



**COMBINED UNIVERSITIES IN CORNWALL**

## **The ESF- CUC PhD Studentships**

**Eligibility and Application Guidelines for  
Academic staff in the CUC partner  
institutions**

**(December 2010)**





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### Introduction and context

1. These guidelines describe doctoral level funding for specific PhD research projects available from the European Social Fund (ESF) to the Combined Universities of Cornwall (CUC) partners through a program managed by the University of Exeter. Great Western Research (GWR) will manage the process of assessment for applicants. It contains details of the Studentship scheme including aims, eligibility criteria, details of how best to apply, the evaluation process and procedures, and expected timing.
2. Higher level skills have an important role to play in the Convergence ESF activities in Cornwall and the Isles of Scilly, and the role of higher education in the transformation of the economy is recognised as being important in this. The emphasis of ESF funding is on meeting the needs of Cornish businesses and their employees in the knowledge economy, providing them with the skilled people they need to grow, and attracting and retaining the best, thus meeting the skills needed for growth of the Cornish economy.
3. A total of 40 PhD Studentships will be available, funded by the ESF and providing full funding for PhD level research programs in Cornwall at partners in the Combined Universities in Cornwall (CUC) consortium, and in close collaboration with Cornwall based businesses.
4. These collaborative projects must involve 2 Higher Education Institutions and a business based in Cornwall, and focused on research in or across the five integrated investment themes identified by the ESF, which are summarised below.
5. You are strongly advised to read this document, **in full**, prior to submitting an application for an ESF-CUC Studentship.
6. GWR has previously funded over 120 PhD level projects across the South West in collaboration with the South West Regional Development Agency, and 20 research Fellowships, in collaboration with HEFCE. Details of the projects GWR have previously funded may be found on the GWR website :

<http://www.greatwesternresearch.ac.uk>

### Aims of the initiative

7. These ESF-CUC studentships aim to build a strong cadre of research students and staff, and to build capacity for, and ensure the sustainability of, internationally recognised research in the CUC partner institutions.



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8. The Studentships will build collaborative, interdisciplinary research at the interface of existing disciplines by engaging with the ESF integrated investment agenda and with business research teams, thus encouraging the partners to develop further long-term collaborative research projects in order to attract national and international interest and recognition for the CUC research base.
9. The 40 funded research projects will directly encourage growth in business engagement with University based research in the CUC partners. The provision of these research studentships is seen as an effective way to catalyse research partnerships between research groups in CUC HEIs and local businesses.
10. The Studentships will build capacity in HE in Cornwall and prepare the region for the future, specifically by providing new technologists to lead change in key skills areas.
11. The collaborative research projects selected for funding will be of the highest quality and standards that will lead to significant advances in the chosen theme, and be of interest and value to the wider research community.
12. Great Western Research will make awards through its peer review processes only where the proposed research meets the aims of the scheme and is considered to be of high quality.

## Eligibility and Commitments

13. Great Western Research will make an individual assessment of the basic eligibility of all applications. All applications must fulfil the essential criteria below, or they will be considered ineligible.

### Research focus

14. Applications for ESF-CUC studentships must concern research projects rooted within the ESF priority areas, which are set out in the EkoSgen report to the South West Regional Employment & Skills Partnership “Convergence ESF Framework (refresh)” which is available on the GWR web site <http://www.greatwesternresearch.ac.uk> and these 5 areas are summarised below:

**Employment & Skills for Low carbon economic development** – identifying and addressing the skills gaps and needs that need to be addressed to put Cornwall in the lead in exploiting new opportunities in both established and emerging sectors.

**Employment & Skills for Enterprise & entrepreneurship** – contributing to the increased growth and productivity of small enterprises through fostering entrepreneurial and enterprising behaviour, improving leadership and management, increasing new starts and a broad range of demand led learning, training and skills provision.



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**Employment & Skills for Key Sectors** – continuing the focus on demand led skills provision and employer engagement for key sectors for Cornwall and the Isles of Scilly. For example, activities which contribute to a successful and sustainable economy through improving quality of life; urban and rural renaissance; and building the capacity of communities to participate in the growing economy. It can also include research which aims to improve the effectiveness of regional policy and action, such as effective transport and communications; effective promotion and improvement of regional assets; effective long-term planning with flexible governance structures, strong leadership and effective partnerships

**Employment & Skills for the Eco-town** – an initiative of the scale of the eco-town scale can effect transformational change. The creation of the eco-town will give the people of St Austell and the China Clay community unprecedented access to thousands of new jobs and career opportunities.

**Employment & skills for the digital economy** – investment in broadband technology has been a significant boost to Cornwall and the Isles of Scilly, given its peripheral location. There is for example a need to continual review the infrastructure provision in Cornwall and the Isles of Scilly as well as the skills required to capitalise on this infrastructure, empowering people to increase the use of ICT and computer systems in the day to day operations of businesses.

Detailed guidance on these themes, and on the remit of each of the research Theme panels, is also provided on our website.

15. Cross-theme applications are welcomed, but will only be eligible if both themes fall within the subject domains outlined above. A lead theme and supervisor must be identified. It is expected the lead theme will relate to the host department, and the application will be assessed by the relevant theme panel.

### Lead and collaborating HEIs

16. All studentships must be offered as collaboration; with joint supervision by at least two HEIs ideally both in the CUC partnership. The application must include a clear description of how the joint supervision will work.
17. The lead partner, ie where the student is registered for the PhD, must be from within the CUC partnership. If no suitable collaborative second partner can be found from within the CUC partners, the second partner can be from within any suitable Higher Educational Institute in the South West followed by the rest of England, if this is necessary, clearly justified in the proposal, and deemed appropriate. It is likely that partnerships outside of the CUC will be limited to a maximum of 6.
18. A department proposed as a lead partner to host a PhD student must comply with QAA quality standards for supervising postgraduate students, and must be in one of the 4 CUC partners University of Exeter, University of Plymouth, Falmouth University College, or the Peninsular School of Medicine & Dentistry



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### Students

19. All ESF- CUC studentships are limited to 3 years funding.
20. International Students are not eligible for appointment to the ESF-CUC studentships.
21. Students must meet the normal minimum criteria applied by the host institution degree class etc for the registration for the degree of PhD.

### External business partners

22. All studentships must include an external non-HEI business partner or business cluster. The external business partner or cluster must have a permanent presence in Cornwall and have substantial business interests in Cornwall.
23. As a business or group/cluster of businesses must be at the centre of the research proposal, there is an expectation business will be actively involved in defining the project and then in the research, regularly taking part in meetings with academic supervisors and providing support to the researchers. Businesses will also be required to provide a plan for how the knowledge resulting from the research will be exploited and to explain the benefit that the research will bring to the company.
24. Under ESF rules, businesses are not allowed to contribute financially to the direct costs of the research project but will be required to enter into a contractual arrangement which clearly specifies their commitment in terms of time and resources. If necessary, this contract will also cover intellectual property issues that might arise from the research and **please note** that the ESF requires all results to be freely available in the public domain and business partners should be made aware of this requirement. Business partners will be expected to be actively involved in the research throughout its duration and they will be expected to attend meetings with the research team, facilitated by GWR.
25. There is a strong preference for external partners to be commercial organisations, but not-for-profit organisations, Public Sector Research Establishments, such as the NHS Trusts, and social enterprises will also be eligible (but see point 27 below). Applications involving SMEs or consortia of SMEs will be particularly welcome, and it is expected that the majority of studentships will go to projects involving SMEs as partners



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26. In the main, a charity will not be eligible as the sole “external business partner” for an ESF- CUC project, unless the charity is based in Cornwall and the research will contribute directly to the development of the region. Thus, for example, a charity working in the area of sustainable development in Cornwall could act as an external partner for a research project into sustainable housing, but general charities such as The Leverhulme or Wellcome Trusts, would not be eligible.
27. There is an imposed limit of 20% i.e. 8 studentships that can be awarded to public-sector partners in the overall program of 40 studentships, and it is expected that the majority of studentships will go to projects involving SMEs as partners.
28. Any individual external business partner will not normally be able to undertake more than 2 ESF- CUC studentships without special dispensation from the CUC Research Collaboration Group, based on a written case submitted by the partner to the board.

### Funding and business involvement

29. Studentships have a current value to the host institution of up to £60,000, i.e. £20,000 pa for three years, representing the student’s fees and stipend for 3 years. The registering HEI will be expected to cover all costs of accommodation, bench fees, etc and other “overheads”.
30. It is recognised that the full cost of some PhD programmes may be higher than the notional value due to materials, travel and other research project costs. Partners may wish to use University funds or funds from other organisations such as research councils, charities or HEFCE to contribute towards the overall cost of the studentship over and above the ESF-CUC grant. External business partners may also contribute to costs which fall outside of the ESF project. It is strongly recommended that any anticipated financial contribution from the external business partner is discussed with the ESF Managing Authority prior to the contribution being made. This is to ensure ESF eligibility criteria are not breached.
31. It is possible to have more than one external business partner in a project. Thus, for example, a large organisation might contribute most of the intellectual input allowing a smaller company to also become involved and begin collaboration with an HEI without having to make a large initial time commitment, or a consortium of several SMEs could provide the business focus for a project.



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### Links to the ESF development priorities

32. As stated above, all applications for ESF-CUC studentships must concern research projects rooted within the ESF priority areas, which are set out in the EkoSgen report to the South West Regional Employment & Skills Partnership "Convergence ESF Framework (refresh) " which is available on the GWR web site  
<http://www.greatwesternresearch.ac.uk>  
You are strongly recommended to download and read this report before formulating an application.
33. The application must explain how the proposed research project will be of benefit to the economy of Cornwall and the isles of Scilly, and illustrate how the benefits of the research activity will be captured and exploited within the region.

### Submitting an application

34. The Studentship application form is designed to provide all the information needed for a rigorous peer review process. The guidelines that follow will help you prepare your application for that process.
35. Overall, you are advised to focus your application and to provide sufficient evidence to enable members of the relevant Theme Panel to reach a considered judgement as to the quality of your proposal, its significance and its feasibility.
36. Applications may be submitted at any time from the opening of the call for proposals which is anticipated to be January 7<sup>th</sup> 2011 until the close of the first call for applications, which is at noon on February 21st 2011, and eligible applications will then be assessed by Theme Panels before being submitted to the GWR Cornwall Research Board (CRB) for final assessment and allocation of studentships. It is anticipated that up to 25 studentships will be allocated in this first call, and a further 15 in a second call for applications, which will be launched later in 2011.

### Method of submission

37. Applications may be ONLY be submitted online through the Great Western Research website. Applications submitted by any other means will **NOT** be accepted.



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38. The website application process provides an opportunity for the applicant to begin an application, save it, and come back to it a later date. When first saved, the lead applicant/supervisor will receive an email with a password to enable them to access saved applications for future completion.
39. It is imperative that the lead applicant/supervisor inputs **one valid** email address on the application form. The email address is the primary route for contact between the applicant and the Great Western Research application process. Similarly, please only use numbers for telephone details.
40. Once an application form is actually submitted, **you will not be able to retrieve, modify or print its contents**. 'Submission' by clicking the submission button means you are willing for the Theme Panel Secretary to log the application as complete. If, after submission, you need a printed copy or wish to withdraw the application, please contact [p.s.hudson@exeter.ac.uk](mailto:p.s.hudson@exeter.ac.uk)
41. Certain questions on the application form have a word/character limit. Please keep to this word limit, as text over this limit will be ignored.
42. You will not be able to submit your application without all of the compulsory fields completed, although you can save the application for completion at a later date.

### General guidance

#### Host institution

43. Each collaborative Studentship application must have a nominated host institution who is a CUC partner. The host department/institution for the Studentship should be an appropriate place for the proposed programme of research, and should be in a position to nurture and contribute to it, and must comply with QAA quality standards for supervising postgraduate students.
44. Payment of the grant to successful projects will be made to the host institution at which the Principal Applicant is based.

#### The research project

45. Great Western Research's primary concern is to ensure that the collaborative research Studentships funded by ESF under this initiative will address clearly articulated research questions or problems which are set in a clear research context, and are in line with ESF priorities.



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46. The application must therefore clearly define the research questions or problems that will be addressed during the award period. It must also define its objectives in terms of seeking to enhance knowledge and understanding relating to the questions or problems to be addressed, and put these research questions into the context of the ESF stated priorities.
47. There is a clear expectation business will be actively involved in the research project definition, and regularly take part in meetings with academic supervisors and provide support to the researchers. Businesses will also need to provide a plan for how the knowledge resulting from the research will be exploited and explain the benefit that the research it will bring to the company.
48. The application must also specify why it is important that these particular questions or problems should be addressed now and what particular contribution this project will make to knowledge in the area.
49. The Lead Supervisor takes responsibility for the intellectual leadership of the research. They will be the person to whom we shall address all correspondence and must be based at the organisation at which the grant will be held.

### **Submitting more than one application from a Lead Supervisor**

50. If, as a Lead Supervisor, you submit more than one application, then you must demonstrate that you and your department will be able to carry out all of the projects and supervision for which you are applying.



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### Question-specific guidance

Please use this section in conjunction with the online application form. Questions identified with an \* must be answered. Failure to provide an answer to these gateway questions will result in the application being deemed ineligible:

**\*Theme** – Please select one of the ESF-CUC research Themes. If you wish to collaborate across more than one theme, please make this clear in your 'Project description' section. This will determine who the application is sent to for peer review. It is acceptable for applicants working in different theme areas to jointly supervise the studentship and this should be detailed in the supervision section.

**\*Project Title (max 50 words)** – Please enter a full title

**\* Host institution** – Please select one from the list of 4 eligible HEIs in the CUC partnership.

**\*College / Department / School / Faculty** – Please state where the Student will be registered.

**\* 2<sup>nd</sup> institution** – All studentships must be offered as collaboration, with joint supervision by at least two HEIs, ideally in the South West. There is no QAA requirement for the second or subsequent supervising institutions, and if no suitable institution exists in the South West, an institution from anywhere in England is eligible.

**Other HEI** –If you have more than two partner HEIs, please contact the relevant Theme Panel Secretary to provide the additional details. Contact details are available on each Theme page at [www.greatwesternresearch.ac.uk](http://www.greatwesternresearch.ac.uk)

**\* Lead External Partner** - All studentships must include a lead external non-HEI business partner. See Eligibility and Commitments above for details of eligible organisations, Enter the full name and address including post code of the contact person.

**\* Nature of Business** – Please enter a brief description. For example; shoe manufacturer, construction industry, mining and quarrying.

Charity and public sector organisations have different criteria to private industries. Please see Eligibility and Commitments above. SMEs (small to medium enterprises incorporating micro enterprises) are classed as organisations with less than 250 employees and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro. **Preference will be given to projects involving SMEs, and it is expected that the majority of studentships will be awarded to projects involving SMEs as partners.**



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\* **Has a commitment in principle been obtained and forwarded from the external business partners?** - In order to ensure proposals are quickly and effectively assessed, a commitment in principle, subject to contract, from the business partner(s) is necessary. This should take the form of a letter from the business partner(s) supporting the aims and objectives of the research, and refer to their degree of involvement subject to contract, for the proposed project (template available on the GWR website). Please arrange for this information to be forwarded to Paul Hudson, Great Western Research, Kay Buildings, North Park Rd, Exeter University, EX4 4QF (or [p.s.hudson@ex.ac.uk](mailto:p.s.hudson@ex.ac.uk)) when you submit your application.

\* **Total required from the ESF- CUC studentship** - The contribution will be capped at £60,000, contribution.

\* **Proposed start and end dates** – The ESF- CUC studentships provide support for 3 years and it is expected that they will be cited in the RAE/REF.

\* **Project description (up to 1000 words)** - Enter a description of the project's scope and objectives. This should be no more than 1000 words. You should aim to outline your objectives as concisely and clearly as possible, and illustrate what specific targets or outcomes the research will achieve by the end of the research programme. The work to be undertaken should be fully explained, as failure to provide adequate detail may prejudice the application.

\* **Abstract (up to 250 words)** - The final decision making body will include individuals who have a broad knowledge and understanding of the subject areas and disciplines, but do not necessarily have a detailed knowledge of your particular specialism. Moreover, Great Western Research may wish to publicise successful applications outside of academic networks. Please ensure you include here a brief description of 'how the research would be promoted', which would help assessment by non-specialists.

\* **Alignment with proposed theme (up to 500 words)** – Details of why the proposed studentship project fits within the proposed theme.

\* **Nature of the proposed collaboration, describing clearly proposed working relationships (up to 500 words)** - Describe clearly the working relationships that are envisaged between all the members of the project team. How will the collaboration be managed? The collaborating institution(s) should be clear about the contribution to the research they can make, and that it is a mutually beneficial relationship. There is an opportunity later to describe administrative arrangements for supervision.

\* **Is the research linked to other ESF- CUC studentship applications?** – Please indicate whether the work is linked to other Studentship applications, past or current, and, if yes, outline how the research projects are dependent on each other.

\* **Lead supervisor** - Enter the name of the lead academic supervisor for the studentship **and ensure contact details are correctly completed**. Please include



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only one contact email, telephone number and address. Please tick one of the three boxes to indicate experience of working with business.

Please note that the Lead supervisor's contractual arrangement with the host HEI must cover the period of the award from Great Western Research.

\* **Relevant Academic Experience** - Enter summary details of the supervisor's academic background in this theme area. This can be copied and pasted from a CV or other document where appropriate.

\* **2<sup>nd</sup> and other supervisors** - Enter the name of the academic who will be supervising the studentship at the second HEI, and their experience of working with business. The same eligibility criteria outlined for the lead supervisor apply to 2<sup>nd</sup> and other supervisors. If three HEIs are involved, enter the name of the academic who will be supervising the studentship at the third HEI, and their experience of working with business. This information is required for each supervisor at each HEI, so if there are more than three please provide this information to the relevant Theme Panel Secretary.

\* **Arrangements for Supervision** - The proposal must include a description of how the joint supervision will work. This may include details of how the external partner will be involved in supervision, and may detail cross-Theme supervision.

\* **Cornwall Economic Benefits** - The application must explain how the proposed research project will benefit the economy of Cornwall and the isles of Scilly and illustrate how the benefits of the research activity will be captured and exploited within the region. Please tick each box you complete. This might be in the form of:

a) helping an organisation to develop a new technology or process – the intended outcome of such activity for the region should be described and might include improvements to efficiency/productivity; improved competitiveness/business growth; development of higher value added goods and services etc.

b) improving systems or techniques within the region

c) enhancing information about the region

b) and c) can include activities which contribute to a successful and sustainable economy through improving quality of life; urban and rural renaissance; and building the capacity of communities to participate in the growing economy. It can also include research which aims to improve the effectiveness of regional policy and action, such as effective transport and communications; effective promotion and improvement of regional assets; effective long-term planning with flexible governance structures, strong leadership and effective partnerships. The expected economic outcomes of such activities should be described, especially where the outcome is in the form of enhanced information where the application needs to show clearly how it is intended to exploit the information.



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d) additional investment in research and development - some explanation of how this might result and the eventual outcomes of the research activity should be given; if the output includes the development of a new research centre or strengthening research capacity in the region, this should be described with a brief description of the potential regional benefit through enhanced links with business, inward investment benefits etc.

\* **Other Benefits** - The application must also explain what the external partner expects to gain from its involvement in the proposed research project. It should describe the expected outputs from the research project, including intermediate outputs which might arise before the research project is complete. These might be in the form of

- new systems or techniques
- changes to production processes
- strengthening the knowledge base of the business/organisation
- supporting further investment in the company
- contributing to the development of new/improved goods and services

\* **Has the partner worked with the HEI sector previously** - An important aspect of the ESF- CUC studentships is to increase the number of new collaborations between businesses in Cornwall and the region's HEIs. Please use this opportunity to briefly outline the extent of previous collaborations between the partner organisation and the HE sector.

\***What potential is there for future research collaboration** - If this research project is an intermediate step in a more substantial research and development initiative, this should be explained and the eventual output described briefly.

The application should also describe the longer term benefits to the external partner which might be in the form of improved efficiency, new production processes, increased sales/turnover; different ways of doing things, and new, higher value added products or services. There should be some indication of the expected timescale for impacts where possible.

### Resubmission of an application

51. Policy on resubmitting applications is as follows: if your application was not approved and you were advised to resubmit you will be permitted to make a single resubmission of that application. If you were discouraged from resubmitting application, the application if resubmitted is very unlikely to be funded.
52. The resubmission policy is there to allow projects which are inherently worthy of funding a second chance of success. There is, however, no guarantee that a resubmitted application will be successful second time around, as it will be in open competition with entirely new applications, and resubmission is also dependent on the availability of funding.



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### Confidentiality and use of the information supplied

53. By submitting an application you are giving your permission to Great Western Research to process and disclose the data you provide, including processing of the personal data, as described in Appendix 1 below.

### Application deadlines

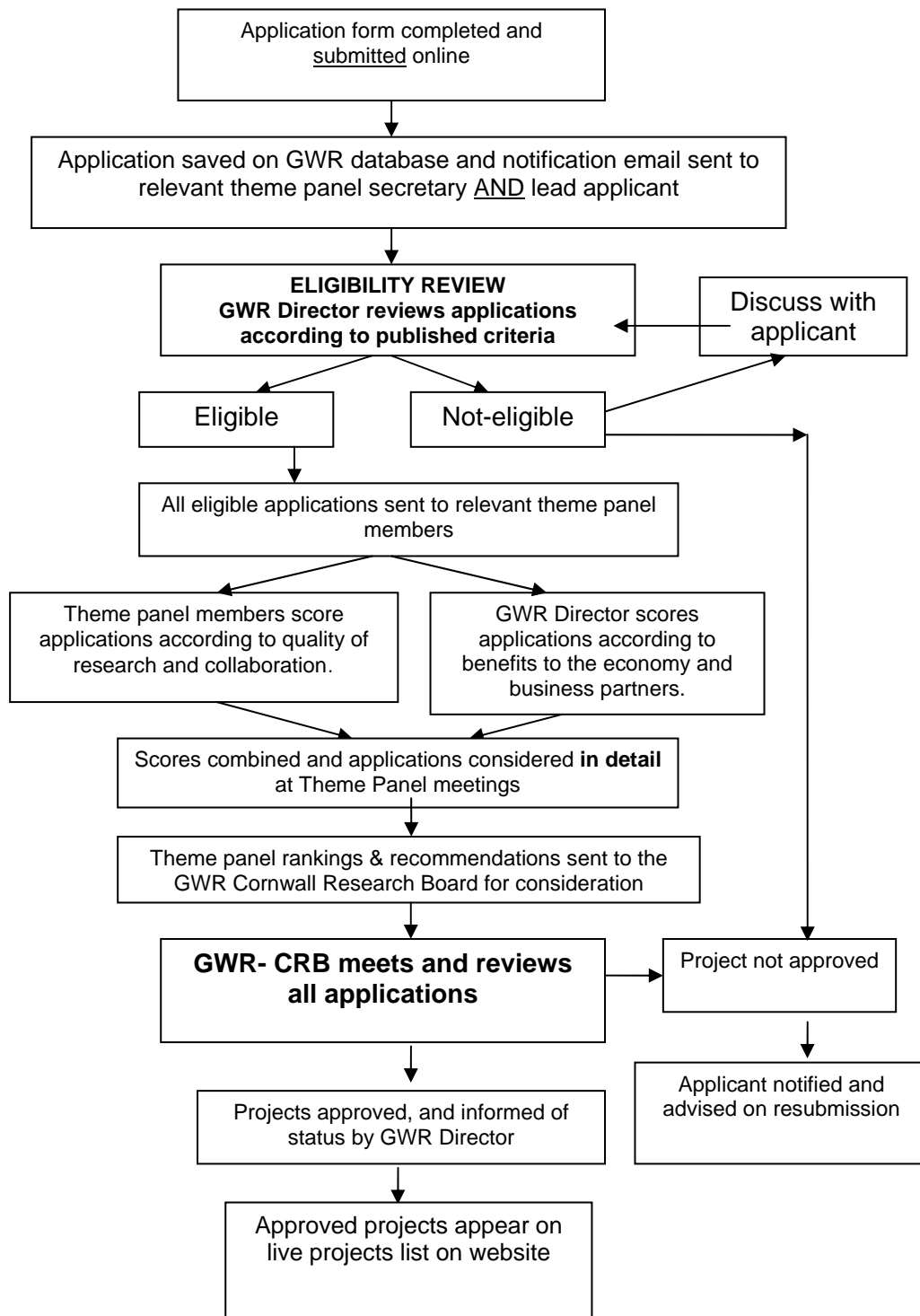
54. The first call for studentship proposals will close at noon on 25<sup>th</sup> February 2011, and the electronic submission system will not be available after this time.
55. Applications will be scored, assessed and ranked by Theme Panels and based on these assessments, funding decisions will be made by the GWR-CRB and these decisions are expected to be available on most applications within 6 weeks of the close of the call.
56. If successful, you will be expected to sign your contractual agreement within 3 months of approval being received from Great Western Research, and you **MUST** recruit a student to who is able to register for the PhD before the end of March 2012.
57. It is anticipated that a second call for studentship proposals will be launched in March 2011, depending on the continuing availability of studentships following the assessment of the first call for proposals. It is anticipated that up to 25 studentships will be allocated in the first call for proposals and up to 15 in the second call.



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### Assessment and Award Process

58. Great Western Research is committed to assessment by a transparent process of expert peer review as follows:





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59. Applications are considered individually by the Director of Great Western Research to determine basic eligibility. If eligible, the application is then considered by the Theme Panel members individually. If considered to be ineligible, the GWR Director will discuss the proposal with the applicant to attempt to resolve eligibility problems.
60. Each Theme Panel consists of academic members from the CUC partner institutions, a representative from a non CUC South West University, and a representative from GOSW. Details of the current Great Western Research Theme Panels and their membership will be available on our website at <http://www.greatwesternresearch.ac.uk>
61. The Theme Panels members will individually determine their scores for each application, in the areas of research excellence and collaboration.
62. Simultaneously, the GWR Director will score applications according to their potential contribution to the economy and business benefits.
63. These scores are then collated and combined to provide a framework for a detailed consideration of the research application, and overall agreed ranking of all applications is determined at a physical meeting of the Theme panel members.
64. All applications and their associated scores and Theme Panel rankings are then forwarded to the GWR-Cornwall Research Board members, for consideration. The GWR-CRB membership is the 5 Theme Panel Chairs, a representative from GOSW, a representative from a non CUC partner University in the South West, and is chaired by the GWR Director.
65. The GWR-CRB then meets and makes the final funding decisions on all applications, based on consideration of the Theme Panel's rankings and comments.
66. The GWR-CRB may decide to a) approve a proposal and award a studentship; b) to decline a proposal and not award a studentship; or c) to award a studentship *subject to* clarification and amplification of certain aspects of the proposal to the board's satisfaction.

### Assessment criteria

67. In assessing eligible applications Theme Panel members and the GWR CRB will assess the proposal on the following non-exhaustive list of criteria :
  - Whether the proposal meets the overall aims of the ESF-CUC studentship scheme.



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- The academic quality of the proposed research and the arrangements for its supervision.
- The extent to which the proposed activities will generate genuine collaboration between HEIs and between HEIs and businesses, and the potential for the generation of new high quality cross-institutional research projects in the future.
- The significance and importance of the project, and of the contribution it will make, both to the business partner and the potential business benefits to Cornwall
- The potential short-term and long-term impact on Cornwall, the CUC partners and the business partner (economic, social, intellectual and cultural).
- The extent to which the studentship builds research capacity in the HEIs involved, and contributes to critical mass.

### Award announcement

68. If you are **successful**, you will receive a letter from GWR offering you an award, and informing you of the overall amount for the duration of the award.
69. If you are **unsuccessful**, you will receive a letter from GWR advising that you have not been offered an award.

### Monitoring

70. As part of the terms and conditions of an ESF-CUC Research award, you will be required to submit an annual progress report to GWR for approval by the CUC Research Collaboration Group and an end-of-award report **no later than three months** after the end of the award period. It should be noted that continued funding is dependent on satisfactory annual reports.
71. While it is the responsibility of the Lead Institution and Lead Supervisor to manage the academic progress of the student, GWR and the CUC Research Collaboration Group reserve the right to call for periodic information on progress or to visit the Student. The lead Supervisor and Student will also be required as a condition of the award to attend meetings and events to exchange information and ideas with others undertaking research in the same or similar fields, for example the GWR Cornish Research Symposium.
72. The lead Supervisor and Student will be expected keep the business partner fully informed of the progress of the research, and to attend meetings with the business partner arranged at least quarterly.



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### Complaints procedure

73. For details on our complaints procedure, please refer to the document **Great Western Research Complaints Procedure** which can be found at [www.greatwesternresearch.ac.uk](http://www.greatwesternresearch.ac.uk)

### Data Protection

#### Data Protection Regulations

Project partners will use information provided on the Studentship application form and subsequent annual reports for processing the proposal, the award of any consequential grant for the payment, maintenance and review of the grant, and for the promotion of CUC-ESF activities.

This may include:

- Registration of proposals;
- Operation of grants processing and management information systems;
- Preparation of material for use by peer review panels;
- Administration, investigation and review of grant applications;
- Statistical analysis in relation to the evaluation of research and the study of trends
- Press and media campaigns

Details of awards will also be made available on the Great Western Research web site and other publicly available databases, and in reports, documents and mailing lists.