



Ymchwil Iechyd
a Gofal **Cymru**
Health and Care
Research **Wales**



Llywodraeth Cymru
Welsh Government

Health and Care Research Wales

Health PhD Studentship 2022

Guidance for applicants

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1. General guidance

Please read this guidance thoroughly before completing an application.

1.1 Introduction to call

Health and Care Research Wales is offering PhD Studentship Awards for health-focused research. The studentship awards aim to support capacity building in health and care research by funding talented individuals to undertake high-quality research projects.

Applications must come from the proposed supervisor, who is defined as the applicant to this scheme. There is no need for a student to have been identified at this stage, and where an applicant has already identified a PhD student there is no requirement for Health and Care Research Wales to be informed until funding decisions have been made.

Applications will be assessed according to the criteria set out in Section 5 below, and funding recommendations made accordingly, subject to it reaching the necessary scientific quality threshold.

Projects that are undertaken under this scheme are expected to have public and patient benefit as well as clear relevance to Welsh Government policy priorities.

While applications are welcome from across the health research spectrum, for the 2022 call Health and Care Research Wales particularly welcomes applications that:

- align with the healthcare wellbeing objective in the Welsh Government's Programme for Government 2021-2026; and/or
- address the challenges set out in A Healthier Wales, the Welsh Government's strategy for health and social care and/or

Applicants should indicate in the relevant part of the application form if their application addresses these priority areas and explain how it does so.

To help researchers develop and frame ideas that address the priority areas, some Welsh Government policy background is provided below.

Alignment with the healthcare wellbeing objective in the Welsh Government's Programme for Government 2021-2026

The Welsh Government's Programme for Government 2021-2026 presents an ambitious set of commitments that the Welsh Government wishes to deliver in the sixth Senedd term. It incorporates a set of ten wellbeing objectives that the Welsh Government will use to maximise its contribution to Wales' seven long-term wellbeing goals, as required by the Wellbeing of Future Generations Act.

The ten wellbeing objectives include a healthcare-specific objective to 'provide effective, high-quality sustainable healthcare'. Areas of specific activity include, for example, primary care service reform, mental health service provision and redesign, and social prescribing, alongside commitments to tackle health inequalities, support health workers, deepen service integration and focus on prevention.

Applicants are invited to submit proposals aligned with the healthcare wellbeing objective. If your proposed research project has additional points of contact with the other well-being objectives, please reference this in your application.

Key documents:

- Programme for Government 2021-2026: <https://gov.wales/programme-for-government-2021-to-2026>
- Programme for Government 2021-2026 wellbeing statement: <https://gov.wales/programme-for-government-2021-to-2026-well-being-statement>
- The Wellbeing of Future Generations Act: <https://www.futuregenerations.wales/about-us/future-generations-act/>

Addressing the challenges set out in A Healthier Wales, the Welsh Government's strategy for health and social care

A Healthier Wales is the Welsh Government's response to the Parliamentary Review report, A Revolution from Within: Transforming Health and Care in Wales, published in 2018. Although first published in the previous Senedd term, it continues to stand as the Welsh Government's strategy for health and social care and its delivery continues to be a Ministerial priority.

A Healthier Wales recognises changing healthcare needs of a growing and ageing population, especially given advances in technology and medicine, and changing lifestyles and expectations. It strongly affirms a continuing

commitment to 'prudent healthcare', with its central focus on 'do no harm'. It describes in detail a healthcare system providing the highest value, and delivering the greatest return, in terms of individual benefit and outcome for any given cost.

Key themes include:

- Supporting longer, healthier and happier lives;
- Shifting services from hospitals to community settings;
- Providing a seamless, whole system approach to health and social care, including more integrated health and social care services;
- Placing a greater emphasis on prevention, addressing factors which prevent ill-health and/or support wellbeing.

Applicants should be mindful of the four themes of the Quadruple Aim, as set out in A Healthier Wales, and the ten Design Principles intended to help translate ideas into reality.

Key document:

- A Healthier Wales: our Plan for Health and Social Care: [A healthier Wales: long term plan for health and social care | GOV.WALES](#)

1.2 Indicative timetable

The deadline for submission of applications is **16:00 on 18 March 2022**.

Applications received after the deadline will not be assessed. Final decisions will be announced in **June 2022**.

All studentships must commence on or before **3 October 2022**.

Please note the following dates are indicative and subject to change.

- Call opens - 11 January 2022
- Call closes - 18 March 2022
- Initial triage of applications (remit, eligibility and policy relevance review) - March/April 2022
- Triage Outcome Letters sent to applicants not progressing to next stage - by end of April 2022
- Assessment of applications by Health and Care Research Wales Studentship Committee - by end of May 2022
- Committee makes recommendations to Health and Care Research Wales - by end of May 2022
- Assessment outcome letters sent to applicants - June 2022
- Grant offer letters sent to successful applicants - July 2022
- Student recruited by applicant (supervisor) - by 4 September 2022
- Studentship starts - 3 October 2022

We take seriously our duty under the Equality Act (2010) to offer and make reasonable adjustments for people with disabilities applying to our research funding schemes, and to ensure that our committee members are aware of our responsibilities in relation to equality, diversity and inclusion and thus the need to treat all applications fairly. If you would like to discuss reasonable adjustments to the application process, please contact Eleri.Quayzin@gov.wales before the application deadline.

We encourage all applicants to complete an [equality monitoring form](#) and to send it in with their application. Information provided on the form will be stored separately from applications, and will not be shown to the assessment panel. More information on how we will handle the data is provided in the form.

Completed application forms (and optional equality monitoring forms) must be emailed to healthandcareresearchgrants@gov.wales. We will acknowledge receipt of successfully delivered emailed applications by reply.

2. Eligibility and financial limits

2.1 Eligibility criteria

Applicants must satisfy the following criteria:

- The applicant must be the proposed supervisor of the PhD project.
- The applicant must have the support of the host institution.
- The host institution must be based in Wales.
- The applicant must be based at the host institution at the time of applying.
- Applicants must be in a position to ensure that studentships can commence by **3 October 2022**.
- This award cannot be used to part fund a new or existing course of studies or project leading to a PhD qualification.

2.2 Financial limits and grant award conditions

A sum in the region of £330,000 is available for this call, with a maximum of **£66,000** available for each studentship.

Studentships can be undertaken on a full-time basis over 3 years (100% whole time equivalent), or part time over 4 years (75% whole time equivalent) or 5 years (60% whole time equivalent).

The terms and conditions of the grant for successful applicants will be defined in a grant offer letter. The successful applicant will receive quarterly grant award payments on receipt of satisfactory quarterly reports. An end of studentship project report is expected by the end of the funding period. If required, a further (unfunded) year is acceptable for thesis submission. Health and Care Research Wales will require a copy of the approved thesis. Grant

holders are required to submit research outputs and impact associated with the funded work on ResearchFish. More information will be provided on ResearchFish submission at the grant award stage.

3. Completing the application form

This part of the document provides guidance, section by section, on how to complete the application form.

Word limits

Please note that some questions on the application form have specified word limits. Answers that clearly exceed these word limits will not be assessed.

Section A: Application details

Question 1: PhD details

Please give the title of the proposed project that your PhD student will work on.

Question 2: Applicant details

Please give details of the applicant (supervisor). Email addresses are of particular importance as the majority of Health and Care Research Wales contact will be via email.

Question 3: Host institution details

Please give the name and address of the institution that will be administering the award. This will be the institution with which Health and Care Research Wales (Welsh Government) will enter into a formal agreement, if the application is successful. Please also include contact details for a finance officer within your organisation. To qualify as a host institution, it must be an institution which awards PhDs to students and is able to provide academic training for a research environment.

Section B: Project details

Question 4: Cost and duration

Please enter the total cost of the studentship to Health and Care Research Wales, the start date (which **must be on 3 October 2022**) and the end date. The end date will also be the date by which the end of studentship report should be submitted.

Question 5: Lay summary (word limit: 300)

Please provide a brief lay summary describing the purpose, approach and

expected outcomes of your PhD project. Language should be clear, scientific terminology and acronyms must be defined, and jargon should be avoided. If your application is successful, your lay summary will be made available on the Health and Care Research Wales website.

Question 6: Keywords

Please provide up to six keywords relevant to your proposed research project, covering, for example, subject area, target population and methodology to be employed.

Question 7: Application form

Applications are welcome from across the health research spectrum. For the 2022 call Health and Care Research Wales would particularly welcome applications that address the challenges set out in A Healthier Wales, the Welsh Government's plan for health and social care, and sees this as a priority area.

Priority area

7a) Please say whether or not your application addresses the priority area for the 2022 call – i.e. alignment with the healthcare wellbeing objective in the Welsh Government's Programme for Government 2021-2026 and/or the challenges and themes set out in A Healthier Wales.

7b) If your application does address the specified priority area, please explain its relevance and how it does so (word limit: 500)

Please note that all applications will be assessed for policy relevance. It will strengthen your application if you are able to reference and demonstrate fit with the priority area and/or Welsh Government policy more generally. As a guide, current Welsh Government policy documents can be found on the Welsh Government website, including the following:

- Programme for Government 2021-2026: <https://gov.wales/programme-for-government-2021-to-2026>
- Programme for Government 2021-2026 well-being statement: <https://gov.wales/programme-for-government-2021-to-2026-well-being-statement>
- Well Being of Future Generations Act webpages: <http://gov.wales/topics/people-and-communities/people/future-generations-act/?lang=en>
- A Healthier Wales: <https://gov.wales/healthier-wales-long-term-plan-health-and-social-care>

Please note that this section (7) will be assessed as part of the initial triage in which applications will be ranked for their policy relevance and significance.

Question 8: Need and impact (word limit: 500)

Please explain why you believe there is a need for your PhD project. For example, what health, care or research needs are you seeking to address? Please describe the likely impact your project will have on policy, practice or future research, and what public or patient benefit it may bring. Please indicate your expected timescale for the realisation of the likely benefits you have described.

Please note that this section (8) will be assessed as part of the initial triage in which need and potential impact will be considered.

Question 9: Timetable and milestones

You should indicate here the key milestones or distinct phases of your project. For example, if the research involves conducting interviews, you should indicate the number required, and expected timescale for completion.

You should also include activities at the start and end of the research process, such as obtaining ethical approval, submission of end of studentship report and writing up of the thesis.

Question 10: Detailed project description (word limit: 3,000)

Please provide a thorough description of your proposed research project. Omissions and weaknesses here are the most common cause of applications being rejected by the funding committee. Applicants should ensure that they thoroughly review this section prior to submission.

Your description should be based on the six sections given below:

- Aims and objectives
- Design and method
- Planning and use of resources
- Method of analysis
- Expected outputs and outcomes
- Dissemination and impact

References to the scientific literature can be included at the end of the section and do not count towards the word limit. All references must be fully detailed and obtainable by academic referees assigned to the project. Any obscure references not accessible through normal library or internet channels, or material which is out of print, must be produced upon request by Health and Care Research Wales.

Question 11: Ethical considerations and approval (word limit: 300)

Please discuss all potential ethical issues raised by the proposed research project and explain how they will be addressed. This should include

discussion of vulnerable groups and issues relating to data access where such considerations are relevant.

Please note that time to obtain ethical approval should be incorporated into the project timetable. If you feel there are no ethical considerations in relation to the project being proposed, please state this in your answer and provide an explanation of why you believe this is the case.

Question 12: Public involvement and engagement

Where patients, service users, carers or members of the public have been actively involved in identifying the research topic or shaping your application, please note this and provide details of involvement. Similarly, please provide details of planned public involvement in your project, if funded. Please provide details of how public involvement will be achieved and describe the benefits you believe this will bring.

Please also outline any plans you have for public engagement activity, particularly in relation to the communication of your findings to the public.

Advice on public and patient involvement can be sought from:

Public Involvement Community
Health and Care Research Wales
Castlebridge 4
15-19 Cowbridge Road East
Cardiff, Wales
CF11 9AB

Tel: 02920 230457

Email: research-involvement@wales.nhs.uk

Website: www.gov.wales/healthandcareresearch/
www.llyw.cymru/ymchwiliiechydagofal

Key document:

- UK Standards for Public Involvement:
<https://healthandcareresearchwales.org/public-help-research/uk-standards-public-involvement>

Question 13: Other applications for funding

If this studentship application, or an application for funding to undertake the research project, has been submitted to any other funding bodies, please give details of each submission, including: the amount of funding requested; the title of the study; the name of the funding body concerned; and the expected timescale within which decisions will be made (or the funding outcome if a decision has already been made).

You should also inform Health and Care Research Wales of any related applications for funding which, if successful, would duplicate or affect the deliverability of your studentship project. Please include all relevant applications.

Section C: Research environment

Question 14: Research environment (including high-quality research group) (word limit: 500)

Please describe the host department research environment in terms of track record, critical mass and capacity. Applicants should demonstrate that the PhD student will have a link with a high-quality research group, such as:

- a Health and Care Research Wales centre or unit;
- a centre or unit funded by a high-quality non-Welsh Government funder such as the Medical Research Council or the National Institute for Health Research (NIHR);
- a research group that has a proven track record of grant capture from high-quality funders such as the research councils, NIHR, or significant third sector research funders (such as the Wellcome Trust or Cancer Research UK).

Please also include any relevant Research Excellence Framework (REF) information.

Question 15: Contribution and track record of the PhD supervisor (word limit: 300)

Please describe how, as the PhD supervisor, you will support the student through the course of the studentship, providing high-quality mentoring and supervision. You should be familiar with the research topic and methodology being used in the project, ideally having experience of supervising previous PhD students. Please give details of your track record.

Question 16: Training and development

Please give details of the training and development opportunities that the host institution will provide for the student over the PhD studentship period. Training may include, for example, courses, workshops and conferences.

Section D: Resources

Question 17: Resources

You should contact your institution's finance office or research division for assistance when completing this section.

You should complete the table in Question 17 for a full-time PhD studentship conducted over three years. Where a student is recruited on a part-time basis

once awards are made, Health and Care Research Wales will discuss the financial profiling with you.

Studentships are regarded as exceptions in relation to full economic costs (FEC). Health and Care Research Wales will cover the costs presented in the table under directly incurred costs and exceptions only, and to a maximum of £22,000 a year. This must include a **£15,609** annual stipend for the student.

The grant award will be based on the figures given in this section, so costs must be as accurate as possible. Please note that inflationary uplift cannot be considered after an award has been made.

All costs under each heading should be as detailed as possible, with an itemised breakdown of consumables and equipment, and travel and subsistence plans, where known. Guidance about what should be included under each heading is given below.

Directly incurred costs

Consumables

Costs such as printing and stationery should be included here.

Travel and subsistence

Travel and subsistence costs expected to be incurred whilst carrying out the research or pursuing training and development opportunities should be included here.

Note: travel and subsistence costs incurred **after** submission of the thesis to the university cannot be claimed under this award, unless it is for approved dissemination purposes.

Training and development

Costs towards training and development opportunities for the student should be included here. The cost of any specialist training undertaken to carry out the research should also be included in this section.

Equipment

It is assumed that the host institution will provide workspace and basic equipment for the student to carry out the project. If, however, additional equipment is likely to be required, these costs should be included here. A breakdown of significant purchases must also be included, and a detailed list of any equipment expected to incur costs, whether hired or purchased.

Other

Costs for technical, administrative or other (non-academic) research support (within the financial limits of the award) should be clearly stated and justified. Known dissemination costs can be included here.

Exceptions

Health and Care Research Wales aims to pitch our PhDs at a competitive level. We often benchmark ourselves against UK Research and Innovation (UKRI) for this purpose. The latest information regarding UKRI doctoral stipends is available on the UKRI website at:

<https://www.ukri.org/skills/funding-for-research-training/>

You may wish to note that currently:

- National minimum doctoral stipend for 2021-22 is £15,609
- UKRI indicative fee level for 2021-22 is £4,500 per year

Please note that in any given year, the Health and Care Research Wales stipend may be higher or lower than the UKRI level.

Stipend

Full time Health and Care Research Wales PhD Students will receive an annual stipend of **£15,609** (whole time equivalent) for the duration of the project. Where a studentship is being conducted on a part-time basis, the student will receive a pro-rata stipend. The stipend is fixed for the duration of the project and should not be adjusted. Any application that adjusts the stipend will be automatically ineligible.

Tuition fees

Health and Care Research Wales will pay tuition fees where they are reasonable and where the total cost does not exceed the maximum funding amount specified in Section 2.2 (i.e. up to £22,000 a year, or £66,000 in total).

Advice and senior level academic support would generally be considered to be the role of the supervisor and as such would be covered by the tuition fees.

Total

Please give the total cost of the project, which must not exceed £66,000. Please note that this is the figure which will be taken in to account when funding decisions are made. This figure cannot be increased after your application has been submitted.

VAT

Please indicate the value of any additional VAT that would be applied to the

cost of this project (if applicable).

Grand total

Please give the total amount of grant being sought, including VAT if applicable. This figure should also be provided in response to Question 4.

Health and Care Research Wales reserves the right to request a further breakdown of all costs prior to an award being made.

Section E: Declarations and CV

Question 18: Declarations

Signatures are required from the applicant (18a) to confirm that you have read and understood this guidance document and completed the application form accordingly. The head of department and an administrative authority from your institution also need to sign to confirm the host institution's support for the application (18b).

If successful, grant awards will be made to the host institution so it is imperative that there is support for the application. The administrative authority signatory would normally be an authorised signatory from the finance or contracts department. Please ensure these signatures are acquired in good time as deadlines cannot be extended to accommodate signature delays. Applications that do not contain all the necessary signatures will be rejected.

Question 19: Curriculum Vitae (CV)

To maintain consistency of information across all the CVs submitted, and to help with consistent assessment, please complete the template CV provided.

The applicant should provide information under the following headings:

- Research experience
- Qualifications
- PhD supervision experience
- Work history
- Significant grants won
- Publications

The applicant's CV forms part of the application document and should be no longer than two sides of A4 with font no smaller than Arial 11.

Privacy Notice - Welsh Government Grants

The information collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment in future. Further details of how your information will

be used by us and these fraud prevention agencies, and your data protection rights can be found by contacting: Data.ProtectionOfficer@gov.wales

The [Privacy Notice](#) explains how we will handle any personal data you provide in relation to your grant application.

If you have any questions or require any further help please contact: DataProtectionOfficer@gov.wales.

4. Submitting the application form

The application form (including the applicant's CV) should be submitted electronically with all required authorised signatures (scanned or electronic) included.

Please include a Word version of the application – which does not require signatures, if they have already been provided by a PDF. This is to enable the secretariat the ability to redact the application for the different review stages which is not always possible with a PDF.

The form should be submitted by the applicant (PhD supervisor) to the following address: healthandcareresearchgrants@gov.wales

The applicant must copy in the relevant head of department and administrative authority as proof of their support for the application.

The deadline for submission of applications is **16:00 on 18 March 2022**.

Please note that all elements of the full application must be received by the deadline or the application will be deemed incomplete and will not be accepted.

5. What happens next?

Applications will be subject to examination to ensure they fit with the scheme's remit and eligibility conditions. All applications deemed to be eligible will be reviewed for policy relevance and significance. This includes an assessment of the application's relevance to the specified priority areas (in this case, the extent to which it addresses the alignment with the healthcare wellbeing objective in the Welsh Government's Programme for Government 2021-2026; and/or the challenges and themes of A Healthier Wales) and an assessment of the need and impact section. Applicants not progressing beyond the policy triage will be informed in writing at this stage.

Applications passing the policy triage stage will be assessed by the Health and Care Research Wales Studentship Committee, a scientific committee that will assess the all-round scientific quality and merit of the application, along

with the quality of the proposed host research environment. The criteria that will be applied are outlined below:

Project

- Aims and objectives
- Design and methods
- Planning and use of resources
- Method of analysis
- Expected outputs and outcomes
- Dissemination and impact

Environment

- Quality of the host department or school
- Contribution and track record of the PhD supervisor
- Training and development plans and opportunities

The studentship committee will make funding recommendations to Health and Care Research Wales (Welsh Government). Health and Care Research Wales (Welsh Government) will make the final funding decisions, taking in to account the strength of committee recommendations and available resources. These decisions are final and are not open to appeal.

Health and Care Research Wales expects to inform all applicants of the outcome in **June 2022**.

Successful applicants

Following funding decisions, grant offer letters will be sent to successful applicants, which include terms and conditions. Terms and conditions will need to be signed by the host institution prior to the release of funding. As part of these procedures, payment and reporting profiles will be issued.

On receipt of an award, successful applicants must recruit a suitable student to the project by **4 September 2022**. The student's CV must be sent to Health and Care Research Wales by this deadline. Failure to recruit a student by the deadline will result in withdrawal of the studentship award.

Please note that even where an applicant has already identified a student at the time of applying, or during the application process, there is no requirement to inform Health and Care Research Wales until funding decisions have been made.

Health and Care Research Wales requests that we are informed immediately of any change in circumstances that will affect proposed start/end dates of the project.

Unsuccessful applicants

Unsuccessful applicants will be entitled to request feedback. This will be provided as a courtesy, though please note that Health and Care Research Wales is unable to enter into any discussion regarding the outcome or the feedback provided.

Contact us

If you have any questions regarding the application process, please contact the Grants Team at:

Email: healthandcareresearchwalesgrants@gov.wales

Phone: 0300 025 7476