Carnegie PhD Scholarships

Guide to the Trust's online application portal

Note: This guide is for students who have been selected by an eligible Scottish university/Higher Education Institution (HEI)* as candidates for a Carnegie PhD Scholarship. For guidance on how individual institutions select candidates for nomination, please contact the eligible institution where the student plans on undertaking doctoral studies.

*Refer to pages 2 & 8 for the full list of eligible universities/HEIs

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Process overview

Student applies to an eligibile institution to be selected as a candidate for the Carnegie PhD Scholarships

- Internal selection process at each Institution
- Student notified by Institution that they have been selected as one of their nominated candidates

Student is selected as a candidate for a Carnegie PhD Scholarship

- Student is issued link to the Carnegie online application form by scholarship contact at their institution
- Supervisor/Nominator: organises the completion of the Institutional statement of support form; agrees with student which academic will provide a reference in support of the application.

Student completes the Carnegie online application form

- Student uploads: the PhD research proposal (Case for Support) and Academic transcripts
- Student submits the online form to the Supervisor/Nominator

Supervisor completes the Supervisor/Nominator section of the online application form

- Writes a statement of support; uploads the letter written by academic referee & the completed Statement of Institutional Support
- Submits the online form to the Carnegie Trust before the deadline of **28th February, 5pm**

Application process: Part 1 (completed by the student)

Before you start your online application

Getting started

The online application form is only accessible via a link provided to those candidates chosen through the internal selection process at the eligible Scottish university/HEI where the doctoral studies are to be undertaken. Each institution has a nominated administrator tasked with overseeing the candidate selection process. A list of these contacts can be found in Annex I to this Guide. The eligible Scottish institutions are: the universities of Aberdeen, Abertay, Dundee, Edinburgh, Edinburgh Napier, Glasgow, Glasgow Caledonian, Heriot-Watt, Highlands & Islands, Queen Margaret, Robert Gordon, St Andrews, Stirling, Strathclyde, and the West of Scotland, as well as the Glasgow School of Art and the Royal Conservatoire of Scotland.

On First Access [IMPORTANT PLEASE READ]

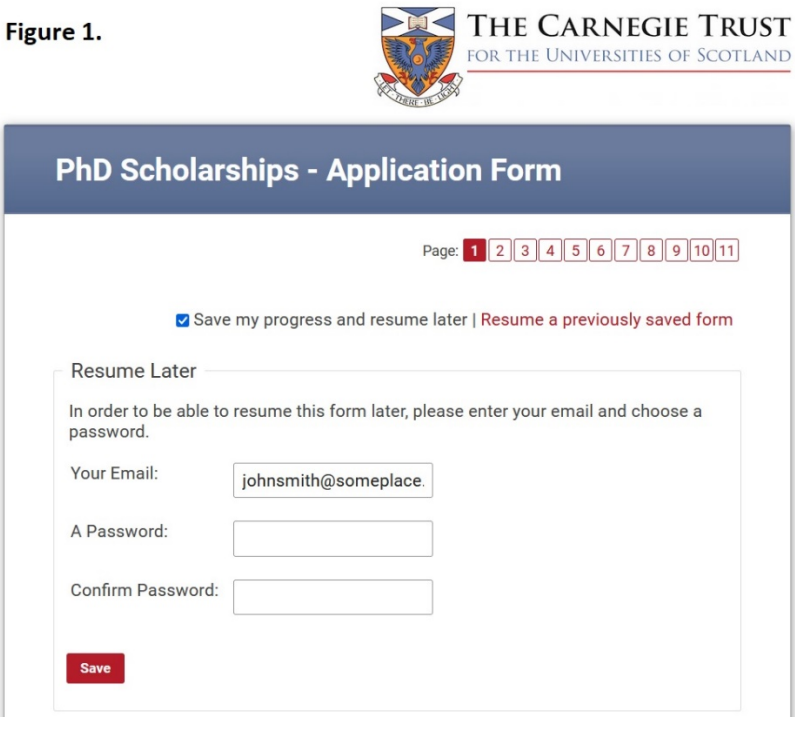
Once you receive the link and click on the URL you will be taken to the online Scholarship application portal. Before beginning your application, you **must** undertake the steps below (if you do not any information you input will be lost):

- Click on the 'Save my progress and resume later' check box to access the registration page (Fig. 1).
- Enter your email address and a secure password.
- Press 'Save' once you have entered the required information.

A new page will then appear giving you the option to 'Resume this form now' or 'Start a new form' (it is recommended that you bookmark this page in your browser so that you can quickly and easily return to your application). You should also receive a Form Notification email that contains an individual link to your online application form. This email may take up to 10 to 15 minutes to arrive. ***Do check your spam/junk mail folder!***

To return to your application you can use either the link provided in the Form Notification email or a browser bookmark if you opted to create one. You will need to log in at the start of each session using your registration email and password.

Figure 1.



Online application form

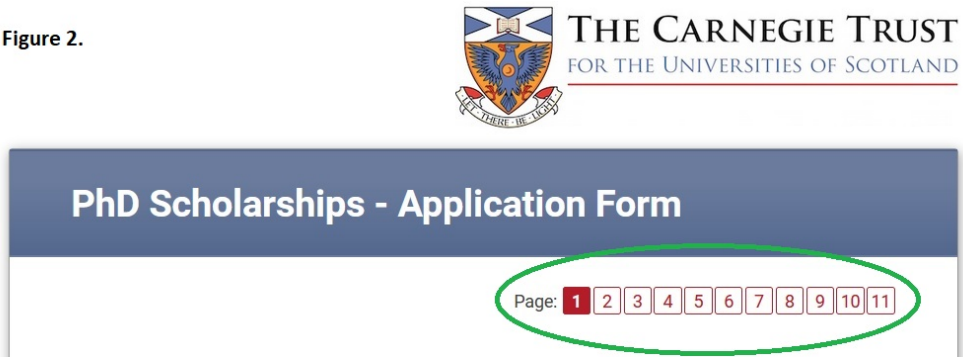
About the online form

- ✓ You can save the application and return to it at a later date by either using the link in the email you received upon registration, or by bookmarking the page in your browser (**NOTE:** if you close the application window without first clicking 'Save my progress and resume later' any information inputted during that session will be lost).
- ✓ The link to the form is personal.
- ✓ You cannot share the form with another person and let them edit it.
- ✓ All fields marked with a red asterisk (*) are compulsory and must be completed before the form can be submitted.
- ✓ Online applications must be endorsed by the applicant's nominator who will also need to answer additional questions about the nomination.
- ✓ The nomination/approval process must be completed before the deadline so please allow **at least 5 working days before the closing date of 28th February 2022, 5pm for the approval to come through**.
- ✓ The Trust will not accept applications that have not been endorsed by the above closing date.

Guide to different sections of the form

The form has been divided into pages (numbered 1-11) which are displayed at the top of each page (Fig. 2). To access the previous or next page you can click on the relevant buttons at the bottom of the page or any specific page can be accessed by clicking on the relevant number. **NOTE:** It is not necessary to complete each page in sequence.

Figure 2.



Personal and Contact details (pages 2 &3)

Please provide your personal and contact details such as full name, phone number, mobile phone number and both your university and personal email addresses.

If you live away from home during term time, you can enter both your permanent (home) address and your term time address.

Education to Date (page 4)

In this section, you should provide details of all the **secondary** and **post-secondary** education you have undertaken to date.

If you are yet to graduate, enter the anticipation end date of your current studies.

Employment History (page 5)

Please only include instances of employment that are relevant to your studies. For example, if you are or have worked as a research assistant, you should list this here together with any other roles which might be related to the subject of your PhD or have enabled you to acquire skills that may prove useful to your doctoral studies.

PhD Programme details (page 6)

In this section, enter the name of the eligible university/HEI and department where you will be undertaking your PhD. You will need to indicate whether you plan to study on a full-time or part-time basis and whether you require a visa to study in the UK. If you intend to study part-time, enter the number of years you plan to study for, up to a maximum of 6 years.

Visa requirements

Students who require a Visa to live or study in the UK should provide information about their Visa status. You should indicate the type of Visa you currently hold (for example, Tier 4 student Visa), the expiry date and whether you will be required to change, renew or extend your Visa in order to undertake a PhD. Please note that if you need a Visa, the institution where you will be studying should be your sponsor as the Trust is not permitted to act as a sponsor for the purposes of migration.

Supervision

Enter the name and email address of your proposed PhD supervisor (this should be the academic supporting your nomination for a Carnegie PhD Scholarships). This supervisor/nominator must be based at the eligible Scottish university/HEI where you will be enrolled for your doctoral studies.

If you have a second supervisor, enter the name and contact details of this supervisor. The second supervisor may be based at the same institution as the student and nominator or in any other university/Institution.

Project summary (page 7)

In this section, you should provide details of the research project: title, timetable of research activities, a project summary and if applicable information on any other active applications for scholarship funding. You will also be asked for a Case for Support document (to be uploaded at the bottom of the form before the Submission stage) which explains your proposed research in more detail.

Project timetable

Provide a timetable for the proposed research, stating the relevant milestones and timescale. You can enter a time period, for example Oct-Dec YYYY and then type a description of the research activity to be undertaken in that period.

You will also be asked to provide the anticipated start and end date for the entire project. The standard start date should be 01/10/2022 and the entire duration should not exceed 36 months, unless you will be requesting an additional 6 months of funding.

NOTE: The standard length of a Carnegie PhD Scholarship is 36 months. In exceptional circumstances, applicants and their supervisors may request an additional 6 months at the time of application. The supervisor should explain the rationale for the additional time when completing their part of the online form. An extended project duration will require confirmation by the eligible university/HEI 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).

Project summary

The project summary should be written in terms suitable for a non-specialist reader. The summary should briefly explain the topic of the research and the aims and objectives of the project. There are examples of summaries from current Carnegie Scholars on the Trust's website.

Other funding applications

List any other funding applications for doctoral study you have made or are planning to submit. Please also indicate the outcome of these applications and/or when you expect to hear the outcome.

Personal Statement (page 8)

The personal statement should explain why you wish to undertake doctoral research. You should also tell us how you became interested in your chosen subject and demonstrate how your previous study and/or professional experience have prepared you for this particular doctoral project.

Document Upload (page 9)

Case for Support

The Case for Support (that is to say the detailed description of the project, methodology, etc.) must be uploaded as a PDF document. The document should be a maximum of 2 pages of A4, plus 1 additional page for references to works cited. It should be typed using Ariel 11 with a minimum line space of 1.15 and 2 cm margins.

NOTE: The Trust reserves the right to disqualify any application where the Case for Support does not conform to the above specifications.

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, and;
- Feasibility, significance and potential for innovation

NOTE: Avoid using long file names and descriptions as these can cause upload errors!

Academic transcripts

These should be official transcripts show the results of your undergraduate studies and if applicable postgraduate studies (there is the capacity to upload multiple transcripts).

NOTE: Do not add any additional pages, CVs, statements/letters of support and the like to the Case for Support document. These are not required and the inclusion of them may invalidate your application.

Declaration & Undertakings, Privacy Statement & Communication Preferences (page 10)

The declaration and undertakings section will ask you to confirm that you have written your proposal/Case for Support in your own words and that the information provided is correct and up to date. The privacy statement section will ask you to confirm that you have read and understood the Trust's policies regarding the collection, sharing and retention of applicant information. The communications section allows you to select your preference regarding how we contact you.

If you need to update the Trust on your circumstances at any time after submitting your application, please contact us by email at phd-scholarships@carnegie-trust.org.

Submitting the form (page 11)

Once the form has been completed and the required documents successfully uploaded, click on 'Review your application'. This will take you to a page where you can check your answers, if at this point you wish to make any changes to your application click on 'Make a correction' and you will be returned to the application form. If you are happy your application is correct click the 'confirm' button to submit. A confirmation screen will appear, and you will also receive an email confirming that the scholar's portion of the application has been submitted and passed to your supervisor.

After you submit the form, your nominator will receive an email containing a link to an online endorsement form for them to complete as part of the nomination.

The nominator must complete their section of the online application electronically and submit it before the closing date of **28th February 2022, 5pm**. 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***.

Application process: Part 2 (completed by the nominator)

Accessing the Nominator's part of the online application form

Once the student has submitted the scholar's section of the online application, the nominator receives an email with a link to **Part b of the application** which the nominator is required to complete.

Ethical requirements

The nominator will be asked to explain any ethical requirements relevant to the project and how ethical approval will be obtained prior to the start of the proposed research.

Extended project length

Scholarships are normally awarded for a duration of 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 nominator can use this section of the form to make such a case.

NOTE: An extended project duration will require confirmation by the eligible university/HEI 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).

The nominator will also need to provide:

Nominator's statement of support

The supervisor/nominator's statement of support should address the following:

- 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 of the candidate's strengths and suitability to undertake the proposed project

Additional reference

An additional separate reference from an academic familiar with the student's academic record to date will need to be uploaded. This additional reference cannot come from the nominator. The referee should comment on the academic ability of the candidate as evidenced by his or her academic record and their suitability for research at post-graduate level.

The reference should be written on letter-headed paper from referee's university/Institution and should be uploaded as a PDF file.

Institutional statement of support

The Institutional Statement of Support template can be download from the Trust's website (from under the 'Downloadable documents' section of the scheme webpage at https://www.carnegie-trust.org/award-schemes/carnegie-phd-scholarships/). An electronic copy can also be obtained from the officer co-ordinating the selection of scholarship candidates at the nominator's institution. A template is also included at the end of this guide.

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 eligible university/HEI. This section should only be signed once the internal selection process has occurred and the Institution's candidates selected.

The completed form must be uploaded with the other documents as a PDF file.

Submitting the application

Once the application is complete, please press 'Submit'. The application will then be submitted in full to the Carnegie Trust. The submission of the complete application must take place before the deadline of **28th February 2022, 5pm**. Late submissions will not be accepted.

Online submissions will be automatically acknowledged by email to both the nominator and the candidate.

Help and questions

If you have any questions, please contact us by:

- ✓ Phone: 01383 724 990
- ✓ Email: phd-scholarships@carnegie-trust.org

Annex I: Quota and contacts in each eligible Institution

The following table displays the maximum number of nominations for each eligible Scottish university/HEI and the name and contact information of an officer co-ordinating the selection of candidates at that institution.

University	Quota	Contact	Email for Applicant
Aberdeen	**5**	Ann-Marie Johnston, Postgraduate Research School Adviser	a.m.johnston@abdn.ac.uk
Abertay	**2**	Mr Simon Bright, Research Development Manager (REIS)	REIS@abertay.ac.uk
Dundee	**4**	Dr Emma Warbrick, Research Development Officer	research@dundee.ac.uk/ e.warbrick@dundee.ac.uk
Edinburgh	**11**	Deborah Woolley, Scholarships and Financial Support Team Leader	studentfunding@ed.ac.uk / deborah.woolley@ed.ac.uk
Edinburgh Napier	**3**	Dr Gráinne Barkess, Head of Researcher Development	g.barkess@napier.ac.uk
Glasgow	**7**	Kiran Faisal, PGR Policy and Funding Adviser	pgr@glasgow.ac.uk
Glasgow Caledonian	**3**	Professor Bonnie Steves, Director of the Graduate School	graduateschool@gcu.ac.uk
Glasgow School of Art	**2**	Dr Susannah Thompson, Head of Doctoral Studies	s.thompson@gsa.ac.uk
Heriot-Watt	**4**	Research Development Team	res.research@hw.ac.uk
Highlands and Islands	**2**	Janis Mackay, Graduate School Officer	Janis.Mackay@uhi.ac.uk
Queen Margaret	**2**	Alison Thomson, Graduate School Officer	graduateschool@qmu.ac.uk
Robert Gordon	**2**	Mr Martin Simpson, Research Degrees Officer	m.simpson@rgu.ac.uk
Royal Conservatoire of Scotland	**2**	Professor Stephen Broad, Head of Postgraduate Programmes and Research	exchange@rcs.ac.uk
St Andrews	**5**	Ms Vicki Kinninmonth, Registry Senior Administrator (PG Scholarships)	pgscholarships@st-andrews.ac.uk
Stirling	**3**	The Institute for Advanced Studies Team	ias@stir.ac.uk
Strathclyde	**5**	Ms Shona Cameron, Postgraduate Research Officer	shona.cameron@strath.ac.uk
West of Scotland	**2**	Professor Milan Radosavljevic	pgr@uws.ac.uk

Annex II: Institutional Statement of support form

Carnegie PhD Scholarships

Institutional Statement of Support

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

Section 2 of the form must be completed by the Institutional representative co-ordinating the selection of candidates on behalf of the eligible Institution. This section should only be signed once the internal selection process has occurred and the Institution's candidates selected.

Once completed, the form should be returned to the candidate's prospective supervisor for submission to the Carnegie Trust along with the nomination form and academic transcripts.

Candidate's details

Name of nominated candidate	
Name of the proposed supervisor(s)	
Department/School in which the PhD will be undertaken	
Eligible university/HEI where the PhD will be undertaken	

Section 1: Institutional statement of support (max. 2 pages of A4 in Calibri 11 or Arial 10)

The Institutional Statement of Support is intended to allow Institutions to make a case for support for their nominated students. The statement should provide information about:

- The quality of the student and his or her proposed research project
- The relevance and fit of the proposal and the proposed supervisor(s)
- The relevance and fit between the proposal and the research environment in the department/school where the research will be conducted
- The environment and support offered by the department/school (training, mentoring, available facilities, expertise)
- The environment and support offered by the Institution more widely (through a graduate school, training programmes, participation in local and national networks or research pools)

Fee waiver requirements for international students and 42-month Scholarships

In addition to a monthly stipend paid directly to the Scholar, the Carnegie PhD Scholarships include tuition fees at the UKRI rate for a **maximum of 36 months**. In the case of international students and students/supervisors requesting funding for 42 months, the Host University/HEI must agree in writing to waive the difference. Under no circumstances should the balance be charged to the PhD Scholar.

Declaration

In signing this form as Departmental/School: Head, Deputy Head, Research Director, Postgraduate Studies Director or Dean, I hereby confirm that

☐ Our Department/School will provide the necessary supervision, resources (e.g. consumables) and facilities for the candidate to conduct the proposed research;

☐ I have read and understood the above statement regarding tuition fees for international students and 42-month scholarships and I confirm that a fee waiver will be arranged if applicable to our candidate;

☐ All necessary Ethical and Regulatory approvals will be obtained prior to the research proceeding.

Signed*		**Date**	
Name (in full)			
Position			
University/HEI			

*Please insert a scanned signature

Section 2: Institutional sign-off

This section should only be signed once the internal selection process has been completed and the Institution's candidates have been selected.

In signing this form, I, the Institutional representative, hereby confirm that the above candidate has been selected as one of ____ students nominated by our University/HEI.

Signed*		**Date**	
Name (in full)			
Position			
University/HEI			

*Please insert a scanned signature

Please save this form as a PDF (maximum file size: **2MB**) and return it to the candidate's prospective supervisor.

The prospective supervisor is responsible for submitting the form online to the Trust by the deadline of 28th February 2022, 5pm (British Standard Time).