



## Carnegie PhD Scholarships

### Application Template

This form provides a template to guide applicants preparing proposals for the next deadline of the Carnegie Caledonian PhD Scholarships.

In addition to the questions listed in this document, applicants will be asked to upload an MS Word, Open Office or PDF file with the proposed research. This case for support should include must include details on:

- Issue, problem or topic the research seeks to address
- Background or rationale behind the proposed research
- Aims and objectives of the proposed research
- Research hypotheses or questions
- Methodology
- Feasibility, significance and potential for innovation

The case for support must be typed using Arial 11pt, with a minimum line spacing of 1.15 and margins of 2cm. An additional page with the list of works and publications cited in the case for support may be included. Please note that the Trust will reserve the right to reject proposals that do not adhere to these guidelines.

## Student's application form

### 1. Nominated candidate's details

#### a. Applicants details

Name prefix	
First name	
Known name (if other)	
Middle Name	
Last name	
Maiden name (if applicable)	
Have you been known by any other names in the past?	
Previous name(s)	
Permanent address, including postcode	
Term Time address (if different)	
Tel. Number	
Mobile phone number	
University/institutional email	
Personal email	
Twitter handle	

#### b. Education to date (add more rows as necessary)

Secondary and tertiary education

School/College name	Location	Dates attended from	Date attended to	Qualifications obtained

University attended	Date attended from	Dates attended to	Degree title	Graduation date

## c. Relevant employment history (add more rows as necessary)

Employer's name	Location	Position	Employment date from	Employment date to

## 2. PhD Programme details

## a. Tenure and supervision

Indicate the eligible HE Institution and department where you plan to undertake the proposed project and the name(s) of the proposed supervisor(s). **Note:** You can only be nominated once for this award. Multiple nominations for the same candidate through different Institutions or by different nominators are not permitted.

HE Institution	Department

## b. Study dates and attendance

Will the proposed research be undertaken full-time for three years? Yes  No

If you do not plan to study full-time, how are you going to undertake the project (e.g. over how many years PT)?

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## c. Tuition fees and immigration status

Please note that the Carnegie Trust will only cover tuition fees at the Research Councils UK (RCUK) Indicative Fee Level for the academic year. HE Institutions are expected to waive any outstanding balance.

Tuition fees for next academic year (if known)	
Do you require a VISA to live/study in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details regarding the status of your VISA application (visa type, validity, sponsor name)	

## d. Supervision

<b>PhD Supervisor Title</b>	
<b>PhD Supervisor first name</b>	
<b>PhD Supervisor last name</b>	
<b>Institution</b>	
<b>Supervisor email</b>	

## 3. Proposal

a. Title of the research project (no more than 20 words)

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b. Project timetable (add rows as necessary)

<b>Date / Period</b>	<b>Description of research activity</b>

<b>Proposed start date of your PhD studies</b>	
<b>Anticipated end date of your PhD studies</b>	

## c. Project summary

Give a summary of the research project in terms suitable for a non-specialist reader (up to 350 words)

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#### d. Case for support

This is a file upload of an MS Word/Open Office/PDF document which describes the proposed doctoral research in more details. The case for support must be a maximum of 2 pages of A4, plus 1 additional page for references to works cited, using Arial 11, line space minimum 1.15 and 2 cm margins. The Trust reserves the right to disqualify any applications that do not conform to these instructions.

The case for support should address the following:

- Issue, problem or topic the research seeks to address
- Background or rationale behind the proposed research
- Aims and objectives of the proposed research
- Research hypotheses or questions
- Methodology
- Feasibility, significance and potential for innovation

#### e. Personal Statement

Explain why you wish to undertake doctoral research and how you became interested in your chosen subject. Please also demonstrate how your previous study and/or professional experience have prepared you for this particular doctoral project. Max 350 words

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### 4. Ethics and regulatory issues

Does the project involve the use of:	
human participants	Yes <input type="checkbox"/> No <input type="checkbox"/>
biological samples	Yes <input type="checkbox"/> No <input type="checkbox"/>
personal data or anonymised (patient) data	Yes <input type="checkbox"/> No <input type="checkbox"/>
animals or animal tissue	Yes <input type="checkbox"/> No <input type="checkbox"/>
stem cells	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If you answered Yes to any of the above, explain:</i>	
Who will review, or has ethically reviewed the project (e.g. Faculty or Institutional Ethics Committee)?	
Specify any other regulatory approval, certificate of designation, or licences that have been, or will be, obtained (e.g. Home Office, MHRA, HSE etc.)	

### 5. Other funding applications

If you have you applied or are applying for PhD funding from other sources, list all the other funding applications you have pending or have already been awarded.	
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What was the outcome of your application(s) or when do you expect to hear the outcome?	
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## 6. Equal opportunity monitoring questionnaire

The Equal opportunities questionnaire is not compulsory and the information you supply in this section will not comprise part of the assessment process.

## 7. Declaration and undertakings

### General Data Protection Regulation

The Carnegie Trust for the Universities of Scotland is registered under the General Data Protection Regulation 2018 and complies with the provisions of the Regulation. Applicants are reminded that, in order for the Carnegie Trust to assess applications, it will be necessary to store and process the information provided, and to make it available to the Trust's independent assessors and Trustees. Data will be securely held and lawfully processed, it will be kept up-to-date, and not retained for longer than necessary. Data may also be used to compile published lists of award holders or summaries of funded projects, which may be available on the Internet and in the Trust's Annual Report. The Trust may contact applicants about its funding schemes, application processes and policies or to help evaluate these.

- I confirm the proposal was written in my own words.
- To the best of my knowledge, the information provided in this application is accurate and complete and I will inform the Trust of any changes pertaining to my application.
- I confirm I am not being nominated for the same award by another eligible Scottish HE Institution.

### Declaration

The Trust ensures its grant schemes and policies are effective by collecting and monitoring information about applicants and grant holders. Please read the statements below and confirm you have read and understood them.

The Trust will use the information I have provided in order to process my application for the Carnegie PhD Scholarships and to compile anonymised statistical reports. Further information on how my information is used, how its security is maintained, and my rights to access information being held can be accessed on the Trust's website at [https://d1ssu070pg2v9i.cloudfront.net/pex/carnegie\\_trust\\_universities/2019/01/16155010/CTUS\\_Data-Protection-Policy-APPROVED-Feb18.pdf](https://d1ssu070pg2v9i.cloudfront.net/pex/carnegie_trust_universities/2019/01/16155010/CTUS_Data-Protection-Policy-APPROVED-Feb18.pdf) or by contacting the Trust, by telephone on 01383 724990, or email ([admin@carnegie-trust.org](mailto:admin@carnegie-trust.org)).

- I have read and understood the above statement

My personal information will only be shared amongst the Trustees, peer reviewers, Trust employees and my HE Institution as necessary for reaching decisions on this grant scheme, administering applications and awards, and monitoring the effectiveness of the scheme.

- I have read and understood the above statement

Any information or advice given to the Trust by the Carnegie PhD Advisers or members of the PhD Selection Committee may be shared with me, unattributed, unless their comments are specifically identified as being confidential to the Trust.

- I have read and understood the above statement

Should an award be made to me by the Trust, I understand that information relating to the award of the grant will be shared with the HE Institution at which I will be enrolled for my PhD studies.

I have read and understood the above statement

I understand that the HE Institution at which I am enrolled during the duration of this grant will provide to the Trust updates on my enrolment status and graduation result.

I have read and understood the above statement

I have read the Carnegie/Caledonian Scholarship Regulations and associated Terms of Award and agree to abide by them, should an award be made.

I have read and understood the above statement

## 8. Document upload

At this stage you will be asked to upload:

- Your case for support (refer to section 3d.)
- Transcripts of your marks to date for your undergraduate studies and for any postgraduate (i.e. Masters) studies you have completed, or are undertaking.

## 9. Submitting the form

After uploading the documents, click on Submit. This will trigger an email to your Supervisor/Nominator who will receive a link to the online form for Supervisors/Nominators.

Your submission will automatically be acknowledged by email.

The nominator must complete their section of the online application electronically and submit it before the closing date. Please allow for at least 5 working days before the closing date for your nominator to approve the application and submit it to the Trust. ***The Trust will not accept proposals that have not been approved by the nominator.***

## Part 2: To be completed by the Nominator/Prospective Supervisor

### 1. Nominator's details

<b>Full name &amp; title</b>	
<b>Affiliation</b> (Dept./School & Institution)	
<b>Email address</b>	
<b>Tel. No.</b>	

### 2. Statement of support (max. 500 words)

In this section, please:

- Comment on the strength of the proposal (originality, proposed methodology, importance etc.);
- Identify any advanced training needs required by the student and explain how these will be met;
- Explain the supervisory arrangements that will be put in place to support the candidate, including the names and expertise of co-supervisors (if applicable);
- Comment on any additional knowledge you may have of the candidate's strengths and suitability to undertake the proposed project (**NB:** A separate reference provided by an academic familiar with the student's academic record to date will also need to be provided. This should be uploaded as a Word or PDF file) Max 500 words

### 3. Ethical requirements

Explain any ethical issues attached to the research project and how these will be addressed. Max 150 words

### 4. Extended project length (42 months)

Scholarships are normally awarded for 36 months (3 years). The tenure period may be extended to a maximum of 42 months, but only when **a case for such an extension has been made at the time of nomination** and approved by the Trust as part of the award. The box below is provided should such a case require to be made.

An extended project duration will require confirmation by the HE Institution that the tuition fees for the final 6 month period will be waived (the Trust will pay only the other elements of the scholarship pro-rata).

## 10. Declaration and undertakings

- I confirm this student is not being nominated by another eligible Scottish HE Institution for the same award.
- I confirm that the information provided in this application and attached documents is, to the best of my knowledge, complete and accurate.

### Declaration

The Trust ensures its grant schemes and policies are effective by collecting and monitoring information about applicants and grant holders. Please read the statements below and confirm you have read and understood them.

The Trust will use the information I have provided in order to process this application for the Carnegie PhD Scholarships and to compile anonymised statistical reports. Further information on how my information is used, how its security is maintained, and my rights to access information being held can be accessed on the Trust's website at [https://d1ssu070pg2v9i.cloudfront.net/pex/carnegie\\_trust\\_universities/2019/01/16155010/CTUS\\_Data-Protection-Policy-APPROVED-Feb18.pdf](https://d1ssu070pg2v9i.cloudfront.net/pex/carnegie_trust_universities/2019/01/16155010/CTUS_Data-Protection-Policy-APPROVED-Feb18.pdf) or by contacting the Trust, by telephone on 01383 724990, or email ([admin@carnegie-trust.org](mailto:admin@carnegie-trust.org)).

- I have read and understood the above statement

My personal information will only be shared amongst the Trustees, peer reviewers, Trust employees and the HE Institution where the nominated student will be enrolled on a PhD, as necessary for reaching decisions on this grant scheme, administering applications and awards, and monitoring the effectiveness of the scheme.

- I have read and understood the above statement

Should an award be made by the Trust to the student I have nominated, I understand that information relating to the award of the grant, including my own details, will be shared with the HE Institution at which the student will be enrolled for their PhD.

- I have read and understood the above statement

## 11. Document upload

The Supervisor/Nominator will be asked to upload

- A reference from another academic familiar with the student who can comment on the academic ability of the candidate and his or her suitability for research at post-graduate level;
- The completed Statement of Institutional Support.

The Statement of Institutional Support form is downloadable from the Trust's website and can also be obtained from the individual co-ordinating the selection of candidates at the nominator's Institution.

The form, available as an MS Word document, has two sections:

**Section 1:** to be completed by the Departmental/School: Head, Deputy Head, Research Director, Postgraduate Studies Director or Dean, where the research will be undertaken.

**Section 2:** to be completed by the Institutional representative co-ordinating the selection of candidates on behalf of the HE Institution. This section should be signed once the internal selection has occurred and the Institution's candidates selected.

The completed form must be uploaded as a PDF or MS Word file.

## 12. Declaration and undertakings

### General Data Protection Regulation

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### Declaration

In writing and signing this reference:

- I confirm that the information provided is, to the best of my knowledge, complete and accurate;
- I agree that the Trust may process the data in accordance with the General Data Protection Regulation 2018;
- I accept that any information or advice given to the Trust by independent assessors or referees will remain confidential as between the assessor or referee and the Trust.

## 13. Online submission

Once all sections are completed and documents uploaded the Nominator/Supervisor clicks on Submit to trigger the submission of the full application to the Carnegie Trust.

Online submissions will automatically be acknowledged by email.