

## BBSRC Industrial Case Partnership Studentships Process for confirming project outlines

### Application deadline

There is no application deadline. However, BBSRC would expect to start receiving project outlines from the start of the New Year, to allow all necessary aspects of the process to be completed, this will ensure that studentships are able to start in October for each allocation.

### Summary

This documents details the requirements for setting up a studentship grant. The process requires the industrial partner to:

- submit a project outline and
- an CPT Academic partner form

Please see below for full details.

### Why is a project outline required?

The scientific remit of all projects must be approved by BBSRC before finalising arrangements with your intended academic partners. Therefore you should obtain approval from BBSRC as soon as possible to allow sufficient time for a new project to be in place and approved should the original project be deemed out of remit or for modifications to be made.

Full checks will be carried out on all proposed projects on receipt to ensure that they meet BBSRC remit requirements, see [our portfolio](#) on the BBSRC website for a general description of research topics.

Project outlines, up to two pages, should be submitted to [ICP@bbbsrc.ac.uk](mailto:ICP@bbbsrc.ac.uk) for approval for each studentship from your allocation.

It would be helpful if projects outlines for the total allocation of studentships for each academic partner are submitted at the same time by the company contact – this will help with the administration of remit checking.

**Please note:** The project title must be a maximum of 150 characters (including spaces) and should not include symbols (this includes commas, semi-colons etc.). Failure to adhere to this character length will result in the studentship grant not being set up and the outline returned for amendment.

You will receive a remit approval email from [ICP@bbsrc.ac.uk](mailto:ICP@bbsrc.ac.uk) once the remit checks have been satisfactorily completed.

## What is required once project outlines have been approved?

Once project outlines have been approved as within BBSRC remit, an ICP Academic Partner Form is submitted to the BBSRC. **Forms must be submitted to BBSRC at least three months prior to the intended start date of the studentship.**

Please ensure that the academic and non-academic supervisor sections of the form are fully and correctly completed to avoid delays in the studentship grant being created on BBSRC's grants database. Please note that:

- one form must be submitted for each approved studentship from your allocation
- the academic department cited should be Je-S registered i.e. the department should be listed as part of the institution's Je-S registration and should be recognised on our grants database.
- the academic supervisor's department registered on Je-s should match the academic department given on the form. If these do not agree, the form will be returned to the company contact for clarification and may result in a delay in setting up the studentship.

## What happens once the Academic Partner form has been submitted?

Once the Academic Partner form has been approved and processed by BBSRC, an 'Offer document' (which will give the grant reference number) will be issued via Je-S to the Je-S administration team at the relevant university.

Please note that this document will NOT be sent to the academic supervisor. It is the responsibility of the relevant RO's Je-S administration team to distribute copies as necessary.

## When will the 'Offer documents be issued?

Offer documents will normally be issued to relevant universities in June of each year.

If the academic supervisor has not received notification that the studentship has been set-up, they should contact their Je-S administration team for clarification.

**Please note that studentship grants will not be set up until projects have been confirmed as within remit and academic partner forms have been received.**

## Contact

Email: [CTP@bbsrc.ac.uk](mailto:CTP@bbsrc.ac.uk)

Please also see [ICP FAQs](#) for further information.