**AHRC Collaborative Doctoral Partnership**

**PhD Project Proposal Form and Guidance**

**DEADLINE FOR SUBMISSION 5pm on Friday 26th NOVEMBER 2021**

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| Proposals should be made by a university based researcher in collaboration with a named member of staff from Historic England, who will act as the co-supervisor for the studentship.  We are **not** looking for project ideas directly from potential students.  Your proposal must detail a PhD project that could be undertaken through a 4-year studentship funded by an Arts and Humanities Research Council Collaborative Doctoral Award.  The successful student candidate will be jointly supervised by the university and Historic England or English Heritage and will therefore be expected to spend a significant period of time researching at or with the heritage organisation. This should be clear in the proposal.  Project proposals will be assessed against the three assessment criteria outlined in Part B, all of which carry equal weight. ***In addition, every proposal must****:*   * clearly support the objectives of Historic England or English Heritage by aligning with one of the current **CDP Priority Research Areas 2021** published on the Historic England website. * fall within the Arts and Humanities Research Council subject remit. * be suitable for PhD-level research to be completed over 4 years. * within the 4 years provide career development opportunities (lasting three to six months) that are independent of the main research.   **Please complete all sections in PART A**  **PART B** is for your guidance and should be kept by you for future reference.  **Completed Proposal Forms should be emailed, as an attached document in .docx or .doc format, to** [**cdp@historicengland.org.uk**](mailto:cdp@historicengland.org.uk) **by 5.00pm on Friday 26th November 2021.** |

# PART A: Project Proposal

1. **Summary**

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| **Title for your project (max 150 characters inc spaces)** | | | |
| Click here to enter text. | | | |
| **CDP Priority Research Area** *(one topic chosen from the Historic England or English Heritage CDP Priority Research Topics 2021)* | | | |
| Click here to enter text. | | | |
| **Project Summary (max 4000 characters inc. spaces)**  *Please describe the project briefly and clearly, using plain English.*  ***NOTE – A more detailed description can be made in section 7, 8 and 9)*** | | | |
| Click here to enter text. | | | |
| **Is this a Practice Based PhD proposal?** | | | |
| **YES** |  | **NO** |  |

1. **Partner Organisation Details**

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| **Name and job title of proposed *Lead Supervisor* at Historic England or English Heritage**  *NB They will be expected to have relevant line manager permission for their involvement in this project for at least 4 years* |
| Click here to enter text. |
| **Contact Details** |
| Click here to enter text. |
| **Their skills and experience to supervise this collaborative doctoral project (max 500 words)**  *Do they have relevant research or practical experience?*  *Do they have experience of supervising PhD, Masters or any other students?*  *Do they have experience line managing staff?* |
| Click here to enter text. |
| **Name and job title of proposed *Second Supervisor* at Historic England**  *NB They will be expected to have relevant line manager permission for their involvement in this project for at least 4 years* |
| Click here to enter text. |
| **Contact Details** |
| Click here to enter text. |
| **Their skills and experience to supervise this collaborative doctoral project (max 500 words)**  *Do they have relevant research or practical experience?*  *Do they have experience of supervising PhD, Masters or any other students?*  *Do they have experience line managing staff?* |
| Click here to enter text. |

1. **Higher Education Institution Details**

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| **Name of Higher Education Institution and Department where prospective PhD student will be hosted** |
| Click here to enter text. |
| **Please outline what support is in place in your department or across your HEI to promote the health and wellbeing of PhD students and any other relevant pastoral services** |
| Click here to enter text. |
| **Name and job title of HEI *Lead* Supervisor** |
| Click here to enter text. |
| **Contact Details** |
| Click here to enter text. |
| **Their skills and experience to supervise this collaborative doctoral project (max 500 words)**  *What is their experience of supervising PhD, Masters or any other students?*  *Do they have experience of supervising other collaborative PhD students?*  *If this is their first supervision, what support, training and monitoring is in place to assist them?*  *What is their relevant research or practical experience?* |
| Click here to enter text. |
| **Name and job title of HEI *Second* Supervisor** |
| Click here to enter text. |
| **Contact Details** |
| Click here to enter text. |
| **Their skills and experience to supervise this collaborative doctoral project (max 500 words)**  *What is their experience of supervising PhD, Masters or any other students?*  *Do they have experience of supervising other collaborative PhD students?*  *If this is their first supervision, what support, training and monitoring is in place to assist them?*  *What is their relevant research or practical experience?* |
| Click here to enter text. |
| **Name and job title of HEI Research/Doctoral Office contact (pre and post award)** |
| Click here to enter text. |
| **Email address/telephone number of HEI Research Office contact (pre and post award)** |
| Click here to enter text. |

1. **Other Partners**

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| **Other partner organisations (if relevant)**  *Please provide:*  *Contact name for proposed or prospective partner institution(s)*  *Contact email address and telephone number for proposed or prospective partner institutions(s)*  *Brief details of the proposed or prospective partner institution(s) interest and/or expertise in the area of the proposed project* |
| Click here to enter text. |

1. **Named Students (skip if not relevant)**

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| **Is the proposal for a named student?** | | | |
| **YES** |  | **NO** |  |
| *If there is a named student, do they meet the eligibility criteria of the AHRC (UKRI) award and has the partner HEI agreed that they do? (tick box)*  *Details:* [UKRI-170321-InternationalEligibilityImplementationGuidance.pdf](https://www.ukri.org/wp-content/uploads/2021/03/UKRI-170321-InternationalEligibilityImplementationGuidance.pdf)  [UKRI-291020-guidance-to-training-grant-terms-and-conditions.pdf](https://www.ukri.org/wp-content/uploads/2020/10/UKRI-291020-guidance-to-training-grant-terms-and-conditions.pdf) *TGC 5.2 & Annex B* | | | |
| **YES** |  | **NO** |  |
| **Name of proposed student (if applicable):** | | | |
| Click here to enter text. | | | |
| **What relevant experience and qualifications does the nominated student have to undertake this studentship (academic, knowledge of the field, knowledge of institution etc.)?(max 1000 words)**  *There should be a rationale for having a named student and not openly recruiting. For example, the prospective student could have relevant experience or specialist knowledge which makes them the ideal candidate for this research or the student could have proposed the research.*  *All students studying for an AHRC funded PhD must have a Masters degree or relevant work experience. Please provide information the class of degree(s) they have been awarded, and specifically marks for dissertation (or details of the relevant work experience if they are being named on that criteria).* | | | |
| Click here to enter text. | | | |

1. **Additional Financial and In Kind Support**

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| **The studentship will be supported by an Arts and Humanities Research Council Collaborative Doctoral Award which will cover stipend and fees for 4 years at UKRI standard rates (3-6 months to be used for career development activities).**  **An additional travel and research expenses grant of £4000 spread over 4 years will be provided by the Historic Buildings and Monuments Commission for England.**  **If you believe this research project will require financial or other support beyond that described above, please give details here and explain how you will secure the funds.**  ***e.g.*** *Does the research require extensive travel, research trips or fieldwork in the UK or internationally?*  *Does the project require the support of additional departments/individuals within the heritage organisation, or externally – is this support assured?*  *Will the successful student candidate require specialist training or does the project require access to specific equipment or software? How will this be provided?* |
| Click here to enter text. |

1. **Case for Support**

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| **Please describe the proposed project in more detail, indicating why it is important and original and how it is relevant to the priorities of Historic England or English Heritage (max 2000 words)**  *Please describe the proposed project in more detail, indicating why it is important and original.*   * *What is the project about? Aims and Objectives?* * *Why is the project important and original?* * *What are the key research questions to be addressed?* * *Methodology. Outline of research likely to be undertaken – the data to be collected and studied; fieldwork or research visits in the UK or abroad required; the type of approach or analysis to be used etc.* * *What is the likely timescale for the project to be delivered successfully* * *What scope is available to the successful student candidate for moulding the project?* * *What will be the expected outcomes* * *If this is either a practice-based or -led proposal the CfS should identify a research question or questions that will be addressed by both the practice and critical work undertaken during the degree. The application must also articulate a research question(s) that the proposed practice addresses or illuminates and clarify the proposed weighting of the practice and critical components of the thesis. The CfS should also set out a clear rationale in which the relationship between practice and theory is justified.* * *Please describe ways in which the extra training portion of the grant could be used to support the student’s future career development, this could be through a variety of elements including; courses, placements and training.* |
| Click here to enter text. |
| **How does this proposal match the remit of the AHRC? (max 150 words)**  Refer to the [AHRC’s Research Funding Guide (2021)](https://ahrc.ukri.org/documents/guides/research-funding-guide1/), section 7. |
| Click here to enter text. |

1. **Academic Benefits and Impact**

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| **Who will academically benefit from this proposed studentship research project? (max 4000 characters inc. spaces)**  *What new and original contribution will this project make to knowledge and understanding in the relevant field?*  *What are the intellectual benefits of the doctoral research being carried out in a collaborative framework and why it is important in relation to any existing work in the field?*  *List any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Specific beneficiaries might be:*   * *Researchers already in the field carrying out similar or related research* * *Researchers in other disciplines* * *Researchers in other academic institutions (in the UK and/or international)* * *Also describe the relevance of the research to beneficiaries* |
| Click here to enter text. |
| **What will be the impact of the studentship research project on the partner organisation and/or the wider sector? (max 2000 characters inc. spaces)**  *Please outline how this studentship project will directly contribute to the partner organisation’s strategic priorities and objectives, and the benefits it will bring for the partner organisation.*  *Will the project deliver further benefits or direct impacts on the wider heritage sector?*  *These studentships are a unique opportunity for collaboration; please describe why this studentship could only work within a collaborative doctoral partnership. This should be more than general access to a collection or archives.* |
| Click here to enter text. |
| **Will the studentship lead to any impact such as outreach, dissemination and impact initiatives? (max 2000 characters inc. spaces)**  *Please indicate clearly any activities or events that the studentship will positively support and how. For example: will the student contribute towards an exhibition or gallery display, or other events and initiatives such as public talks, guided tours, lectures, conferences and symposia? Will the student contribute towards cataloguing initiatives, website content or other forms of publication? Will the student engage in wider community engagement work?* |
| Click here to enter text. |

1. **Supervision, Training & Development**

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| **Supervisory Arrangements**  *How will the proposed supervisors work together to support the student and ensure they finish on time?*  *How frequently will the supervisors meet and where?*  *How will the student’s training and support needs be established and monitored?*  *What processes do the University partner have for monitoring and supporting the progress of PhD students? How will they involve the partner organisation supervisors in these processes?* |
| Click here to enter text. |
| **Student Career Development**  **Three to six months of the funded period (or part time equivalent) of CDP studentships are intended to support the student’s career development, providing time for work experience, training or delivering impact activities that are not directly part of their research.**  **Please outline how you (provisionally) propose to create opportunities to develop the skills and experience the student will need for future careers.**  *This may include things like delivering impacts from the PhD research for the partner organisation; or could take the form of specific ‘blocks’ of activity (e.g. placements or training courses) or spread across a longer period of time (e.g. as regular contributions to exhibition or cataloguing projects).*  *Opportunities should be flexible based on student need. This activity should take place before the final year of the studentship, which should be reserved for writing up and completing the thesis.*  *\**[***See further guidance regarding building in career development opportunities into the PhD***](https://historicengland.org.uk/research/support-and-collaboration/researchopportunities/collaborative-doctoral/#careerdevelopmentphd/)***.*** |
| Click here to enter text. |

1. **Recruitment and Ethics**

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| **Where would you publicise the PhD studentship and how would you propose to manage the recruitment process to ensure this opportunity is made accessible to the widest possible pool of potential candidates?** |
| Click here to enter text. |
| **Are there any ethical issues attached to this proposed research?** |

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| --- | --- | --- | --- |
| **YES** |  | **NO** |  |

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| *If yes, please describe what these issues are, how they were assessed and will be managed during the studentship. Please also confirm that this studentship has been approved – or will need to be approved - by the partner HEI Research Degrees and Ethics committees (max 250 words).* |
| Click here to enter text. |

1. **Approvals**

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| **Please confirm this proposal, and the commitment of time from both the proposed Historic England and HEI supervisors for at least four years, has the approval form relevant Head of Team or Head of Department** | |
| I hereby declare that I support the above named prospective Supervisors undertaking these duties as part of their agreed work commitments | |
| Historic England Head of Team  (or equivalent authority)  Click here to enter text. | HEI Head of Department  (or equivalent authority)  Click here to enter text. |
| Signature  Click here to enter text. | Signature  Click here to enter text. |

# Thank you for your proposal. Please ensure it saved as a file in .docx or .doc format (NOT .pdf please) and is submitted by the deadline of 5.00pm on Friday 26th November 2021 to [cdp@historicengland.org.uk](mailto:cdp@historicengland.org.uk)

# PART B: What happens next? Assessment Procedure and Criteria

**Assessment Panel**

All proposals received by the deadline will be considered for support by an Assessment Panel. The Assessment Panel will consist of relevant Historic England and English Heritage staff and external academics/researchers to ensure fairness, impartiality and academic rigour when assessing proposals.

Panel members will include the National Head of Research and senior research staff from Historic England/English Heritage; at least two experienced members of faculty from a Higher Education Institution drawn from a peer review college, and a colleague from another Independent Research Organisation.

**The Assessment Process**

The assessment process is broadly based on the procedures used by the AHRC for awards and commissioning panels.

Proposals will be sent to panel members (including the relevant subject matter experts) for their assessment and initial grade against a set of criteria. These initial assessments and grades will be collated and circulated to all panel members in advance of a panel meeting, where the collated assessments will be discussed and a final ranking agreed. The highest ranked projects will be recommended to the AHRC to be funded. Some proposals may be recommended subject to certain improvements or conditions suggested by the panel.

**Assessment Criteria and Grading**

A proposal will be assessed on how clearly it links to the stated Research Area and the priorities of the Historic England or English Heritage; the academic strength and quality of the proposal; and how the proposed CDA will enhance the student’s experience. Key management issues, such as internal capacity to deliver, will also be given due weight in the assessment process.

Proposals will be graded from 3 (unsupportable) to 6 (exceptional) using a system based on the AHRC's own assessment criteria – see below for grade descriptors.

CRITERIA 1: for how the proposal will **support the identified Research Area and priorities of the organisation,** panel members are asked to consider the following:

* *How exactly does this proposal support the stated CDP Priority Research Area?*
* *How will the proposed project contribute to Historic England or English Heritage strategy and objectives (see Historic England’s* [*Corporate Plan*](https://historicengland.org.uk/about/what-we-do/corporate-strategy/) *or English Heritage’s* [*Priorities*](https://www.english-heritage.org.uk/about-us/our-priorities/)*)?*
* *Why should this PhD be collaborative with Historic England or English Heritage and not just undertaken through a University department alone?*
* *Is this proposal based on existing project or partnership between the heritage organisation and the University? If so, how will it support or extend that project?*
* *Will the proposed research have wider benefits for the organisation or wider sector?*

CRITERIA 2: for the **Academic Strength** of the proposal panel members are asked to consider the following:

* *Will the research lead to an original and substantial contribution to the knowledge of the subject matter?*
* *Are there clear and answerable research questions?*
* *How practical will it be for the student to complete the research and answer the questions in the 4 years with the resources the partner organisation and the partner University have available?*
* *Is there scope for the student to develop their own emphasis with the overall proposal?*

CRITERIA 3: **For how the proposal will enhance the students experience** panel members are asked to consider the following:

* *Have the career development activities been adequately considered? This is an essential part of CDP studentships.*
* *What will be the benefits to the student of doing a collaborative PhD rather than in a University department alone?*
* *And in particular, what would be the benefits of working specifically with Historic England or English Heritage? What can the supervisor and related team offer the student outside of the supervisor’s expertise?*
* *Have the joint supervisory arrangements been adequately considered?*
* *What can the university offer the student outside of the supervisor’s expertise? (E.g. networks, training etc.).*

**Grade Descriptors**

**Grade 6 = Exceptional**

An exceptional proposal in terms of the standard of scholarship and quality that is internationally competitive, original and innovative. It will make a highly significant contribution to the research field and clearly supports Historic England/English Heritage objectives. It provides full and consistent evidence and justification for the proposal, and management arrangements and opportunities for student development are clear and convincing. It should be funded as a matter of priority.

**Grade 5 = Good**

A proposal that is good in terms of its originality, quality, and significance. It provides full and consistent evidence and justification for the proposal and there is a clear benefit to the research theme and related objectives. ment arrangements and opportunities for student development are clear and convincing.

Or, this is an application that is outstanding academically, but has some weaknesses in terms of how it supports Historic England/English Heritage objectives and priorities which would need to be addressed. It should be funded as a matter of priority, but does not merit the very highest priority rating.

**Grade 4 = Adequate**

An adequate proposal in terms of the overall standard of scholarship and quality and/or which is more limited in terms of originality/innovation, significance and/or its contribution to the research field and/or of limited benefit to the heritage organization’s objectives. It provides reasonable evidence and justification for the proposal, and management and development arrangements are adequate overall.

**Grade 3 = Unsupportable**

A proposal of inconsistent quality which has some strengths, innovative ideas and/or good components or dimensions, but also has significant weaknesses or flaws for example:

* unsatisfactory levels of originality, quality, and/or significance,
* contains insufficient evidence and justification for the proposal,
* displays limited potential to advance the research field,
* displays limited potential to benefit the delivery of Heritage organization priorities,
* is unconvincing in the developmental aspects it will provide the student
* is unconvincing in terms of its management or capacity to deliver the proposed activities.

As a result of the flaws or weaknesses identified, the proposal is not considered to be of fundable quality.

**After the Assessment**

Once the final decision has been made by the Assessment Panel, we will inform the AHRC of our 2 “Nominated Projects”.

The named university and HE co-supervisors will then work on adapting or augmenting their proposal in order to populate the official AHRC studentship proposal form through JeS. The JeS form will be opened by AHRC in early 2022 and must be submitted (by the Lead HEI Supervisor) by a set deadline, to be confirmed.

At the same time a formal Collaboration Agreement will be drawn up between the Historic Buildings and Monuments Commission for England (HBMCE) and the HEI; which will reference the JeS form as the details of the project. **Agreement to the principles of this Agreement will be a pre-requisite for taking the studentship forward.**

Once projects are nominated to the AHRC and the principles of the Collaboration Agreement have been agreed; the recruitment process can begin.

AHRC will check the proposed CDP projects for eligibility, to ensure they meet their subject remit, before issuing a formal grant offer to the university; but no further peer review process will take place.

Recruitment for a student should take place in late Spring 2022 and studentships will commence on 1st October 2022.

If you require an alternative accessible version of this document (for instance in audio, Braille or large print) please contact our Customer Services Department:

Telephone: 0370 333 0607

E-mail: customers@HistoricEngland.org.uk