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| **\*\*FORM TO BE COMPLETED BY THE ACADEMIC AND PARTNER SUPERVISORS, and SUBMITTED VIA SCHOOL OFFICE to RIS\*\****This form should be completed by the academic supervisor(s) of the proposed project, in consultation with the external partner. The form consists of three parts:** Part A: Details of the Project *– to be completed by the academic supervisor and external partner.*
* Part B: Partner Eligibility and Monitoring Information*– to be completed by the external partner.*
* Part D: Approvals and Declarations - *signed by the Partner representative, Principal Academic Supervisor & Director of Postgraduate Research studies OR Director of Research OR Head of School (as appropriate).*

*Any queries can be directed to Esther Meadows in the Research and Innovation Services, Cardiff University - tel: 02920 879439,* *KESS@cf.ac.uk**.* **Please submit completed forms via School PGR/Research Offices (with pdf signatures where feasible).** Hard copy forms with ‘ink’ signatures must follow by internalpost to Research and Innovation Services, 7th Floor, 30-36 Newport Road, Cardiff University.  |

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| **PART A) DETAILS OF THE PROJECT** *(To be completed by the Academic Supervisor and the external partner)* |

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| **1. Type of scholarship** *(delete as appropriate)* |  | **MRes** | **MPhil** |
| **Preferred start date** |  [ ]  July 2020 [ ]  Oct 2020 [ ]  Jan 2021 |
| *(Office use only:* KESS2 reference no.) |  |

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| **Project Title:** *(150 characters)* |  |
| *All key project details, including project title, are submitted to an external KESS Central Allocation Panel for consideration - please ensure the project title is succinct, and clearly conveys the project purpose* |

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| **2. HEI name** | **Cardiff University** |
| **Research Group/Centre** *(if applicable)* |  |
| **Director of Postgraduate Research** *(name)* |  |
| **Principal Academic Supervisor:**  NameSchool: Title/post:Email:Phone: |  |
| **Second Academic Supervisor** Name: School: Title/post: Email:Phone: |  |

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| **3. Partner/company name:** |  |
| **Partner Supervisor** Name:Role/title: Email:Phone: |  |

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| **4. Have Supervisors identified an eligible student for this project?**  | YES / NO |
| *If YES, please provide the name of the student**Note that the KESS admin team will request evidence of the selection process followed, showing participation/consultation with the partner.*  | ***Student name:******Student PGR application no.:*** |

**5. PROJECT DETAILS**

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| 5.1 | **Project Title** *(150 characters):*  |
| 5.2 | **Fit to Welsh Government Strategic Priorities***Identify ONE Grand Challenge area the project aligns with. More information on Welsh Government Grand Challenge priorities can be found in ‘*[*Science for Wales’*](http://gov.wales/topics/science-and-technology/science/?lang=en) *.* **[ ]** ICT and the Digital Economy **[ ]** Life Sciences and Health**[ ]** Low Carbon, Energy and the Environment **[ ]** Advanced Engineering and Material**Fit to Welsh Government Economic Prioritisation Framework (EPF)***Identify the EPF areas the project aligns with. More information can be found in the* [*Economic Prioritisation Framework*](http://gov.wales/funding/eu-funds/2014-2020/wefo-guidance/epf/?lang=en)**Thematic Economic Opportunities****[ ]** 1. Energy **[ ]** 2. Food & farming**[ ]** 3. Climate change & resource efficiency **[ ]** 4. Exploitation of ICT assets & opportunities of digital marketplace**[ ]** 5. Advanced Manufacturing **[ ]** 6. Life Sciences & Health |
| 5.3 | **'Academic challenges'***Provide an outline of the proposed project, highlighting the intellectual, scientific and/or technical* ***challenges to be addressed*** *(c.800 words)* |
| 5.4 | **Partner needs and Impact/Benefit to partner organisation***Describe how the project meets the* ***needs of the******partner/company.*** *Identify how the project could have a* ***positive impact*** *on the partner organisation e.g. enhanced research capacity, skills, increased sales, development of new product, new jobs created etc*.  |
| 5.5 | ***‘Outline of work’ , including role of Partner****Summarise the work to be undertaken (e.g. outline topics and* ***timescales****, access to* ***facilities*** *required, opportunities to gain experience of up-to-date* ***techniques*** *or approaches and current* ***technologies****, indicative* ***outputs****). Where appropriate, link to the* ***partner’s role in the project*** *(e.g. induction, training, introduction to business strategy, planning, marketing or other business-related needs, training in techniques, facilities, equipment or data interpretation). Students would usually be expected to spend at least 30 working days a year with the external partner.* |
| 5.6 | **‘Fit to University research priorities’***Describe how the proposed project fits the* ***University****,* ***School and /or College research strategy****. If applicable, mention synergies or links to other initiatives (e.g. URIs, or other areas of research investment/ support). Describe the potential benefits to the University from establishing/enhancing links with the external partner, and, if applicable, cross-discipline collaboration.* **University priorities**: KESS2 Scholarships are clearly aligned with the ambitions of Cardiff University ‘[The Way Forward 2012-2017’](http://www.cardiff.ac.uk/thewayforward), delivering on University wide goals to increase European funding, increase PGR studentships, equip graduates with entrepreneurial skills, and to develop links with business in Wales and in the UK more widely as part of a strategic aim to boost growth and prosperity in Wales.  |
| 5.7 | **Ethical issues** *If applicable, briefly outline any ethical issues associated with the project, and how these will be fully considered and addressed if the KESS scholarship is awarded.* |

**6. BENEFIT TO WEST WALES AND THE VALLEYS**

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| *The following section is intended to provide evidence to demonstrate eligibility for KESS2 funding and to assist with prioritisation of proposals for funding. The Convergence area covers West Wales and the Valleys, and is made up of the following 15 local authorities: Isle of Anglesey, Gwynedd, Conwy, Denbighshire, Ceredigion, Pembrokeshire, Carmarthenshire, Swansea, Neath Port Talbot, Bridgend, Rhondda Cynon Taf, Merthyr Tydfil, Caerphilly, Blaenau Gwent and Torfaen.* |
| 6.1 | **Describe the potential economic benefit of the project to the West Wales and the Valleys (WWV) Convergence area** |
| *People: Developing and training research professionals from WWV. Encouraging organisations in WWV to undertake research and recruit researchers.**Summarise the relevance of skills developed to the partner/ wider economy, and the potential for the scholar to work in the WWV region after completion of the scholarship.* |  |
| *Economic: e.g. New products, processes or services supported in the partner. Jobs created or safeguarded. Development of key technologies in the WWV area: Production of new knowledge in identified sectors/areas of demand in WWV: Increasing the research capacity of organisations in WWV through knowledge transfer.* |  |
| 6.2 | **Describe the wider additional benefits of this collaboration to the WWV Convergence area:**  |
| *Project activity: Undertaking research activity in WWV (e.g. fieldwork, surveys, data sampling…); undertaking impact or engagement work with WWV communities/stakeholders. Dissemination of project results to WWV communities/stakeholders.*  |  |
| *Social: (if applicable – e.g. tackling inequality; tackling poverty)* |  |
| *Environmental: (if applicable – e.g. reducing emissions, environmental improvements)* |  |
| *Added–value synergies: Links with other grant funded / European-funded project; links with other WWV-based HEIs or research groups/networks (e.g. NRNs)* |  |

**7. SUPERVISION**

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| 7.1 | **Supervision track record** | **Principal****Supervisor** | **Second****Supervisor** | **Company supervisor**(*if applicable)* |
| **Number of full-time PhD students supervised who commenced their PhD within the past six years:** |       |       |       |
| **Of this total:**Number who submitted within four years: |       |       |       |
| Number who submitted after four years: |       |       |       |
| Number of students currently being supervised and *within* their four year limit: |       |       |       |
| Number of students currently being supervised and *beyond* their four year limit: |       |       |       |
| Further comment if necessary:      |
| 7.2 | **Supervision arrangements***Describe the supervision arrangements for the project, including the roles and experience of each member of the supervisory team. Also include brief details of all supervisors’ track records of undertaking collaborative research and knowledge transfer projects with external partners. In addition, if applicable, outline any previous collaboration with the external partner at Research Institute or Faculty level.* **Principal Supervisor**: (*role in project / experience...)* **Second Supervisor:** **Partner Supervisor:**  |

**8. TRAINING and RESOURCES**

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| 8.1 | **Research environment** *Describe how the student will be engaged in the intellectual research culture of the research group and partner. Provide evidence that the student will be integrated into the School's research environment.*  |
| 8.2 | **Access to facilities and resources***If the project will require the student to access specialist facilities, expertise or resources, describe how these be provided. Cross reference to responses provided in other sections above, if appropriate.* |
| 8.3 | **Specific training needs***Identify any specific training needs for this project that will not be addressed through the generic and transferable skills from Cardiff's* [*Doctoral Academy programme*](http://www.cardiff.ac.uk/ugc/training)*, or general research training provided in the School, and describe how these will be met. Cross refer to other sections to avoid duplication, if appropriate.* |

**9. BUDGET**

*Indicative KESS Studentship budgets are outlined below.* ***Note that CAP Forms are not required at this stage*** *– these will be provided by Research and Innovation Services (RIS) to the Supervisor and School Research Office if the project is awarded funding. Further advice on the financial implications of these awards is available from Esther Meadows in RIS -* *MeadowsE@cf.ac.uk* */ tel: 02920 879439.*

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|  | **Standard budget** PhD**(Total 3 years)** | **Standard budget MRes / MPhil (Total 1 year)** |
| Stipend (starting academic year 2019/20) | **44,324** | **11,702** |
| Student travel and conferences  | **2,100** | **700** |
| Student Training and Support Costs  | **1,500** | **500** |
| Consumables | **3,000** | **1,000** |
| Equipment (small items) | **2,400** | **800** |

***GUIDANCE NOTES ON THE BUDGET- THIS SECTION IS FOR INFORMATION ONLY***

***Stipend –*** *Payments are made monthly in-arrears.*

***Fees****: Fees are not an eligible KESS2 cost, but will be accounted for centrally by the University.*

***Travel and Conferences –*** *Eligible costs would include student travel to the partner, travel related to project activities (e.g. fieldwork) and travel to attend conferences. Any travel outside the EU /overseas requires prior written approval from WEFO via the KESS Admin team.*

***Student Support Costs -*** *Eligible costs may include: Training courses (Externally provided only); Personal Development (Externally provided only); Childcare (costs paid direct to a registered provider after assessment of needs); Disability requirements. All external training and development will require prior approval by Esther Meadows (RIS) before costs are incurred.*

***Eligible expenditure***

* *All expenditure must relate entirely and only to the KESS2 scholarship project*
* *Most* ***internal transactions and services are ineligible costs****. Please contact Esther Meadows to discuss further if your project is likely to incur significant costs of this kind.*
* *All expenditure must follow the University’s financial regulations and procurement guidance – your School Finance Office can advise.*

***Cash contribution from the partner:*** *The cash contribution from the partner is made to the KESS2 programme, not to individual studentship budgets. Studentship projects will not have access to this partner cash to ‘top-up’ KESS2 project budgets.*

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| **PART B: PARTNER ELIGIBILITY and MONITORING INFORMATION** *(To be completed by the partner)* |

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| **Partner/Company Registered Name:**  |  |
| **Contact for financial and legal correspondence:** *(if different from Company supervisor above)* Name:Role/title: Email:Phone: |  |
| **Registered Partner Address:** **Post code:** **Local Authority:** |  |
| **Partner Address in the West Wales and the Valley regions *(if different from Registered address above):*** **Post code:** **Local Authority:** |  |
| **Partner supervisors’ place of work/ address:** *(if different from above):***Post code:** **Local Authority:** |  |
| **Website:**  |  |
| Company Registration number: |  |
| VAT number, if applicable:  |  |
| Business activity/sector  | *UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) should be used to provide class level information on the enterprise, to four digits.* [*http://www.neighbourhood.statistics.gov.uk/HTMLDocs/SIC/ONS\_SIC\_hierarchy\_view.html*](http://www.neighbourhood.statistics.gov.uk/HTMLDocs/SIC/ONS_SIC_hierarchy_view.html) |

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| The partner is: *(please tick)*Refer to [EU guidance on the definition of SMEs definition](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/). | [ ]  **Micro**[ ]  **Small**[ ]  **Medium**[ ]  **Large** | [ ]  **Private**[ ]  **Public body**[ ]  **3rd sector** (Charities, Not‐for‐profit Organisations and Social Enterprises) |
| **Is the Partner a Start-Up?** *(less than two years old)* | Yes / No  |
| **Is the Partner a Social Enterprise?** | Yes / No  |

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| **If the Partner is defined as an SME (Micro /Small / Medium Enterprise)?***(a) Fewer than 250 employees AND (b) annual turnover not exceeding 50 million euros or a balance sheet total not exceeding 43 million euros (c) conforms to the criteria of independence -* ceilings apply to the figures for individual firms only. A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too. *Please r*efer to [EU guidance on the definition of SMEs](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/). |
| **a) No. of employees:** | Full time:  | Part-time:  | Seasonal:  |
| **b) Turnover – less than 50m euro?** | Yes / No  |
| **Annual turnover in £’s:** | Latest period: Period ending: Turnover/ £s:  | Last Audited period: Period ending: Turnover/ £s:  | Prior Audited period: Period ending: Turnover/ £s:  |
| **c) Is the organisation’s balance sheet more than 43m euro?** | Yes / No  |
| **d) Is the company independent?** *(i.e. you have no participation in other enterprises and no enterprise has a participation in yours)*Does the Company have a holding of less than 25% of the capital or voting rights (whichever is the higher) in one or more other enterprises?Do outsiders have a stake of 25% or more of the capital or voting rights (whichever is the higher) in your enterprise?A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too. Please refer to [EU guidance on the definition of SMEs](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/). | Yes / No Yes / No  |

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| **KESS2 monitoring information** |
| **Does the partner organisation have an equal opportunities policy?** | Yes / No  |
| **Does the partner organisation have an environmental policy?** | Yes / No  |
| Has the partner participated in any of the following Business University schemes? * GO Wales Student and Graduate Placements
* Knowledge Transfer Partnerships (KTP)
* Research Council sponsored Industrial CASE Award
* Previous round of KESS scholarships
* Other (please give details):
 | Yes / No Yes / No Yes / No Yes / No  |
| **How did you find out about KESS2?**e.g. previous involvement in KESS, website, University, Business support agency, other? Please specify: |  |

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| **PART C: APPROVALS and DECLARATIONS**Electronic signatures or a separate email of commitment from an authorised signatory from within the partner organisation is acceptable at proposal submission stage. Original signatures will be required prior to project approval stage, for audit records. |

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| **DECLARATION from Partner**  |
| Cash contributionsPartners are required to make cash contribution to the KESS2 Programme, depending on their size and the year in which the project starts. Minimum contributions are set out in the KESS Company factsheet, available from the [KESS2 website](https://www.bangor.ac.uk/doctoral-school/kess/documents/KESS2_CompanyFactsheet1_English.pdf).The cash contribution from partners cannot include funds from other European sources. **Please confirm the level of support the external partner is prepared to offer in cash to the KESS2 Programme.**  | Yr1: Yr2: Yr3: Total:  |
| Intellectual PropertyProject results and intellectual property (IP) arising out of the project will be owned by the University to comply with EU State Aid regulations. The University is able to grant an exclusive or non-exclusive licence, charged at market rates, if the partner wishes to exploit IP. Further clarification is available from Research and Innovation Services (KESS@cf.ac.uk/ 02920 875834). **Do you accept these requirements?** | Yes / No  |
| Conflicts of InterestAre you, or any partner directors/trustees/employees, related to or connected with anyone employed by the University (in particular, the KESS2 project or the research group involved in this project)? Any possible conflicts of interests must be declared and expanded upon here:  |
| I declare that the details given on this form are true to the best of my knowledge, and acknowledge the conditions under which KESS2 funding is available.Signed:Name: Position with the partner: Date:  |

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| **DECLARATION of support by Lead Academic Supervisor** |
| KESS2 is part-funded by the European Social Fund (ESF), via the Welsh Government. To meet the terms of the funder and the Welsh European Funding Office (WEFO), KESS2 Scholarships operate with a range of conditions and administrative obligations. Key points are set out below, and further detailed advice will be provided to successful projects. Please contact Esther Meadows in Research and Innovation Services with any queries (KESS@cardiff.ac.uk, 02920 875834)* Timesheets: The University is required to contribute match funding to the KESS2 Programme consisting of supervisory staff time. **All academic supervisors must complete a monthly timesheet** evidencing their supervisory time supporting this project. Staff that are 100% funded from other grant sources are not eligible to provide timesheets /supervisory time.
* Student eligibility: Eligible students must have a **home or work address in West Wales and the Valleys Convergence area** at the time they apply for and accept the KESS scholarship from the University and at enrolment, as well as the legal right to live and work in the UK. Eligibility cannot be ‘self-declared’ and must be supported by original documentary evidence provided on request to the KESS2 Central admin team.
* Postgraduate Skills Development Award: KESS2 requires students to **achieve a Postgraduate Skills Development Award** in addition to their academic qualification. The PSDA is awarded by Bangor University, following the KESS Scholar’s achievement of 60 credits (for PhD) or 30 credits (for MRes/MPhil) of skills training and attendance at a mandatory residential KESS Graduate School. The KESS Administrative team will provide advice and support.
* Reporting and submission requirements: KESS2 will have additional reporting requirements including production of quarterly progress reports and achievement of ‘outputs’ within time periods determined by the KESS programme (including **thesis** **submission within 6 months (PhD) or 3 months (MRes/MPhil) of the end of the funded period**).
 |
| Conflicts of InterestTo the best of your knowledge, are you, or any member of your research group, related to or connected with:1. anyone at the external partner (e.g. employees, directors, trustees)?
2. anyone from the KESS2 partner Universities working on the KESS2 project (e.g. KESS2 administrative staff, the KESS2 Allocation Panel)?

Any possible conflicts of interests must be declared and expanded upon here:       |
| I confirm my support for this application, and acknowledge the conditions under which KESS2 funding is made available, as outlined above. Signed:Name:Date:  |

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| **DECLARATION of support by School****(Signed by Director Postgraduate Research / Director of Research / Head of School)** |
| *(Note that CAP Forms are not required at this stage – these will be provided by Research and Innovation Services (RIS) to the Supervisor and School Research Office if the project is awarded funding. Further advice on the financial implications of these awards is available from Esther Meadows in RIS. The School is invited to confirm the application has been quality-reviewed by appropriate staff within the School, normally the Director of Postgraduate Studies).*  |
| Support for KESS2 studentshipUniversity match-funding is provided through contributions of academic staff time and associated overheads. The School agrees to underwrite any unexpected shortfall in project match-funding*.* I confirm this proposal has been quality-reviewed by the School, and is submitted with the endorsement of the School. Signed:Name:Position/role: Date:  |