. Please do not use a standard letter declaring support for the proposed work as this is not helpful to the reviewers.

Please use a font no smaller than size 11. There is no minimum or maximum length as it is important that reviewers are provided with the relevant information in as clear and concise a way possible therefore no more than 2-3 sides of A4 should be sufficient in most cases.

The content of letter should cover the following

- confirm the organisation has given the authority to enter and support the collaboration, including financial and resource commitments

- confirm the name of the person or persons in the organisation responsible for the collaboration
- confirm commitment to the proposed project
- explain the rationale for the organisations involvement in the collaboration
- clearly explain the value, relevance and benefits of the work to the project partner and
- describe the added value to the project of the project partner's involvement.
- give any further explanation about the nature of any financial or in-kind contributions
- explain what procedures are in place to ensure not only the continuation of supervision but of the project itself should the lead non-academic supervisor be promoted, leave the organisation or be unable to continue to work on the project for whatever reason.

Project Details

Reference number: If you wish to give the application your own internal reference number you may do so.

There is an option to bid for an '**Extended CDA Programme**' whereby, if you have or wish to establish a longer term or ongoing collaboration which is wider in scope but you want to build up research capacity over time you may bid for a studentship to be attached to the project over each of the next three years. If successful you will not need to apply for a studentship in 2011 or 2012 but you will be able to appoint a PhD student in each year to take up a studentship provided you complete a student nomination form by the required date for that year.

You must demonstrate in the Case for Support that it is an ongoing collaboration between the same partners and one that can sustain and support the studentships over an extended time period, bearing in mind that for an extended programme commencing in 2010 both partners would be committed to the collaboration until **2014** at the earliest.

Extended Programmes are only likely to be suitable where a collaborating organisation has either a large research base (or potential research base) or where, for example, extensive archives or collections exist that can provide a rich and varied resource for doctoral studies around an overarching theme and which can also be supported by relevant expertise in the academic department. More information on how this will work will need to be provided in the Case for Support.

You must specify a **Project Title**. The final thesis title may differ particularly where more than one studentship is attached to an overarching project. The AHRC is keen to ensure that selected students are involved in the final formulation of their particular thesis title and further details regarding this can be provided later on the student nomination form.

In all cases you must state the **Number of Studentships Requested**. Usually this will be one. If you have requested an Extended Programme option you must still enter the number of studentships in this section. In addition to an Extended programme it is also possible to bid for up to three studentships to run

concurrently where a project is able to offer more than one PhD topic attached to the project to commence in the same academic year. It will be necessary to demonstrate in the Case for Support that partners have the resources necessary to fully support these studentships.

Project Summary

The Council has a responsibility to promote the public awareness and understanding of the research it funds and the subject areas within its domain. The purpose of this Summary is to help publicise the Council's research programme to:

- opinion-formers and policy makers
- the general public
- the wider research community

You are asked to provide a plain English summary of the proposed work, explaining:

- the context of the research/project
- its aims and objectives
- its potential applications and benefits

The summary should be written in a style that is easily understandable, jargon free, and accessible to a variety of readers, including the general public. In the event of a CDA being awarded, the Council may use this summary for general publicity purposes and as a basis for answering enquiries from the media and others about the purpose of the research.

IPR and Ethical Information

It is important that full provision for agreement between all parties on intellectual property rights (IPR) is made and that there are arrangements, where appropriate, for maintaining confidentiality of information and the highest standard of research ethics whilst providing the necessary opportunity for the student to publish material suitable for a PhD.

Please state how you will establish a formal partnership agreement. You do not need to provide full details of the content of the agreement but provide assurance that you have in place procedures to establish such an agreement. The AHRC will expect that IPR issues are clarified and form part of the formal agreement covering all arrangements for the project and that this is signed **by all parties before the start of the studentship.**

Partners (including the student once they are selected), should consider what kind of outcomes there might be from the outset and whilst the details may not be known at this stage procedures for dealing with these issues should be set in place.

Outcomes, whether academic or commercial, may need to be variously published, protected or exploited so the rights to ownership and the sharing of any resulting benefits needs to be closely addressed. This is especially important if any

additional partners, either academic or non-academic, have an involvement in the project.

Most universities will have a research, business development, legal or industrial liaison office and they should be able to offer advice and help with these issues and may already have procedures and systems for dealing with IPR, external partnerships and establishing such agreements. The Association for University Research and Industry Links (AURIL) can also offer help and advice in this area.

Non-academic partners may wish to take independent advice or consult their own company legal departments where appropriate.

The AHRC has no interest in the exploitation of the outcomes of the research and accepts no liability for the work undertaken or for the manner in which it is undertaken. It does expect however that all HEIs that are involved in postgraduate research and training to ensure it is carried out to the highest standards of integrity and rigour and to comply with the Quality Assurance Agency for Higher Education 'Code of Practice for Postgraduate Research Programmes (Sept 2004)'.

Please consider if the project will raise any ethical issues or if there are issues of confidentiality surrounding data or information. Collaborative studentships are not suitable for contract research activity or for investigation of areas that are likely to be sensitive either ethically or commercially. The student must be able to use the research and publish a PhD. Although it may be possible for the HEI to treat the thesis as confidential and delay publication for a short time, in most cases the doctorate cannot be awarded unless the thesis is made publicly available in its entirety and within a reasonable period.

If confidentiality or ethical issues have been identified please indicate who will take responsibility for ensuring the nominated student is made fully aware of the implications and how you will do this. You should also ensure you have a nominated person and procedure to deal with any further issues or problems during the lifetime of the project.

Academic Beneficiaries & Impact Summary

Two new sections, Academic Beneficiaries and Impact Summary, have been introduced to the application form. These replace the Knowledge Transfer section and are similar to the new sections recently introduced across the Research Councils for the majority of research schemes.

Some applicants and reviewers may already be familiar with these new sections on the form but please note they have been slightly adapted for the purposes of the CDA competition. The complete JeS Helptext for both these sections has been included in this document for your reference.

Collaborative Doctoral Awards are designed to provide benefits to both the academic and the partner organisation so beneficiaries, outputs and impacts should be an inherent part of any project and proposal. Partners need to ensure that the knowledge and outcomes generated from the research is identified and will be effectively communicated, transferred, exchanged or exploited, wherever and however appropriate and identify the potential for impacts arising from the proposed work.

These two sections allow applicants to highlight the potential impacts of the work beyond academia, to consider all the potential beneficiaries and outline the mechanisms through which they will be engaged. It is recognised that this can take many forms, that different things can arise at different stages of a project and that it is important to take into account what is reasonable or expected given the particular nature of the project or area of research.

What is meant by Societal and Economic Impact?

The Research Councils describe impact as the demonstrable contribution that excellent research makes to society and the economy. Impact embraces all the extremely diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- fostering global economic performance, and specifically the economic competitiveness of the United Kingdom
- increasing the effectiveness of public services and policy and,
- enhancing quality of life, health and creative output.

Impact can mean the 'influence' of research or its 'effect on' an individual, a community, the development of policy, or the creation of a new product or service. It relates to the effects of research on our economic, social and cultural lives.

Economic impact is not restricted to financial or monetary impact. The AHRC understands that impact can involve both direct and indirect benefits for UK society and the economy, and therefore recognises that there are a wide variety of pathways through which arts and humanities research can create value, inform public policy and contribute to quality of life.

The arts and humanities create social, cultural, economic and policy benefits directly and indirectly through – for example - enhancing the knowledge economy, providing innovative content and support for the creative and cultural industries, working in partnership with museums, galleries and other cultural organisations, enhancing public debates, participation and engagement, informing developments in performance, professional practice or public policy and contributing to regeneration, community cohesion and social inclusion.

Academic Beneficiaries

This section allows applicants to highlight the intellectual benefits of the proposed research and the particular new or original contribution it will make to the field, what form that contribution might take and how it could be used and disseminated. Please note that the particular benefits to the non-academic project partner should already have been described in the project partners section and letter of support.

JeS Helptext for Academic Beneficiaries section

Please summarise how the proposed research will contribute to knowledge, both within the UK and, if applicable, globally.

Academic Beneficiaries (4000 characters max) should address the following questions

- what new and original contribution will this project make to knowledge and understanding in the relevant field
- the intellectual benefits of the doctoral research being carried out in a collaborative framework and why it is important in relation to any existing work in the field
- how the research will benefit other researchers in the field
- identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit
- are there other researchers both within the UK and elsewhere who are likely to be interested in or benefit from the proposed research, thinking broadly beyond the narrow research field

List any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Specific beneficiaries might be:

- researchers already in the field carrying out similar or related research
- researchers in other disciplines
- researchers in other academic institutions (in the UK and/or international)

Also describe the relevance of the research to beneficiaries:

- identify the potential academic impact of the proposed project
- show how the research will benefit other researchers (this might include methodological or theoretical advances)
- identify expected outputs and outcomes and whether the research will produce data or materials of benefit to other researchers, and explain how these will be stored, maintained and made available
- explain, where applicable, any collaboration with other academic researchers and their role in the project

Note: The Academic Beneficiaries section may be published to demonstrate the impact of Research Council funded research. Please ensure confidential information is not included in this section.

Impact Summary

This section should be used by applicants to highlight the likely or expected impact of the research/project and how and by whom outputs and outcomes might be disseminated.

The amount of information to be given here will depend very much on the nature of the project and what might be considered expected or reasonable but one of the key features of the CDA scheme is that it should provide important and lasting benefits to the collaborating partners. Whilst accounting for the impact on the collaborating organisation applicants should consider the wider impact, application or dissemination of the research and where this is likely or potentially feasible.

Please also consider how this aspect of the project will be managed as the AHRC would encourage partners to have a mechanism to identify, maximise and exploit potential impacts outputs or outcomes, whenever or wherever they occur bearing in mind these can often be unexpected or unforeseen

Expected outputs and dissemination plans can be expanded upon in the Case for Support where necessary.

JeS Helptext for Impact Summary section

The excellent research funded by the UK Research Councils has a huge impact on the wellbeing and economy of the UK. Working together with our wider communities and other partners, we want to ensure that these impacts are effectively demonstrated and supported, throughout the research lifecycle, in order to add value, stimulate interest from wider stakeholders, including the general public, and, where needed, actively highlight the need for continued investment in the research base.

The Impact Summary (4000 characters max) should address the following three questions:

- Who will benefit from this research?
- How will they benefit from this research?
- What will be done to ensure that they have the opportunity to benefit from this research?

Who will benefit from this research?

Collaborative Doctoral Awards by their very design provide benefits to both the academic and the partner organisation so beneficiaries and impacts should be an inherent part of any proposal.

Partners need to ensure that the knowledge and outcomes generated from the research is identified and will be effectively communicated, transferred, exchanged or exploited, wherever appropriate and identify the potential for impacts arising from the proposed work.

List the beneficiaries from the research outside of the academic research community, for example those who are likely to be interested in or to benefit from the proposed research – both directly or indirectly. It may be useful to think of beneficiaries as ‘users’ of the research outputs, both immediately, and in the longer term.

In doing so consider the following in addition to the main project partner:

- Are there beneficiaries within the commercial private sector who will benefit from the research?
- Is there anyone, including policy-makers, within international, national, local or devolved government and government agencies who would benefit from this research?
- Are there beneficiaries within the public sector, third sector or any others who might use the results to their advantage? Examples include museums, galleries and charities.
- Are there any beneficiaries within the wider public?

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. Please consider the following when framing your response:

- the potential to impact on the nation’s health, wealth or culture?
- the potential to increase the effectiveness of public services and policy?
- the potential to enhance quality of life, health and creative output?
- What will these impacts be, and what is their importance?
- What are the realistic timescales for the benefits to be realised?
- What research and professional skills will all those involved with the project develop which they could apply in all employment sectors?

What will be done to ensure that they benefit from this research?

Please detail how the proposed research project will be managed to engage users and beneficiaries and increase the likelihood of impacts. This might include

- Communication and engagement plans
- Collaboration arrangements in relation to impact

- Exploitation and application, where appropriate
- Capacity and capability

Note: The Impact Summary may be published to demonstrate potential impact of Research Council funded research. Please ensure confidential information is not included in this Summary.

Applied Previously

If this application is a resubmission please state the AHRC reference number for the previous application.

Supervisors

As a minimum you must provide details of one named, lead academic supervisor and also one named lead supervisor in the non-academic organisation.

Under 'research experience' you should provide details of relevant expertise and any recent work undertaken by the lead academic supervisor that is relevant to the particular project. This can be supported with details of recent publications in relevant or associated fields of research. For the non-academic supervisor please provide details of relevant expertise, skills and research interests as appropriate.

Under 'existing students and projects' you should provide information on any other students the lead academic supervisor is likely to be responsible for in addition to the studentship that will be attached to the proposed project. This only needs to be completed for the non-academic supervisor where they have previously supervised a doctoral student in either a formal or informal capacity or been involved in any similar collaborative or partnership working arrangement.

Under 'submission rate' you should provide details of the previous supervisory experience of the lead academic supervisor and indicate how many doctoral students under his/her supervision have successfully completed in the last five years.

The same details should be entered for any other named academic supervisors or any other non-academic supervisors. This should include any external academic supervision being offered to the project and those based at other HEIs or those based at other non-academic organisations who are partners in the project.

Supervision

You are asked to describe the supervisory arrangements that are in place or will be put in place, to manage and supervise this project within the HEI.

It is recommended that collaborative projects have, if not a supervisory team, at least one other named supervisor and in some cases it may also be considered appropriate to establish a project group or committee to monitor or oversee the project.

If additional supervisors have been named please explain their role in supporting this project and where any specialist, or additional supervision will be required please consider the arrangements for managing this within the overall project especially if this is based at another HEI.

It is important to consider if there are any issues with regard to the lead academic supervisor's workload and how these will be resolved. Collaborative doctoral projects place greater demands on a supervisor's time than a standard PhD and it is imperative that **adequate levels of supervision are available and maintained** to support the project and the student at all times throughout the duration of the project.

You must also state what procedures or arrangements are in place to ensure adequate supervision for this project should the lead academic supervisor leave the department or be unable to continue to work on the project for whatever reason.

Please note that you should include the non-academic supervisors role in describing the overall arrangements and mechanism for joint supervision but specific details with regard to their role should have been provided in the project partners section under 'description of work to be carried out'

Training Details

Student training & monitoring

Please provide information on how the training requirements for the student will be identified and how those needs will be met between the academic and non-academic organisations.

There will be different skills to be offered and varying contributions to be made by both organisations and supervisors. Whilst it will not be possible at this stage to give specific details on training required for the student yet to be selected, please state what mechanisms you intend to employ to ensure that the student is fully and effectively trained in the discipline-specific and transferable skills necessary.

The AHRC has a 'Framework of Research Training Requirements' for all its doctoral award holders which was first introduced in 2004 and expects HEIs and departments to follow this framework in the provision of training for all its funded students.

Information on the research training framework can be found on the AHRC website at:

<http://www.ahrc.ac.uk/FundingOpportunities/Pages/ResearchTrainingFramework.aspx>

Please give information about how you intend to monitor the student's progress and training needs throughout the studentship. Please also give details on the system for regular progress meetings between the two supervisors and the student.

Such joint meetings are not just recommended but are considered vital not only to avoid the student receiving conflicting advice, but also to ensure all parties are kept fully informed of progress against objectives, that targets and outputs are being met, to work through any problems and to plan future work.

Partners may want to discuss if the use of project management tools, work-planners, reports or presentations could be helpful in this process. The partnership agreement might also usefully be employed as a working document for project management and monitoring. It is also recommended that some thought is given to how staff in the non-academic organisation might be kept informed of the work being undertaken and the progress of the project as this can help to facilitate further trust, commitment and involvement from the organisation and other individuals within it.

Another possibility is the setting up an advisory group or committee with representatives from both organisations to help monitor or oversee the project, although this may only be feasible for larger or ongoing projects or collaborations.

Meetings will also be conducted individually by the supervisors and you should indicate how these will be monitored and reported. The same applies to any training that is provided particularly within the workplace.

Recruitment and selection procedures

Please outline briefly how you intend to recruit and select the student. The recruitment process should involve both the academic and non-academic partners to ensure both are committed to the chosen student and to engender a 'shared ownership' of all decisions relating to that studentship. Selecting, retaining and supporting the right student is key to the success of the project, so the collaborators must be fully involved with and supportive of, both project and student.

The AHRC recommends that in order to meet the requirements of equal opportunities policy and to ensure that the best applicants are attracted the selection of students should be made through open competition by advertisement of the studentship. Experience has shown that collaborative studentships are often attractive to high quality graduates with an interest in research that is of direct relevance to the non-academic workplace and who might not consider pursuing a PhD in the conventional way.

It is recognised that some projects will have originated with a particular student and where that student has the appropriate ability, it would be unfair and inappropriate for the project to be advertised. There may also be instances where a very particular knowledge or skill-set is required which means a project is developed with a student in mind. In such cases, nomination of the student without competition may be justified but it is considered advisable that the majority of collaborative studentships should be advertised.

Studentships are usually advertised in the educational press or through jobs.ac.uk but successful applicants may also want to consider targeting their recruitment at specific subject communities via subject associations, relevant websites or university departments.

Partners need to consider the nature and location of the interview or selection process, for example, whether it should take place at the university or at the non-academic organisation's premises or, ideally, a combination of both.

Students need to be made aware of the context in which they are taking on their research, but equally they must be allowed scope to help shape their thesis and have input into how the project will operate. Please bear in mind that

collaborative studentships can potentially place particular and extra demands on a student. They will have to balance two sets of supervisors, colleagues and working environments and deal with the conflicts, tensions and stresses that may arise from that.

By their very nature, because these are pre-determined projects, some collaborations will have a more limited pool of potential applicants and whilst a few of the previously funded projects have found it harder to recruit than others it is important to note that there has been 100% take-up of studentships in the scheme so far.

If the application is successful partners will be required to submit a student nomination form via JeS and the AHRC will not be involved in the assessment and selection of the student other than ensuring from the information provided that s/he meets all the relevant residency and academic criteria which are applicable to any student applying in the standard AHRC doctoral scheme.

Further information can be found in the 'Guide to Student Recruitment and Nomination' available on the website:

<http://www.ahrc.ac.uk/FundingOpportunities/Pages/CollaborativeDoctoralAwards.aspx>

Classification

Subject

The information provided in this section will be used to assist in the selection of the most appropriate reviewers for the application. Reviewers will be selected from the AHRC'S Peer Review College.

Applications for all AHRC awards under any scheme must be rooted within the AHRC's subject domain and applications to the Collaborative Doctoral Awards Scheme are sought from across the whole of the AHRC's subject domain. Please note that whilst we welcome and encourage projects of an interdisciplinary nature the final outcomes of the research must inform and have longer term benefits for, arts and humanities disciplines.

The AHRC supports research that seeks to develop, improve, or enhance creativity, insights, knowledge and understanding in the artistic and creative activities, history, languages, literatures, and systems of thought and belief of human beings, both past and present.

Detailed guidance on the AHRC's 'Subject Coverage', is provided on our website at: <http://www.ahrc.ac.uk/FundingOpportunities/Pages/Eligibility.aspx>

Please be aware that the subject coverage guidance on these pages encompasses the whole of our domain and may be used for general guidance. The new four-panel structure should be disregarded in the context of CDA applications.

You must select one primary subject and up to two secondary subjects to describe the subject area of the project. Subjects are grouped under subject headings. Please refer to the AHRC subject classification list at the end of this guide.

Practice-Led Research

Please indicate against each subject whether the project is practice-led.

Time and Place

If it is appropriate to describe the area of the project in terms of time period or geographical area, please select relevant time and place categories for each subject chosen. If you have selected a subject under the group titled History, you must select at least one time period that further categorises the project in this area.

Keywords

Please enter at least one and up to six keywords that further describe the subject area of the project.

These are intended to provide additional information, so it is not necessary to repeat terms used elsewhere in the classification.

Attachments

Case for Support

Please note that proposals containing an attachment exceeding the stated limit, or not adhering to the specified format, will not be considered. Other types of attachments than the case for support will not be considered.

This attachment is **mandatory** and should be in a **font no smaller than size 12**, and each page should be numbered. The size limit is given below:

Scheme	Maximum Length
Collaborative Doctoral Awards	8 sides of A4

Using the recommended headings outlined you should give a description of the proposed project, outlining its aims, objectives, intellectual issues to be addressed and the problems to be solved, the proposed approach and working methods, timescales and plans for dissemination.

Number of Studentships

Please confirm the number of studentships you are requesting for the project. You can apply for up to three studentships to run concurrently if you have a project that is able to offer more than one PhD topic attached to the project to commence in the 2010/11 academic year. These must be to work in collaboration with the same partners and working on the same project that has enough scope and resources to support two or three PhD students working concurrently on different aspects.

If you have indicated you wish to apply for an 'Extended CDA Programme' whereby you may bid for a studentship to be attached to the project over each of the next three years you must provide a rationale for this and demonstrate that it is an ongoing collaboration between the same partners and one that can sustain and support the studentship over an extended time period.

You will need to give more information on the nature and likely focus of the individual PhD projects in describing the research questions, proposed methodology, timescales and outcomes.

Relevance of Project to AHRC Subject Domain

You are requested to provide a brief summary of how and where this project falls within the subject remit of the AHRC. Applications for collaborative awards will be assessed by members of the AHRC's Peer review College according to their subject specialisms. Please also see guidance above under subject classification.

The Partnership

Please state briefly how the partnership came about. If this application is based on an existing collaboration or the applicants have a history of previous collaborations, then please give details here. Please state the nature of the collaboration whether formal or informal and provide information on how long this arrangement has been in place. Please also provide details of any outcomes or particular benefits that have resulted from the collaboration and the rationale for establishing and continuing the collaborative relationship. Please also state if this is an application for a further studentship attached to an existing AHRC-funded collaborative doctoral award or for the continuation of a previously funded Extended CDA Programme. Please note that whilst such applications will be considered, priority for funding may be given to new collaborations.

If applicable please give details of any other HEI which will be involved in the project. This might be in terms of providing specialist resources and/or expertise, training or materials or additional supervision.

If the HEI department has previous experience of collaborating with external partners please give details. Please do **not** give details of collaborations with other HEIs or with museums and galleries that are part of their own or another HEI.

Aims and Objectives

Research Questions

Proposed Methodology

Timescales

Plans for Dissemination

Using the five headings above please give a full description of the project to enable the reviewers to make a fully informed judgement about the broad area of research and the purpose of the project. You are asked to provide a description of the proposed project, outlining its aims and objectives, the intellectual issues to be addressed or problems to be solved, the proposed approach and working methods, timescales and plans for dissemination. The timetable is important so that the reviewers can judge if the proposed research is feasible in the given time

scale. Please give as much detail as you can at this stage, but bear in mind that the AHRC is keen to ensure that the nominated student has scope to formulate and shape the final detail of what will, after all, be *their* thesis.

It is essential for the reviewers to be able to understand what it is that the student will or might be working on for their PhD. The project must offer genuine scope for doctoral research within the relevant subject area and must be carried out within a strong research training environment in which the student has access to all the necessary resources, facilities, expertise, support and training.

It should also be stressed that the non-academic partner must be fully involved in the formulation of the project and reviewers will look to be convinced that there is real added value and benefits to them and to the student in the project being funded as a collaborative award.

If you have requested two or three studentships or are bidding for an Extended CDA Programme please give further details of how these will operate and relate to the overall project proposal. You may wish to indicate specific themes, time-spans or collections, for example, to demonstrate how a number of different PhDs could contribute to an overarching project.

Expected Outcomes

In addition to the information already provided in the Academic Beneficiaries and Impact Summary sections of the form please indicate the anticipated outcomes of the research in addition to the production of the thesis. It is important that an understanding of the expectations of the collaborating partners is reached and you should indicate what you expect the project to deliver to both the academic and non-academic organisations. You may wish to give further details on the intellectual and other benefits that might stem from this project or research, where it will serve to strengthen the case for support, and in the context of what work, if any, has already been done in this area state why the proposed research is important. In particular reviewers and moderators are looking to be convinced of the 'added value' that the collaboration brings as opposed to the doctoral research being carried out in a more conventional manner without the benefit of the collaborative framework.

Benefits of the collaboration for both academic and non-academic partners

The collaboration must be established as an equal partnership that has benefits for both partners. Whilst the student and their PhD are central to the award and the PhD must meet the requirements and regulations of the HEI concerned, one of the main aims of the collaborative scheme is to establish and maintain links between academia and external partners that have some real, tangible and long-lasting benefits.

Please therefore summarise the likely or perceived benefits to both collaborating partners from being involved in this project and state specifically how this project will meet this aim and provide important and lasting benefits as a result of the collaborative partnership.

AHRC Subject Classification

1) Subject Areas:

Archaeology

- Archaeological Science
- Archaeological Theory
- Archaeology of Human Origins
- Archaeology of Literate Societies
- Industrial Archaeology
- Landscape & Environmental Archaeology
- Maritime Archaeology
- Prehistoric Archaeology

Architecture: History, Theory & Practice

Classics

- Classical Literature
- Classical Reception
- Epigraphy and Papyrology
- Languages and Linguistics
- Philosophy, Thought & Religion

Community Arts (including Art and Health)

Cultural Policy, Arts management and the creative industries

Dance Studies

- Choreography
- Dance Performance
- History of Dance
- Notation
- Physical Theatre
- Social Dance

Design

- Digital Art and Design
- History, Theory & Practice
- Product Design

Drama and Theatre Studies

- Dramaturgy
- Other
- Performance and Live Art
- Scenography
- Theatre and History
- Theories of Theatre
- Theatre and Society

English Language and Literature

- Comparative Literature
- English Language and Literature by time and place
- History and Development of the English Language
- Medieval Literature (including Old and Middle English, Anglo-Norman and Icelandic/Old Norse)

History

- Cultural History
- Diplomacy and International Relations
- Economic History
- History of Ideas
- History of Science/ Medicine/Technology
- Imperial/ Colonial History
- Political History
- Religious History
- Social History
- War Studies

Law

- Common Law, including Commercial Law
- Comparative Law
- Criminal Law and Criminology
- EU Law
- Human Rights
- International Law
- Jurisprudence/Philosophy of Law
- Law regulated primarily by statute (e.g. Family, Employment, Procedure)
- Law Relating to Property
- Legal History
- Public Law

Librarianship, Information & Museum Studies

- Archives
- Computational Studies
- Conservation Science
- Heritage Management
- Information Management
- Information Retrieval
- Information Science
- Journalism
- Library Studies
- Management
- Museum and Gallery Studies
- Publishing
- Records Management
- User Studies

Linguistics

- Applications of Linguistics
- Language Variation and Change
- Lexicon
- Linguistic Theory
- Morphology and Phonology
- Phonetics
- Semantics & Pragmatics
- Syntax

Media

- Film History, Theory, Criticism
- Media and Communication Studies
- Television History, Theory, Criticism

Modern Languages

- Area Studies
- Asiatic and Oriental Studies
- Celtic Studies
- Comparative Studies
- French Studies
- German Studies (including Dutch and Yiddish)
- Hispanic, Portuguese and Latin American Studies
- Interpreting and Translation
- Italian Studies
- Language Pedagogy
- Middle Eastern & African Studies
- Russian, Slavonic and East European Studies
- Scandinavian Studies

Music

- Classical
- Composition (including computer-aided and electroacoustic composition)
- History of Music
- Music and Society
- Musical Performance
- Musicology
- Popular Music
- Traditional Music

Philosophy

- Epistemology
- Ethics & Aesthetics
- History of Philosophy by period
- Metaphysics
- Philosophy of Language and Philosophical Logic
- Philosophy of Mind and Psychology
- Philosophy of Science & Mathematics, & Mathematical Logic
- Political Philosophy

Theology, Divinity and Religious Studies

- Church History and History of Theology
- Indian and Far Eastern Religions
- Islam
- Judaism
- Liturgy
- Modern Theology
- New Testament
- Old Testament
- Philosophy of Religion
- Systematic Theology

Visual Arts

- Applied Arts (History, Theory & Practice)
- Art History
- Art Theory and Aesthetics
- Conservation of Art and Textiles
- Digital Arts (History, Theory & Practice)
- Ethnography and Anthropology
- Film-based media (History, Theory & Practice)
- Fine Art (History, Theory & Practice)
- Other
- Performance and Installation (History, Theory & Practice)
- Photography (History, Theory & Practice)
- Time-based media (History, Theory & Practice)

Other

- American Studies
- Creative Writing
- Cultural Geography
- Cultural Studies and Popular Culture
- Dictionaries and Databases
- Gender and Sexuality
- Lifewriting (including Biography and Autobiography)
- Literary and Cultural Theory
- Post-Colonial Studies
- Textual Editing and Bibliography

2) Time Periods:

Palaeolithic and Mesolithic
Neolithic, Copper and Bronze
Protohistory and Iron Age
Ancient Egypt: Egyptian Prehistory
Ancient Egypt: The Pharaonic Period
(c.3000 – c.300BC)
Ancient Egypt: The Hellenistic and Roman
Period (c.300BC – c.700AD)
Ancient Near East: Prehistory
Ancient Near East: Sumerians to Persians
(c.3500BC – c.300BC)
Ancient Near East: Hellenistic Period to
Sassanids (c.300BC - AD 651)
Archaic Greece (c. 850-600 BC)

Classical Greece (c. 500 BC)
The Hellenistic Greek World (c.323)
The Roman Republic (c. 400-31 BC)
The Roman Empire (c31BC-AD250)
Later Roman Empire (AD 250 – 450)
Byzantine Empire
Early Medieval (c.400 –1100)
Medieval (c1000-1500)
Early Modern (c1500-1800)
Renaissance
18th Century
19th Century
20th Century
Contemporary

3) Places:

UK & Ireland
Ireland
England
Scotland
Wales
Western Europe
Eastern Europe
Mediterranean
Scandinavia
North America
South America
Central America (including Caribbean)
Middle East
Africa
Oceania
Far East (China/Japan)
Central Asia
South Asia (Pakistan to Indonesia)

For information only - round closed

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