

# E4 DTP PROJECT PROPOSAL SUBMISSION GUIDANCE

All the E4 DTP projects proposals are to be submitted online through the following webform:

<https://www.geos.ed.ac.uk/phds>

The deadline to submit or re-submit a project through the above webform is:  
**MONDAY 9 OCTOBER 2023.**

## SUPERVISORS NEW TO E4

If you are new to submitting a PhD project using the above webform, please follow the below instructions A and B. **You will first need to register as a supervisor before you can submit a project or be added to a project's supervision team.**

## E4 SUPERVISORS RESUBMITTING AN EXISTING PROJECT

If you want to re-submit an existing project which was not filled in previous year(s), make sure you update both supervisor and project details as follows:

1. Supervisor details: you will find your details in the system again and can update any field as necessary. The students count fields (see \*\*fields in the section A below) must be updated every year (a yellow warning message at the top of your profile page will appear until this is done).
2. Project details: you will find your project's details from last year when connecting to the above link. Please make sure you edit what needs editing (any minor changes or updates you want to bring to your project) (see instructions B below). **When your project is ready, you will have to tick the "Ready for review" box and save your changes to submit it AGAIN. Otherwise we won't know that you want to re-submit your project.**

*Please only resubmit a project this way when no or minor changes are made. If the project needs substantial changes, it is likely we will need to review it again and treat it as a new project therefore you should start a new submission or let the DTP Manager know that a new approval is required. Thank you!*

## A. SUPERVISOR INFORMATION

All supervisors need to be registered before being linked to a project proposal. Registration only happens once, if they have registered in previous years then they will be on the system already and there is no need to register them again. They will only need to update their details every year.

*To check if a supervisor is on the system, go to the Supervisors section in the project description form (update an existent project or create a new one). There is a drop-down list which includes all the registered supervisors. Start typing their name (first name or surname) to see if they appear.*

- **Internal supervisors (UoE supervisors and non-UoE supervisors with a visitor Ease account)**

- **Registration:** All UoE supervisors, and non-UoE supervisors who do have an Ease account, need to register themselves before they can submit a project by connecting to the project database: <https://www.geos.ed.ac.uk/phds> while being Ease logged-in. They can access and edit the projects they are associated with any time before the deadline.
- **Update of details:** All UoE supervisors, and non-UoE supervisors who do have an Ease account, can update their details each year by accessing the database and opening their profile in the 'Supervisors list' tab.

- **External supervisors (non-UoE supervisors with no Ease account)**

*Note that the project database being internal, non-UoE supervisors with no Ease access won't be able to access it.*

- **Registration:** Non-UoE supervisors who do not have an Ease account need to be registered by a UoE supervisor via the 'Enter new external supervisor' tab. (UoE supervisors should use the below form to collect information from the non-UoE supervisor and then input the information in the database).
- **Update of details:** UoE supervisors need to update the non-UoE supervisors details each year by accessing the database and opening their profile in the 'Supervisors list' tab.

### **SUPERVISOR INFORMATION** (for each supervisor mentioned in the project proposal)

*Please ignore questions which are not relevant to external supervisors (e.g. date of PhD).*

**Surname:**

**First name:**

**Institution of affiliation:**

**Email:**

**URL** (any link to a profile/research page):

**Current position:**

**Date commenced** (start date of above position):

**PhD Award date** (if relevant):

**List up to 3 grant applications (not just NERC) made in the past 3 years (October 2020-September 2023) with project title, funding body, name of PI, date of submission, approximate value, and current status:**

**\*\*Number of current PhD students (as first supervisor):** UoE supervisors who currently have 5 pre-submitted PhD students at the time of submitting an E4 project will not be able to submit an E4 project as first supervisor. This information will be checked by the PGR office.

**\*\*Number of first supervisor PhD students completed within 4 years:**

**\*\*Number of first supervisor PhD students completed beyond 4 years:**

**\*\*Number of first supervisor PhD students failed to complete:**

**\*\*Number of publications on which your PhD students (former and current) are first author:**

**\*Date of latest supervisor training:** All internal and external PhD supervisors must attend supervisor training every five years. This training called 'Fundamentals of PhD Supervision' is now provided [online](#) by IAD and can be attended anytime (through Learn – self enrol).

\*A yellow warning will appear at the top of the page when the date indicated is older than 5 years ago.

\*\* those fields need updated every year (a yellow warning will appear at the top of the page until this is done)

Supervisor briefing for external supervisors: External supervisors from another HEI institution might have attended supervisor training there and can report the date of their own latest training. Alternatively, they will be given access to the above UoE online training once their student starts (leave blank in this case).

Privacy Statement: The above information is required for each PhD project proposal submitted within the E4 DTP. This information will be reviewed by the E4 DTP recruitment panels together with the PhD proposal to ensure the supervision team is adequate and complies with our sponsor's recommendations in terms of research activity, experience and training. If you have any question on this form, please contact the DTP Administrator in the first instance at [e4dtp.info@ed.ac.uk](mailto:e4dtp.info@ed.ac.uk) or refer to the University of Edinburgh [Continued privacy notice](#) for more information.

## B. PROJECT PROPOSAL

Note that you can save a project form once you have filled in the few mandatory fields (\*) and come back to your submission any time before ticking the final box 'Ready for review'.

### PROJECT DESCRIPTION

All of the below information will be used in advertising projects on the E4 DTP webpages.

**Title\*:** project title

**Research Group:** pick the closest – There is a "Non-GeoSciences" category for projects which cannot be related to any of the listed research groups.

**Research Area:** pick the closest - this is normally also the themed DTP panel who will review the project and look at applications.

**CASE Award:** Tick if there is a CASE partner attached to the project (see CASE Studentship Information Document for further details on CASE studentships).

**CASE Partner:** Only the name is needed at that stage- if you have more than one, enter them all here, separating them with semi-colons.

**Summary:** [max 200 characters]

**Add Image:** 1 image with caption is required - *Images are intended to enhance the project advert and not to add any information (so do not upload graphs or technical content). Please provide an image in banner or landscape format at least 1200 pixels wide, e.g. an image sized 1300 x 400 will work well. Most common image formats are supported including: BMP, EPS, GIF, ICNS, ICO, IM, JPEG, JPEG 2000, MSP, PCX, PNG, PPM, SGI, TIFF, WebP, and XBM. If your image doesn't work, please email it to it.geos@ed.ac.uk.*

Alt Text and Caption fields cannot be left blank (you can copy the caption text into the Alternative Text box).

**Project Background:** [max 2000 characters] *The rationale for the proposed project.*

**Key Research Questions:** [up to 5 questions]

**Methodology:** Including a **3-year** timetable for the programme of research.

**Training:** [max 100 words] *Add any specific training that the student would be expected to undertake within the project after the pre-set text on generic DTP training.*

**Requirements:** A statement about the type of student being sought for the project in terms of academic discipline, skill-set etc.

**Further reading or any references referred to in the proposal:** [Max 6 references]

**Supervisors (1 sup\*):** add supervisors:

1. **Name** – start typing and select from the dropdown list  
*(all supervisors need to be registered before being added to a project –see the above section A- SUPERVISOR INFORMATION)*
2. **Hierarchy** - '1' being the first/main supervisor, '2' the second supervisor etc.
3. **Click 'Add supervisor' as required** – **Min 2 supervisors /Max 4 supervisors**

*\*mandatory fields before you can save an incomplete form*

## PROJECT ADDITIONAL INFORMATION

*All of the below information will be used for internal project review and NERC reporting. They will not be seen by applicants and will not appear on the project adverts.*

**Student-led project:** Indicate if the project has been initiated by the candidate or not (Yes/No). *We absolutely need to know if the project has been designed by the student as this implies IP issues and we need to make sure we don't advertise the project in this case.*

**E4 DTP: tick the box** – This will make some additional fields appear below it, this is information that is specific to E4, which you need to complete.

**Main NERC Sub-discipline:** Choose the main NERC discipline classification which corresponds best to the project.

**NERC Sub-discipline\*:** Select up to 5 NERC sub-disciplines and affect a percentage to each of them so that total equals 100% - The greatest percentage needs to go to the main NERC sub-discipline identified above (it needs repeated here). Do not affect percentages less than 5%.

**Tick all the boxes that apply to your project:**

*To be eligible, the project must satisfy at least **one** of these criteria. We must meet a minimum CASE target (25%) so the success rate of CASE studentships may differ from non-CASE studentships. In other cases ticking multiple boxes does not affect chances of success but we will use this information for reporting to NERC.*

- Supervisory team drawn from more than one [DTP partner](#)  
*This includes UoE Schools (e.g. GeoSciences counts as one)*
- Project has an industrial CASE partner
- Project has a non-academic collaborator (not CASE)
- Multidisciplinary project (can be across NERC main [research areas](#))
- First supervisor is an Early Career Researcher (lecturer/fellow)
- First supervisor is not currently supervising a NERC DTP student

**Fit with NERC's strategic plan** – how the proposed project fits with [NERC's strategic plan](#)

**Resources and budget, facilities and equipment:** A statement of any facilities (including UoE facilities), software, high performance computing, etc. required for the research and how these will be accessed.

**Resources and budget: research costs:** State the budget needed for the project (E.g. fieldwork, analyses, specialist training, software licences, data storage and computer costs etc.). All DTP students get standard RTSG of £3,450 total. If the project requires more than that, please state that here and complete the below field as well. You can also include external contributions (from CASE partners or external collaborators).

*For partner schools that do not supply computers to students you must include computer purchase in these costs.*

**Resources and budget: Additional Research Costs requested:** ARC amount requested above the standard RTSG of £3,450 – this is a numerical field only. *Unless demand for ARC is particularly low it is unlikely that projects will be granted more than £5,500 (total, not per annum), so please budget accordingly.*

**Partner institution hosts** - if you envisage that a significant proportion of the project will be located at a partner institution away from Edinburgh, please indicate this here with an indication of the time to be spent away from Edinburgh.

## FINAL ACTION: SENDING YOUR PROJECT FOR REVIEW

Once all the project and supervisor information is correct and complete, tick the bottom box 'Ready for review' and save your changes to finally submit your project.

A green message will appear at the top of the page confirming that the project is marked as ready for review and will be picked up by the team in due course.

**Important:** Projects which will not be submitted by the deadline or which will be submitted with missing info will not be passed on to the DTP reviewing panels and won't be advertised.

## IMPORTANT NOTES TO HELP PROJECTS SUBMISSION

- 1) Supervisors who got a DTP student allocated in the previous recruitment round (students starting in academic year 2023-2024) **cannot** submit a project in the subsequent recruitment round.
- 2) All DTP students get funded for **3.5 years**, at [UKRI stipend rate](#). There will be opportunities to extend stipend up to another 5 months through the E4 DTP Internship and Publication Schemes;
- 3) Supervisors can submit **only one supervisor-led project proposal a year as first supervisor unless this project is a CASE, in which case they can submit a second one (not necessarily CASE)** – Depending on the number of supervisor-led projects they have submitted, supervisors can submit up to 2 student-led projects per year (total projects submitted must not exceed 2 per year) (more information on student-led projects on the [E4 DTP recruitment procedure](#));
- 4) Supervisors who have **5 or more current PhD students** (pre-submission stage) at the time of submitting an E4 project will not be allowed to submit their project for this recruitment round (although there will be special considerations for students extended due to the Covid-19 situation);
- 5) **Early Career Researchers** (research fellows or lecturers) can be first or second supervisors if there is an experienced supervisor (who meets the criteria for PhD supervision experience and research activity) in the supervisory team to act as a mentor;
- 6) All projects **must have** one University of Edinburgh supervisor (this can be the first or second supervisor) within the DTP partner Schools (GeoSciences, Biology, Chemistry, Engineering, Informatics, Maths, Physics or the Royal (Dick) School of Veterinary Studies);
- 7) All supervisors must be **up-to-date with supervisor training** within their institution. (The University requires that all PhD supervisors attend supervisor training every five years);

## RECRUITMENT SCHEDULE FOR 2024-2025 ENTRY (SEPTEMBER 2024 START)

Partner Meet-up Event:	11/05/2023
Pre-call for supervisor- and student-led project proposals sent:	20/06/2023
Call for supervisor- and student-led project proposals sent:	07/09/2023
<b>Supervisor-led project proposals submission by:</b>	<b>09/10/2023</b>
Projects advertised online from:	31/10/2023

Student-led project proposals submission deadline:	15/12/2023
<b>Candidate application deadline:</b>	<b>04/01/2024</b>
<b>Shortlisting of max 2 candidates by supervisors by:</b>	<b>15/01/2024</b>
Shortlisting of selected candidates for interview by Panels by:	02/02/2024
Invitations to interview sent by:	06/02/2024
<b>Interviews:</b>	<b>27-29/02/2024</b>
Offers sent out to students from:	04/03/2024
<b>2024 Universal NERC DTP acceptance of offers date</b> (before which candidates are not obliged to accept any PhD offer):	<b>20/03/2024</b>

## RESOURCES FOR E4 DTP SUPERVISORS

The [E4 DTP website](#) includes [a supervisor section](#) which contains a lot of useful information on the DTP and its recruitment process. In particular, it includes the [E4 DTP handbook](#) for students and their supervisors (detailing expectations from supervisors on p.22) and the [E4 DTP Recruitment Procedure Document](#) that are particularly useful to look at before submitting a project to the E4 DTP. *An Ease authentication is required to access the above documents*

External supervisors without an Ease access can download the above documents via [the E4 DTP Partner shared folder](#).

If you have technical issues with submitting your project or supervisor information through the web form, please contact [it.geos@ed.ac.uk](mailto:it.geos@ed.ac.uk)