

Bell Burnell Graduate Scholarship Fund

Application Form (to be completed online)

Part 1: Details to be completed by the Student

1. Student details

➤ **Category (choose one)**

- Full-time Scholarship
- Part-time Scholarship
- Top-up request

➤ **Application name**

Note: This should be your name and university name i.e. Fullname_University name

➤ **Student's full name**

➤ **Student's number**

➤ **Address**

➤ **Eligibility criteria (select all relevant criteria)**

2. Other funding

➤ **Have you applied for or are you applying for funding from other sources?**

- If yes, list all the other funding applications you have applied for.
- What was the outcome of your application(s) or when do you expect to hear the outcome?
- If no, why?

➤ **Often while your chosen university/institution might not have funding available for projects in your area others will, have you explored the possibility of pursuing a doctoral programme elsewhere? (For full award applicants only)**

- If yes, where and what was the outcome?
- If no, why?

3. Doctoral programme details

- Will the proposed/current research be undertaken full-time?
- If yes, for how long i.e. 3, 3.5 or 4 years?
- Proposed/current date of registration
- If the study will not be full-time, what is your proposed study pattern and for how many years?
- Name of host university
- Post Graduate tutor or equivalent (full name and email)

4. Proposal

- Title of your proposed/current research project
- Project abstract

Note: The project abstract should provide an easily understood summary of your proposed/current research project and its intended outcomes that is appropriate for a non-specialist reader and clearly showing how your project is physics-based.
- Applicant's CV

Note: 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.
- Background and need for a BBSF grant (300 words)

Note: Please demonstrate your need for a BBSF 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.
- Personal Statement (1000 words max)

Please describe: (a) your reasons for wanting to study for a Doctorate*; (b) how you meet the BBSF eligibility criteria clearly stating which underrepresented group you identify as; (c) how you propose to gain benefit from a grant, if awarded (d) how you would be an ambassador for the scheme. This statement should be uploaded to the Good Grants system, typed on A4 with **Arial 12pt font** and a line spacing of **1.15**.

***Note: Top -up funding requests do not have to state the 'reasons for wanting to study for a Doctorate' in their statement. However other sections b, c and d will need to be answered fully in the Personal Statement.**

5. Lead Supervisor's details*

- Lead Supervisor's first name
- Lead Supervisor's last name

- Lead Supervisor's email

6. Head of School (or equivalent) details

- Head of School (or equivalent's) first name
- Head of School (or equivalent's) last name
- Head of School (or equivalent's) university email

Note* These details will be used by the online system to send an automated email including a link for your Lead Supervisor/Head of School to complete their sections of the Application Form.

7. Privacy and Declarations

General Data Protection Regulation

The Institute of Physics ("IOP") will collect and use the personal information provided by you in this form in order to administer the scheme. This could include: to assess your application, to notify you as to whether your application has been successful, to award funds, to administer the scheme generally and, if agreed with you, to support you in publicising your research to the wider physics community. Your name, affiliation and details of your Doctorate may also be used in published lists of grants holders or summaries of funded projects, which may be available on the Internet and in IOP publications. Information may be used by IOP to create anonymised reports related to the performance of the scheme. IOP may also contact applicants to obtain feedback on this grant scheme and the application processes and policies and, for successful applicants, to request assistance in publicising and the promoting the scheme to others.

Where you provide us with sensitive information such as your ethnicity or sexual orientation or tell us about a disability, this information will only be used for assessing whether you meet the qualification criteria for this scheme (where directly relevant), equal opportunities monitoring and, where appropriate, to provide appropriate facilities or support (for example, during an assessment process or at an event). If we intend to use sensitive personal information about you for any other purpose, we will make this clear at the time it is collected.

For IOP to assess applications, it will be necessary to store and process the information applicants provide, as well as to make it available to the BBSGF Panel, who consist of carefully selected representatives from across the physics community. The applications shall be shared securely with the BBSGF Panel. Data will be securely held and shared, lawfully processed, kept up-to-date, and not retained for longer than necessary. Details of unsuccessful applications may be retained until completion of the grant assessment process for the following year.

If your application is successful, your university/institution may also share information with us about your progress and any periods of absence during the period of the grant in order for us to evaluate progress, ensure the grant is being used effectively and to evaluate the scheme.

In the event that you move to a different university/institution during the period of the grant, we may also share all relevant information with the new university/institution in order for them to receive and take on the administration of the grant.

Your personal information will only be shared, to the extent necessary, amongst the BBSGF Panel members, IOP employees who need to see it in order to perform their duties, and your university/institution (including any university/institution you may move to during the period of the grant) as necessary for reaching decisions on this scheme, administering applications and awards, and monitoring the effectiveness of the scheme.

IOP takes your privacy seriously and we are committed to protecting the personal information you share with us. For more details about how we handle your personal information and your rights to access information being held about you, please see our Privacy Notice at iop.org/privacy.

I have read and understood the above statements.

Declarations

The IOP ensures its grant schemes and policies are effective by collecting and monitoring information about applicants and grant holders. Please read the statements below and confirm you have read and understood them.

- I confirm that I have completed this application myself.
- To the best of my knowledge, the information provided in this application is accurate and complete and I will inform the IOP of any changes pertaining to my application.
- I have reviewed the terms and conditions associated with the Bell Burnell Graduate Scholarship Fund grant and confirm that I accept them and will be able to comply with them if successful.
- I accept that any information or advice given to the IOP by the BBGSF Panel will remain confidential as between the IOP and the Panel.

For the purpose of the BBGSF the definition of under-represented groups and our eligibility criteria for 2024/25 includes: women, students of Black-Caribbean, Black-African and other minority ethnic (BAME) heritage, students with disabilities or who require additional funding to support inclusive learning, LGBT+ students and students from disadvantaged low income backgrounds who may struggle to find the levels of funding needed to complete their studies. People with qualifying refugee status who meet the above criteria are also encouraged to apply.

- I confirm I belong to one or more of the above groups.
- I confirm I have read and accept the T&C's of the BBGSF, in particular those set out in the Schedule to the T&Cs.

Submitting the form

When the student clicks 'submit' for their section of the application, this will trigger an automated email to the Lead Supervisor to start on their section. Students should contact their Lead Supervisor and ensure they have received the email and are aware of the submission deadline. The Lead Supervisor would need to submit their section and leave enough time for the Head of School to complete their section.

Part 2: Details to be completed by the Prospective Lead Supervisor

- **Lead Supervisor's full name and title**
- **Affiliation**
- **University email address**
- **University phone number**
- **Student's proposed project title** (*Not needed for Top-up funding requests*)
- **Approach to supporting students**

Note: Please describe your supervisory team's approach to supporting students during their doctoral studies, in particular demonstrating an understanding of the eligibility criteria for applicants for the Bell Burnell Fund.

- **Record of doctoral supervision** (*Not needed for Top-up funding requests*)

Note: Please summarise your record of doctoral supervision, including numbers of students completed, underway and not completed.

- **Commitment to equality and diversity**

Note: Please describe yours and your supervisory teams' approach to and demonstration of commitment to equality and diversity.

- **Research environment** (*Not needed for Top-up funding requests*)

Note: Please summarise the research environment that would be available to the successful student.

- **What is the total cost of the proposed/current doctoral programme (£/Euro)?**

- **How much of this cost would/does the university pay?**
- **How much is being applied for from the BBGSF?**

- **Contract of employment** (*Not needed for Top-up funding requests*)

- **Is your contract full-time or part-time?**
- **If part-time, please indicate your normal working patterns and hours of work.**
- **If no, when does your employment with the host university/institution finish and would there be any likelihood of extension?**

- **Privacy and Declarations**

The IOP ensures its grant schemes and policies are effective by collecting and monitoring information about applicants and grant holders. Please read the statements below and confirm you have read and understood them.

To the best of my knowledge, the information provided in this application is accurate and complete and I will inform the IOP of any changes pertaining to this application

I confirm that I have verified that the doctoral student has/will have all necessary visas and permissions to study and work in the United Kingdom or Ireland as required to complete their doctorate studies. If any such visas and permissions cannot be applied for until funding is secured, I confirm that I will complete this verification before the doctoral student commences their doctoral studies, and I will inform the IOP immediately if there are any issues or concerns in this regard.

- Where the doctoral student is claiming refugee status, I confirm that I have verified this status.
- I have reviewed the terms and conditions associated with the Bell Burnell Graduate Scholarship Fund grant and confirm that my university/institution will be able to comply with them if successful
- I accept that any information or advice given to the IOP by the BBGSF Panel will remain confidential as between the IOP and the Panel
- If the application is successful, I confirm that I will provide to the IOP updates on the progress of the doctoral student and programme outcome and will ensure that my successor is made aware of this obligation in the event that I cease to be Lead Supervisor.

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For IOP to assess applications, it will be necessary to store and process the information you provide, as well as to make it available to the BBGSF Panel, who consist of carefully selected representatives from across the physics community. The applications shall be shared securely with the BBGSF Panel. Data will be securely held and shared, lawfully processed, kept up-to-date, and not retained for longer than necessary. Details of unsuccessful applications may be retained until completion of the grant assessment process for the following year.

Your personal information will only be shared, to the extent necessary, amongst the BBGSF Panel members and IOP employees who need to see it in order to perform their duties as necessary for reaching decisions on this scheme, administering applications and awards, and monitoring the effectiveness of the scheme.

IOP takes your privacy seriously and we are committed to protecting the personal information you share with us. For more details about how we handle your personal information and your rights to access information being held about you, please see our Privacy Notice at iop.org/privacy.

- I have read and understood the above statements
- I confirm I have read and accept the T&C’s of the BBGSF

Submitting the form

When the Lead Supervisor clicks ‘submit’ for their section of the application, this will trigger an automated email to the Head of School to start on their section (the final part of the Application process).

Part 3: Details to be completed by the Head of School (or equivalent)

- **Full name and title**
- **Affiliation** (Dept./School and Institution)
- **University/Institution phone No. and extension**
- **Prospective student's formal name**
- **Proposed project title**
- **Student selection process**

For FULL-TIME/PART-TIME applications, please provide a brief description of the process that you have used to select the student(s) for this application.

For TOP-UP requests, please describe your process for identifying students in need.

- **University/Institution support for doctoral studentships**
Note: Please summarise the university/institution's and school / department's support for the training and development of doctoral students (this must be additional to such support provided by supervisors).
- **Please indicate your *physics department's* Juno and/or Athena Swan award level and the award and expiry dates.**
- **Please indicate your *university's* Juno and/or Athena Swan award level and the award and expiry dates.**
- **Please list any additional institutional awards that your university/institution holds e.g. Stonewall Diversity Champion status.**
- **Please provide details of the studentship costs (normally at UKRI or IRC levels) and the co-funding available (this must normally be at least 50% of the total).**
- **For self-funded students, what fee-waiver or other support has been offered?**
- **Confirmation of offer of a doctoral place to the candidate. (*Not needed for Top-up funding requests*)**
- **Confirmation letter from the Head of School if the applicant does not have a formal academic offer.**
Note: If the student is yet to receive their formal academic offer, please attach a document from the Head of School stating that the student satisfies all academic criteria for admission on to their programme, and if applicable information on whether they satisfy visa conditions.
- **Is the student to pay home or overseas fees?**
Note: The BBSF's contribution to an overseas students fees will be capped at Home rate.
- **Confirm that university/institution co-funding will be equivalent to UKRI/IRC levels for the duration of the PhD.**

3.5 Privacy and Declarations

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- To the best of my knowledge, the information provided in this application is accurate and complete and I will inform the IOP of any changes pertaining to this application

- I have reviewed the terms and conditions associated with the Bell Burnell Graduate Scholarship Fund grant and confirm that my university/institution accepts them and will be able to comply with them if successful
- I accept that any information or advice given to the IOP by the BBGSF Panel will remain confidential as between the IOP and the Panel
- I confirm that my university/institution will ensure that normally at least 50% of co-funding will be made available to the doctoral student for the whole period of the anticipated grant.
- Our Department/School will provide the necessary supervision, resources and facilities for the candidate to conduct the proposed research.
- My university/institution undertakes to maintain supervision, by suitable qualified supervisors, throughout this studentship until the final award of the doctorate.

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- I have read and understood the above statements
- I confirm I have read and accept the T&C's of the BBGSF

Submitting the form

When the Head of School clicks ‘submit’ all three sections of the Application will be submitted to the system.