**Oxford University Gardens, Libraries and Museums Collaborative Doctoral Partnerships 2023**

**Project Proposal Form for Studentships commencing in 2023**

Please note that this form is for proposals by potential supervisory teams for Collaborative Doctoral Partnerships (CDP) projects, not for applications by potential students (the successful studentship proposals will be advertised in early 2023).

All sections of this form should be filled in **jointly** by the named member(s) of staff from Oxford University Gardens, Libraries and Museums (GLAM) and the named member(s) of staff from the partner Higher Education Institution (HEI). Please refer to the GLAM Collaborative Doctoral Partnership (CDP) **Guidance Notes** ([www.glam.ox.ac.uk/cdp-2023-call](http://www.glam.ox.ac.uk/cdp-2023-call)) when completing this form, which detail the criteria for assessment.

Potential supervisors from OU GLAM departments are **strongly advised** to contact Professor Dan Hicks at dan.hicks@prm.ox.ac.uk and/or Dr Harriet Warburton at harriet.warburton@glam.ox.ac.uk for further advice and guidance before submitting a proposal.

**Deadline**: Completed forms must be submitted by email to harriet.warburton@glam.ox.ac.uk on **Friday 25 November 2022** by 5pm.

NB Each OU GLAM department and each partner HEI will have its own **internal deadlines and review procedures** before the final submission date, and so potential supervisors should make contact with all relevant parties within their own department as far in advance of their final submission as possible. The GLAM Research & Impact team can also advise on the approval procedure and timings within the different GLAM departments.

NB boxes will expand to fit text. Please **ensure that the text is within word and character limits**.

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| Project overview |
| **1.1) Title of the proposal**(Maximum 150 characters including spaces)*Please keep this brief – no more than 150 characters including spaces. If you are successful, you will need to also complete an online application form for the AHRC (the Je-S form) and they require titles to be within this character limit.* THIS CAN LATER BE DIRECTLY COPIED/PASTED INTO THE AHRC’S JOINT ELECTRONIC SUBMISSION SYSTEM (JE-S) |  |
| **1.2) Abstract** THIS CAN LATER BE DIRECTLY COPIED/PASTED INTO THE JE-S FORM AS THE ‘PROJECT SUMMARY’ AND USED IN THE AHRC PROJECT NOMINATIONS FORM | *Please sum up the project concisely and clearly, using language and terminology that anyone can understand.**(max. 250 words)* |

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| Oxford University Gardens, Libraries and Museums partner |

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| **2.1) GLAM department(s)**  | *Please specify which OU GLAM department(s) the studentship will be partly based in.* |
| **2.2) Oxford University GLAM supervisor(s)** (NB a second GLAM supervisor is recommended but optional. The AHRC encourages projects to include a second supervisor as back-up. If the primary supervisor absents themselves from the project or the institution, temporarily or permanently, the secondary supervisor will be expected to take over as primary*.*) | *Lead OU GLAM supervisor**(name, email address, job title, institution, and department)* |
| *Second OU GLAM supervisor (where appropriate)**(name, email address, job title, institution, and department)* |
| **2.3) Does this proposal and the commitment of time from both the partner organisation supervisors for at least four years have the approval of your Line Manager’s or Head(s) of Department/Director?**  | *(Yes/No)**Head of Department or Line Manager**(name, email address, job title, institution, and department)* |
| **2.4) Has the proposal been approved internally by your department’s research committee (or equivalent body)?**  | *(Yes/No)* |

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| Higher Education Institution partner |
| **3.1) Higher Education Institution (HEI) supervisor(s)**(NB a second HEI supervisor is recommended but optional. The AHRC encourages projects to include a second supervisor as back-up. If the primary supervisor absents themselves from the project or the institution, temporarily or permanently, the secondary supervisor will be expected to take over as primary.) | *Lead HEI supervisor**(name, email address, job title, HEI, and department)* |
| *Second HEI supervisor (where appropriate)* |
| **3.2) Has the HEI Head of Department for each proposed supervisor given consent for their involvement?**  | *(Yes/No)* |
| **3.3) HEI research administration contact for this proposal (pre- and post-award)** | *HEI Research Administration (pre- and post-award)**(name, email address, job title, HEI, and department)**A relevant officer in the HEI’s research office is required to work with the OU GLAM research office to finalise the collaboration agreement. Please also provide generic team addresses where possible.* |
| **3.4) Has this application been discussed with the HEI’s Research Office?** | *(Yes/No)* |

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| Project details |
| **4.1) Case for support (CfS)** |
| *(Maximum 2,000 words)**Please describe the proposed project in more detail, indicating why it is important and original.* * *What is the project about? Aims and Objectives?*
* *Why is the project important and original?*
* *What are the key research questions to be addressed?*
* *Methodology. Outline of research likely to be undertaken – the data to be collected and studied; fieldwork or research visits in the UK or abroad required; the type of approach or analysis to be used etc.*
* *What scope is available to the successful student candidate for moulding the project?*
* *What will be the expected outcomes?*
* *If this is either a practice-based or -led proposal the CfS should identify a research question or questions that will be addressed by both the practice and critical work undertaken during the degree. The application must also articulate a research question(s) that the proposed practice addresses or illuminates and clarify the proposed weighting of the practice and critical components of the thesis. The CfS should also set out a clear rationale in which the relationship between practice and theory is justified.*
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| **4.2) Is this project interdisciplinary?**  | *(Yes/No)* |
| **4.3) How does the project fit the remit of the Arts & Humanities Research Council (AHRC)\* \*****Level 1 (choose one discipline):** **Level 2 (one or more disciplines):**\* Check the AHRC research funding guide for a full list of disciplines funded by AHRC: <https://www.ukri.org/publications/ahrc-research-funding-guide>.THIS INFORMATION WILL BE USED TO COMPLETE THE JE-S FORM. |
| **4.4) Is this a practice-based PhD proposal?***Practice-based or practice-led research is a scholarly investigation where either the practice itself is a methodology to answer the research question(s) or an output is produced which addresses and illuminates the research question(s).* | *(Yes/No)* |
| **4.5) Please provide details of any additional financial or other support required to undertake the research** |
| * *Does the research require extensive travel, research trips or fieldwork in the UK or internationally? If so, how much might this cost and how will this cost be covered?*
* *Does the project require the support of additional departments/individuals within the heritage organisation, or externally – is this support assured?*
* *Will the successful student candidate require specialist training? How will this be provided? Please detail how the student's training needs will be identified, met & monitored throughout the period of his/her award.*
* *Does the project require access to specific equipment or software? How will this be provided?*
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| **4.6) Are there any ethical issues attached to this proposed research?** | *(Yes/No)* |
| *If yes, please describe what these issues are, how they were assessed and will be managed during the studentship. Please also confirm that this studentship has been approved – or will need to be approved - by the partner HEI Research Degrees and Ethics committees. (No more than 250 words)* |

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| Summary of the partnership |
| *(Maximum 4,000 characters)**Please summarise the partnership in this box, using the following headings:* *a) Rationale for the partnership with the GLAM department(s), the supervisors, and the HEI department; b) Background to the partnership (e.g. is this a new or longstanding partnership?) c) How does the proposal fall outside the established disciplinary connections of the GLAM department involved?* |

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| Studentship impact |

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| **6.1) Academic beneficiaries** |
| *(Maximum 4,000 characters, including spaces and returns). THIS CAN LATER BE DIRECTLY COPIED/PASTED INTO JE-S**Please outline the potential academic beneficiaries of the research in this box.** *Please summarise how the proposed research will contribute to knowledge and research on the subject matter of studentship, both within the UK and, if applicable, globally.*
* *What new and original contribution will this project make to knowledge and understanding in the relevant field?*
* *Are there other researchers both within the UK and elsewhere who are likely to be interested in or benefit from the proposed research, thinking broadly beyond the narrow research field*
* *List any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Specific beneficiaries might be:*
* *Researchers already in the field carrying out similar or related research*
* *Researchers in other disciplines*
* *Researchers in other academic institutions (in the UK and/or international)*
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| **6.2) Impact of the studentship** |
| *(Maximum 4,000 characters)** *What impact will the project have on the GLAM department and how will it contribute to the organisation’s strategic priorities and objectives?*
* *CDPs are a collaboration between a HEI, a non-university partner and the student. Why is this project best suited to an HEI/cultural sector collaboration?*
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| Student recruitment |

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| **7.1) Student skills and support** |
| *(Maximum ½ side A4)**Please provide details of what skills or background the student will need. Where appropriate, please outline what specific or additional support they will require and how it will be provided (e.g. skills training, support within the GLAM department apart from that provided by the supervisor/s).*  |
| **7.2) Recruitment and advertising** |
| *Where would you publicise the PhD studentship and how would you propose to manage the recruitment process to ensure this opportunity is made accessible to the widest possible pool of potential candidates?* |

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| Positive Action for UK Black and minority ethnic applicants |

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| **For the 2023 Oxford GLAM CDP round, every application must consider the use of Positive Action measures to help address the disproportionately low numbers of people from UK Black and minority ethnic backgrounds who study Art and Humanities to PG level and/or work within the cultural and heritage sectors.** For further guidance please read the [document on positive action prepared by the University’s Equality and Diversity Unit (EDU)](https://www.glam.ox.ac.uk/files/edu-note-positive-action-glam-cdp-2022-call). Please contact Dr Harriet Warburton at harriet.warburton@glam.ox.ac.uk for advice if you are uncertain about whether or not there may be scope for taking positive action.  |
| **8.1) Will you use positive action measures to help address the disproportionately low numbers of people from UK Black and minority ethnic backgrounds who study Art and Humanities to PG level and/or work within the cultural and heritage sectors?** | *(Yes/No)* |
| **8.2 a) If you answered YES to using positive action measures above, please briefly describe your intended positive action measures below:***(Maximum ½ side A4)* |
| **8.2 b) If you answered YES to using positive action measures above, please confirm that you have attached a copy of the HEI’s signed evidence-based Memorandum of Justification with this application form.***The Memorandum of Justification should demonstrate under-representation of UK Black and minority ethnic background students and supports the use of lawful positive action measures (under the* [*Equality Act 2010*](https://www.legislation.gov.uk/ukpga/2010/15/section/158)*) by the HEI/department. The Memorandum should detail the measures that the HEI will take regarding recruiting and supporting this studentship. The MoJ should have been sent for checking to the GLAM Research and Impact team* ***at least one week in advance of the final call deadline****, i.e. on or before* ***Friday 18 November****.* | *(Yes/No)* |
| **8.3) If you answered NO to using positive action measures above, please set out your reasons for NOT using positive action measures below:***(Maximum ½ side A4)* |

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| Student career development |

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| *(Maximum ½ side A4)**What careers might this project lead to? How do you plan to create opportunities (work placements, contribution to exhibitions etc.) to develop the skills and experience the student will need for their future career? Please note that career development opportunities should be flexible based on student need and interest*  |

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| Supervisors and research environment |

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| **10.1) Lead GLAM supervisor** |
| *Please include relevant research or practical experience (no more than 500 words):**e.g.** *Do they have experience of supervising PhD, Masters or any other students?*
* *Do they have experience line managing staff?*
* *Do they have relevant research or practical experience?*
* *What specific skillset do they bring to this supervision team?*
* *If this is their first supervision, what support, training and monitoring is in place to assist them?*
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| **10.2) Second GLAM supervisor (where relevant)** |
| *Please include relevant research or practical experience (no more than 500 words):**e.g.** *Do they have experience of supervising PhD, Masters or any other students?*
* *Do they have experience line managing staff?*
* *Do they have relevant research or practical experience?*
* *What specific skillset do they bring to this supervision team?*
* *If this is their first supervision, what support, training and monitoring is in place to assist them?*
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| **10.3) Lead HEI supervisor** |
| *Please include relevant research or practical experience (no more than 500 words):**e.g.** *Do they have experience of supervising PhD, Masters or any other students?*
* *Do they have experience line managing staff?*
* *Do they have relevant research or practical experience?*
* *What specific skillset do they bring to this supervision team?*
* *If this is their first supervision, what support, training and monitoring is in place to assist them?*
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| **10.4) Second HEI supervisor (where relevant)** |
| *Please include relevant research or practical experience (no more than 500 words):**e.g.** *Do they have experience of supervising PhD, Masters or any other students?*
* *Do they have experience line managing staff?*
* *Do they have relevant research or practical experience?*
* *What specific skillset do they bring to this supervision team?*
* *If this is their first supervision, what support, training and monitoring is in place to assist them?*
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| **10.5) Supervision arrangements** |
| *(Maximum 4,000 characters, including spaces and returns). THIS CAN LATER BE DIRECTLY COPIED/PASTED INTO JE-S** *How will the proposed supervisors work together to support the student and ensure they finish on time?*
* *How frequently will the supervisors meet and where?*
* *How will the student’s training and support needs be established?*
* *What processes do the University partner have for monitoring and supporting the progress of PhD students? How will they involve the partner organisation supervisors in these processes?*
* *Studying for a PhD can be a stressful experience at times. How will the supervisory team aim to promote the student’s health and wellbeing?*
* *If the main supervisor leaves or is unable to continue, please outline how the student would be supported.*
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| HEI department *(Maximum ½ side A4)* |

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| **11.1) Please provide an overview of the research environment of the HEI department or faculty, including the research and pastoral support it will provide to the successful CDP student (including research support available), its experience of engaging with external partners in this box.** |
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