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.

• 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.

• Completed applications must be submitted to bellburnellfund@iop.org using the email address of the Head of School (or equivalent) by noon on the 10th of January 2020.

• Any application submitted without all three parts completed will be considered incomplete and ineligible for assessment.

• Each host university/institution can only submit two student’s applications and only one grant at most will be awarded per successful host university/institution.

• 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.

• On the Application form double click on the question boxes to check them.

Part 1: BBGSF Student sections guide

1.1. Student’s details

Please provide your contact details which includes your full name, correspondence address, contact number and personal* 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. Proposal

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

* Your personal email address is needed for communication purposes beyond the doctoral programme i.e. when students become BBGSF alumni.
This section must be submitted as Appendix 1 to the BBGSF Application Form. 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 Appendix 2 to the BBGSF Application Form.

1.4. 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.

1.5. 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.

1.6. Signature
For this section, please insert a scanned signature and date into the appropriate box.

1.7. Submitting the form
After completing this part, the student should email the form with all relevant appended parts to their Lead Supervisor to fill out the next section Part 2: BBGSF Prospective Lead Supervisor. If you would prefer, the Lead Supervisor may complete Part 2 first, and then return it to you...
to complete Part 1. However, both Parts 1 and 2 must be fully completed before they are sent to the Head of School (or equivalent) to complete Part 3.
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, affiliation information, prospective student’s name and the title of the student’s proposed project. 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
In this section, please enter the total cost of the proposed host university/institution’s doctoral programme (GBP/Euro) in its entirety; how much of the total cost would your host university/institution be covering and how much is being requested for from the BBGSF. 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.

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.

2.6. **Signature**

For this section, please insert a scanned signature and date into the appropriate box.

2.7. **Submitting the form**

Please email the form with Parts 1 and 2 completed to the Head of School (or equivalent) to complete Part 3.
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 normally not less than 50% of the total 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.

Finally, it should be clearly stated if the student is to pay home/EU or overseas fees for the duration of the studentship. For successful overseas students, any fee element of the grants will normally be paid at the appropriate home fees rate.
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.

3.6. Signature
For this section, please insert a scanned signature and date into the appropriate box.

3.7. Submitting the form
Please submit the completed form as a single PDF document to bellburnellfund@iop.org. Please ensure the following format for the application form’s file name: IOP BBGSF_UNIVERSITY/INSTITUTION NAME_STUDENT FULL NAME.
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.

Further help and questions

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

- Phone: 020 7470 4902
- Email: bellburnellfund@iop.org