



**The Wales School for Social Care Research
Ysgol Ymchwil Gofal Cymdeithasol Cymru**

Wales School for Social Care Research

Social Care PHD Studentship Award 2017

Guidance notes for completing the application form

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Section 1: General guidance

Please read this guidance thoroughly before completing an application.

1.1 Introduction to call

The Wales School for Social Care Research (WSSCR) is offering PhD Studentships Awards for social care research. The *Wales School for Social Care Research* has been established by Welsh Government to contribute to strength in excellent social care research with real world application and positive impact on the well-being of people in Wales. The School is a part of the wider Health and Care Research Wales infrastructure, with the School Hub in the College of Human and Health Sciences at Swansea University and staff located at Bangor University and Cardiff University.

The WSSCR PhD Studentship Award funds individuals to undertake high-quality research and study leading to the qualification of PhD. Projects undertaken as part of this work will have a social care focus and are expected to have relevance to social care policy/and or practice. Applications must come from the proposed PhD Supervisor, who is defined as the 'Applicant' to this scheme.

Applications are welcome in two areas:

- PhD projects that address the research priority areas of 'Care and Support at Home'; Dementia' and 'Looked after children', with a focus on prevention and early intervention. These have been nominated as key research priorities based on Welsh Government policy and to align with the research and improvement focus for Social Care Wales.
- Non- themed PhD projects.

On receipt of an award, successful Applicants must recruit a suitable Student to the project by **1st January 2018**. The CV of the Student must be sent to WSSCR by this deadline. Failure to recruit a Student by the deadline will result in withdrawal of the Studentship Award.

1.2 Indicative timetable

The deadline for submission of applications is **5:00pm on Friday 1st September 2017**. Applications received after the deadline will not be assessed. Final decisions will be announced in October 2017. All successful Applicants must be in a position to commence proposed activities by 1 January 2018.

Section 2: Eligibility and financial limits

2.1 Eligibility criteria

Applicants must satisfy the following criteria:

- The Applicant (i.e the proposed PhD Supervisor) must be based at the Host Institution at the time of applying.
- The Host Institution must be an organisation based in Wales.
- Applicants must be in a position to commence activities by 1 January 2018.
- Applications must have the support of the Host Institution.
- Applications must identify if they are addressing priority policy areas listed in Section 7 of the application form or applying for a non-themed PhD project.
- The Student recruited must be entirely funded for this project by the WSSCR Studentship Award.
- Studentships can be undertaken on a full-time basis over 3 years (100%WTE), or part time over 6 years (50% WTE).
- This scheme cannot be used to fund part of an existing course of studies leading to a PhD qualification.
- Recruited Students must not be currently registered at a university for a course of studies leading to a PhD qualification.
- This studentship is only available to UK EU applicants.
- Two references will be required- preferably one of these should be an academic reference.

2.2 Financial limits

The maximum funding amount an Applicant can apply for is £60,000 (£20,000 per year). Included in this total are any dissemination costs or equipment costs.

Section 3: Completing the application form

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

Word limits

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

SECTION A: Applicant Details

Question 1: Project details

Please provide the title of the proposed project.

Question 2: Applicant details

Please give details of the Applicant (Supervisor). If you intend to have more than one Supervisor, please copy and paste the table on the form. Email addresses are of particular importance as the majority of WSSCR 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 Wales School for Social Care Research will enter into a formal contract should the application be successful. Please also include a contact name and telephone number for the Finance Office within your organisation.

SECTION B: Project Details

Question 4: Cost and duration

Please enter the total cost of the project to WSSCR, the start date (must be on or before 1st January, 2018) and expected date on which the thesis will be submitted.

Question 5: Lay summary

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 will be made available on the WSSCR 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 policy area(s)

7a - Which priority area(s) does your research address?

Please indicate which of the listed research priority areas your proposed project addresses. You may select more than one. Applications not related to the priority areas are also welcome.

- Care and support at home
- Dementia
- Looked after children

Within the above three areas the emphasis is a focus on prevention and early intervention.

7b - Priority areas – description

Please describe how your project is relevant to the identified priority area(s), drawing on Welsh Government policy objectives where relevant.

7c- Priority areas- projects not related to priority areas

Applications not related to the identified priority areas (7a) should use this section to describe the social care need it is addressing.

Question 8: Need and impact

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 the public, 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 some of the key milestones and outputs of your project. For example, if your 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

Please provide a thorough description of your proposed research project. Omissions here are the most common cause of applications being rejected. Applicants should ensure that they thoroughly review this section prior to submission.

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

- **aims and objectives;**
- **design and method;**
- **use of resources;**

- **method of analysis;**
- **expected outcomes;**
- **impact and dissemination.**

Question 11: Ethical considerations and approval

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 access to data 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 (PPI)

Please indicate how you propose to involve service users, carers, and/or members of the public in your research, and describe the benefits this will bring. PPI should be considered at all stages of the project, from design and development through to completion and dissemination. Failure to address this question in full is a common cause of criticism from assessors.

Health and Care Research Wales' Involving people in research guidance can be found here: <https://www.healthandcareresearch.gov.wales/involving-the-public-in-your-research/>

Question 13: Other applications for funding

If this PhD 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 WSSCR of any related applications for funding which, if successful, would affect the deliverability of your Studentship, including all relevant applications made in the previous 12 months.

SECTION C: Institution Details

Question 14: Departmental performance in most recent Research Excellence Framework Exercise (REF)

14a) Please fill out the table with your Host Department's ratings from the most recent REF (2014). REF ratings can be found by following the link:

<http://results.ref.ac.uk/Results/SelectHei>

14b) Please describe the Host Department research environment in terms of track record, critical mass, and capacity.

Question 15: Contribution and track record of the PhD Supervisor

Please describe how, as PhD Supervisor, you will provide support for 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.

If you are proposing to have more than one PhD supervisor, please use this section to explain why.

Question 16: Training and development

Please give details of the training and development 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.

Studentships are not included under full economic costing (FEC). Therefore, WSSCR funding will cover 'Directly Incurred Costs' and 'Exceptions' only.

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. Where appropriate, additional expenditure headings should be added.

Please note that inflationary uplift cannot be considered after an award has been made.

Guidance about what should be included under each heading is given below.

Directly incurred costs

Consumables

The cost of consumables, including printing and stationery, should be included here.

Travel and subsistence

Travel and subsistence costs that are expected to be incurred whilst conducting research should be included here.

Training and development

Costs towards the training and development programme for the Studentship should be included here.

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

Research Councils UK (RCUK) has announced doctoral stipend levels and indicative fees for 2017.

- **National Minimum Doctoral Stipend for 2017/18 is £14,553**
- **Research Councils UK Indicative Fee Level for 2017/18 is £4,195**

The minimum stipend will increase in line with the GDP deflator and this remains the start-point for determining minimum stipend levels and this gives the national minimum doctoral stipend for 2017/18 as £14,553.

The indicative fee level for 2017/18 will increase in line with the GDP deflator and this gives £4,195. For planning purposes, research organisations should note that whilst the GDP deflator remains the basis for determining indicative fee levels, it will remain under review.

Stipend

For WSSCR PhD Studentships, Students will receive a Stipend of £14,553 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

WSSCR 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.

RCUK statement on stipend and fees for 2017/2018:

<http://www.rcuk.ac.uk/media/news/170104/>

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.

WSSCR 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 agree to be part of the project as described in the application. The Head of Department and Administrative Authority also need to sign to confirm the Host Institution's support for the application (18b).

If successful, contracts will be made with 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 on the application form. If there is more than one Supervisor on the Application, please copy and paste the CV template as many times as required.

The Applicant should provide information under the following headings:

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

CVs are considered part of the application form document. The application form and CV(s) must be submitted as one document. A CV should be no longer than two pages.

Note: References

All references cited on the application form and CV(s) 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 WSSCR. References do not count towards word limits.

Section 4: Submission of application

Please read this section carefully.

Your Application should include both:

- **an electronic copy of the completed Application form and CV(s)
(email to: a.m.davis@swansea.ac.uk)**
- **one signed hard copy of the Application, including your CV(s)**

Please do not send additional information as this will not be assessed.

The hard copy of your Application should be marked for the attention of WSSCR Grants Team, and sent to the WSSCR office at the following address:

FAO Mrs Maria Davis
Room 113
Vivian Tower
Singleton Park
Swansea
Wales
SA2 8PP

01792 295309

The deadline for submission of Applications is **5:00pm on Friday 1st September, 2017.**

Section 5: Assessment criteria

Applications will be subject to examination to ensure it fits with the scheme's eligibility conditions. All Applications deemed eligible will be assessed by the WSSCR Social Care Research PhD Studentship Committee. The criteria that will be applied to the assessment of Applications 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.**

Applications will be assessed by the WSSCR Social Care Research PhD Studentship Committee, which will make funding recommendations to WSSCR. Final funding decisions on successful applications will be made by WSSCR. These decisions are not open to appeal.

On receipt of an award, successful Applicants must recruit a suitable Student to the project by **1st January, 2018**. The CV of the Student must be sent to WSSCR by this deadline. Failure to recruit a Student by the deadline will result in withdrawal of the Studentship Award.

Where an Applicant has identified a Student at the time of applying or during the application process, there is no requirement to inform WSSCR until funding decisions have been made.

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.

Section 6: What happens next?

Applicants will be informed whether or not they have passed the eligibility assessment stage.

All eligible applications will be considered, as outlined above, by the WSSCR Studentship Committee, which will make recommendations to WSSCR based on the scientific quality of the Applications.

WSSCR will make the final funding decisions, taking into account Committee recommendations and available resources. These decisions are final and are not open to appeal.

WSSCR expects to inform all Applicants of the outcome in October 2017.

Unsuccessful Applicants will be entitled to request feedback, which will be provided as a courtesy. WSSCR will not enter into any discussion regarding the feedback provided.

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

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Room 113
Vivian Tower
Singleton Park
Swansea
Wales
SA2 8PP

Tel : 01792 295309

Email : a.m.davis@swansea.ac.uk