

NATIONAL MANUFACTURING INSTITUTE SCOTLAND

INDUSTRY DOCTORATE PROGRAMME IN ADVANCED MANUFACTURING

APPLICATION FORM CALL '4'

Please submit the completed application form along with the requested supporting documents to Sarah Doherty, SRPe Administrator, at sarah.doherty@srpe.ac.uk.

Please consult the Application Guidance for further information on how to complete the form.

The submission deadline is **5pm on Friday 18th October 2019**.

Supporting documents to be included with the application form are:

- Letter of Support from Industry Sponsor (company) including statement on cost contribution.
- Student CV and copies of academic (undergraduate & postgraduate) qualifications (if a student has been identified).

Please do not exceed the maximum number of words stated in each section.

Section 1 – Main Applicant Details

The Main Applicant must be the Lead Academic Supervisor.

Name / Title	
Job Title	
Institution	
Department / School	
Full Contact Address	
Telephone Number	
Email Address	

Section 2 – Project Details

Project Title	
Confirm Project Duration is 4 years. If not please state duration (years / months) and reason.	
Project Summary / Abstract <u>NOTE:</u> <i>In the event that the application is successful, this abstract will be published in the public domain for reporting and publicity purposes</i> The abstract should be a fully comprehensive / stand-alone summary describing the project including details of the academic and industrial partners involved, the business / industry / technical challenge the project will address and the intended outcomes and impact of the project.	(do not exceed 300 words)

Detailed Project Description

(do not exceed 1000 words)

*(Refer to Application Guidance.
Include diagrams as appropriate)*

Provide details on:

- Research challenge
- Project aims & objectives, outcomes, deliverables with methodology, work plan / timescales
- Alignment with the Scottish & UK Governments' manufacturing strategy
- Evidence of the strategic gap / industry-driven demand
- Added value / industry-driven need for industry-academic collaboration with clear industry commitment
- Research environment for delivery of the project (e.g. supervision; facilities)
- Impact and benefits (industry sectors, effect on supply chain, route to impact)
- Potential for longer-term strategic collaborative relationships / activities
- Any involvement of other informal collaborators

<p>Access to Outputs and Intellectual Property</p> <p>Provide details on how intellectual property generated within the project will be agreed between the university, company and student.</p> <p>Include details on how the outputs and outcomes of the research will be published in the public domain including details on, and reasons for any restrictions on this.</p>	<p>(do not exceed 150 words)</p>
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Section 3 – Industry Sponsor

<p>Name of Industry Sponsor (company)</p>	
<p>No. of employees in company</p>	
<p>Key Contact Name</p>	
<p>Full Address</p>	
<p>Is funding from the Industry Sponsor confirmed including a Letter of Support?</p> <p><i>NOTE:</i> <i>The Industrial Sponsor Letter of Support including a statement on cost contribution must be submitted in order for the application to be eligible.</i></p>	

<p>Provide a summary of the Industry Sponsor's sectors of business operation; key objectives; main range of products and / or services and details of any operational base in Scotland / UK (existing or planned).</p>	<p>(do not exceed 150 words)</p>
<p>Provide details of any existing relationship between the University and Industry Sponsor.</p>	<p>(do not exceed 150 words)</p>
<p>What specific facilities, if any, will the Industry Sponsor make available to the student?</p>	<p>(do not exceed 150 words)</p>

Section 4 – Supervision

In addition to the Lead Academic Supervisor (Main Applicant) stated in Section 1 please provide details here on the Academic 2nd / Co-Supervisor, the Industrial Supervisor and how the supervisory team will manage the project.

<p>2nd / Co-Supervisor Name / Title</p>	
<p>Job Title</p>	
<p>Institution</p>	
<p>Department / School</p>	
<p>Full Contact Address</p>	

Telephone Number	
Email Address	

Industrial Supervisor Name / Title	
Job Title	
Department / Division of Sponsoring Company	
Full Contact Address	
Telephone Number	
Email Address	

<p>Supervision / Supervisory Team Experience and Project Management</p> <p>Describe the arrangements for student supervision by the Supervisory Team.</p> <p>Outline the experience of the Supervisory Team.</p> <p>Outline the mentoring available to the student and PhD training offered by the academic institution.</p> <p>Describe the project management arrangements e.g. how often meetings will take place between Academic / Industrial Supervisors / Student.</p>	<p>(do not exceed 150 words)</p>
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<p>Risk and Risk Mitigation</p> <p>Please describe any potential risks that may arise during the project (e.g. timely access to equipment and materials) and how these would be mitigated to ensure the project and supervision of the student would run without disruption.</p>	<p>(do not exceed 150 words)</p>
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Section 5 – Student

<p>Name of Student (if identified)</p>	
<p>Qualifications (undergraduate and postgraduate) with details on where and when obtained</p>	
<p>Student Residency Status</p> <p><i>NOTE:</i> <i>Funding is offered at Home / EU Rates only.</i> <i>For international students please provide additional funding details in Section 6 to cover the additional international fees.</i></p>	<p>Home / EU / International</p>
<p>Status of Student Recruitment</p> <p>If the student has not yet been identified provide details on the recruitment status and intended student / project start date.</p> <p><i>NOTE:</i> <i>Projects funded under this call must start between January 2020 and March 2020.</i></p> <p><i>Further extensions to this may be considered by SRPe based on the information provided.</i></p>	<p>(do not exceed 150 words)</p>

Section 6 – Funding

Please provide a full breakdown of the Industry Doctorate Project budget. This must include all additional financial and in-kind contributions made by the University (Applicant) and Industry Sponsor.

For full details of preparing the Industry Doctorate Project cost breakdown, please consult the Application Guidance.

PROJECT TITLE	TOTAL COST £ (project duration 4 years)				
	NMIS-IDP (column '1')	University (column '2')	Industry Sponsor (column '3')	Other (column '4')	TOTAL
TOTAL PROJECT COSTS	40,000				
Total Fees & Stipend	40,000				
Fees	10,000				
Stipend	30,000				
Total Project Delivery Costs	n/a				
Travel Expenses	n/a				
Project Materials Costs	n/a				
Equipment Costs	n/a				
Other '1'	n/a				
Other '2'	n/a				
etc.	n/a				
TOTAL IN-KIND CONTRIBUTION	n/a	n/a			
Management / Coordination	n/a	n/a			
Technical Support	n/a	n/a			
Other '1'	n/a	n/a			
Other '2'	n/a	n/a			
etc.	n/a	n/a			

KEY: These fields must be filled in.

TOTAL PROJECT COSTS = Total Fees & Stipend + Total Project Delivery Costs

(see notes on next page)

NOTES:

1. The Applicant should complete all of the grey shaded boxes.
2. Fees & Stipend

The grey boxes should be completed to reflect the **actual amounts**.

The NMIS-IDP programme will provide fees and stipend of up to £10K and £30K respectively.

This represents matched (50%) funding over the four-year doctorate of the average Home / EU rate fees (total £20K) and stipend (total £60K).

The expected distribution of fees and stipend is shown below:

NMIS-IDP	50% (capped at up to £10K fees and £30K stipend)
Industry Sponsor	40% (minimum threshold)
University	10% (maximum)

The maximum NMIS-IDP contributions are shown in column '1'. If the total fees charged by the university (over the four-year doctorate) will be less than £20K, then the values shown in column '1' should be reduced accordingly, ensuring they match the totals of columns '2' and '3'.

Note there is a **minimum threshold for Industry Sponsor contributions of 40%** as shown above.

Industry Sponsor contributions in excess of 40% (up to the maximum of 100%) are to be encouraged where appropriate. This flexibility is built in to reflect that there may be a range of different IP requirements across the programme depending on Industry Sponsor needs.

International Student Fees:

If the student is from outside of the EU, please indicate in the 'Other' column '4' the additional source of funding to cover the shortfall in fees in relation to international students. These additional fees should be covered by the university / Industry Sponsor, or other source (if other please name the source in column '4').

Enhanced Stipend:

The stipend level through this scheme is based on £15K per annum over four years. Enhanced stipends can be offered at the discretion of the University / Industry Sponsor. Any enhancement must be provided by the University / Industry Sponsor. The NMIS-IDP stipend contribution is capped at £30K for a four-year project.

3. Project Delivery Costs and In-Kind Contributions

Additional project delivery costs must be provided by the University / Industry Partner.

A minimum of £10K is recommended to cover travel, training, and other project delivery expenses. However, for some projects sums significantly in excess of this may be required for project delivery and should be fully identified in the table by completing the grey boxes and adding new lines as appropriate.

In-Kind contributions from the Industry Sponsor and any other external sources should be identified.

Section 7 – Data Protection

As part of the NMIS Industry Doctorate Programme (NMIS-IDP) application process, SRPe collects and processes personal data from application forms. We are committed to being transparent about how we collect and use that data, and to fulfilling data protection obligations.

- *What personal information does SRPe collect from NMIS-IDP applications?*

When you apply for an NMIS-IDP Award, we ask you to provide your name, job title, email address, contact address and phone number. You are also asked to provide the name, job title, email address, contact address and phone number of the Academic `2nd / Co-Supervisor and the Industrial Supervisor. We also ask for the name of the student and copies of their CV and academic (undergraduate & postgraduate) qualifications (if the student has been identified)

- *Why does SRPe collect this data?*

SRPe will use information provided on the NMIS-IDP Application Form and the additionally requested documentation for the purpose of processing the application to assess its eligibility and suitability for support. If the application is successful, SRPe will use the information for administration, management and reporting purposes, including carrying out appropriate checks, audits and marketing.

Scottish Government, Scottish Funding Council (SFC) and National Manufacturing Institute Scotland (NMIS) Planning & Delivery Group (comprised of key NMIS stakeholder across academia, government and public sector agencies) may use high level project data and abstract information for marketing purposes.

- *How is the data stored and who has access to it?*

SRPe will store data relating to NMIS-IDP applications using approved secure procedures.

As part of the review and approval process the following parties will have access to application data and will process the data in accordance with their individual organisations' data protection policies:

- SRPe Executive Team and SRPe Board
 - SRPe Application Review Team (comprised of academics from SRPe partner institutions)
 - NMIS Planning & Delivery Group (comprised of key NMIS stakeholder across academia, government and public sector agencies).
- *How long is the data retained for?*

SRPe will hold data relating to NMIS-IDP applications only for as long as the information is relevant to SRPe activities.

Section 8 – Applicant Signature & Institutional Approval

Please ensure that the application form is signed by an authorised institutional approver (i.e. Dean of Engineering / Research or Head of School) prior to submission.

Applications submitted without institutional sign off will not be eligible for funding.

Institutional Approval	
Institution Name	
Approver Name	
Job Title	
Signature	
Date	

Applicant Signature	
Date	