Health and Care Research Wales
Health PhD Studentship 2020
Guidance for Applicants
1: General Guidance

Please read this guidance thoroughly before completing an application.

1.1 Introduction to Call

Health and Care Research Wales is offering PhD Studentship Awards for health-focused research. The Studentship Awards aim to support capacity building in health and care research by funding talented individuals to undertake high-quality research projects.

Applications must come from the proposed 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.

Applications will be assessed according to the criteria set out in Section 5 below, and funding recommendations made accordingly, subject to it reaching the necessary scientific quality threshold.

Projects that are undertaken under this scheme are expected to have public and patient benefit as well as clear relevance to Welsh Government policy priorities.

While applications are welcome from across the health research spectrum, for the 2020 call Health and Care Research Wales would particularly welcome applications that address the challenges set out in ‘A Healthier Wales’, the Welsh Government’s plan for health and social care, and sees this as a priority area.

Applicants should indicate in the relevant part of the application form if their application addresses such a priority area and explain how it does so.
To help researchers develop and frame ideas that address this priority area, some Welsh Government policy background is provided below.

‘A Healthier Wales’: policy background
The future direction for health and care in Wales was recently described in the Welsh Government’s document ‘A Healthier Wales’ – the Welsh Government’s response to the challenges posed by the Parliamentary Review report (‘A Revolution from Within: Transforming Health and Care in Wales’) published in 2018.

‘A Healthier Wales’ recognises changing healthcare needs of a growing and ageing population, especially given advances in technology and medicine, and changing lifestyles and expectations. It strongly affirms a continuing commitment to ‘prudent healthcare’, with its central focus on ‘do no harm’. It also describes in detail a healthcare system providing the highest value, delivering the greatest return in terms of individual benefit and outcome for any given cost.

Key themes include:
• Supporting longer, healthier and happier lives
• Shifting services from hospitals to community settings;
• Providing a seamless, whole system approach to health and social care, including more integrated health and social care services;
• Placing a greater emphasis on prevention, addressing factors, which prevent ill health and/or support wellbeing.

Applicants should be mindful of the four themes of the ‘Quadruple Aim’, as set out in ‘A Healthier Wales’, and the ten ‘Design Principles’ intended to help translate ideas into reality.

• A Healthier Wales:  
• Making Prudent Healthcare Happen website: 
  http://www.prudenthealthcare.org.uk/
• Taking Wales Forward 2016-2021, which sets out the programme for government for the next five years: 
• Well Being of Future Generations Act webpages: 
• Prosperity for All: 
  https://gov.wales/about/cabinet/cabinetstatements/2017/prosperityforallwellbeingstatement/?lang=en

1.2  Indicative timetable
The deadline for submission of applications is 4:00pm on 4 March 2020. Applications received after the deadline will not be assessed. Final decisions will be announced in June 2020. All studentships must commence on or
before **1st October 2020**.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Dates (Indicative and subject to change)</th>
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<tbody>
<tr>
<td>Call opens</td>
<td>06 January 2020</td>
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<tr>
<td>Call closes</td>
<td>04 March 2020</td>
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<tr>
<td>Initial triage of applications (remit, eligibility and policy relevance review)</td>
<td>March/April 2020</td>
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<tr>
<td>Triage Outcome Letters sent to applicants not progressing to next stage</td>
<td>By May 2020</td>
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<tr>
<td>Assessment of applications by Studentship Committee</td>
<td>By end of May 2020</td>
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<tr>
<td>Committee makes recommendations to Health and Care Research Wales</td>
<td>By end of May 2020</td>
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<tr>
<td>Assessment Outcome Letters sent to applicants</td>
<td>June 2020</td>
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<tr>
<td>Grant Offer Letters sent to successful applicants</td>
<td>June/July 2020</td>
</tr>
<tr>
<td>Student recruited by applicant (supervisor)</td>
<td>By 4 September 2020</td>
</tr>
<tr>
<td>Studentship starts</td>
<td>1 October 2020</td>
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2: Eligibility and Financial Limits

2.1 Eligibility Criteria
Applicants must satisfy the following criteria
- The Applicant must be the proposed Supervisor of the PhD project
- The Applicant must have the support of the Host Institution
- The Host Institution must be based in Wales
- The Applicant must be based at the Host Institution at the time of applying
- Applicants must be in a position to ensure that studentships can commence by 1st October 2020
- This Award cannot be used to part fund a new or existing course of studies or project leading to a PhD qualification.

2.2 Financial Limits and Grant Award Conditions
A sum in the region of £330,000 is available for this call, with a maximum of £66,000 available for each Studentship.

Studentships can only 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).

The terms and conditions of the Grant for successful applicants will be defined in a Grant Offer Letter. The successful applicant will receive quarterly grant award payments on receipt of satisfactory quarterly reports. An End of Studentship Project Report is expected by the end of the funding period. If required, a further (unfunded) year is acceptable for thesis submission. Health and Care Research Wales will require a copy of the approved thesis. Grant holders are required to submit research outputs and impact associated with the funded work on ResearchFish. More information will be provided on ResearchFish submission at the grant award stage.
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: Application Details

Question 1: PhD 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 award. This will be the institution with which the Health and Care Research Wales (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 1 October 2020) and the end date. The end date will also be the date by which the End of Studentship report should be submitted.

Question 5: Lay summary (word limit: 300)
Please provide a brief lay summary describing the purpose, approach and expected outcomes 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 will 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: Application Form

Applications are welcome from across the health research spectrum, for the 2020 call Health and Care Research Wales would particularly welcome applications that address the challenges set out in ‘A Healthier Wales’, the Welsh government’s plan for health and social care and sees this as a priority area.

Priority area

7a) Please say whether or not your application addresses the priority area for the 2020 call – i.e. the challenges and themes set out in ‘A Healthier Wales’.

7b) If your application does address the specified priority area, please explain its relevance and how it does so (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 the priority area and/or Welsh Government policy more generally. As a guide, current Welsh Government policy documents can be found on the Welsh Government website, including the following:

- Prosperity for All: http://gov.wales/about/programme-for-government/?lang=en
- Making Prudent Healthcare Happen website: http://www.prudenthealthcare.org.uk/
- Taking Wales Forward 2016-2021 and Prosperity for All: http://gov.wales/about/programme-for-government/?lang=en

Please note that this section (7) will be assessed as part of the initial triage in which applications will be ranked for their policy relevance and significance.

Question 8: Need and impact (word limit: 500)

Please explain why you believe there is a need for your PhD project. For example, what health, care or research needs are you seeking to address? Please describe the likely impact your project will have on policy, practice or future research, and what public or patient benefit it may bring. Please indicate your expected timescale for the realisation of the likely benefits you have described.

Please note that this section (8) will be assessed as part of the initial triage in which need and potential impact will be considered.
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.

You should also include activities at the start and end of the research process, such as obtaining ethical approval, submission of End of Studentship Report and writing up of the thesis.

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 by the Funding Committee. 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
- Planning and use of resources
- Method of analysis
- Expected outputs and outcomes
- Dissemination and impact

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 through 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 and engagement
Where patients, service users, carers or members of the public have been actively involved in identifying the research topic or shaping your application, please note this and provide details of involvement. Similarly, please provide details of planned public involvement in your project, if funded. Please provide details of how public involvement will be achieved and describe the benefits you believe this will bring.
Please also outline any plans you have for public engagement activity, particularly in relation to the communication of your findings to the public.

Advice on public and patient involvement can be sought from:

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

Tel: 02920 230457  
Email: research-involvement@wales.nhs.uk  
Website: www.gov.wales/healthandcareresearch/  
www.llyw.cymru/ymchwiliechydagofal

Applicants are advised that the new National Standards for Public Involvement in Research was launch in March 2018. More information can be found here.

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: Research Environment

Question 14 Research Environment (including high-quality research group)  
(word limit: 500)  
Please describe the Host Department research environment in terms of track record, critical mass and capacity. Applicants should demonstrate that the PhD student will have a link with a high-quality research group, such as:

- a Health and Care Research Wales Centre or Unit;
- a Centre or Unit funded by a high-quality non-Welsh Government funder such as the Medical Research Council or the National Institute for Health Research (NIHR);
- a research group that has a proven track record of grant capture from high-quality funders such as the research councils, NIHR, or significant third sector research funders (such as the Wellcome Trust or Cancer Research UK);
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, providing high-quality mentoring and supervision. You should be familiar with the research topic and methodology being used in the project, ideally having experience of supervising previous PhD students. Please give details of your track record.

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 should contact your institution’s finance office or research division for assistance when completing this section.

You should complete the table in Question 17 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 £22,000 a year. This must include a £15,009 annual 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
Travel 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, unless it is for approved dissemination purposes.

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
Health and Care Research Wales aims to pitch our PhDs at a competitive level. We often benchmark ourselves against UK Research and Innovation (UKRI) for this purpose. The latest information regarding UKRI doctoral stipends (2019/20) is here: https://www.ukri.org/skills/funding-for-research-training/
You may wish to note that currently:
- National Minimum Doctoral Stipend for 2019-20 is £15,009
- UKRI Indicative Fee Level for 2019-20 is £4,327

Please note that in any given year, the Health and Care Research Wales stipend may be higher or lower than the UKRI level.

Stipend
Full time Health and Care Research Wales PhD Students will receive an annual stipend of £15,009 (WTE) 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 (i.e. up to £22,000 a year, or £66,000 in total).
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, which must not exceed £66,000. 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 an Administrative Authority from your institution 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 consistent assessment, 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 with font no smaller than Arial 11.

Fraud Prevention

The information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment in future. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights can be found by contacting: Data.ProtectionOfficer@gov.wales
4: Submitting the Application Form

The Application Form (including the Applicant’s CV) should be submitted electronically with all required authorised signatures (scanned or electronic) included.

(Please include a Word version of the application – which does not require signatures, if they have already been provided by a PDF. This is to enable the secretariat the ability to redact the application for the different review stages which is not always possible with a PDF)

The form should be submitted by the Applicant (PhD Supervisor) to the following address: healthandcareresearchgrants@gov.wales

The Applicant must copy in the relevant Head of Department and Administrative Authority as proof of their support for the application.

The deadline for submission of applications is 4:00pm on 4 March 2020.

Please note that all elements of the full application must be received by the deadline or the application will be deemed incomplete and will not be accepted.
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 and significance. This includes an assessment of the application’s relevance to the specified priority area (in this case, the extent to which it addresses the challenges and themes of ‘A Healthier Wales’) and an assessment of the need and impact section. Applicants not progressing beyond the policy triage will be informed in writing at this stage.

Applications passing the policy triage stage will be assessed by the Health and Care Research Wales Studentship Committee, a scientific committee that will assess the all-round scientific quality and merit of the application, along with the quality of the proposed host research environment. The criteria that will be applied are outlined below:

**Project**

- Aims and objectives
- Design and methods
- Planning and use of resources
- Method of analysis
- Expected outputs and outcomes
- Dissemination and impact

**Environment**

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

The Studentship Committee will make funding recommendations to Health and Care Research Wales (Welsh Government). Health and Care Research Wales (Welsh Government) 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 in **June 2020**.

**Successful applicants**

Following funding decisions, Grant Offer Letters will be sent to successful applicants, which include terms and conditions. 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 issued.

On receipt of an award, successful applicants must recruit a suitable student to the project by **4 September 2020**. 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 circumstances that will affect proposed start/end dates of the
project.

Unsuccessful applicants

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.

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<tr>
<th>Contact us</th>
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<tr>
<td>If you have any questions regarding the application process, please contact the Grants Team at:</td>
</tr>
<tr>
<td>Email: <a href="mailto:healthandcareresearchwalesgrants@gov.wales">healthandcareresearchwalesgrants@gov.wales</a></td>
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<td>Phone: 0300 025 7476</td>
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