Health and Care Research Wales

Health Studentship Award 2016

Guidance notes for completing the application form
Section 1: General guidance

Please read this guidance thoroughly before completing an application.

1.1 Introduction to call
Health and Care Research Wales is offering a PhD Studentship Award for health focused research. The Health and Care Research Wales PhD Studentship Award aims to support capacity building in health research by funding talented individuals to undertake high-quality research projects. Projects that are undertaken under this award are expected to address the stated priority areas of prevention and early intervention, chronic conditions management and service organisation and delivery, and have clear relevance to patients and service users.

The 2016 Health Studentship call also incorporates a health inequalities theme. Applicants can apply to the general scheme or through the health inequalities themed call. Applicants applying through the themed call should refer to the Health Inequalities Theme Brief in addition to these general scheme guidance notes and should complete the ‘themed’ application form. It is the intention of Health and Care Research Wales to fund up to two applications through the themed call, assuming the scheme quality threshold is reached. Thereafter, themed call applications will be assessed alongside all non-themed applications.

Applications must come from the proposed PhD Supervisor, who is defined as the Applicant to this scheme. There is no need for a student to have been identified at this stage, and where an applicant has already identified a PhD student there is no requirement for Health and Care Research Wales to be informed until funding decisions have been made.

1.2 Indicative timetable
The deadline for submission of applications is 4:00pm on Wednesday 23rd March 2016. Applications received after the deadline will not be assessed. Final decisions will be announced in May 2016. All studentships must commence on or before Monday 3rd October 2016.
Section 2: Eligibility and financial limits

2.1 Eligibility criteria
Applicants must satisfy the following criteria:

- The Host Institution must be based in Wales
- The Applicant must be based at the Host Institution at the time of applying
- Applications must have the support of the Host Institution
- Applicants must be in a position to ensure that studentships can commence by 3rd October 2016
- Applications must address at least one of the priority areas listed in Question 7 and/or the Health Inequalities theme
- The student recruited must not be currently registered at a university for a course of studies leading to a PhD qualification
- The student must be entirely funded for this project by the Health and Care Research Wales Studentship Award
- This scheme cannot be used to fund part of an existing course of studies leading to a PhD qualification

2.2 Financial limits
A sum in the region of £330k is available for this call, with a maximum of £66k available for each studentship.

Studentships can be undertaken on a full-time basis over 3 years (100% WTE), or part time over 4 years (75% WTE) or 5 years (60% WTE).
Section 3: Completing the application form

This part of the document provides guidance, section by section, on how to complete the application form.

Word limits
Please note that some questions on the application form have specified word limits. Answers that clearly exceed these word limits will not be assessed.

SECTION A: Applicant Details

Question 1: Project details
Please give the title of the proposed project that your PhD student will work on.

Question 2: Applicant details
Please give details of the Applicant (Supervisor). Email addresses are of particular importance as the majority of Health and Care Research Wales contact will be via email.

Question 3: Host Institution details
Please give the name and address of the institution that will be administering the grant. This will be the institution with which the Welsh Government will enter into a formal agreement if the application is successful. Please also include contact details for a finance officer within your organisation.

SECTION B: Project Details

Question 4: Cost and duration
Please enter the total cost of the studentship to health and Care Research Wales, the start date (which must be on or before 3rd October 2016) and expected date by which the thesis will be submitted.

Question 5: Lay summary (word limit: 300)
Please provide a brief lay summary describing the purpose and expected benefits of your PhD project. Language should be clear, scientific terminology and acronyms must be defined, and jargon should be avoided. If your application is successful, your lay summary may be made available on the Health and Care Research Wales website.
Question 6: Keywords
Please provide up to 6 keywords relevant to your proposed research project, covering, for example, subject area, target population and methodology to be employed.

Question 7: Priority areas (general call)
7a) Please indicate which of the priority areas your application addresses, deleting the ticks or crosses as appropriate. You may tick as many boxes as are relevant.

7b) Please describe how your proposed research project addresses these priorities (word limit: 500)

Please note that all applications will be assessed for policy relevance. It will strengthen your application if you are able to reference and demonstrate fit with Welsh government policy priorities. As a guide, current Welsh Government policy documents can be found on the Welsh Government website, including Programme for Government and the Well Being of Future Generations (Wales) Act.

- [http://gov.wales/about/programmeforgov/healthcare/?lang=en](http://gov.wales/about/programmeforgov/healthcare/?lang=en)

Question 7: Health inequalities (themed call)
7a) Please describe how your proposed project addresses health inequalities and the health inequalities theme brief (word limit: 500)

Please note that your application will be assessed for fit against the theme brief by Welsh Government policy officials. It will strengthen your application if you are able to reference and demonstrate fit with appropriate Welsh Government policy documents.

As a guide, current Welsh Government policy documents can be found on the Welsh Government website, including Programme for Government and the Well Being of Future Generations (Wales) Act.

- [http://gov.wales/about/programmeforgov/healthcare/?lang=en](http://gov.wales/about/programmeforgov/healthcare/?lang=en)
7b) In addition, please indicate which of the general priority areas your application addresses, deleting the ticks or crosses as appropriate. You may tick as many boxes as are relevant.

**Question 8: Need and impact (word limit: 500)**
Please explain why you believe there is a need for your PhD project. Please describe the likely impact your project will have on future research and the potential benefit of your project for patients, service users and carers in Wales and beyond. Please indicate your expected timescale for when these potential benefits might be realised.

**Question 9: Timetable and milestones**
You should indicate here the key milestones or distinct phases of your project. For example, if the research involves conducting interviews, you should indicate the number required, and expected timescale for completion.

Activities at the start and end of the research process such as obtaining ethical approval and writing up of the thesis, for example, should be included in this table.

**Question 10: Detailed project description (word limit: 3,000)**
Please provide a thorough description of your proposed research project. Omissions and weaknesses here are the most common cause of applications being rejected. Applicants should ensure that they thoroughly review this section prior to submission.

Your description should be based on the six sections given below:

- **Aims and objectives**
- **Design and method**
- **Use of resources**
- **Method of analysis**
- **Expected outputs and outcomes**
- **Dissemination**

References to the scientific literature can be included at the end of the section and do not count towards the word limit.

All references must be fully detailed and obtainable by academic referees assigned to the project. Any obscure references not accessible though normal library or internet channels, or material which is out of print, must be produced upon request by Health and Care Research Wales.
Question 11: Ethical considerations and approval (word limit 300)

Please discuss all potential ethical issues raised by the proposed research project and explain how they will be addressed. This should include discussion of vulnerable groups and issues relating to data access where such considerations are relevant.

Please note that time to obtain ethical approval should be incorporated into the project timetable. If you feel there are no ethical considerations in relation to the project being proposed, please state this in your answer and provide an explanation of why you believe this is the case.

Question 12: Public involvement

If patients or members of the public have been actively involved in identifying the research topic, please note this and provide details of involvement. Similarly, please provide details of planned public involvement in your funded project. Please provide details of how public involvement will be achieved and describe the benefits you believe this will bring.

If there has been no public involvement to date, and you have no plans for public involvement, please explain and justify this.

Please describe your plans for communication the findings of your research to the public.

Advice on public and patient involvement can be sought from:

Public Involvement and Engagement Team
Health and Care Research Wales
Castlebridge 4
15-19 Cowbridge Road East
Cardiff, Wales
CF11 9AB

Tel / Ffôn: 02920 230457
Email / Ebost: research-involvement@wales.nhs.uk
Website / Gwefan: www.gov.wales/healthandcarereresearch/
www.llyw.cymru/ymchwiliechydagofal
Question 13: Other applications for funding
If this studentship application, or an application for funding to undertake the research project, has been submitted to any other funding bodies, please give details of each submission, including: the amount of funding requested; the title of the study; the name of the funding body concerned; and the expected timescale within which decisions will be made (or the funding outcome if a decision has already been made). You should also inform Health and Care Research Wales of any related applications for funding which, if successful, would duplicate or affect the deliverability of your studentship project. Please include all relevant applications.

SECTION C: Institution Details

Question 14 Research Environment (word limit: 300)
Please describe the Host Department research environment in terms of track record, critical mass and capacity. Please also include any relevant Research Excellence Framework (REF) information.

Question 15: Contribution and track record of the PhD Supervisor (word limit: 300)
Please describe how, as the PhD Supervisor, you will support the student through the course of the Studentship. You should be familiar with the research topic and methodology being used in the project, ideally having experience of supervising previous PhD students.

Question 16: Training and development
Please give details of the training and development opportunities that the Host Institution will provide for the student over the PhD Studentship period. Training may include, for example, courses, workshops and conferences.

SECTION D: Resources

Question 17: Resources
You may wish to contact your institution’s finance office or research division for assistance when completing this section.

You should complete the following table for a full-time PhD Studentship conducted over three years. Where a student is recruited on a part-time basis once awards are made, Health and Care Research Wales will discuss the financial profiling with you.
Studentships are regarded as exceptions in relation to Full Economic Costs (FEC). Health and Care Research Wales will cover the costs presented in the table under ‘Directly Incurred’ costs and ‘Exceptions’ only, and to a maximum of £22k a year. This must include a £14,200 stipend for the student.

The grant award will be based on the figures given in this section, so costs must be as accurate as possible. Please note that inflationary uplift cannot be considered after an award has been made.

All costs under each heading should be as detailed as possible, with an itemised breakdown of consumables and equipment, and travel and subsistence plans where known. Guidance about what should be included under each heading is given below.

**Directly Incurred costs**

**Consumables**
Costs such as printing and stationery should be included here.

**Travel and subsistence**
Travelling and subsistence costs expected to be incurred whilst carrying out the research or pursuing training and development opportunities should be included here.

NB: travel and subsistence costs incurred *after* submission of the thesis to the University cannot be claimed under this award.

**Training and development**
Costs towards training and development opportunities for the student should be included here. The cost of any specialist training undertaken to carry out the research should also be included in this section.

**Equipment**
It is assumed that the Host Institution will provide workspace and basic equipment for the student to carry out the project. If, however, additional equipment is likely to be required, these costs should be included here. A breakdown of significant purchases must also be included, and a detailed list of any equipment expected to incur costs, whether hired or purchased.

**Other**
Costs for technical, administrative or other (non-academic) research support (within the financial limits of the award) should be clearly stated and justified. Known dissemination costs can be included here.
**Exceptions**
The latest information regarding doctoral stipends from the Research Councils UK (RCUK) is given here:
http://www.rcuk.ac.uk/media/announcements/150121/

You may wish to note that currently:
- National Minimum Doctoral Stipend is £14,057
- Research Councils UK Indicative Fee Level is £4,052

**Stipend**
Full time PhD Students will receive a Stipend of £14,200 (WTE) per year for the duration of the project. Where a studentship is being conducted on a part time basis, the student will receive a pro rata stipend.

**Tuition fees**
Health and Care Research Wales will pay tuition fees where they are reasonable and where the total cost does not exceed the maximum funding amount specified in Section 2.2.

Advice and senior level academic support would generally be considered to be the role of the Supervisor and as such would be covered by the tuition fees.

**Total**
Please give the total cost of the project. Please note that this is the figure which will be taken into account when funding decisions are made. This figure cannot be increased after your application has been submitted.

**VAT**
Please indicate the value of any additional VAT that would be applied to the cost of this project (if applicable).

**Grand total**
Please give the total amount of grant being sought, including VAT if applicable. This figure should also be provided in response to Question 4.

Health and Care Research Wales reserves the right to request a further breakdown of all costs prior to an award being made.
SECTION E: Declarations and CV

Question 18: Declarations
Signatures are required from the Applicant (18a) to confirm that you have read and understood this guidance document and completed the application form accordingly. The Head of Department and Administrative Authority also need to sign to confirm the Host Institution’s support for the application (18b).

If successful, grant awards will be made to the Host Institution so it is imperative that there is support for the application. The Administrative Authority signatory would normally be an authorised signatory from the finance or contracts department. Please ensure these signatures are acquired in good time as deadlines cannot be extended to accommodate signature delays. Applications that do not contain all the necessary signatures will be rejected.

Question 19: Curriculum Vitae (CV)
To maintain consistency of information across all the CVs submitted, and to help with the consistent assessment of individuals, please complete the template CV provided.

The Applicant should provide information under the following headings:

- Research experience
- Qualifications
- PhD supervision experience
- Work history
- Significant grants won
- Publications

The Applicant’s CV forms part of the application document and should be no longer than two sides of A4.
Section 4: Submission of application

A full application consists of a signed hard copy and an electronic copy of the form (including the Applicant’s CV).

Please submit your electronic version via our central email address: healthandcareresearchgrants@wales.gsi.gov.uk

Signed hard copies can be delivered by post or by hand to:

Health and Care Research Wales Grants Team
Division for Research and Development
Department of Health and Social Services
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Contact number: 029 2082 3675.

The deadline for submission of applications is 4:00pm on Wednesday 23\textsuperscript{rd} March 2016.

Please note that both electronic and hard copies must be received by the deadline or the application will be deemed incomplete and will not be accepted.

Please do not send any additional information (such as letters or support) as this will not be assessed.
Section 5: What happens next?

Applications will be subject to examination to ensure fit with the scheme’s remit and eligibility conditions. All applications deemed to be eligible will be reviewed for policy relevance. Applicants will be informed if their application is rejected at this stage.

Applications passing the policy review will be assessed by the Health and Care Research Wales Studentship Committee, a scientific committee that will assess the all round quality of the application. The criteria that will be applied are outlined below:

Project
- Scientific merit
- Methodology
- Planning and resources
- Impact and dissemination

Institution
- Quality of the host department or school
- Contribution and track record of the PhD Supervisor
- Training and development

The Health and Care Research Wales Studentship Committee will make funding recommendations to Health and Care Research Wales. Health and Care Research Wales will make the final funding decisions, taking into account the strength of Committee recommendations and available resources. These decisions are final and are not open to appeal.

*Health and Care Research Wales expects to inform all Applicants of the outcome by the end of May 2016.*

Following funding decisions, grant offers will be made to successful Applicants with terms and conditions issued. Terms and conditions will need to be signed by the Host Institution prior to the release of funding. As part of these procedures, payment and reporting profiles will be agreed.

On receipt of an award, successful Applicants must recruit a suitable student to the project by **5th September 2016**. The student’s CV must be sent to Health and Care Research Wales by this deadline. Failure to recruit a student by the deadline will result in withdrawal of the studentship Award.
Please note that even where an Applicant has already identified a student at the time of applying, or during the application process, there is no requirement to inform Health and Care Research Wales until funding decisions have been made.

Health and Care Research Wales request that we are informed immediately of any change in personal circumstance to either the applicant and/or selected student prior to the start date that will affect the start/finish date of the project.

Unsuccessful Applicants will be entitled to request feedback. This will be provided as a courtesy, though please note that Health and Care Research Wales is unable to enter into any discussion regarding the outcome or the feedback provided.

If you have any questions regarding the application process, please contact the Grants Team at:

Health and Care Research Wales
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Email: healthandcareresearchwalesgrants@wales.gsi.gov.uk
Tel: 029 2082 3675