



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

Wales School for Social Care Research

Social Care PhD Studentship Award 2019

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 Studentship Awards for social care research. The *Wales School for Social Care Research* is funded by Welsh Government to build 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 Social Care 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. The application must demonstrate how the proposed research will contribute to the knowledge base in social care.

Applications must come from the proposed PhD Supervisor, who is defined as the 'Applicant' to this scheme. On receipt of an award, successful Applicants must recruit a suitable Student to the project who is able to commence by **1 April 2019**. 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 Monday 11th February 2019**. Applications received after the deadline will not be assessed. Final decisions will be announced in late February 2019. All successful Applicants must be in a position to commence proposed activities by **1 April 2019**.

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.
- Applications must have the support of the Host Institution.
- The proposal must be a social care research project (See Appendix 1)
- Students must be in a position to commence activities by 1 April 2019.
- 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.
- 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 1 April 2019) and the 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: Social care need and impact

Please explain why you believe there is a need for your Social Care PhD project. Please describe the likely impact your social care project will have on future research and the potential benefit of your project for social care services, the public, service users and carers in Wales and beyond. Please indicate your expected timescale for when these potential benefits might be realised.

Question 8: 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 9: Detailed project description

Please provide a thorough description of your proposed research project, including your design and method. 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 10: 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 11: Public involvement (PI)

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/research-route-map/develop-a-research-idea/involving-the-public-in-your-research/>

Question 12: Practitioner involvement

Please indicate how you propose to involve or engage social care practitioners in your research, and describe the benefits this will bring. This should be considered at all stages of the project, from design and development through to completion and dissemination.

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. If your application is offered funding you must accept this within 28 days or the offer will be withdrawn.

SECTION C: Institution Details

Question 14: Departmental performance in most recent Research Excellence Framework (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, through 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

UK Research and Innovation has announced doctoral stipend levels and indicative fees for 2018.

- **National Minimum Doctoral Stipend for 2018/19 is £14,777**
- **Research Councils UK Indicative Fee Level for 2018/19 is £4,260**

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 **2018/19 as £14,777**.

The indicative fee level for 2017/19 will increase in line with the GDP deflator and this gives £4,260. 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 **£14,777** 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.

UKRI statement on stipend and fees for 2018/2019:

<https://www.ukri.org/skills/funding-for-research-training/>

Total

Please give the total cost of the project. Please note that this is the figure that 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 (19a) 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 (19b).

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: Assessment criteria

Applications will be subject to examination to ensure it fits with the scheme's eligibility conditions (see page 4 of these Guidelines). 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;**
- **potential contribution the project will make to social care.**

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 be able to commence by **1 April 2019**. 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 5: Submission of application

Please read this section carefully.

Your Application should include:

- **an electronic copy of the completed Application form and CV(s)**
(email to a.m.davis@swansea.ac.uk)

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

The deadline for submission of Applications is **5:00pm on Monday 11th February 2019.**

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 Social Care PhD Studentship Committee, which will make recommendations to WSSCR based on the assessment criteria.

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 late February 2019.

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:

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

Tel : 01792 295309

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

Appendix 1:

Health and Care Research Wales Definition of Social Care Research

Social care research will explore and investigate questions about:

- The provision of care, support, and personal assistance in the context of interpersonal relationships, whether formal or informal, in relation to: activities of daily living, maintenance of independence, social interaction, enabling the individual to play a fuller part in society, assisting individuals to manage complex relationships, and assisting the individual to access or receive services from a care home or other supported accommodation or to take advantage of educational facilities.
- The provision of: advice; practical assistance in the home; assistance with equipment and home adaptations; visiting and befriending services; meals; or facilities for occupational, social, cultural and recreational activities outside the home.
- The provision of: protection or social support services for children or adults in need or at risk, or those with social needs arising from illness, disability, age or poverty.
- Meeting the social needs of people receiving social care, and the services or initiatives addressing those needs, including: prevention of deterioration; promotion of physical or mental health; improving opportunities and life chances; strengthening families; and protecting human rights.
- The organisational systems, infrastructures, care settings, and/or personnel involved in the management and leadership, commissioning, provision, delivery, monitoring and evaluation of care and support services, and/or the interface between; or impact of the above on related systems such as healthcare, education, housing, and the criminal justice system.