**UKRI BBSRC/EASTBIO Doctoral Career Development Fund Awards Scheme**

**FACTSHEET**

**Round 1 – Closing Date 6 December 2021**

**Round 2 – Closing Date 18 April 2022**

*Are you a BBSRC/EASTBIO DTP-funded student who has recently submitted your PhD thesis and looking to start your career? Did you submit your doctoral thesis on or after the 1st of January 2021? Are you preparing for your next career step through fellowships or by seeking opportunities to develop interdisciplinary collaborations? Are you keen to build on your research or placement during your PhD study and engage in activities that will enable you to explore and/or develop skills relevant to a career in academia, industry or a business environment?*

*Then we strongly encourage you to apply for a BBSRC/EASTBIO Doctoral Career Development Award this winter!*

**EASTBIO DCDF Awards Factsheet**

**What is the EASTBIO Doctoral Career Development (DCDF) Awards scheme?**

The DCDF Awards are funded by the UKRI BBSRC Doctoral Career Development Fund. They are aimed at supporting students graduating from our doctoral training programme in 2021 to pursue additional training, research and innovation that builds on any aspect of their studentship training.

The DCDF Awards seek to equip the next generation of bio-scientists with the depth and breadth of skills required to tackle global strategic challenges in academic and industry research and in wider society. EASTBIO will deliver a number of DCDF awards to support our recent doctoral graduates to build on their doctoral research, PIPS or CASE placement, or any other training they received on their BBSRC studentship.

* The DCDF Awards are an opportunity to spend 3 months working within and EASTBIO partner institution or an External Organisation of the applicant’s choice in any sector located in the UK or overseas *in the following three areas*:
	+ Develop new lines of research for Fellowship applications.
	+ Explore new interdisciplinary research and innovation collaborations.
	+ Explore the application of their doctoral research and/or training beyond academia for economic or societal impact in other sectors.
* For the duration of the DCDF Awards, the successful graduating applicant will be an employee of the University of Edinburgh, with suitable line management and project/placement arrangements, plus a Memorandum of Understanding. They will be on a 3-month fixed term contract to do a proposed project/placement working either in the University of Edinburgh or one of the EASTBIO partner institutions. In the latter case, they will have a Supervisor at the partner institution or External Organisation where they will be carrying out the project/placement. On expiry of the secondment term, the ‘secondee’ will not automatically return to being a University employee unless they have in the meantime secured further employment.
* The awards must be 3 months long. Longer projects/placements of up to 6 months maximum may be considered for projects of excellent value that are well justified. EASTBIO is committed to the maximum number of awards of excellent quality within the DCDF parameters.
* The Scheme will be delivered in two rounds, in November 2021 and in spring 2022. Projects/placements and the awards spent must be completed before the end of December 2022.

**Who is eligible to apply?**

The Doctoral Career Development Fund will be available to any EASTBIO DTP2 recent graduates, as well as UKRI BBSRC-funded doctoral candidates (CASE or CTP) based with EASTBIO academic partners – the universities of Aberdeen, Dundee, Edinburgh (either College of Science and Engineering or College of Medicine and Veterinary Medicine) and St Andrews.

In order to be eligible to apply for a DCDF Award, the applicant must have been funded by EASTBIO DTP2 or UKRI BBSRC and have submitted their PhD thesis on or after 1 January 2021. If successful, non UK-EU nationals will need to have in place a visa obtained via the doctoral extension scheme (<https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk/after-studies/tier-4-doctorate-extension-scheme>). If you need further advice, please contact the immigration service at your local institution.

**What does the DCDF Awards cover?**

The awards are designed to provide:

* salary at postdoctoral grade at the top point of Grade 6.
* project costs, for travel/consumables or equivalent costs at 80% FEC. If the proposed project/placement is based at an External Organisation, please seek early confirmation about whether the External Organisation is willing to contribute towards any of these costs.

Project costs can be provided in proportion to both the UKRI bench fees and the duration of the proposed project/placement. If need for consumables, 80% will be supported by the DCFD Award and *20% by the host institution or lab*.

Standard economy travel costs for one return trip to and from the project location (if not the academic institution of the applicant) may be claimable according to the University of Edinburgh Expenses policy or the relevant policy of the host institution.

If accommodation is required due to the distance of the project/placement from the academic institution, an application for accommodation support may be considered, but cannot be expected or guaranteed as the funds are strictly limited.

For projects/placements based at an external organisation (e.g. industry), external organisations are expected to provide in-kind support for the duration of the project/placement; they should also be encouraged to reimburse award recipient for basic travel expenses.

Estimated costs must be provided at the Application Form and approved before the proposed project/placement starts.

* flexibility to cover a 3-month project/placement according to need. EASTBIO may consider projects of longer length (maximum of 6 months) if well justified and of excellent quality.

**What is the application process?**

Interested applicants should read the DCDF Awards Factsheet carefully, contact their PhD supervisor, or PIPS or CASE supervisor to discuss a project of choice they are interested in pursuing, then start filling in the DCDF Awards application. EASTBIO can offer assistance in application development upon request (email enquiries@eastscotbiodtp.ac.uk). Applications will be invited from early November onwards with a deadline for the **18th of April 2022** (round 2).

The DCDF Awards will be advertised internally within EASTBIO DTP, including EASTBIO DTP2 partner institutions. Informal enquiries welcome. To apply, applicants need to complete the ‘EASTBIO Doctoral Career Development Fund Awards Application Form’and return it to enquiries@eastscotbiodtp.ac.uk by the deadline. The selection panel will make their decisions based on the Application form and any necessary accompanying documents, and there will be no interview. Successful candidates may be asked to provide two references, a copy of their most up to date CV and some personal information (including right to work in the UK and highest qualification) before a contract can be issued.

If the External Organisation has a pre-existing Intellectual Property Collaboration Agreement in place (on the template of the EASTBIO ‘DCDF Award Agreement’) with the University were the proposed project/placement will be carried out, please also attach a PDF copy of this to your email application. Alternatively, this can be provided after the notification to successful candidates and before the project/placement can start.

Applicants will also need to attach to your application written evidence e.g. email or letter from the External Organisation that confirms their agreement to host and supervise the proposed project/placement.

**How are applications scored?**

Applications are reviewed by the EASTBIO DTP Management Group and a PGR career development specialist, and scored against the following criteria:

* provide an excellent opportunity for career development within an academic context or not, with clearly articulated benefits for the applicant;
* Impact on the applicant’s career development;
* Impact on the field in or beyond academia;
* Thought-through exit strategy;
* Additional factors, e.g. evidence that the funding would enhance the career progression of a candidate from a demographic or ethnographic group under-represented in research-related careers).

Awards will be allocated after evaluation of the applications in each round.

**What kind of projects/placements and activities are suitable?**

During the application process, the applicant must describe why they want to do the proposedproject/placemen bygiving details of the planned activities agreed with the University or External Organisation and goals. Although the scope is very flexible, we expect that funded positions will primarily impact doctoral career development positively. Some examples are provided below:

1. Collect preliminary data required for competitive fellowship applications.
2. Develop relationships and acquire in-depth background knowledge required for true interdisciplinary collaboration (and indeed for interdisciplinary fellowship applications).
3. Research the translational/product development pathway(s) for doctoral research outputs, for instance through research mentored by tech transfer or bio-industry professionals.
4. Provide transitional funding, for instance with biotech or other organisations, prior to taking over onto company/organisational funding.

If the proposed project/placement activities have been agreed with the University or External Organisation, please attach the completed ‘DCDF Award Agreement’ with the application. If details have not yet been agreed, applicants must obtain and provide with their application written evidence (email or letter) thatthe University or External Organisation Supervisor has agreed to supervise the proposed project/placement.

**What type of External Organisations are suitable?**

The proposed project/placement can be held either at the University where the applicant completed their PhD or an External Organisation. The latter can be the Organisation where the applicants did their PIPS or CASE placement, or any other organisation of choice in any sector, based in the UK or abroad. In the latter case, note that applicants may also be required to complete a ‘Project/Placement Abroad Form’ as part of their application.

**What is required of External Organisations?**

Prior to submitting an application and depending on the proposed project/placement, it may be necessary for the applicant to agree with the University or External Organisation that they are willing to provide the following (*indicative examples*):

* A professional environment external to the University with desk space.
* Supervision/Mentorship (in academic, industrial, professional, societal terms) on a day-to-day basis.
* Details of the planned activities that will offer opportunities for the applicant to gain professional skills and experience of relevance to the proposed project/placement.
* Willingness to complete relevant sections and sign the ‘DCDF Agreement’ which covers essential protections around Health and Safety, Insurance and Liability, Intellectual Property and Confidentiality.

**What are the Intellectual Property arrangements?**

Ownership of any new intellectual property rights that arise from the proposed project/placement must be agreed in advance of theproposed project/placement taking place according to the following:

1. If the proposed activities involve further developing *an existing* *interaction* between the academic institution and the External Organisation and the activities are related to the applicant’s PhD or CASE project, then the applicant must provide evidence that a pre-existing Intellectual Property Agreement is in place between the University where the project/placement be based and the External Organisation when applying.
2. If the proposed activities involve the establishment of *a new interaction* between the academic institution and the External Organisation not related to the applicant’s PhD project, then the applicant may need to put in place a new Intellectual Property Agreement in advance of starting theproject/placement with the help of the local business/industry department. Email enquiries@eastscotbiodtp.ac.uk if you are unsure about the relevant contact.

Successful applicants will be undertaking the DCDF project/placement secondment as a University employee, not as a student. This means that a PhD Studentship agreement covering Non-Disclosure, IP, etc. is not appropriate in this case. Successful applicants must, therefore, ask the local business/industry department to check whether the External Organisation has an agreement template for secondments that can be used for the purpose of carrying out the proposed project/placement.

**How do applicants arrange for a University Line Manager?**

Award recipients will be assigned to the EASTBIO DTP Manager as their ‘hiring’ manager, whose role is to ensure that their project/placement conforms to the UKRI BBSRC DCDF and the University of Edinburgh terms and conditions. In addition to that, and prior to applying, it is necessary for the applicant to identify an academic member of staff at the institution they want to work in, who agrees to provide line management/supervisory responsibilities during the proposed project/placement*.* This should be the PhD supervisor, the applicant’s non-academic supervisor for their CASE or PIPS, or other suitable academic staff member who the applicant may wish to work with in the future. Should the project/placement be with an External Organisation, you will be seconded to that Organisation as an employee of the University of Edinburgh and a UoE Line Manager will be assigned to you.

It is necessary for the Supervisor to provide the following, in collaboration with the hiring Line Manager:

* Willing to ensure compliance with the terms and conditions of the University where the proposed project/placement will be based at.
* Willing to sign the ‘DCDF Award Agreement’, as necessary.
* Willing to supply the applicant with a copy of any existing Intellectual Property rights for the existing interaction between the academic institution and the External Organisation, or advise on how to put in place a new Intellectual Property Agreement.
* Committed to support the successful applicant during their project/placement with the purpose of enabling them to fulfil the stated goals of their project/placement.

**What help is available for application development?**

* All eligible applicants will be contacted in advance about such support and EASTBIO will organise open information sessions for all eligible applicants prior to the closing dates.
* Upon request, EASTBIO will organise mentoring for applicants throughout the application process.

**What support does EASTBIO provide to successful applicants?**

Upon request, EASTBIO DTP will allocate a mentor to each grant recipient who will help both awardee and Supervisor to maximise the impact from this scheme. The mentors, who will have completed mentoring training, are chosen for their expertise and career development track records. We anticipate that both the researcher and the Supervisor will benefit from the mentor’s expertise in the fellowship scheme(s) they are targeting, interdisciplinary working and/or innovation practices, or on how to develop impact across sectors, as appropriate.

EASTBIO will advise and track mentor meetings in advance of, during, and at the end of each funded period.

**If successful, what paperwork will the applicant need to put in place before a University contract is issued and the proposed project/placement can start?**

Successful applicants will be expected to:

* have submitted their PhD *on or after the 1st of January 2021*.
* prove their right to work in the UK and ensure that all necessary visas are in place before the University contract can be issued.
* Successful applicants will also need to submit for approval the ‘DCDF Award Agreement’ and any documents required from the External Organisation related to Confidentiality and Intellectual Property, depending on the proposed project/placement.
* Successful applicants may also be required to complete a ‘Project/Placement Abroad form’ along with any local Risk Assessment forms to ensure that the host institution where the award recipient will be based at has in place due diligence during the project/placement.

**Are there other EASTBIO requirements after the completion of the project?**

EASTBIO will track the impact of the funded period, similarly to the EASTBIO PIPS scheme, by evaluating the time spent within host organisations (where applicable), asking students to design their desired professional outcomes before and after the funded period, and recording specific and measurable outcomes (e.g. publications, fellowship applications, collaborative agreements, reports). UKRI BBSRC expects the outcomes to be recorded through [ResearchFish](https://www.ukri.org/manage-your-award/reporting-your-projects-outcomes/).

**UKRI BBSRC/EASTBIO Doctoral Career Development Fund Awards Scheme**

**Application Form**

**Closing date: 5pm on the 18th of April 2022 (Round 2)**

**Please submit this form as part of your EASTBIO Doctoral Career Development Fund Awards application to EASTBIO (****enquiries@eastscotbiodtp.ac.uk****)**

**by 5pm on the 18th of April 2022 (Round 2).**

Please note:

* Before you start compiling your application, read carefully the Factsheet for the BBSRC/EASTBIO Doctoral Career Development Fund Awards (DCDF Awards), above (r*emember to remove that part when you are ready to submit your application to EASTBIO*). This contains guidance for entry requirements and eligibility, and further information about the application and selection process.
* If you are applying to continue a research project linked with an External Organisation that has a pre-existing Intellectual Property Collaboration Agreement in place with the academic institution (EASTBIO partner institution) where you propose to carry out the project/placement, please attach a PDF copy of this to your application.
* Email EASTBIO Enquiries (enquiries@eastscotbiodtp.ac.uk) should you require assistance & support to develop your application.
* The Doctoral Career Development Fund Awards will be delivered in two rounds. We will invite applications for the second round in 2022. If your application in the first round is unsuccessful, you may apply again in the second round.

**Please complete all sections below as relevant to the proposed project/placement** (note optional sections marked clearly)**.**

|  |
| --- |
| 1. **Applicant information**
 |
| Applicant Full Name |  |
| Email Address |  |
| Contact details (postal address and preferred phone number)  |  |
| Partner institution where PhD was completed (School/Institute/Centre) |  |
| Date you have submitted your PhD.*To be eligible for an EASTBIO DCDF Award you must have submitted your PhD thesis on or after the 1st of January 2021.* |  |
| Have you had your Viva? | No |  |
| Yes & date |  |
| Were you awarded your PhD? | Not yet |  |
| Yes & date |  |
| Are you currently employed? | No |  |
| Yes (*please provide details*) |  |
| Visa Status*You may need to provide evidence of your right to work in the UK before you can start the proposed project/placement.* | I do not require a Visa to work in the UK. |  |
| I will need to obtain a Visa (*if you need further advice, please contact the immigration service in the institution the proposed project/placement will be based*). |  |
| *Optional\** - EASTBIO applies a whole-person approach to all selection processes. In view of this, please provide a brief personal statement to highlight any additional factors that may have affected your access to career development opportunities during your PhD studentship. Other than the impact of COVID-19, these may include, among others, socio-demographic, ethnographic, or personal factors (e.g. care experience, caring responsibilities, a chronic or other debilitative health condition, physical or mental). Leave blank if you prefer not to say. (max 200 words)*\*Please note that personal information will only be shared and used by the application review committee strictly for the purpose of the EDI-checked selection process as agreed with UKRI BBSRC. Any information you will provide for this application will be kept on file until either the completion of the review process (if application is unsuccessful) and/or until the completion of the project/placement (if application successful).*  |
| [*your answer here*] |
| 1. **Proposed Line Manager/Supervisor information**

*Successful recipients will have a ‘hiring’ Line Manager (EASTBIO DTP Manager). They will be working closely with the project/placement Supervisor to ensure the support to the recipient of the award and the completion of the project. By default, the Supervisor will be the academic who supervised your PhD project. If the proposed project/placement is* not *based at one of the EASTBIO partner institutions, you will be assigned a Supervisor based at the University of Edinburgh and a Memorandum of Understanding will be put in place to this effect. Please also provide contact details for any additional Supervisor/Mentor of your choice who will help to achieve the goals of your proposed project/placement.**Before submitting your application, you must discuss with the prospective Supervisor the project/placement requirements set out in the Doctoral Career Development Fund Awards Factsheet. The Supervisor must sign the Application Form to indicate that they agree to carry out the responsibilities arising of the proposed project/placement.* |
| Name & Job title of University member of stuff who has agreed to be your Supervisor during the proposed project/placement. |  |
| Their School/Institute/Centre |  |
| Their email address |  |
| Describe briefly how the Supervisor will support you during the project/placement (max 200 words). |  |
| **External Organisation information, linked to the proposed project/placement as relevant *- leave black if not applicable****The project/placement may take place either at an EASTBIO partner institution (where you completed your PhD) or an External Organisation from any sector in the UK or abroad.**Please provide written evidence (email or letter) from the External Organisation that confirms agreement to host and provide mentorship for the proposed project/placement*. |
| Name of External Organisation and sector |  |
| Address of External Organisation |  |
| Name and Job title of proposed Supervisor at the External Organisation |  |
| Email of proposed Supervisor at the External Organisation |  |
| Provide information about the role of the External Organisation in the proposed project/placement and/or how they will support you during the project/placement. (max 200 words) |  |
| 1. **Proposed Project/Placement information**
 |
| **Provide start and end date to the project/placement.***We advise projects/placements of a 3-month duration and encourage applicants to consider carefully its focus, goals, and feasibility. EASTBIO DTP retains the right to fund longer projects when of exceptional value and precise justification.**The proposed project/placement must be completed (and any award spent) by the end of December 2022.* |
| **Start date** |  |
| **End date** |  |
| **Career Development Area/Path information***Select one of the 3 key areas/paths below that best describes your proposed application. EASTBIO DTP will support projects/placements in any of the three areas so it is important that your proposed project/placement fits clearly within an area.* |
| 1. Develop new lines of research for Fellowship applications
 |  |
| 1. Explore new interdisciplinary research and innovation collaborations
 |  |
| 1. Explore the application of their doctoral research and/or training beyond academia for economic or societal impact in other sectors
 |  |
| **Please provide an estimate of project/placement costs. Please itemise costs if possible. If your application is successful, we will ask you to provide a detailed break-down of all costs.***Project costs can be provided in proportion to both the UKRI bench fees and the duration of the proposed project/placement. If need for consumables, 80% will be supported by the DCFD Award and 20% by the host institution or lab.**Standard economy travel costs for one return trip to and from the project location (if not the academic institution of the applicant) may be claimable according to the University of Edinburgh Expenses policy or the host institution relevant regulations.* *If accommodation is required due to the distance of the project/placement from the academic institution, an application for accommodation support may be considered, but cannot be expected or guaranteed as the funds are strictly limited.**For projects/placements based at an external organisation (e.g. industry), external organisations are expected to provide in-kind support for the duration of the project/placement; they should also be encouraged to reimburse award recipient for basic travel expenses.**Estimated costs must be provided at the Application Form and approved before the proposed project/placement starts.* |
| **Requested funds - Travel (estimate)** | £ |
| **Project costs – Consumables (please itemise)** | £ |
| **Any additional costs not covered in the above.** | £ |
| **Please provide a summary of your proposed project/placement in which you itemise the goals of your proposed project/placement and describe how the goals aligns with the key area selected above (max 150 words)**[*your answer here*] |
| **Please give a brief description of your proposed project/placement: first, tell us how this builds on your doctoral research, your PIPS or Collaborative Placement or any other training you have received during your BBSRC-funded studentship; secondly, describe how it will expand the understanding, skills and connections you have achieved during your PhD (max 300 words)**[*your answer here*] |
| **Please describe how the proposed project/placement will equip you with the skills, experience and understanding to take the next step in your career in academia, industry and society; describe in what ways you anticipate that it will help your professional progression and career goals. Suggest specific contributions that this project/placement will enable you to make, either in personal/professional goals or in terms of the subject area, industry or society (max 300 words)**[*your answer here*] |
| **Describe the expected outcomes and impacts of the proposed project/placement (e.g. publications, fellowship applications, collaborative agreements, reports, societal outreach, etc.) (max 200 words)***Please note that should your application is successful, we will ask you to record impacts and measurable outcomes post-completion for the purpose of reporting to UKRI BBSRC.*[*your answer here*] |
| **How will the proposed project/placement be used to provide opportunities for further personal and professional development? (max 200 words)**[*your answer here*] |
| **If relevant, please describe the plans for the project’s exit strategy/handing over (i.e. liaise with line manager, supervisor or mentor, report and assess outcomes, data use/management, value enhancement opportunities, etc.)**[*your answer here*] |
| **Paperwork Submitted By Applicant** |
| Have you submitted the‘DCDF Award Agreement’ with this application? *This may be an existing agreement based on existing interaction between the University and the Existing Organisation detailing essential protections around Health and Safety, Insurance and Liability, Intellectual Property and Confidentiality, or a new agreement. This needs to be submitted as part of the application or before the proposed project/placement can start.* | **No** (*Successful applicants may be required to put in place an Intellectual Property Collaboration Agreement*) |  |
| **Yes** (*please attach a PDF copy of this to your application, if relevant)* |  |
| If the project/placement is to be carried out abroad, you may need to submit a ‘Project/Placement Abroad Form’. | **Not applicable** |  |
| **Yes, I will if my application is successful and before the project/placement can start.** |  |
| **Signatures** |
| Applicant Signature: |  |
| Date |  |
| University Supervisor Name & Signature: |  |
| Date |  |

**This completed form should be submitted to** enquiries@eastscotbiodtp.ac.uk by the 18th of April 2022 (for Round 2).

**Checklist**:

* You must have submitted your PhD thesis before you apply for the EASTBIO Doctoral Career Development Fund Awards (on or after the 1st of January 2021).
* Provide evidence of right to work in the UK.
* Have your Application paperwork submitted.
* Ensure appropriate IP arrangements are put in place, as required.
* The proposed project/placement must be completed (and the award spent) by the end of December 2022*.*