

SCOTTISH RESEARCH PARTNERSHIP IN ENGINEERING
INDUSTRY DOCTORATE PROGRAMME
(SRPe-IDP)

APPLICATION GUIDANCE
CALL '2'

August 2019

1. SUMMARY

Under this 2nd call of the SRPe Industry Doctorate Programme (SRPe-IDP) applications are invited across the following strategic themes:

- Engineering at the Life Sciences Interface
- Infrastructure and Environment
- Robotics and Autonomous Systems

Applications must be made by academics within SRPe universities who will be the Main Applicant / Lead Academic Supervisor with the projects co-funded and co-supervised by an Industrial Company / Technology-User Organisation partner.

The SRPe-IDP is designed specifically around industry / technology-user needs and will fund industry doctorate projects of 4 years' duration that address the most critical skills and technical research challenges across the SRPe strategic themes listed above. The projects will commence between January and March 2020.

Further information on the specifications of this call and how to apply are provided within this document.

Please note that this call has a single-stage application process and the deadline is 5pm on Friday 18th October 2019.

SRPe aims to inform applicants of the outcome of their application by w/c 2nd December 2019.

SRPe-IDP students must be registered by their institution from 1st January 2020 and no later than 31st March 2020.

Any queries regarding the application process should be directed to Sarah Doherty, SRPe Administrator at sarah.doherty@srpe.ac.uk.

2. BACKGROUND

Scottish Research Partnership in Engineering (SRPe)

The Scottish Research Partnership in Engineering (SRPe) is the pan-Scotland partnership of ten universities engaged in world-class engineering research working in collaboration with industry and government. SRPe is a community of more than 1,100 academics, 5,500 postgraduate students and 13,500 undergraduate students.



SRPe's overall strategy and collaborative activities are focused around five strategic themes matching national-level strategic priorities and challenges with the key areas of engineering research and innovation strength across the Scottish university pool.

The strategic themes and priorities are driven by the potential for socio-economic impact based on industry / technology user needs, national-level economic growth potential and challenges for society today and in the future. The themes are strongly horizontally integrated providing the robust cross / multi-disciplinary innovative research-driven solutions required to address the complex industrial and societal challenges of the 21st century.

Further information on SRPe's strategic themes can be found on the SRPe website (www.srpe.ac.uk).

3. CALL FOR APPLICATIONS

SRPe invites applications to the SRPe Industry Doctorate Programme (SRPe-IDP) for projects that support innovation in Scottish engineering.

Successful projects must be driven by industry / technology-user demand and must address key areas of challenge / opportunity and skills development need from across a wide spectrum of organisations and industry / technology-user sectors.

A defining characteristic of the SRPe-IDP is that the projects, in addressing industry / technology-user driven challenges / opportunities and needs, will have Industrial Companies / Technology-User Organisations as co-investors and co-supervisors engaged directly with the research.

The industry doctorates will be up to 4 years' duration. Projects must be led / hosted by a SRPe university / academic and sponsored / co-supervised by an Industrial Company / Technology-User Organisation.

Collaborative project participation from a 2nd SRPe university is highly desirable and, whilst not a specific criterion for project eligibility, will be taken into consideration during the review process.

The SRPe-IDP will provide funding towards the fees and stipend at 50% (up to a maximum of £40K over 4 years) with the university and Industrial Company / Technology-User Organisation partner providing the remaining 50%, with the minimum threshold for Industrial Company / Technology-User Organisation partner funding set at 40%. All additional project costs are to be provided by the university and Industrial Company / Technology-User Organisation partner.

Projects are due to commence on 1st January 2020 and no later than 31st March 2020.

3.1. Specifications and Funding Overview

The SRPe-IDP awards are competitive, and applications will be assessed based on their ability to clearly demonstrate industry / technology-user driven needs.

The doctorates will be up to 4 years' duration.

The SRPe-IDP will provide fees and stipend of up to £10K and £30K respectively. This represents matched (50%) funding over the 4-year doctorate of the average Home / EU rate fees (total £20K) and stipend (total £60K).

The required distribution of fees and stipend is shown below:

- | | |
|--|---------------|
| • SRPe-IDP (capped at a maximum of £10K fees and £30K stipend) | 50% |
| • Industrial Company / Technology-User Organisation | 40% (minimum) |
| • University | 10% (maximum) |

Note there is a **minimum threshold for industrial company / technology user organisation (fees + stipend) contributions of 40%** as shown above.

Industrial Company / Technology-User Organisation partner 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 Industrial Company / Technology-User Organisation partner needs.

3.2. Eligibility Criteria

For an application / project to be eligible for SRPe-IDP funding, it must meet the following criteria:

- The project must be hosted by a SRPe university.
- The project must be based on an Industrial Company / Technology-User Organisation driven need and must focus on innovation in, or application of, the relevant SRPe theme and / or its underpinning technologies.
- There must be at least one academic supervisor (Lead Academic Supervisor), and one from the Industrial Company / Technology-User Organisation (Co-Supervisor).
- Collaborative participation from a 2nd SRPe university is highly desirable and, whilst not a specific criterion for project eligibility, will be taken into consideration during the review process. Therefore, we welcome applications with a 2nd / Academic Co-Supervisor based in another SRPe institution.
- A 'Letter of Support' from the Industrial Company / Technology-User Organisation partner from an authorised signatory, confirming their commitment to the project, including their financial commitment (cost contribution), must be included with the application.
- There is a minimum threshold for Industrial Company / Technology-User Organisation partner contributions of 40% (fees and stipend at Home / EU Rates).
- The application must include a clear breakdown of all costs associated with delivering the project (including 'in-kind' contributions from the academic institution, Industrial Company / Technology-User Organisation partner and other relevant external sources). It must also include details on how the non-SRPe contribution is to be split between the academic institution and Industrial Company / Technology-User Organisation partner.
- For international students to be eligible for the programme, the Main Applicant (Lead Academic Supervisor) must be able to evidence additional funding to cover the shortfall between home / EU and international fees.
- It should be noted that the SRPe-IDP is not limited to Industrial Company / Technology-User Organisation partners based in Scotland.
- Applicants must ensure they have received sign-off by an authorised signatory from their academic institution (i.e. by the Head of School or Dean of Research).

3.3. Assessment Criteria

Applications to the SRPe-IDP will be assessed against the following criteria:

STRATEGIC ALIGNMENT

- Alignment with the relevant SRPe strategic theme and the overall objectives of SRPe (refer to SRPe website – www.srpe.ac.uk – and section 2 of this document)
- Evidence of strategic gap and industry / technology-user driven priority demand.
- Added value and industry / technology-user driven need for academic – industry / technology-user collaboration with clear added value and industry / technology- user commitment.

QUALITY

- Quality of the research environment for delivery of the project and supervision of the student.
- Level of innovation and technical challenge.
- Project objectives, outcomes, deliverables with clear methodology, work plan and timescales.

IMPACT & BENEFITS

- Impacts and benefits (industry / technology-user sectors; effect on the supply chain etc.).
- Route to impact.
- Potential for longer-term collaborative relationships / activities.

4. APPLICATION PROCESS

To submit an application please complete the SRPe-IDP Call '2' Application Form following the guidance contained within this document.

When completing the application form please **do not exceed the maximum number of words in each section.**

Please note that applications must be accompanied by a **Letter of Support from an authorised signatory** of the Industrial Company / Technology-User Organisation partner confirming their financial commitment (cost contribution) and supervisory commitment to the project, along with the student's CV and copies of academic qualifications (assuming the student has already been identified).

Completed application forms should be emailed along with supporting documentation to Sarah Doherty, SRPe Administrator (sarah.doherty@srpe.ac.uk) by **5pm on Friday 18th October 2019**. Applications received after this deadline will not be eligible.

Applicants must ensure they have received institutional sign-off by an authorised signatory (i.e. by Head of School or Dean of Research) before they submit an application (refer to Section 8 of the Application Form: Applicant Signature & Institutional Approval).

When preparing your application, please note the following points against each section of the application form:

SECTION 1 – MAIN APPLICANT DETAILS

The Main Applicant must be the Lead Academic Supervisor, and is the key contact for the application process. Please include full details of the home institution, department, school or college, along with job title and full contact details.

SECTION 2 – PROJECT DETAILS

The project title is required, along with confirmation that the project duration will be 4 years. If the project duration will be less than 4 years a statement must be provided explaining the proposed project duration and the reasons for this.

The project description should include details on the scope and rationale for the project including information aligned with the Assessment Criteria described in Section 3.3 of these guidelines.

Details on the access to outputs and Intellectual Property should be provided as described in Section 5 of these guidelines.

A Project Summary / Abstract should be provided **in 300 words or less**, describing the project including details of the academics and Industrial Company / Technology-User Organisation partners involved, the business / industry / technology-user technical challenge that the project will address and the intended outcomes and impact of the project.

Note should be taken that, in the event that the application is successful, this abstract will be published in the public domain for reporting and publicity purposes.

SECTION 3 – INDUSTRIAL COMPANY / TECHNOLOGY-USER ORGANISATION PARTNER

The Industrial Company / Technology-User Organisation partner and the name / contact details of the key contact should be provided. Note that this could be different from the Industrial Company / Technology-User Co-supervisor.

For applications to be eligible, the funding from the Industrial Company / Technology-User Organisation partner must be confirmed by the authorised signatory, along with a Letter of Support, including a statement on the cost contribution and project commitment from the company.

A summary should be provided on the Industrial Company / Technology-User Organisation partner's sectors of business operation / technology application area key objectives; main range of products and / or services and details of any operational base in Scotland / UK (existing or planned).

Any existing relationship between the Lead Academic Supervisor (and / or their Institution) and the Industrial Company / Technology-User Organisation partner should be described.

A summary should be provided on the specific facilities, if any, that the Industrial Company / Technology-User Organisation partner will make available to the student during delivery of the project.

SECTION 4 - SUPERVISION

In addition to the Lead Academic Supervisor (Main Applicant) full details should be provided on the Industrial Company / Technology-User Organisation Co-Supervisor (and the 2nd Academic Co-Supervisor), and the how the supervisory team will manage the project.

This should include details on the arrangements for the student supervision; details on the experience of the supervisory team; details of the mentoring available to the student and PhD training offered by the host academic institution.

Details on the project management arrangements should be provided, for example, information on how often meetings will take place between the academic, Industrial Company / Technology-User Organisation supervisors and the student.

Project risks and the proposed mitigations should be detailed (e.g. timely access to equipment and materials) to ensure the project and the supervision of the student is not disrupted over the course of the industry doctorate.

SECTION 5 - STUDENT

SRPe-IDP projects under this call will be awarded to successful applicants early December. Projects will ideally commence (following student registration) during January 2020. However, projects with start dates between 1st January 2020 and 31st March 2020 (to allow for student recruitment) will be acceptable. Further extensions may be considered by SRPe based on specific requests made in writing by the Lead Academic Supervisor (Main Applicant) providing full details on the reason for the request.

Within the Application Form the name of the student should be provided (assuming the student is already identified) and details on student qualifications (undergraduate and postgraduate) with details on where and when obtained. As part of the application process the student CV and copies of the academic (undergraduate and postgraduate) qualifications should be submitted. If the student has not yet been identified, these documents must be provided retrospectively on a timely basis.

The student residency status should be confirmed (Home / EU / International). **Note that funding is offered at Home / EU Rates only.** If the student is an international student full details should be provided on the additional funding value and source of the funding to cover the additional international fees.

If the student has not yet been identified at the time of application, assuming the application is successful, details should be provided on a timely basis on the status of the student recruitment and the intended student and registration / project start date.

SECTION 6 - FUNDING

The Lead Academic Supervisor (Main Applicant) should provide a full breakdown of the industry doctorate project budget, including any additional contributions made by the university (main applicant), Industrial Company / Technology-User Organisation partner and any other external sources.

The Lead Academic Supervisor (Main Applicant) should complete the grey shaded boxes in the financial table in the Application Form.

Fees & Stipend

The grey boxes in the table should be completed **and must reflect the actual amounts.**

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

This represents matched (50%) funding over the 4-year doctorate at the average Home / EU rate fees (total £20K) and stipend (total £60K).

The required distribution of fees and stipend is shown below:

- SRPe-IDP (capped at a maximum of £10K fees and £30K stipend) 50%
- Industrial Company / Technology-User Organisation 40% (minimum)
- University 10% (maximum)

The maximum SRPe-IDP contributions are shown in column '1' of the table. If the total fees charged by the university (over the 4-year doctorate) will be less than £20K, then **the values shown in column '1' of the table for fees and stipend should be reduced accordingly, ensuring they match the totals of columns '2' and '3' of the table.**

Note there is a **minimum threshold for Industrial Company / Technology-User Organisation partner contributions of 40%** as shown above.

Industrial Company / Technology-User Organisation partner 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 Industrial Company / Technology-User Organisation partner needs.

International Student Fees:

If the student is from outside of the EU, please indicate in the 'Other' column '4' of the table 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 and / or Industrial Company / Technology-User Organisation partner, or other source (if so please name the source in column '4' of the table).

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 and Industrial Company / Technology-User Organisation partner. Any enhancement must be provided by the university and / or Industrial Company / Technology-User Organisation partner. The SRPe-IDP stipend contribution is capped at £30K for a 4-year project.

Project Delivery Costs and Total 'In-Kind' Contribution

Additional project delivery costs must be provided by the university and / or Industrial Company / Technology-User Organisation partner.

A minimum additional project delivery cost 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 in the table and adding new lines as appropriate.

SECTION 7 – DATA PROTECTION

As part of the SRPe Industry Doctorate Programme (SRPe-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.

Full details on SRPe's approach to data management in relation to the SRPe-IDP application data are provided in Section 10 of these guidelines.

SECTION 8 – APPLICANT SIGNATURE & INSTITUTIONAL APPROVAL

Applicants must ensure that the application form is signed by an authorised institutional approver (i.e. Dean of Engineering / Research / Head of School).

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

5. INTELLECTUAL PROPERTY

Intellectual property arrangements should be agreed between the academic institution and Industrial Company / Technology-User Organisation partner.

Details must be provided on the Application Form regarding SRPe access to outputs and Intellectual Property. Details must also be provided on how the Intellectual Property generated within the project will be agreed between the university, Industrial Company / Technology-User Organisation partner and the student, including details on how the outputs and outcomes of the research project will be published in the public domain including details on, and reasons for any restrictions on this.

6. SUPPORTING DOCUMENTS

Applications to the SRPe-IDP must be accompanied by the following supporting documents:

- A Letter of Support from an authorised signatory of the Industrial Company / Technology-User Organisation partner, including a statement on their cost contribution and commitment to the project.
- Student CV and copies of academic (undergraduate & postgraduate) qualifications (assuming the student has already been identified). If the student has not yet been identified, these documents must be provided retrospectively on a timely basis.

7. REVIEW AND ASSESSMENT PROCESS

Following initial eligibility checks applications to the SRPe-IDP will go through a formal review and assessment process involving the SRPe Executive Team, the relevant SRPe Thematic Leadership Group and the SRPe Board.

SRPe will provide feedback to unsuccessful applicants. Unsuccessful applications may be resubmitted to any future SRPe-IDP calls which may be launched.

8. AWARDS AND CONDITIONS OF AWARD

Following the review process, applicants will be notified of the outcome via email by early December 2019. This will be followed up by formal Offer of Award within approximately one week.

On notification of an SRPe-IDP award, successful applicants will be required to confirm acceptance of the award via email.

The funds will be transferred directly to the academic applicant's host academic institution upon receipt of student registration details. The applicant's host academic institution will be responsible for managing the award in accordance with the SRPe-IDP Terms & Conditions, and in accordance with the financial and overall postgraduate research regulations of their host institutions.

9. TIMELINE

This call will fund SRPe-IDP projects commencing between January and March 2020. The table below outlines the key dates for the call.

Call Opened	23 rd August 2019
Application Deadline	18 th October 2019
Notification of Award	w/c 2nd December 2019
Project Start Date / Student Registration	1 st January 2020
Student Registration Final Deadline	31 st March 2020

10. DATA PROTECTION

As part of the SRPe Industry Doctorate Programme (SRPe-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 SRPe-IDP applications?*

When you apply for an SRPe-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 Company / Technology-User Organisation Co-Supervisor. We also ask for the name of the student and copies of their CV and academic (undergraduate & postgraduate) qualifications.

- *Why does SRPe collect this data?*

SRPe will use information provided on the SRPe-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.

The Scottish Funding Council (SFC) 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 SRPe-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
- SRPe Board
- SRPe's Thematic Leadership Groups (members or their named substitutes)

- *How long is the data retained for?*

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

11. FURTHER INFORMATION

If you have any queries regarding the SRPe-IDP application process, or require additional information, please contact Sarah Doherty, SRPe Administrator (sarah.doherty@srpe.ac.uk).