CHASE Collaborative Doctoral Award competition 2018-19
Call for projects

1. Introduction
Following a successful pilot round in 2017-18, CHASE DTP is seeking proposals for Collaborative Doctoral Award projects in arts and humanities subject areas to be funded by the CHASE AHRC grant.

Collaborative Doctoral Awards (CDAs) are doctoral studentship projects which are developed by a university based academic working in collaboration with an organisation outside of higher education. They are intended as a way of facilitating collaboration with a diverse range of non-HEI partners including smaller, regional partners and spreading capacity for non-HEIs to work with HEIs in focused, mutually beneficial ways. CDAs provide important opportunities for doctoral students to gain first-hand experience of work outside the university environment and enhance the employment-related skills and training which a student may gain during the course of their award.

CDA projects also encourage and establish links that can have long-term benefits for both collaborating partners, providing access to resources and materials, knowledge and expertise that may not otherwise have been available and also provide social, cultural and economic benefits to wider society.
The number of awards will depend on the number and quality of proposals received, but the Management Board expects to offer 4-5 Collaborative Doctoral Award studentships to start in October 2019. These studentships will be advertised alongside the main CHASE studentship competition, to a separate timetable.

2. Eligibility

All research proposals must be submitted by a supervisory team consisting of a lead contact supervisor, who takes overall administrative responsibility for the project; a second supervisor; and a supervisor from the partner organisation.

The lead contact supervisor must be employed by one of the participating CHASE institutions: Birkbeck, University of London; the Courtauld Institute of Art; Goldsmiths, University of London; SOAS University of London; University of East Anglia; University of Essex; University of Kent; University of Sussex.

CHASE policy requires that each academic supervisor has:
- a PhD (or, exceptionally, if conducting practice-based research, equivalent recent experience);
- evidence of recent research activity relevant to student’s research project in the past 5 years;
- awareness of CHASE supervisory practice via briefing notes and introductory sessions;
- sufficient time in his or her workload to carry out supervision duties.

Additionally, a member of the supervisory team should have at least 3 years of experience in successful supervision of PGR students, with at least 1 member of the team being a permanent member of staff and having supervised to completion.

3. Submitting a proposal

The main contact supervisor is responsible for submitting a proposal. The application form has five sections:

1) supervisory team details
2) collaboration details, including a letter of support from partner organisation
3) proposal details
4) studentship advertisement
5) costing for the research project

Summary of application process
- Applicant identifies a research project and a collaborative partner with whom they wish to work.
  Applicant discusses this project with the collaborative partner and, if they are interested in participating, drafts and agrees a research project proposal, including what each party will contribute to the project, such as financial support, access to data, provision of office space for the student, etc.
- Applicant works with the collaborative partner to produce a letter of support, to be signed by that partner, and which must be uploaded as part of your application. This letter should briefly state what your partner has agreed to contribute to the research project (see Annex B for suggested template).
- Applicant identifies the supervisory team, in which the applicant is lead contact supervisor. The team must include another supervisor who will be actively involved in the research project or
who has a particular expertise in this research area, as well as a supervisor from the collaborative partner.

- Applicant drafts an advertisement for the studentship to be attached to the research project (see Annex C).
- Complete the application form and send via email to enquiries@chase.ac.uk

The closing date for this competition is 16 January 2019.

- Proposals will be assessed by the CHASE Management Board, and applicants notified of the outcome by 7 February 2019.
- If a proposal is successful, it will be advertised both internally and externally to attract candidates for the studentship attached to the research project. The closing date for candidates to apply for the studentship will be 3 May 2019.
- Once the applications for the studentship for the project have been received, supervisors will be involved in selecting the best candidate for this studentship.

4. Guidance for applicants

4.1 Supervisory team details

The Main Contact Supervisor is responsible for completing the application form. Please provide details of the proposed academic supervisors, and confirm that they meet the eligibility criteria (see 2)

4.2 Collaboration details

Please provide details of the partner organisation, including a named contact, and a proposed collaborative supervisor (if different from the named contact). Please describe the proposed collaboration, noting the benefits to both parties, along with any track record in successful collaborative activity. You must include a letter of commitment from the partner organisation (see Annex B for suggested template).

4.3 Proposal details

In describing your research proposal, please address the following:

- The nature and significance of the proposed research, including expected outcomes and impact, and the work that would be undertaken by the funded student;
- Outline the proposed timetable for the research;
- Any other research activity which is planned (workshops, conferences etc.).

4.4 Studentship details

Please provide a short (280 words maximum) advertisement text for your studentship. If your application is successful, this text will be used by CHASE to advertise for applicants. Please see Annex C for a suggested template. Please also provide details if your studentship is not suitable for part-time students, and if there are any particular factors that should be considered in selecting the best candidate.

4.5 Costing the studentship

Please provide details of any additional costs associated with your project (the suggested categories are not exclusive), and any contribution to be provided by the partner organisation. Please provide a rationale for any costs. You do not need to include costs for stipend, fee, or expenses relating to training and development.
5. **Assessment of proposals**

Proposals will be assessed by the CHASE Management Board against the following criteria:

1. The quality of the research proposal **(30%)**
2. The quality of the collaboration **(30%)**
3. Suitability and feasibility of the project for a studentship **(30%)**
4. Student training **(10%)**

**Assessment criteria for CDA proposals**

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<thead>
<tr>
<th>1a</th>
<th>The research proposal should be of an outstanding quality, with clearly articulated aims, objectives and focus.</th>
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<tr>
<td>1b</td>
<td>The research methodology should be appropriate and very well-defined, and should demonstrate that ethical considerations have been taken into account.</td>
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<tr>
<td>1c</td>
<td>The proposal should clearly show what impact the research will have, such as building research capacity, helping to transform business practices, helping to explore and develop the skills necessary in today’s economy etc.</td>
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<td>1d</td>
<td>The project must be feasible within the given time and resource limitations.</td>
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<tr>
<td>2a</td>
<td>The proposal should set out clearly how the collaborative partner will be involved in the management and supervision of the research project, and the research itself, that is, there should be strong evidence that this relationship is a genuine research partnership.</td>
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<td>2b</td>
<td>The proposal should clearly set out what the collaborative partner will contribute to the research proposal and to the studentship.</td>
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<tr>
<td>2c</td>
<td>There should be measurable benefits for the collaborative partner (for examples of these, see 1c above). However, the research outcomes should have wider relevance than simply addressing a need specific to the collaborative partner.</td>
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<tr>
<td>2d</td>
<td>The collaboration should provide real measurable benefits for the student, such as the opportunity to gain first-hand experience of a work environment outside academia.</td>
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<td>3a</td>
<td>The proposal should demonstrate an excellent research environment for the PhD researcher, in terms of relevant supervisory expertise, availability of cognate research groups, and access to appropriate resources and materials.</td>
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<td>3b</td>
<td>Proposals should demonstrate that the student will be engaged in a rewarding and relevant research project that will provide them with a first-class research experience. The project should be appropriate in scope to be completed by a doctoral student.</td>
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<td>3c</td>
<td>The proposal should demonstrate excellent training and development provision, including both development of advanced research skills and generic/transferable employability skills.</td>
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6. Timeline

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<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday 16 January</td>
<td>Deadline for CDA project proposals from supervisors</td>
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<tr>
<td>Tuesday 5 February</td>
<td>Management Board meets and selects Collaborative Doctoral Award projects for advertisement</td>
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<tr>
<td>Thursday 7 February</td>
<td>CHASE team notifies Collaborative Doctoral Award project applicants of outcomes - opportunity to revise and resubmit if necessary</td>
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<tr>
<td>Monday 25 February</td>
<td>Collaborative Doctoral Award studentships advertised on CHASE website</td>
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<tr>
<td>Friday 3 May</td>
<td>Deadline for applications to CDA studentship projects</td>
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<tr>
<td>Monday 6 – Friday 17 May</td>
<td>CDA supervisors assess applications and make recommendations to Management Board</td>
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<tr>
<td>Monday 20 May</td>
<td>Management Board ratifies CDA recommendations via email</td>
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<tr>
<td>Wednesday 24 May</td>
<td>CDA applicants notified of outcome</td>
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Annex A: Template for Collaborative Partner’s Letter of Support

[Collaborative partner’s address]
[Date]

RE: letter of support for CHASE staff-led Collaborative Doctoral Award project proposal

This letter should include the following information:

- The title of the research project, and the name of the primary supervisor (with whom the collaborative partner has been working on developing this proposal).

**Rationale**

- why the collaborative partner wishes to be a partner in this project.

**Input**

What the collaborative partner will contribute to this project, including:

- any cash and in-kind contributions (which can include staff time, access to equipment in their organisation, provision of data, software or materials - expressed as cash equivalent);
- in particular, please include and highlight details of contributions which are essential to the successful conduct of the research (e.g. confirming access to datasets, or confirming access to or use of facilities provided by the collaborative partner); and,
- the representative from the collaborative partner who will act as a co-supervisor for the studentship.

**Output**

- Details regarding the collaborative partner’s involvement in, and commitment to, research and/or doctoral research, or why the collaborative partner wishes to develop its role in research and/or doctoral research (e.g. to build capacity, or product or service development etc.).
- Please note that collaborative partners are not required to have past involvement in doctoral or academic research, but may wish to be a partner in order to develop future collaborations.
- The collaborative partner’s assessment of the likely or potential impacts of the research project.
- Any other comments the collaborative partner wishes to make in support of this project.

[Signature: representative of collaborative partner]

Name of representative:
Representative’s job title:
Name of collaborative partner:
Annex B: Guidance for Writing a Studentship Advert

1. Write for your audience

When writing your advertisement, we recommend that you avoid using jargon or overly expert or technical language.

2. Give concrete details

Consider including details such as:

- Who is the collaborative partner, and what do they bring to the table for this project?
- What is the problem to be solved, and what are the objectives of the project/studentship?
- Why is this research important, and why now?
- What will the student actually do?
- What training opportunities might the student have?
- What are the (complementary) strengths of the members of the supervisory team?

3. Take a look at existing examples of adverts on advertising websites

- Website such as FindaPhD, and jobs.ac.uk are particularly helpful for this.

4. Keep it concise and specific

- People tend to scan web content in a rough ‘F’ shape, where the left hand side of the page is used, so sub-headings, short paragraphs, and bullet points are great for this.
- Put all of the key information in a sentence at the beginning of each section so you don’t lose your reader’s attention.

5. Be encouraging to increase applicant interest

- You can encourage applications from candidates from other disciplines by reassuring them about any training or upskilling that will be provided for them.
- Try to allow for candidates from a wide range of degree subjects.
- And, most importantly, do not use jargon without explanations, always write for a knowledgeable but non-specialist applicant.
- As your project involves collaboration, be sure to point on how valuable this is, and consider using links to the collaborative partner’s website or research.