

# HENRY ROYCE INSTITUTE

## STUDENT EQUIPMENT ACCESS SCHEME

### 2020/21

## GUIDANCE NOTES FOR APPLICANTS

### SCHEME GUIDANCE NOTES

#### 1. Scope of Scheme

- **Purpose**

The Scheme is intended to support research students by enabling them to access the capability to make, test and characterise materials, components and systems using facilities of the Henry Royce Institute which are not otherwise available through their own institutions. **The Scheme applies to both doctoral (PhD/DPhil/EngD) and postgraduate research masters (e.g. MRes, MPhil, MSc by Research) students.**

It is assumed students will have local arrangements for accessing equipment at their own universities, whether or not these are Royce Partner HEIs (see “**Definitions**”), and whether or not the equipment in question is Royce equipment. Therefore applications **must** be to use equipment at a Royce Facility which is **NOT** at the university where the student is registered.

The intention is to support well-defined single packages of work, not extended arrangements over long periods, so for example not open-ended arrangements for the whole of a PhD. However multiple applications can be made to support more than one package of work within an individual student’s PhD.

The Access Scheme can also fund any relevant training required in order to understand or operate the equipment accessed. Any required training should be indicated in the proposal and included in the overall work package costings.

- **Deadlines**

The deadline for applications is **22 December 2020 and work must be completed before 20 March 2021**. However the Scheme has a finite budget and we therefore reserve the right to close the Scheme to new applications at short notice.

- **Student Eligibility**

The Scheme is open to any student registered on a doctoral programme, or a research masters programme, at a UK university.

- **Eligibility of enquiry topics**

In order to be eligible for support through this Scheme, the research enquiry or problem for which the student wishes to use the Royce Equipment or Service **must meet one or more of the following criteria:**

1. It relates to, or includes, the development of new materials, systems or processes, or our understanding of them
2. It relates to, or includes, improving our understanding of the performance or failure of materials or materials systems
3. Where the core topic of the student’s research project is not itself fundamentally materials based, there is a materials issue which is impacting the study in some way (examples might include: a problem or issue with the experimental set up or materials of construction of an experimental rig; a need to characterise a heterogeneous catalyst or support etc.)

4. The topic or enquiry allows method development which would widen the scope of the Royce's capabilities
5. It aligns with or connects to any of the [Royce Core Research Areas](#).

- **Funding limits and eligible costs**

There is no funding cap on individual applications. However there is a fixed budget available for the scheme overall. In order to benefit the maximum number of students, applications in excess of £5k will be closely scrutinised.

**Eligible costs** are: the cost of equipment use, operator time, sample preparation at the facility, training costs for the student (where it has been agreed that the work package includes a training element for the student). Note that travel and subsistence costs **are not** eligible.

- **Eligible equipment**

To be eligible under the scheme an item of equipment or service must be listed in the [Henry Royce Institute equipment catalogue](#) website.

Individual work packages may require the use of more than one item of equipment (e.g. where sample preparation is followed by use of a characterisation or measurement technique, or where more than one characterisation technique is required). Where this is known it can be indicated on the Initial Enquiry Form.

## 2 Application Process

- **Deadlines** – see above.
- All enquiries must be initiated by completing the [Initial Enquiry Form](#) which can be found on the Royce website. Students may be able to identify the equipment and type of expertise which is required to address their specific research question, or may need to consult with their supervisors to understand how the Royce can support them. In addition, the Initial Enquiry Form can be used to indicate to Royce Hub staff the type of problem they are trying to solve or type of experiment they wish to conduct, helping us to find a suitable match. The PhD Equipment Access Scheme can also fund any relevant training required in order to understand or operate the equipment accessed; training needs should be discussed with the relevant Royce Facility.
- Once the completed **Initial Enquiry Form** is received, the CDT Development Manager will pass the enquiry on to the relevant Royce Facility, who will contact the enquirer to discuss requirements and (if appropriate) work with the enquirer to develop and agree a costed work package (within 10 working days). It is then **the responsibility of the student** to complete an **Application for Funding Form** (available from the CDT Development Manager) which must be endorsed by the Facility Contact and by their Supervisor. This must be submitted to the CDT Development Manager in order for funding to be approved.
- Some Royce Facilities may require some additional paperwork to be completed before work can be carried out, e.g. to comply with security clearance requirements or local health and safety requirements.
- Students and/or supervisors are welcome to contact the CDT Development Manager by email or telephone to discuss the need informally.

## 3 Definitions

### Henry Royce Institute

The Henry Royce Institute (often referred to simply as “The Royce”) is the UK national centre for research and innovation of advanced materials. It aims to provide access to analytical equipment and scientific expertise in materials science across the whole of the UK.

## **Henry Royce Institute Student Equipment Access Scheme**

A scheme to support students undertaking postgraduate research projects by enabling access to the equipment and expertise available in Royce, where equivalent expertise not available through their own HEI.

### **Royce Hub**

Royce operates a hub and spoke model. The Hub is the base of operations for Royce and is located at The University of Manchester. The spokes are located at the founding partners, listed below.

The PhD Equipment Access Scheme is managed by Royce CDT Development Manager who is based in the Royce Hub.

### **Royce Partners**

The Universities of Manchester, Cambridge, Liverpool, Leeds, Oxford, Sheffield, and Imperial College London, the National Nuclear Laboratory and UK Atomic Energy Authority (Culham Centre for Fusion Energy).

### **Royce Facilities and Facility Contacts**

Facilities at Royce are open to all UK academics regardless of institution. All Royce Partners have technical and advisory staff providing a single point of entry to facilities. The Royce Hub will signpost enquiries to the appropriate Facility Contact.

### **Royce Equipment or Service**

Specific items of equipment or services as listed on the [Royce website](#).

### **Initial Enquiry Form**

The starting point for an enquiry, to be completed by the student before submission to the CDT Development Manager. It can be found at <https://www.royce.ac.uk/studentaccess>.

### **Application for Funding Form**

This form is available from the CDT Development Manager. It is completed by the student enquirer, endorsed by their supervisor and the Royce Facility Contact, and then submitted to the Royce CDT Development Manager, for approval of funding decision. The form captures the research question being addressed and describes the proposed package of work and (if appropriate) training that has been agreed in principle with the Royce Facility, as well as the costs and proposed scheduling.

## **4 GDPR**

In taking part in the Royce Student Equipment Access Scheme, both student and supervisor consent to the collection and use of their personal data by The Henry Royce Institute for the purposes of allowing access to Royce facilities and expertise. The information may also be used for statistical purposes as required by our funding organisations. Where personal data of an additional party (e.g. Secondary Investigators) has been added to this proposal form, the student and supervisor also confirm that they have sought consent from each additional party for their data to be collected and used by The Henry Royce Institute for the purposes set out above.

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