

# **ESRC Research Studentships at the UCL, Bloomsbury and East London Doctoral Training Partnership (UBEL DTP)**

## **Application Guide for 2022 Entry – Full Application**

1+3, +3, 2+3, +4, 3.5 and 3.25 applicants

### **Deadline for 2022 Entry**

#### **Full application**

Due via Survey Monkey Apply by **Monday 28 February 2022 23:59 (GMT)**

This deadline applies to ESRC studentship applications in any of the DTP pathways at any of the five DTP institutions, which are:

University College London  
Birkbeck, University of London  
London School of Hygiene & Tropical Medicine  
SOAS, University of London  
University of East London

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## Applying for doctoral study at a DTP Institution

### Your application for doctoral study

Doctoral study at the UCL, Bloomsbury and East London DTP is arranged in **26 pathways** organised into seven groupings across the five DTP institutions. Each pathway is led by one of the five institutions but many of them have shared arrangements with the other DTP partner institutions.

As well as applying for an ESRC studentship, you will also need to **apply for the relevant doctoral programme of study** at your chosen DTP institution, unless you are a current doctoral student. In some cases, the application deadlines for these programmes may be earlier than for the DTP studentship deadlines, so you will need to check with the relevant pathway contact for your chosen programme (see <https://ubel-dtp.ac.uk/eligibility/pathways/>) or with the relevant member of administrative staff, whose details are listed under Institutional Contacts below. For 1+3 and 2+3 applications, you will usually need to make an application for both your Masters and doctoral programmes, in accordance with the institution's requirements.

For a very small number of 1+3 candidates, you might undertake your Master's programme at one of the DTP institutions and your MPhil/PhD at another – this is due to shared pathway arrangements across institutions in these cases. Administrative colleagues will be able to advise if this is the case when you make your Master's application.

### Institutional Contacts (Administrative staff)

#### University College London

[ubel-dtp@ucl.ac.uk](mailto:ubel-dtp@ucl.ac.uk)

#### Birkbeck, University of London

[graduateresearchschool@bbk.ac.uk](mailto:graduateresearchschool@bbk.ac.uk)

#### London School of Hygiene & Tropical Medicine

[scholarships@lshtm.ac.uk](mailto:scholarships@lshtm.ac.uk)

#### SOAS, University of London

[scholarships@soas.ac.uk](mailto:scholarships@soas.ac.uk)

#### University of East London

[r.bottoms@uel.ac.uk](mailto:r.bottoms@uel.ac.uk)

### Institutional Contacts (Academic staff)

Details of the groupings and pathways, along with Pathway Leaders and their teams, can be found on our UBEL website at: <https://ubel-dtp.ac.uk/eligibility/pathways/>

## Full application for ESRC funding

Candidates who have been successful at the Preliminary stage will need to complete and submit the Full application on the Survey Monkey Apply portal by **Monday 28 February 2021 23:59 (GMT)**.

The Full application asks for your full research proposal, a detailed training plan and references. There is also the opportunity to apply for Advanced Quantitative Methods (AQM) support at this stage. If you will be using AQM in your research you must complete and submit the separate AQM form, which is on the task list on the portal.

### Your Proposed Research

You must upload your research proposal.

Your research proposal can be up to **four A4 pages in length** (single spaced text), irrespective of the route you are undertaking. This is to give candidates plenty of room in which to describe your research. Please ensure you include information about ethical issues that may arise during your research and the steps that will be undertaken. If there are no ethical issues, please briefly explain why. Footnotes and bibliographic material must be **included** within this four-page limit.

Please use Arial or Times New Roman font (minimum 10 point) with a minimum 1.5cm margin on all sides.

### Training Plan

You must provide details of the training you will undertake during your award if successful. The academic panels will expect to see that your training needs are being met via courses and programmes within your department and institution. In consultation with your supervisor(s) you may also need to undertake training courses in other institutions.

In light of COVID-19, it is particularly important for applicants to provide information on how you will mitigate any disruptions to your study.

You can identify training provision from your own institution's provision, the [Bloomsbury Postgraduate Skills Network \(BPSN\)](#), ESRC [National Centre for Research Methods \(NCRM\)](#) or any other suitable provider.

### Related Data and Feasibility of the Study

This question will not apply to a great number of candidates, but if your research relies on data which has been generated by another project, the academic panels will need to know that this has received ethical approval. This ensures that there are no delays to the student's research while such approval is received.

### Confirmation of Supervisors

Please use this section of the form to reconfirm your supervisory arrangements. The form is optional so does not need to be completed if the supervisors have remained the same since your preliminary application. However, if your supervisory arrangements have changed or been confirmed (for instance, if you did not have a subsidiary supervisor on applying at the preliminary stage) please complete the details here.

### References (Recommenders)

*Please note: the Survey Monkey Apply portal refers to referees as "recommenders".*

Applicants should invite two referees to provide references (for example, undergraduate tutor or previous supervisor). It is preferable that at least one referee provides an academic reference.

Referees must complete their reference before applicants can submit their full application and referees will have one week following the deadline, to submit their reference. Applicants will be able to see the completed references in the Survey Monkey Apply system.

If your chosen referee/recommender was previously added to your preliminary application form as a “Collaborator”, you may need to remove them as a “Collaborator” before they can submit a reference.

Further guidance from Survey Monkey Apply below and [here](#):

Applicants should fill in the details of the Recommender including the First Name, Last Name, Email, and a brief message (optional) to send the recommender. The Recommender receives an email with an invite to complete the recommendation. This will allow the recommender to login to the site. Upon logging in they will be able to see the application in their recommender panel.

When they click **Start** they will be asked if they wish to Accept or Decline the recommendation request from the applicant. Upon Accepting, the recommender will be able to complete and submit the recommendation for the applicant within the site.

Once the recommender has completed their recommendation, it will be marked as complete to the recommender. However, on the applicant's side, within their application, the task will remain In Progress, until the applicant confirms that they have received the recommendation and clicks Submit.

### **Declaration and Submission**

You will need to sign the Declaration and confirm that you abide by the regulations of the [ESRC Postgraduate Funding Guide](#) if your application is successful.

Please ensure that you press Submit once your application is complete. When all mandatory tasks have been completed, you will be able to submit.

Note that the AQM form is an optional task; if you have selected YES for the AQM question in section one of the preliminary application form, you will also need to submit an AQM application. If you selected YES for the AQM question in the preliminary form but will no longer apply for this enhancement at this stage, please email UBEL to let us know.

You will receive an automated email confirmation a short while after submitting your application. If you do not receive an email within a few hours of submission, please contact [ubel-dtp@ucl.ac.uk](mailto:ubel-dtp@ucl.ac.uk) and we will check your application status for you.

### **Selection process at the Full Application stage**

When you submit your Full Application it will be routed to a Group Panel consisting of academic colleagues in the DTP, depending on your choice of principal pathway. Your proposal will be looked at by DTP staff outside of your specific field of study due to the collaborative nature of the Group Panel review stage at UBEL. Important areas of consideration by the Group Panels will be the quality of the research proposal and the supervisory team and expertise.

Applications are then reviewed by the DTP Board, which makes the final decision on awards.

## **The outcome of your application**

UBEL DTP endeavour to inform candidates (successful or unsuccessful) of the outcome of their studentship application as soon as possible after the DTP Board meeting in early May 2022.

All candidates will receive information as to whether their Full application has been successful or unsuccessful. The notification will be made via email from the Survey Monkey Apply system – please ensure you check any junk email folders in case the message goes there. Successful candidates will be sent an offer letter shortly after the confirmation of their award and will need to confirm acceptance of their award via email.

Unfortunately, due to the volume of applications received, we are not able to provide feedback about unsuccessful applications.