

# Bell Burnell Graduate Scholarship Fund:

## Application Guidance Notes

### General

- The application form for the Bell Burnell Graduate Scholarship Fund can be accessed on the Institute of Physics' website: [www.iop.org/bellburnellfund](http://www.iop.org/bellburnellfund).
- Prospective students must hold a formal (academic) offer to undertake their doctoral programme with an eligible host university/ institution prior to applying for a BBGSF grant.
- Any application submitted without all **three parts** completed will be considered incomplete and ineligible for assessment.
- Each host university/institution will normally be limited to submitting a single student application. Queries about submitting more than one should be addressed to the grants manager as soon as possible.
- Two levels of award can be requested: a co-funding award for the doctoral programme with a fixed maximum of £35k per student; or a top-up award to support additional costs that are needed to complete a fully funded PhD. The top-up awards will have a maximum value of £10k.
- All sections must be completed and not left blank.
- Please read the BBGSF Terms and Conditions of Award which can be accessed here: [www.iop.org/bellburnellfund](http://www.iop.org/bellburnellfund).

### Part 1: BBGSF Student sections guide

#### 1.1. *Student's details*

Please define the category of funding you are applying for and your contact details which includes your full name, correspondence address, contact number and personal\*<sup>1</sup> email address.

#### 1.2. *Doctoral programme details*

Please specify whether you plan to study full-time or part-time. If the study is to be undertaken part-time, please indicate what your intended study design will be and for how many years in total.

#### 1.3. *Other funding*

This section should include a list of any other funding applications for your doctoral programme that you have been awarded, submitted (i.e. awaiting decision) or intend to submit. It should also include details of the organisation (name), amount (GBP/Euro) and the time scale of support (duration).

Please clearly state the outcome of the submitted applications and when you expect to get a response on pending applications.

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<sup>1</sup> \* Your personal email address is needed for communication purposes beyond the doctoral programme i.e. when students become BBGSF alumni.

#### **1.4. Proposal**

**For top-up awards the information below will refer to your ongoing project.**

**a. Title of your proposed research project**

The title should state clearly and concisely the proposed research. Any abbreviations included should be spelled out fully.

**b. Project abstract**

The project abstract should provide an easily understood summary of your proposed research project and its intended outcomes that is appropriate for a non-specialist reader and clearly showing how your project is physics-based. This section must not exceed **250 words limit**.

**c. Applicant's CV**

Please attach your CV. Your CV must not exceed 1 page therefore, please only include information that is relevant to your physics career and demonstrate relevant skills and experiences.

**d. Background and need for a BBGSF grant**

In this section please demonstrate your need for a BBGSF grant—this could highlight any barriers or challenges encountered previously or anticipated during the proposed research project. Any information included in this section does not have to be re-stated in the Personal Statement section.

**e. Personal statement**

This section is an opportunity for you to tell us about yourself and outline why you are a compelling candidate for the BBGSF grant. It should clearly and effectively describe:

- your reasons for wanting to study for a physics doctorate;
- how you propose to gain benefit from a grant, if awarded; and
- how you would be an ambassador for the scheme.

Please include examples and evidence that demonstrate how you meet qualifying criteria and should be considered for a grant with the Bell Burnell Fund scheme.

The statement must not exceed **1000 words** and it should be typed on **A4** with **Arial 12pt font** and, a line spacing of **1.15**. The personal statement must be submitted as an attachment.

#### **1.5. Lead Supervisor's Details**

Please provide your Lead Supervisor's full name and email. Once you submit the application, the Lead Supervisor will be notified to fill out their section.

#### **1.6. Head of School (or equivalent's) Details**

Please provide your Head of School (or equivalent's) full name and email. Once the Lead Supervisor completes and submits their section, the Head of School will be notified to fill out the final section and submit the completed application.

#### **1.7. Privacy and declarations**

This section outlines declarations that must be agreed to prior to submitting this form. Any relevant aspects of this section left blank will render the application incomplete and ineligible for assessment.

If you need to update the Institute of Physics on any changes pertaining to your application at any point after submission, please contact the Grants Manager by email:

[bellburnellfund@iop.org](mailto:bellburnellfund@iop.org).

**1.8. *Submitting the form***

After completing the sections above, the student should click on “Submit Application” to complete their section. Once the application has been submitted, an email will automatically be sent to the Lead Supervisor notifying them to complete their section.

## Part 2: BBGSF Prospective Lead Supervisor form sections guide

The second part of the application form must be completed by the Prospective Lead Supervisor who will be responsible for all correspondence at the supervisory level.

### 2.1. Lead Supervisor's details (for all correspondence)

This section must be completed by the lead supervisor providing their contact details and affiliation information. It should also include the student's proposed project title. The lead supervisor must be employed by the eligible host university/institution where the student will be registered for their doctoral studies.

### 2.2. Supervisor(s) track record

In this section the Lead Supervisor should include the following information:

- a. The supervisory team's approach to supporting students during their doctoral studies, demonstrating particularly their understanding of the eligibility criteria for applicants for the Bell Burnell studentships. This can include supervisory arrangements that will be set-up to support the applicant e.g. training, mentoring etc. Response must not exceed 500 words.
- b. A summary of their record of doctoral supervision, including numbers of students completed, underway and not completed. Response must not exceed 300 words. We welcome applications from early career supervisors if they demonstrate that their track record is career appropriate.
- c. The supervisory team's approach to and demonstration of commitment to equality and diversity. Response must not exceed 300 words.
- d. A summary of the research environment that would be made available for successful students (i.e. equipment, facilities, other students and researchers, support staff etc), particularly demonstrating how suitable and appropriately well-equipped it is for the proposed research project.

**NOTE:** *This section intends to provide insight into and information about the quality of the supervisory arrangements for potential BBGSF students. It is important that Lead Supervisors and the host university/institution demonstrate how they will provide a conducive environment for the development and holistic support of the potential BBGSF students and successful progress in their research studies.*

### 2.3 Doctoral programme cost (co-funding applications)

In this section, please enter the total cost of the proposed host university/institution's doctoral programme (GBP/Euro) in its entirety; note the fixed level of support that BBGSF can provide. Total costs should be in line with EPSRC/UKRI or Irish Research Council rates as applicable. For overseas students, any fee element of the grant will normally be paid at the appropriate home fees rate.

**NOTE:** *The cost requested for refers to the cost of the doctoral program in its entirety.*

**NOTE:** *If you are applying for a top-up award, please detail the amount requested and state that the programme fees/stipend are already covered.*

#### **2.4. Lead Supervisor's Tenure**

This section relates to the contract of employment of the proposed Lead Supervisor.

#### **2.5. *Privacy and declarations***

This section includes declarations that must be signed prior to submitting this form. Any relevant aspects of this section left blank will render the application incomplete and ineligible for assessment.

If you need to update the Institute of Physics on any changes pertaining to your application at any point after submission, please contact the Grants Manager by email [bellburnellfund@iop.org](mailto:bellburnellfund@iop.org).

#### **2.7. *Submitting the form***

Upon completing the form please select "I Accept" at the end of the page to submit the application, so it can be forwarded on to the Head of School (or equivalent).

### Part 3: BBGSF Head of School (or equivalent) application form sections guide

The third and final part of the application form must be completed by the Head of School or the equivalent i.e. Head of Faculty, Head of Department, Deputy Head, Postgraduate Studies Dean or Research Director at the host university/institution where the doctoral studies will be undertaken.

#### 3.1. Head of School or equivalent's details

This section requires the contact details of the Head of School (or equivalent) and the details of the student applicant. As some universities/institutions could nominate more than one applicant for the BBGSF it is important that the student's full name and project title is completed correctly.

#### 3.2. Student selection process

In this section, briefly explain the process through which student(s) were selected for the BBGSF. Include the criteria and factors considered in the process. How were applications solicited, short-listed and ranked? Were students interviewed, if so by whom, or selected from an application form only. This section cannot exceed **300 words**.

#### 3.3. University/Institution support for doctoral studentships

This section requires a summary of the university/institution and school/department's additional support for the training and development (personal and professional) of the doctoral student. This could be through a graduate school, training programmes, participation in local and national networks or research pools or similar mechanisms.

#### 3.4. Additional details

This section asks for the university/institution's physics department Juno and/or Athena Swan award level, date of award and date of expiry. In addition, please include details of any other diversity and inclusion indicators/awards\*\* that your university/institution holds.

Please also state the studentship costs and the co-funding available for the student.

Please note:

- the BBGSF will only support studies in a physics department, school or faculty that has either a Juno and/or Athena SWAN award that is current at the date of enrolment of the student on the course;
- co-funding must be for the entirety of the anticipated studentship and will be sufficient to top up a BBGSF award to the normal level doctoral programme costs.

We are also interested in knowing what financial support would be offered for self-funded students e.g. fee-waiver. This section also requires a confirmation of the offer of admission for doctoral studies for the student. The admission offer should be independent of the outcome of the BBGSF application.

**NOTE:** *The BBGSF Panel's final decision will not be influenced by the level of co-funding offered by the host university/institution. The Chair of the BBGSF Panel is open to discussions with any*

*host university/institution that might be facing some constraints and cannot commit to the co-funding model.*

*\*\*The Panel will consider these however, they are not a requirement for awarding a BBGSF grant.*

### **3.5. Privacy and declarations**

This section outlines declarations that must be signed prior to submitting this form. Any aspect of this section left blank will render the application incomplete and ineligible for assessment.

If you need to update the Institute of Physics on any changes pertaining to this application at any point after submission, please contact the Grants Manager by emailing [bellburnellfund@iop.org](mailto:bellburnellfund@iop.org).

### **3.6. Submitting the form**

Please select “Approved” in order to submit the completed application.

Your submission will be acknowledged by email. Please note that the Head of School or the equivalent is responsible for submitting the completed application form by the stated deadline. All correspondence during the application and award process will be with the Head submitting the application.

## Stage 2: Interview Round

If you have been shortlisted for the second stage of the process and invited for an interview, please read the information below.

We highly recommend that the student works with the Lead Supervisor on their application and any presentation (at the interview stage).

One of the key elements our panel will be looking out for is the ambassadorial approach you intend to take, and its relevance to the UK and Ireland. We encourage candidates to get in touch with your department's Outreach Officer or someone with similar experience in order to prepare for this question.

## Further help and questions

If you have any queries, please contact the Grants Manager by:

- Phone: 020 7470 4902
- Email: [bellburnellfund@iop.org](mailto:bellburnellfund@iop.org)