

BBSRC Collaborative Training Partnership Process for setting up studentships

Application deadline

There is no application deadline. However, BBSRC would expect to start receiving academic partner forms from May, 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

The process requires the non-academic partner to complete a CTP Academic partner form.

Please see below for full details.

Completing a CTP Academic Partner form

The non-academic partner will need to submit a [CTP Academic Partner Form](#) Please ensure that the forms are 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 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 the summer 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 the academic partner forms have been received.

Contact

Email: ctp@bbsrc.ukri.org

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

Please also see [CTP Academic Partner form](#).