

AHDB Studentship Call: Proposal Form Completion Guidelines



There is a single form for submitting proposals to the different Sectors of the AHDB, however, at present the decisions and processing differ between the sectors. It is therefore important that you indicate clearly which Sector the proposal is for by putting an X in the appropriate checkbox below the relevant sector logo. If the project is relevant to more than a single sector please put an X in all relevant boxes.

Submission to Doctoral Training Partnership

If you have submitted this proposal to one of the UKRI DTPs for funding consideration, please put an X in the check box.

Submission to AgriFood Charities Partnership (AFCP)

If you wish for your application to be passed to AFCP, it is important that you indicate by putting an X in the check box.

Data Protection Compliance

We take the privacy and security of your personal data very seriously. Our purpose for collecting the information required on the proposal form is to enable AHDB to process your application. We will never sell your personal data to third parties and the sensitive business information you provide will be treated as 'commercial in confidence'. For information on your data rights and for further detail on how we use and protect your data and how you can contact us, please read the [AHDB Privacy Notice](#).

1. Contact

This will be the **lead supervisor** of the project at the **academic institution**. Give details of the person to whom all correspondence should be sent to regarding the processing and outcome of the proposal and to whom any related queries should be directed.

2. Project Details

Project title

Please give a clear and descriptive project title for your proposal.

Project 'short' title

Please give a concise project title.

Project Summary

Please provide a succinct summary of the proposed project in a manner suitable for a non-specialist reader. Should the project be funded this text will appear on the relevant AHDB Sector website.

3. Funding

Insert in the relevant box the required funding from the Sector(s) and the total funding required. If the project is being co-funded please enter the name(s) of the other funding organisation(s). Please

state whether this funding has been agreed at the time of writing. If not, please state when an outcome is expected. Please provide additional details of contributions from the different funding organisations (if any).

4. Supervisors

You must provide brief details about the supervisors, both academic and non-academic that are connected to the project.

Note: one supervisor must be identified as the main supervisor overall. Each supervisor is required to complete the following information.

Research Experience

Document relevant research experience to the proposed project.

Give details of **three** of your most significant refereed publications; give author(s), title, journal and name and date of the publication.

Existing students and projects:

Give the number of current students and the associated project titles.

Submission rates

Numbers for all completed studentships in the past five years, i.e.

- Within 4 years (for full time or pro-rata equivalent for part time)
- Greater than 4 years
- Not submitted.

5. Proposed project details

Provide a detailed description of the proposed project, which highlights the relevance of the project to the sector's and, where relevant, the panel's strategy. ***For applications to AHDB Horticulture please indicated the panel(s) for which the application is targeted.***

Please provide outline details of the proposed methodology (including experimental approaches, study design and techniques) to be used and key milestones. Given the need for the student to be able to develop skills in this area it is not expected that the proposal will be fully developed as this will be part of the research training process.

Perceived benefits of the research

Please provide details of benefits under the following headings

(a) Who will benefit from this research?

List any beneficiaries from the research, for example those who are likely to be interested in or to benefit from the proposed research- directly or indirectly. Beneficiaries **must consist of a wider group** than that of the investigator's immediate professional circle carrying out similar research.

(b) How will they benefit from this research?

Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work. Do you think further research or development will be needed before

these benefits can be realised? Please explain how the research has the potential to contribute to the AHDB and Sector's aims and objectives for the industry.

6. Knowledge Transfer

A key role of the AHDB is to provide up to date and scientifically rigorous information to the industry, which applies equally to studentships. Provide details of how you will ensure that knowledge generated from the proposed research is effectively transferred. State what plans you have for communicating information about your work to industry and elsewhere.

7. Industry Collaboration

Please give details of any collaboration or engagement with the industry that has been planned. This may range from conducting work at industry locations to longer spells of time spent in organisation to gain relevant experience i.e. a placement, or to use specific equipment. Explain the value of such activity to both parties.

8. Risks

Describe any risks that may prevent the successful conclusion of the project and indicate what measures may be taken to mitigate these risk.

9. Environmental Impacts

Describe any likely environmental impacts resulting from the proposed research, please include both positive and negative impacts.

10. Ethical Information

Please indicate if your research involves the use of live animals and whether or not this is likely to require a license under the Animals (Scientific Procedures) Act 1986. If so, please indicate the justification for the use of animals and the severity of the procedure. Provide details of all areas of substantial or moderate severity. AHDB requires full implementation of 3R principles, regardless of whether a project license is required. Please provide details on how you propose to achieve this.

Applicants should consider the ethical and societal context of the proposed research and indicate any issues that might arouse specific public interest or concern about the motivation for the research, its conduct or potential outcomes. Please elaborate on any other details which the council should be aware of, such as:

- a) Human Participation
- b) Animal Research
- c) Genetic and Biological Risk
- d) Approvals
- e) Other Ethical Implications

11. Supervisor Training and Selection

Supervisor Selection

Please outline the critical features of the institution's policy on selecting supervisors and projects.

Supervisor training

Briefly describe details of the arrangements for training of both the academic and non-academic/company supervisors and for evaluating the performance of supervisors. Less experienced supervisors from both academic and non-academic partners should detail any support provided for them, such as being mentored.

12. Management & Monitoring Arrangements

Clearly show the roles that **the academic department and any other partner organisation** will play to ensure **high quality supervision of the student** and the proper monitoring of student progress throughout the duration of the award.

Provide details of how you will monitor the student and their training needs during the course of the studentship, including;

Supervision arrangements, assessment arrangements, frequency of supervisor/student contact and the involvement of staff other than the principal academic supervisor in the supervisory process (if appropriate).

How you will manage the partnership with any external organisation to ensure high quality supervision of the student and the proper monitoring of student progress.

13. Proposed Training and Support

A key assessment criterion will be the overall quality of training offered by the academic institution and non-academic partner.

Research Training

Give details of how you will address the project-specific and generic training needs of the student (**at all partners**), highlighting how this addresses strategic skills gaps (where relevant) and how the project will be managed and the placement carried out so as to gain the greatest benefits to student training from the placement experience.

Please include:

- appropriate practical and technical research training
- specific training courses and seminars
- arrangements to support interdisciplinary research training
- internal arrangements for planning, managing and monitoring its provision of postgraduate research training (including the procedures in place for student representation on relevant departmental committees and opportunities for student feedback on the training environment).

Training should cover areas such as:

- computing
- statistical techniques
- health and safety
- business and finance related training

Transferable Skills and Employability

Give details of the policy for generic employability skills development given to each student, in line with the “Researcher Development Statement” developed by Vitae (<http://www.vitae.ac.uk/rds>) which outlines the areas of professional development that research organisations should be addressing in their training programmes.

Student Recruitment

Give details of the procedures and criteria used in the selection, recruitment and induction of a student to undertake the project.

14. Research Environment

Give details of the academic and non-academic research environments including

- integration with the existing cohort of students
- interactions with other researchers
- opportunities to participate in interdisciplinary team work
- current infrastructure, expertise, facilities and technologies available in the department/group to provide in-depth specialist training in advanced skills and methodologies.
- opportunities for students to present work at conferences

Explain how these will be of benefit to the student and their research training, and the Collaboration.

Describe any Quality Assessment standards your institution is accredited to and to what QA guidelines the student will work to, for instance ISO9001 or the Joint Code of Practice in Research.

15. Proposed Student

Please indicate whether or not a student has already been identified. If yes, please include their CV and a statement written by them explaining their motivation for undertaking the studentship.

16. Research Organisation

The lead organisation is the academic institution, and is responsible for the submission of the proposal. Please enter the department within which the project will be based and details for the finance contact (contact name, email and telephone). Please also indicate the individual who holds authority for signing contracts within the department or institution.

17. Collaborating Organisations

Enter details of any other organisations that are collaborating on the project and providing support to the student. Please enter the department within which the project will be based and details for the finance contact (contact name, email and telephone).