** **

**Call for PhD Project Proposals 2024**

**Cover page**

Contents

[Project Proposal Form 2](#_Toc143078527)

[*Section 1: All projects* 2](#_Toc143078528)

[Section 2: Additional Collaborative Studentship Proposal Details 6](#_Toc143078529)

[Section 3: Collaborative Partner Support Letter Template 8](#_Toc143078530)

[Support Letter Template 8](#_Toc143078531)

[Guidance Notes 9](#_Toc143078532)

[A: Introduction to EASTBIO 9](#_Toc143078533)

[B: Project Eligibility 10](#_Toc143078534)

[C. How to submit your project proposal 10](#_Toc143078535)

[D. Additional information about Collaborative (CASE) Studentships 11](#_Toc143078536)

[Project Review 12](#_Toc143078537)

[Supervisory Responsibilities 12](#_Toc143078538)

[Placements 13](#_Toc143078539)

*Please read carefully the guidance notes at the end of this document* before *completing your project proposal.*

# Project Proposal Form

# *Section 1: All projects*

All fields must be completed.

|  |  |  |
| --- | --- | --- |
| **Name of Principal Supervisor**  (e.g. Dr Joan Smith) |  | |
| **Institution and Department**  (*e.g. Dundee, School of Life Sciences*) |  | |
| **Principal Supervisor’s** **Email address** |  | |
| Current number of PhD students and year of study |  | |
| **Lab website/Online Profile URL** |  | |
| *Confirm that you, principal supervisor, have completed at least one of the following local training courses according to your Institutional requirements: PGR supervisor training, unconscious bias, equality and diversity* | |  |  | | --- | --- | | Yes, I have. |  | | No, I have not yet. *Please provide some information about when you will complete this training.* |  | | |
| *Confirm that you, principal supervisor, are aware of the EASTBIO EDI policy (Statement/Resources at http://www.eastscotbiodtp.ac.uk/equality-diversity-and-inclusion)* | |  |  | | --- | --- | | Yes, I am. |  | | |
| **Name of Second Supervisor**  *In case of a third or fourth Supervisor/s, please insert more lines below*. |  | |
| Second Supervisor’sInstitution and Department  (*e.g. Dundee, School of Life Sciences*) |  | |
| Second Supervisor’scurrent number of PhD students and year of study |  | |
| Second Supervisor’sLab website/Online Profile URLs |  | |
| Second Supervisor’semail address |  | |
| **PhD Project Title**  *Please note this title will be used to advertise the project to students so consider a succinct title with broad appeal* |  | |
| **Project Description for Find-A-PhD Advert (max 400 words)**.  *This will be the text that will be advertised to prospective students***.** | | |
| **Project Description for Management Group review, if different to above** (*max. 500 words and up to 3 references*):  *Please provide a description of the PhD project, including information and the research training it will provide*. |  | |
| **Could this project be a part-time PhD if requested by the student?** | Yes |  |
| No |  |
| If the PhD is a part-time project, and the recruited student is based outwith an EASTBIO partner, *please indicate where the student will be based or enter N/A.* |  | |
| **[BBSRC Remit Area](https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/our-research-portfolio-and-priorities/)**  Please indicate the remit area closest to your project by entering 1 for best fit. If relevant, enter 2 if your project happens to also fall under a second area.  *During the project review, project supervisors may be asked to confirm or amend the project Remit Area. EASTBIO may also use this information to assign appointed students to a specific thematic group for training purposes.* | Bioscience for Renewable Resources and Clean Growth |  |
| Crops and Soil (within Bioscience for Sustainable Agriculture & Food) |  |
| Bioscience for an Integrated Understanding of Health |  |
| Livestock & Aquaculture (within Bioscience for Sustainable Agriculture & Food) |  |
| Understanding the Rules of Life (within Advancing the Frontiers of Bioscience Discovery) |  |
| Transformative Technologies (within Advancing the Frontiers of Bioscience Discovery) |  |
| Please explain in max. 300 words how your project is relevant to the BBSRC remit and strategic priorities, using the call text for guidance. |  | |
| **BBSRC Transformative Technologies**  *Please select which of the BBSRC Transformative Technologies will be covered by your project*. | New tools and facilities |  |
| Data-driven biology |  |
| Integrative and systems biology |  |
| Synthetic Biology |  |
| Not applicable to this project |  |
| **Interdisciplinarity**  *Please select supervisor disciplines if other than biological/biomedical sciences*. | Chemistry |  |
| Physics |  |
| Mathematical Sciences |  |
| Computer Science/Informatics |  |
| Psychology/Neuroscience |  |
| Ecology |  |
| Engineering |  |
| Veterinary Science |  |
| AI /Machine Learning |  |
| Medicine |  |
| Other - Please specify here… |  |
| Not applicable |  |
| **Cross-institutional collaboration**  *Please indicate whether the two (or more) project supervisors will be based in different institutions*. | Yes |  |
| Not applicable |  |
| **Standard Collaborative Studentship with an industrial/non-academic partner**  *Please indicate whether this will be a Collaborative Studentship project. If Yes,* **you must also complete Sections 2 and 3**. | Yes (*please read guidance notes carefully, esp. Section D, below.*) |  |
| Not applicable |  |
| **50% Industry Match-funded Collaborative Studentship**  *Please indicate whether this will be a Collaborative Studentship project where the industrial/non-academic partner offers 50% of the total studentship costs. If Yes,* you must also complete Sections 2 and 3*.* | Yes (*please read guidance notes carefully, esp. Section D, below*) |  |
| Not applicable |  |
| **BBSRC Classification for JeS**  Please select ONE BBSRC classification as that closest to your project. | Animal Systems, Health and Wellbeing |  |
| Plants, Microbes, Food and Sustainability |  |
| Technologies and Methodological Development |  |
| Molecules, Cells and Industrial Biotechnology |  |
| **Would the project involve the use of vertebrate animals or other organisms covered by the Animals (Scientific Procedures) Act and do you have sufficient funds to cover the animal costs, given that the project RTSG is £5,000 per year for 3.25 years?** | Yes |  |
| No |  |
| **Subject areas for Find-A-PhD**  Select at least 1 and up to 10 to help searchers find your project. | Agricultural Sciences |  |
| Biochemistry |  |
| Bioinformatics |  |
| Biomedical Engineering |  |
| Biophysics |  |
| Biotechnology |  |
| Botany/Plant Science |  |
| Cancer/Oncology |  |
| Cell Biology/Development |  |
| Dentistry |  |
| Ecology & Conservation |  |
| Endocrinology |  |
| Evolution |  |
| Food Science/Nutrition |  |
| Genetics |  |
| Immunology |  |
| Marine Biology |  |
| Medical/Biomedical Physics |  |
| Medical/Clinical Science |  |
| Medical Imaging |  |
| Microbiology |  |
| Molecular Biology |  |
| Neuroscience/Neurology |  |
| Obstetrics, Gynaecology & Reproduction |  |
| Palaeobiology |  |
| Parasitology |  |
| Pathology |  |
| Pharmacology/Toxicology |  |
| Pharmacy/Pharmaceutics |  |
| Physiology & Sports Science |  |
| Psychology & Psychiatry |  |
| Public Health & Epidemiology |  |
| Structural Biology |  |
| Veterinary Medicine |  |
| Virology |  |
| Zoology/Animal Science |  |

Section 2: Additional Collaborative Studentship Proposal Details

This section is to be completed for industry-linked project proposals only. Please read Section D carefully to ensure that you are familiar with the UKRI BBSRC specifications for Collaborative projects; also refer to the EASTBIO guidance (*attached*). We will ask the project supervisors to share this information with the recruited student so that expectations and levels of engagement are clear for all parties from an early stage and throughout the PhD project life.

|  |  |  |
| --- | --- | --- |
| **Company/Non-Academic Partner Information** |  | |
| **Legal Name** |  | |
| **Registration Number** |  | |
| **Full legal address** |  | |
| **Type or organisation: SME (<50 employees) or non-SME (≥50 employees)** |  | |
| **Website URL** |  | |
| **Name of Supervisor at Partner, incl. title** |  | |
| **Partner Supervisor’s primary expertise** |  | |
| **Partner Supervisor’s expected % time dedicated to the project** |  | |
| **Partner Supervisor work (postal) address** |  | |
| **Email address** |  | |
| **Student Recruitment**  Please confirm that you the Non-Academic Partner will be involved in the shortlisting and nomination of the candidate for your Collaborative Studentship.  *This may entail being involved in any selection processes at the partner institution before nominating a candidate to EASTBIO. Note that non-academic supervisors are expected to co-sign the mandatory Candidate Nomination Form.* | Yes |  |
| No |  |
| **Industrial Sector and Challenges**  *Please describe in max. 300 words the industrial sector this project aligns to and the specific industrial challenge or development opportunity it is addressing*. |  | |
| **Project Outcomes**  *Please describe in 400 words maximum (a) the expected outcomes or benefits of the project to the company, in terms of the project itself, if not already covered above, and the recruited student’s professional development (b) anticipated date and length of the student mandatory placement at the non-academic partner premises.* |  | |
| **Studentship management**  *Please describe in 300 words how the non-academic partner will support the recruited student, e.g. arrangements for the student onboarding, frequency of meetings between the recruited* student and the non-academic supervisors, type of resources provided from the industrial side, etc. |  | |
| **Risks**  *Please detail risks to successful completion of the project, including an assessment of impact, as well as proposed mitigations. Note that you may be directly asked to provide further details by the EASTBIO Industry Engagement Committee whose role is to review Collaborative Projects.* |  | |
| **Risks considered and electronically signed off** by the Business Development or Engagement Executive/Manager locally:   |  |  | | --- | --- | | Name: |  |   Date:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Outcome: |  | No obvious risks identified | | | |  |  | OR |  | | |  |  | Risks identified: | | | |  |  | |  | Suspect company or contact is on a sanctions list | |  |  | |  | High risk sector | |  |  | |  | High risk country | |  |  | |  | Potential reputational risks | |  |  | |  | Credit report | | | |

# Section 3: Collaborative Partner Support Letter Template

This section is mandatory for Collaborative Studentship project proposals only. You must provide a letter from the industrial/non-academic partner using the format below. Please ensure you read the Guidance in Section D and work with the non-academic partner to finalise the details of their contribution to the proposed PhD project.

## Support Letter Template

[COMPANY HEADING]

To Whom It May Concern

I hereby confirm that the [COMPANY NAME] is committed to supporting a 4-year BBSRC studentship starting in Academic Year 2024/25 on the project [NAME OF PROJECT] with [NAME OF SUPERVISOR] on the following basis, should a student be successfully recruited by the EASTBIO Doctoral Training Partnership.

I will ensure that the associated student will spend at least three months and up to a maximum of eighteen months at the [COMPANY NAME] to work on a specific project appropriate for the said PhD project. I understand that this placement will be integral part of an Industrial Collaborative Studentship, supported by the UKRI Biotechnology and Biological Sciences Research Council (BBSRC) and subject to the BBSRC terms and conditions. I confirm that we will provide suitable supervision and training, as well as covering any travel, accommodation and subsistence costs the student will incur during the period of placement.

Option [SELECT ONE]:

1. UKRI BBSRC Standard Collaborative Studentship

2. 50% Industry Match-Funded Collaborative Studentship

3. Part-time Collaborative studentship

[As relevant] In addition, we will provide £..….\* towards project costs in total to support a full 4-year UKRI BBSRC studentship starting on the following basis. We will also provide £…..\* per annum in enhanced stipend for the student.

|  |  |
| --- | --- |
| Year | Company Support £ |
| 2024/2025 |  |
| 2025/2026 |  |
| 2026/2027 |  |
| 2027/2028 |  |

A formal contract to this effect will be entered into with the University hosting the PhD Project in due course.

Yours faithfully [NAME OF CONTACT] [ROLE OF CONTACT IN COMPANY, e.g. Finance Director]

# Guidance Notes

## A: Introduction to EASTBIO

The UKRI BBSRC East of Scotland Doctoral Training Partnership ([EASTBIO](http://www.eastscotbiodtp.ac.uk/) DTP) comprises the Universities of Edinburgh, Aberdeen, Dundee, Stirling, St Andrews, along with SRUC, IBioIC, the James Hutton Institute and the Moredun Research Institute as Full Partners. The Cool Farm Alliance and SULSA are Associate Partners.

For the DTP3 funding, the EASTBIO programme will award a minimum of 50 standard 4-year Studentships and 4-year Collaborative Studentships - collaborative with industrial/non-academic organisations - to start in October 2024. For DTP3 we have developed a part-time doctoral study route, plus a flexible model for industry partnering that offers three routes for industrial studentships.

The UKRI BBSRC studentships cover:

* UK tuition fees of £4,712.
* stipend of £18,622 (at [UKRI level](https://www.ukri.org/what-we-offer/developing-people-and-skills/find-studentships-and-doctoral-training/get-a-studentship-to-fund-your-doctorate/) and subject to UKRI increments);
* research training support costs of £5,000 per year (reduced to £1,500 in the final year), and
* a small travel & conference allowance of £230 for each student (financial details can be found on the current [Student Handbook](http://www.eastscotbiodtp.ac.uk/eastbio-handbook), which we review annually in time for the [Induction Day](http://www.eastscotbiodtp.ac.uk/eastbio-induction-day)). Studentship levels are subject to increments announced annually by UKRI.
* Please note that the studentships do *not* cover additional costs incurred by international fees students – such as visa fees or health charges

Note that although studentships cover UK-level tuition fees only, EASTBIO partner institutions are committed to support international fees. For full student eligibility criteria, please refer to the [UKRI guidance](https://www.ukri.org/wp-content/uploads/2021/03/UKRI-170321-InternationalEligibilityImplementationGuidance.pdf)and Annex B of the [UKRI Training Grant Terms and Conditions](https://www.findaphd.com/common/clickCount.aspx?theid=1048&type=185&url=https%3a%2f%2fwww.ukri.org%2fwp-content%2fuploads%2f2020%2f10%2fUKRI-291020-guidance-to-training-grant-terms-and-conditions.pdf). Funded students join the EASTBIO training programme and are required to undertake enhanced subject-specific, core bioscience and generic skills training, as well as a 3-month professional internship (PIPS) outwith academia, or a placement (between 3 to 18-months) with their industrial/non-academic collaborative partner. They are required to submit their thesis within 4 years.

Please note that first supervisors who have an EASTBIO student who started in autumn 2023 are *not eligible* to put in projects this year. An exception to this condition may be made for studentships which are collaborative with industry, in line with the EASTBIO commitment to promote industry research collaboration.

**By proposing an EASTBIO DTP project, academic supervisors and any non-academic partners commit to:**

* ***actively support their PhD student’s career development and full participation in the EASTBIO training programme;***
* ***attend the two key training events – EASTBIO Induction (early October) and Annual Symposia (early June) or arrange for the co-supervisor or lab member to attend in their place;***
* ***participate in the provision of training in the relevant BBSRC strategic priority area the PhD project is aligned with (4 annual thematic group sessions in Year 1, each organised by one or more student-supervisor team hosts);***
* ***advise and support their supervisee in their planning of their mandatory placement and, if possible, attend the EASTBIO Placements Q&A event (early February);***
* ***advise and support their student with any self-selected training that EASTBIO advocates within the BBSRC strategic researcher development objectives****.*

For more information about our programme, see our website: <http://www.eastscotbiodtp.ac.uk/> and <http://www.eastscotbiodtp.ac.uk/training>.

## B: Project Eligibility

Project proposals must:

1. **Align to one of the 5** [**UKRI BBSRC Strategic Priority Areas**](https://www.ukri.org/publications/a-forward-look-for-uk-bioscience/): (I) Advancing the frontiers of bioscience discovery, covering the sub-themes of Understanding the rules of life and transformative research technologies; II) Bioscience for sustainable agriculture and food, covering sub-themes on: Crops and soil, Livestock production, biology and health, and aquaculture; III) Bioscience for an integrated understanding of health; IV) Bioscience for renewable resources and clean growth. EASTBIO allocates studentships on the basis of thematic and institutional quotas agreed in our proposal to UKRI BBSRC.

In addition, projects fulfilling one or more of the following criteria are strongly encouraged:

1. Develop a **collaboration with an industrial or non-academic partner**. Please see additional guidance below.

1. **Exploit/address strategic bioscience skills and capacity challenges** outlined in the [Forward Look for UK Biosciences as defined by UKRI BBSRC](https://www.ukri.org/publications/a-forward-look-for-uk-bioscience/):
2. Are **interdisciplinary** (we are encouraging truly interdisciplinary projects), perhaps drawing on a second supervisor’s expertise from another department or partner institution.
3. Develop an **inter-institutional collaboration** through cross-supervision with another EASTBIO partner or associate partner.

## C. How to submit your project proposal

Eligible staff in each of the partner Institutions are invited to submit a standard project proposal using the EASTBIO project proposal form shared with all partner institutions in late summer. Queries on supervisor eligibility should be directed to the [local academic management group member for EASTBIO](http://www.eastscotbiodtp.ac.uk/eastbio-contacts). Those submitting an Industrial Collaborative Studentship project proposal *must also complete Section 2 and provide a Support Letter from their industrial partner, using a template provided at Section 3*. EASTBIO will follow up the commitment captured in the Support Letter after the project has successfully recruited a student with a request for a Memorandum of Agreement to be drawn according to the local processes in place.

The deadline for submitting project proposals to the DTP partner institution you are based at is communicated by the local administrative team and should be in **the second part of September 2023**; if you are unsure, please email the academic lead, details at <http://www.eastscotbiodtp.ac.uk/eastbio-contacts>. Collaborative Projects *also to be submitted* to [recruitment@eastscotbiodtp.ac.uk](mailto:recruitment@eastscotbiodtp.ac.uk) for a final check by the EASTBIO Industry Engagement Committee. This additional step was introduced by the Management Group in 2020 to ensure that Collaborative Projects are within the BBSRC remit, represent viable research, come with mitigation measures for any identified risks to the project’s completion and provide a solid basis for engagement of all parties. The Committee will contact PIs whose projects need more evidence of compliance with these criteria before approving for advertisement.

Projects submitted locally will be approved by the EASTBIO Management Group prior to being advertised across the partnership (**by the 16 October**) based on the criteria outlined above. Supervisors may be asked to review aspects of their proposal to ensure fit with the BBSRC remit and/or with the selected thematic area -- some of these areas may be oversubscribed. Only projects approved via this process will be advertised via the EASTBIO Find-a-PhD campaign and the local partner institutions platforms.

## D. Additional information about Collaborative (CASE) Studentships

Collaborative studentships are developed as partnerships between academia and industry or other non-academic partners. The PhD project, which can be either full-time or part-time, should be a genuine collaboration of mutual benefit, focused on providing excellent training and supervision to the student. Please check the eligibility of your proposed partner by reading the [UKRI BBSRC Collaborative Studentships Information](https://webarchive.nationalarchives.gov.uk/ukgwa/20210901101319/https:/bbsrc.ukri.org/skills/investing-doctoral-training/case-studentships/). If you have questions about eligibility, please email [recruitment@eastscotbiodtp.ac.uk](mailto:recruitment@eastscotbiodtp.ac.uk) or contact the [EASTBIO academic lead](http://www.eastscotbiodtp.ac.uk/eastbio-contacts) that represents your local institution.

There are three routes for the Collaborative Studentships:

1) **UKRI BBSRC Standard Collaborative Studentship with an industrial/non-academic partner**. We will prioritise collaboration with SMEs for our collaborative studentship allocations. Financial contribution depends on the partner’s size:

* Companies that have more than 50 employees, will provide a minimum of £5,600 in total towards project costs to support a full 4-year UKRI BBSRC Standard Collaborative studentship.
* For SME that have 50 or fewer employees, there is *no financial contribution required* towards project costs.

2) **50% Industry Match-Funded Collaborative Studentship**. We have introduced a new collaborative studentship stream, where the industrial partner provides 50% of the overall studentship costs. Where industrial partners are able to fund at this level, partner institutions may decide to ring-fence a number of these studentships. Note that only students who reach the standard of candidates in our main interview rounds will be recruited to these pre-committed studentships. Industry will have the option of being involved in recruiting these students. The total estimated costs to the industrial partner of a 50% Industry Match-Funded Studentship will be £57,226.50 over the total PhD studentship, subject to UKRI annual increments. The financial commitment must be captured in a Support Letter signed by the industrial partner and submitted together with the Project Proposal; no Collaborative project proposal will be considered without a Support Letter.

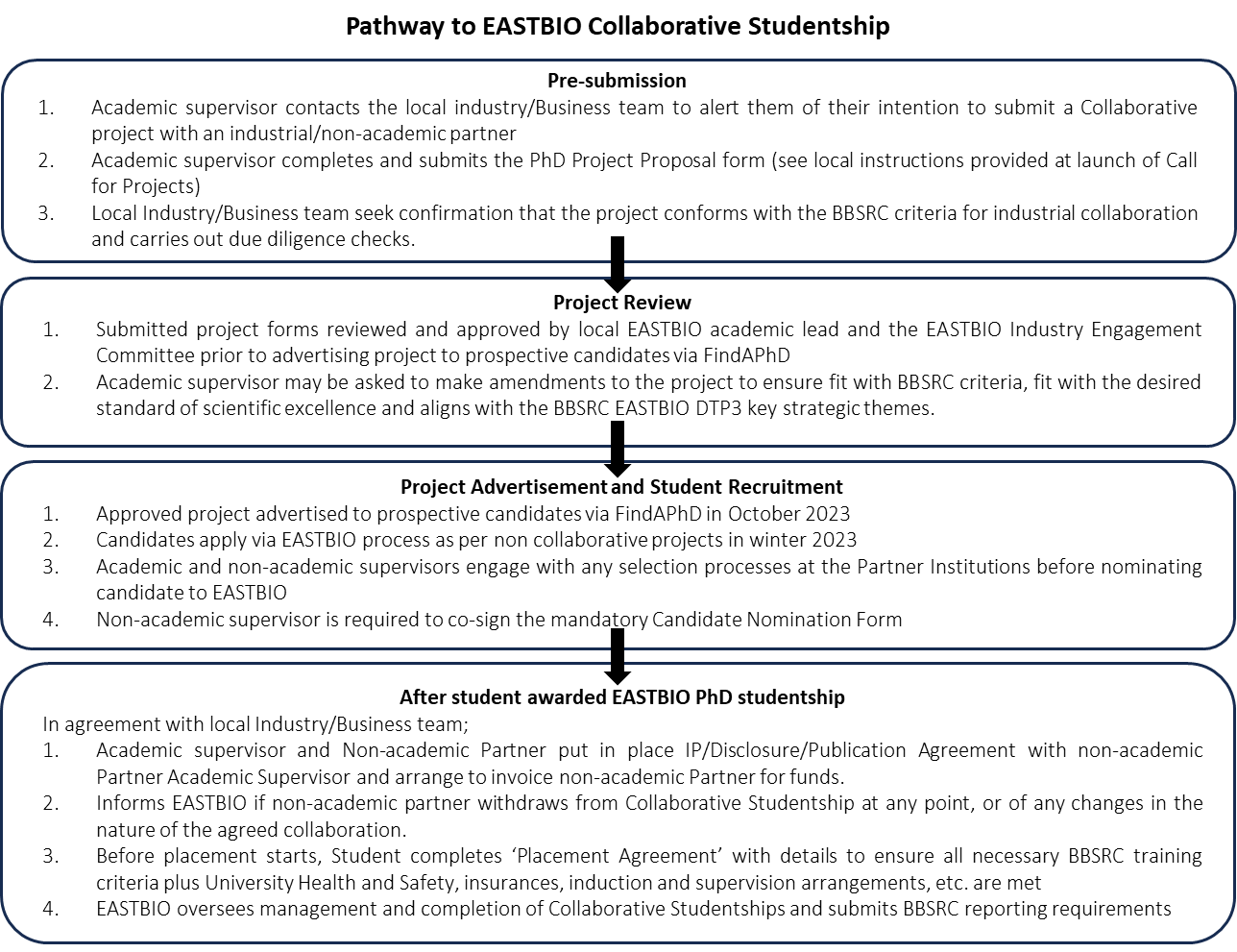
3) **Part-time Collaborative studentship** route for industry-based employees. The total estimated current costs of covering fees - but not PhD stipend - will be £40,500 over the total part-time PhD studentship. The partner is expected to continue paying staff salary for the duration of the PhD.

Please note that financial contributions were checked at the moment of publishing this guidance; any amendments will be confirmed with stakeholders before finalising formal processes of registering recruited students.

For all three routes above, all projects must be within UKRI BBSRC remit and represent viable PhD-level research, with mitigation arrangements for any project risks identified in advance and recorded on the project proposal. We will inform you of any DTP3-relevant changes to the amounts given in (1), (2) and (3) above as and when known.

Please note that Collaborative projects not to be funded by EASTBIO may be linked to the Training Programme so that DTP maximises the opportunities for funded student networking, engagement and collaboration.

### Project Review



The Collaborative Studentship Proposals will be reviewed by the EASTBIO Industry Engagement Committee led by the partner IBioIC representative to ensure that the project falls within the BBSRC remit, conforms with the desired standard of scientific excellence and aligns with the UKRI BBSRC key strategic themes. The Committee also wants to see a clear plan of engagement with the non-academic supervisor, and details about the anticipated outcomes and student placement plans from an early stage. Once approved and advertised, PhD project uptake will be driven by student choice; projects without candidates can be advertised again in next recruitment rounds.

Please note that EASTBIO will not arrange for a second interview conducted by the non-academic partner organisation to confirm they are happy with the candidate selected for their Collaborative project. EASTBIO requires that the academic supervisor will seek to engage the non-academic partner organisation in any local selection of candidates before nomination as appropriate. EASTBIO asks that both the academic and the non-academic supervisors confirm their support for the nominated candidate by co-signing the Candidate Nomination Form that accompanies the nominations submitted to the EASTBIO after the application closing date.

### Supervisory Responsibilities

Academics submitting a Collaborative Studentship project proposal are required to:

Before submitting the Project Proposal form:

* Read the EASTBIO Guidance for Industry collaboration (*attached*).
* Ensure that the industry partner identified is eligible; for more information on this, see guidance [here](https://webarchive.nationalarchives.gov.uk/ukgwa/20210901101319/https:/bbsrc.ukri.org/skills/investing-doctoral-training/case-studentships/).
* A Collaborative Studentship must demonstrate how the industry will contribute to the research project proposed and work towards its success; provisional workplans with a proposed schedule of meetings should be discussed and agreed in time for recruited student onboarding; such plans inputted on the project proposal will strengthen its rating by the EASTBIO Industry Engagement Committee.
* Use the wording/template in the Support Letter in Section 3; generic letters of support *will not be accepted*.
* It will be the responsibility of the partners (project supervisors, with support from the EASTBIO academic lead and the local Business/Industry support teams) to establish any possible risk to the Collaborative Studentship project and have contingencies in place should there be changes in the priorities of the non-academic partner that affect the nature of their commitment to the project.
* Ensure that the Business/Industry team at the host institution is contacted and consulted early on and at two points (a) when PIs submit a Collaborative Project to EASTBIO and (b) when they recruit a student to their Collaborative project. This is so that the local team are in a position to proceed with the drawing of the Collaborative Agreement for that Collaborative Studentship, if successful. Such an agreement is based on separate and lengthy processes, e.g. IP assigning, establishment of liabilities, approval by legal or contracts teams, etc. Delay in involving the relevant local team may result in delays with the PhD progress and/or funding retrieval, as well as feelings of uncertainty or frustration for the recruited student.
* Any changes to the Collaborative agreement, including changes of partners, will require the approval of the EASTBIO Industry Engagement Committee and the DTP Director. The Committee Chair and Director will need to be satisfied that the original aims of the project can still be met and that the project continues to meet UKRI terms and conditions.

After EASTBIO recruits a student to the Collaborative Studentship project, the academic supervisor is expected to:

* Consult the relevant Business/Industry team at the local institution[[1]](#footnote-1) with a view to completing the following steps:
  + Put in place whatever agreement with the non-academic partner they feel is appropriate in keeping with UKRI terms and conditions, outlining agreed IP, disclosure and publication arrangements. Once the arrangement is in place, to notify the EASTBIO DTP Manager with a signed copy of the agreement. This is an important step as it sets the framework for the project’s progress and also the carrying out of the Collaborative student placement at a later date in the PhD life.
  + Make arrangements at the host institution level to invoice the non-academic partner for their financial contribution promised in the proposal, as relevant.
* Support the student CASE placement at the headquarters of the non-academic partner and inform the EASTBIO about the specific plans made to carry out the placement in agreement with UKRI BBSRC terms and conditions (for more on CASE Placements, see section below).
* Inform EASTBIO ASAP should there be any concerns regarding the Collaborative Studentship or if the non-academic partner pulls out after the start of the project.
* Once the recruited student has formally started their project, discuss with them and the non-academic supervisor the Collaborative Project the nature of the industrial collaboration and its contributions to the project, with a view to arriving at an agreement on the workplan and schedule of meetings that ensure the project success. They should make sure that the student sees the Collaborative project description and understands the commitment and anticipated contributions of the non-academic partner so that they have the confidence to carry out any project element that depends on such contributions. A calendar of meetings, a Welcome pack with key partner contact details, a set of monitored objectives, and other similar measures should be part of the student onboarding as a guarantee of a robust collaboration during the PhD project life.

### Placements

All studentships must include a student placement with a non-academic partner doing high quality collaborative research work that is *directly related* *to the research project* in one of the areas of science relevant to the strategic priorities of UKRI BBSRC.

This placement duration must be between 3 and 18 months long at any point during the 4-year PhD programme. The student placement at the non-academic partner can be taken in one 3-month block at any point during the PhD or a number of shorter blocks up to a maximum of 18 months, giving the flexibility to plan in sync with their business priorities. An integral component of the placement training is that it provides students with a training experience unavailable at the academic institution.

The non-academic partner should ensure that the student receives the appropriate level of management support, direction and training, especially during their placement at the non-academic partner, but also throughout the PhD, as relevant to the project. This should include training in, for example, project management, business strategy and finance. At the same time, the partner should ensure that the student has access to mental health and wellbeing support services, as needs be, during their placement.

The Project Proposal should include some basic details about the planned student placement so that there is transparency and accountability from an early stage and evidence of engagement by all partners.

**Liability for Industry Partner Funding**

For the industrial contribution of a Collaborative Studentship, the relevant contract should be established between the industry partner and the local institution rather than *the EASTBIO DTP3 grant*. For audit purposes, the local institution is required to send a copy of the final signed Collaborative Studentship Agreement to the EASTBIO DTP Manager at [recruitment@eastscotbiodtp.ac.uk](mailto:recruitment@eastscotbiodtp.ac.uk), for information only. The purpose is to ensure that all Collaborative Studentships that are co-funded by EASTBIO/BBSRC progress smoothly.

The EASTBIO DTP3 core grant carries no liability for any shortfalls arising from changes to the industry partner contribution throughout the studentship or from additional costs for the non-academic partner’s share for sick, maternity and paternity leave. Therefore, the Collaborative Studentship Agreement should comply with UKRI policies on sick, maternity and paternity leave. *It is the responsibility of the local institution to fund shortfalls of industry partner contributions locally* and to assume that risk in their assessment of the local recruitment/allocation.

*It is the responsibility of the Academic Supervisor* of the awarded Collaborative Studentship to initiate the local process for retrieving industry contributions and *the responsibility of the local institution the collaborative student is registered with to collect all financial contributions as committed to in the Support Letters submitted from non-academic partners in Section 3 of the EASTBIO Project Call*.

1. See the updated contacts list table at the end of the EASTBIO Guidance for Industry Collaboration. [↑](#footnote-ref-1)