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| **\*\*FORM TO BE COMPLETED BY THE ACADEMIC AND PARTNER SUPERVISORS, and SUBMITTED TO THE KESS USW OFFICE\*\***  *This form should be completed by the academic supervisor(s) of the proposed project, in consultation with the external partner. The form consists of four parts:*   * Part A: Details of the Project *– to be completed by the academic supervisor and external partner.* * Part B: Project Budget *– to be completed by the academic supervisor, with assistance from the RISe development team.* * Part C: Partner Eligibility and Monitoring Information*– to be completed by the external partner.* * Part D: Approvals and Declarations - *signed by the Partner representative, Director of Studies & Head of Faculty.*   *Any queries can be directed to the KESS 2 team in RISe, RBE, USW - tel: 01443 482578.* **Please submit completed forms (pdf with signatures if feasible) to:** [**KESS@southwales.ac.uk**](mailto:KESS@southwales.ac.uk)**.** Hard copy forms with ‘ink’ signatures must follow at project approval stage, for ESF project records, by internalpost to KESS 2 team, Research and Innovation Services, Research and Business Engagement, 8FG, Treforest campus. |

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| **PART A: DETAILS OF THE PROJECT** *(To be completed by the Academic Supervisor and the external partner)* |

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| **1. Type of scholarship** | **MRes** |
| **Preferred start date** | October 2017  January 2018  April 2018  October 2018  January 2019 |
| **EFAS reference number** | XXXXX |

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| **2. HEI name** | **University of South Wales** | | |
| **Research Institute/ REF UOA** *(if applicable)* |  | **Faculty:** |  |
| **Director of Studies (DOS)**  Name:  Title/post: |  | Email: |  |
|  | Phone: |  |
| **Second Academic Supervisor** Name:  Title/post: |  | Email: |  |
|  | Phone: |  |
| **Third Academic Supervisor** Name:  (If applicable) Title/post: |  | Email: |  |
|  | Phone: |  |

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| **3. Partner/company name:** |  | | |
| **Partner Supervisor / Advisor** Name:  Role/title: |  | Email: |  |
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| **4. Please confirm the supervisory team will comply with the following:** | If approved, I confirm that this KESS scholarship will be advertised externally to USW (using a pre-agreed advert template), and the company/ partner organisation will be asked to participate in the process of selecting the KESS scholar, and in keeping with the USW recruitment procedures. The KESS scholar will be eligible, in accordance with ESF rules.  *This will affect the recruitment timelines accordingly, so please select the most realistic preferred start date (Section 1, preferred start date).*  **YES / NO** |

**5. PROJECT DETAILS**

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| 5.1 | **Project Title** *(150 characters):* |
| *n.b. All project applications are submitted to an external panel for consideration, which is provided with a matrix summarising each application. As such, please ensure the project title is succinct, and clearly conveys the project purpose. Also, consider whether your project title aligns with the Welsh Government (WG) priorities (sections 5.2 and 5.3)* |
| 5.2 | **Fit to Welsh Government Grand Challenge areas** *Identify ONE Grand Challenge area the project aligns with. More information on Welsh Government Grand Challenge priorities can be found in ‘*[*Science for Wales’*](http://gov.wales/topics/science-and-technology/science/?lang=en) *. (Projects that do not fit these sectors may be funded, but may be given a lower ranking when assessed against other proposals that are aligned to these areas).*  ICT and the Digital Economy Life Sciences and Health  Low Carbon, Energy and the Environment Advanced Engineering and Materials  Other (please specify...) |
| 5.3 | **Fit to Welsh Government Economic Prioritisation Framework (EPF)**  *Identify the EPF areas the project aligns with. More information can be found in the* [*Briefing Paper*](http://gov.wales/docs/wefo/publications/141216epfbriefingpaperen.pdf) *on the Economic Prioritisation Framework and Economic Prioritisation Framework –* [*Version 3: June 2015*](http://gov.wales/funding/eu-funds/2014-2020/looking/epf/?lang=en)  **Thematic Economic Opportunities**  1. Energy  2. Food and farming  3. Climate change and resource efficiency  4. Exploitation of ICT assets and opportunities of the digital marketplace  5. Advanced Manufacturing  6. Life Sciences and Health  **Regional Economic Opportunities: South East Wales Regional Opportunities**  (B1) Growth of the Cardiff Capital Region  (B2) Other key sectors and cluster developments creating demand |
| 5.4 | **'Academic challenges'**  *Provide an outline of the proposed project, highlighting the intellectual, scientific and/or technical* ***challenges to be addressed***. *Please include a list of milestones and deliverables**(800 words – all word limits are indicative only)* |
| 5.5 | **Partner needs and Impact/Benefit to partner organisation** *(250 words)*  *Describe how the project meets the* ***needs of the******partner/company.*** *Identify how the project could have a* ***positive impact*** *on the partner organisation e.g. enhanced research capacity, skills, increased sales, development of new product, new jobs created etc*. |
| 5.6 | ***‘Outline of work’ , including role of Partner*** *(500 words)*  *Summarise the work to be undertaken (e.g. outline topics and timescales, access to facilities required, opportunities to gain experience of up-to-date techniques or approaches and current technologies, indicative outputs). Where appropriate, link to the partner’s role in the project (e.g. induction, training, introduction to business strategy, planning, marketing or other business-related needs, training in techniques, facilities, equipment or data interpretation). Students would usually be expected to spend at least one month a year with the external partner.* |
| 5.7 | **‘Fit to University research priorities’** (500 words)  *KESS 2 Scholarships must be clearly aligned with the ambitions of University of South Wales, delivering on University-wide CPIs. Priority will be given to MRes projects which fit with the University’s research strategy and can demonstrate possible contribution to REF 2021 (not outputs per se, rather the research environment, potential papers, etc.).*  *Describe how the proposed project fits the* ***University*** *and* ***Faculty research strategy****, including* *Research-led Teaching and Student Experience, and Research Collaboration and External Funding. If applicable, mention synergies or links to other initiatives (e.g. URIs, or other areas of research investment/ support). Describe the potential benefits to the University from establishing/enhancing links with the external partner, and, if applicable, cross-discipline collaboration.* |
| 5.8 | **Ethical issues**  Are there any ethical issues within the proposed project? **YES NO**  Will the project require ethical approval from your Faculty ethics champion?  **YES NO**  Will the project require external ethical approval, for example, from the NHS? **YES NO**  *If in doubt, please contact the Research Governance Officer in RISe (Mr Jon Sinfield), and/ or your Faculty Ethics Champion: FLSE – Professor Peter McCarthy, FCES – Dr Paul Messenger, FBS – Professor Howard Williamson, FCI – Mr Steven Higgins.* |

**6. BENEFIT TO WEST WALES AND THE VALLEYS**

*The following section is intended to provide evidence to demonstrate suitability for KESS 2 funding and to assist with prioritisation of proposals for funding. The Convergence area covers West Wales and the Valleys, and is made up of the following 15 local authorities: Isle of Anglesey, Gwynedd, Conwy, Denbighshire, Ceredigion, Pembrokeshire, Carmarthenshire, Swansea, Neath Port Talbot, Bridgend, Rhondda Cynon Taf, Merthyr Tydfil, Caerphilly, Blaenau Gwent and Torfaen.*

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| 6.1 | **Describe the potential economic benefit of the project to the West Wales and the Valleys (WWV) Convergence area**  *The boxes below provide suggestions for content.* | |
| *Economic: (300 words)*  *New products, processes or services. Job created or safeguarded. Development of key technologies in the WWV area: Production of new knowledge in identified sectors/areas of demand in WWV: Increasing the research capacity of organisations in WWV through knowledge transfer.* |  |
| *People: (300 words)*  *Developing and training research professionals from WWV: Encouraging organisations in WWV to undertake research and recruit researchers.* |  |
| 6.2 | **Describe the wider additional benefits of this collaboration to the WWV Convergence area:** | |
| *Project activity: (200 words) Undertaking research activity in WWV (e.g. fieldwork, surveys, data sampling…); undertaking impact or engagement work with WWV communities/stakeholders. Dissemination of project results to WWV communities/stakeholders.* |  |
| *Social: (200 words)*  *Tackling inequality; tackling poverty* |  |
| *Environmental: (200 words)*  *Reducing emissions, continual environmental improvement* |  |
| *Added–value synergies: (200 words) Links with other grant funded / European-funded project; links with other WWV-based HEIs or research groups/networks (e.g. NRNs)* |  |

**7. SUPERVISION**

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| 7.1 | **Supervision track record** | **Director of Studies** | **Second Supervisor** | **Third Supervisor**  (if applicable) | **Partner Advisor**  (if applicable) |
| **Number of full-time PhD students supervised who commenced their PhD within the past six years:** |  |  |  |  |
| **Of this total:**  Number who submitted within four years: |  |  |  |  |
| Number who submitted after four years: |  |  |  |  |
| Number of students currently being supervised and *within* their four year limit: |  |  |  |  |
| Number of students currently being supervised and *beyond* their four year limit: |  |  |  |  |
| Further comment if necessary, including any MRes supervision experience: | | | | |
| 7.2 | **Supervision arrangements and track record of collaboration’** (400 words approx)  *Describe the supervision arrangements for the project, including the roles and experience of each member of the supervisory team. Also include brief details of all supervisors’ track records of undertaking collaborative research and knowledge transfer projects with external partners. In addition, if applicable, outline any previous collaboration with the external partner at Research Institute or Faculty level. Reviewers will consider the match between supervisory expertise and the proposed project and the track record (including submission rate) of the academic supervisory team.*  **Director of Studies**: (role in project / experience...)  **Second Supervisor:**  **Third Supervisor:**  **Partner Advisor:** | | | | |

**8. TRAINING and RESOURCES**

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| 8.1 | **Research environment** (100 words)  *Describe how the student will be engaged in the intellectual research culture of the research group and partner. Reviewers are seeking evidence that the student will be integrated into the Faculty's research environment.* |
| 8.2 | **Access to facilities and resources** (100 words)  *If the project will require the student to access specialist facilities, expertise or resources, describe how these be provided. Cross reference to the Budget, or responses provided in other sections above, if appropriate.* |
| 8.3 | **Specific training needs** (100 words)  *Identify any specific training needs for this project that will not be addressed through the generic and transferable skills from USW's* [*Graduate Research Office*](http://gro.southwales.ac.uk/)*, or general research training provided in the Faculty, and describe how these will be met. Cross refer to other sections to avoid duplication, if appropriate.*  *KESS Scholar Training Needs*    *KESS Supervisory Team Training Needs* |

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| **PART B: PROJECT BUDGET** |

**9. BUDGET**

Please tick to confirm you have completed the MRes Excel spreadsheet budget template, which will be provided by your RISe funding development support after you have completed EFAS Part A.

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| **MRes** |

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| **PART C: PARTNER ELIGIBILITY and MONITORING INFORMATION** *(To be completed by the partner)* |

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| **Partner/Company Registered Name:** |  |
| **Contact for financial and legal correspondence:** *(if different from Company supervisor above)* Name:  Role/title:  Email:  Phone: |  |
| **Registered Partner Address:**  **Post code:**  **County:** |  |
| **Partner supervisor’s place of work/ address:** *(if different from above):*  **Post code:**  **County:** |  |
| **Website:** |  |
| Company Registration number: |  |
| VAT number, if applicable: |  |
| Business activity/sector | *UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) should be used to provide class level information on the enterprise, to four digits.* [*http://www.neighbourhood.statistics.gov.uk/HTMLDocs/SIC/ONS\_SIC\_hierarchy\_view.html*](http://www.neighbourhood.statistics.gov.uk/HTMLDocs/SIC/ONS_SIC_hierarchy_view.html) |

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| **Organisation Type\*** | **No. of Employees** | **Turnover** | **or** | | **Balance Sheet Total** | **KESS 2 Cash Contribution MRes – pre Oct 2018** | **KESS 2 Cash Contribution MRes – Oct 2018 onwards** |
| **Micro** | <10 | |  |  | | --- | --- | |  | ≤ € 2 m | | | |  |  | | --- | --- | |  | ≤ € 2 m | | | **£3,500** | **£3,750** |
| **Small** | <50 | ≤ € 10 m | | ≤ € 10 m | | **£3,500** | **£3,750** |
| **Medium** | <250 | |  |  | | --- | --- | | ≤ € 50 m |  | | | ≤ € 43 m | | **£4,000** | **£4,250** |
| **Large** | >250 | |  |  | | --- | --- | | > € 50 m |  | | | > € 43 m | | **£4,500** | **£4,750** |
| **Third Sector/ Social Enterprise/ Public Sector** |  |  | |  | | **Dependent on size** | **Dependent on size** |

\* These ceilings apply to the figures for individual firms only. A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too. Refer to [EU guidance on the SME definition](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/)

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| The partner is: *(please tick)* | **Micro**  **Small**  **Medium**  **Large** | **Private**  **Public body**  **3rd sector** (Charities, Not‐for‐profit Organisations and Social Enterprises) |
| **Is the Partner a Start-Up?** *(less than two years old)* | Yes / No | |
| **Is the Partner a Social Enterprise?** | Yes / No | |

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| **If the Partner is defined as an** [**SME**](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm) **(Micro /Small / Medium Enterprise)?**  *(a) Fewer than 250 employees (b) annual turnover not exceeding 50 million euros or a balance sheet total not exceeding 43 million euros (c) conforms to the criteria of independence - under 25% owned by a company not meeting the above criteria, accepting venture capital companies or institutional investors who exercise no control.* | | | | | | | Please specify: |
| **a) No. of employees:** | | Total: | Full time: | | Part-time: | | Seasonal: |
| **b) Turnover – less than 50m euro?** | | | | | | | Yes / No |
| **Annual turnover in £’s:** | Latest period:  Period ending:  Turnover/ £s: | | | Last Audited period:  Period ending:  Turnover/ £s: | | Prior Audited period:  Period ending:  Turnover/ £s: | |
| **c) Is the organisation’s balance sheet more than 43m euro?** | | | | | | | Yes / No |
| **d) Is the company independent?** *(i.e. you have no participation in other enterprises and no enterprise has a participation in yours)*  Does the Company have a holding of less than 25% of the capital or voting rights (whichever is the higher) in one or more other enterprises?  Do outsiders have a stake of 25% or more of the capital or voting rights (whichever is the higher) in your enterprise?  *n.b. A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too. Refer to* [*EU guidance on the SME definition*](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/) | | | | | | | Yes / No  Yes / No |

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| **KESS 2 monitoring information** | |
| **Does the partner organisation have an equal opportunities policy?** | Yes / No |
| **Does the partner organisation have an environmental policy?** | Yes / No |
| Has the partner participated in any of the following Business University schemes?   * GO Wales Student and Graduate Placements * Knowledge Transfer Partnerships (KTP) * Research Council sponsored Industrial CASE Award * Previous round of KESS scholarships * Other (please give details): | Yes / No  Yes / No  Yes / No  Yes / No |
| **How did you find out about KESS 2?**  e.g. previous involvement in KESS, website, University, Business support, agency, other? Please specify: |  |

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| **Please identify the company need that this KESS project will address** |  |
| **Please identify how the project could potentially have a positive impact on the business e.g. increased sales, development of new product, new jobs created, etc.** |  |
| **Please summarise the relevance of the skills developed to the business/ the wider private sector, and the potential for the scholar to work in the private sector within the Convergence area, after completion of the scholarship** |  |

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| **PART D: APPROVALS and DECLARATIONS** |

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| **DECLARATION from Partner**  Please note that the University will require either an original wet signature or a separate email of commitment from an authorised signatory from within the partner organisation at proposal submission stage. | |
| Cash contributions  Partners are required to make cash contribution to the KESS Programme, depending on their size. Average contributions would be c. £3,500 – 4,750 per MRes project in cash to the KESS Programme. This contribution cannot include funds from other European sources. **Please confirm the level of support the external partner will provide in cash to the KESS Programme.**  **Projects commencing October 2018 onwards have a higher cash match requirement – please refer to guidance figures in Part C.** | Total: |
| Intellectual Property (IP)  Project results and intellectual property arising out of the project will be owned by the University, to comply with EU State Aid regulations. The University is able to grant an exclusive or non-exclusive licence, charged at market rates, if the partner wishes to exploit IP. Further clarification is available from Research and Innovation Services. **Do you accept these requirements?** | Yes / No |
| Conflicts of Interest  Are you, or any partner directors/trustees/employees, related to or connected with anyone employed by the University (in particular, the KESS project or the research group involved in this project)?  Any possible conflicts of interests must be declared and expanded upon here: | |
| I declare that I am an authorised signatory for my organisation, that the details given on this form are true to the best of my knowledge, and acknowledge the conditions under which KESS 2 funding is available.  Signed:  Name:  Position with the partner organisation:  Date: | |

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| **DECLARATION of support by Academic Supervisors**  n.b. Electronic signatures are acceptable at proposal submission stage. Original signatures will be requested at approval stage, for ESF project records. |
| KESS 2 is seeking funding from the European Social Fund (ESF), supported by the European Union. To meet the terms of the funder and the Welsh European Funding Office (WEFO), KESS 2 Scholarships will operate with a range of special conditions and administrative obligations. Key points are set out below, and further detailed advice will be provided to successful projects. Please contact Clare Naylor or Alison Evans (KESS Management team, RISe) with any queries ([kess@southwales.ac.uk](mailto:kess@southwales.ac.uk); 01443 482578)   * Timesheets: The University is required to contribute match funding to the KESS 2 Programme consisting of supervisory staff time. **All academic supervisors must complete timesheets each month** evidencing their supervisory time supporting this project. Staff that are 100% funded from other grant sources are not eligible to provide timesheets /supervisory time. * Student eligibility: Eligible students must have a **home or work address in West Wales and the Valleys Convergence area** at the time they apply for and accept the KESS scholarship from the University, as well as the legal right to live and work in the UK. Eligibility cannot be ‘self-declared’ and must be supported by original documentary evidence provided on request to the KESS 2 Central admin team. * Postgraduate Skills Development Award: KESS 2 requires students to **achieve a Postgraduate Skills Development Award** in addition to their academic qualification. The PSDA is awarded by Bangor University, following the KESS Scholar’s achievement of 40 credits (for PhD) or 20 credits (for MRes) of skills training and attendance at a mandatory residential KESS Graduate School. The University Graduate College will provide advice and support. * Reporting and submission requirements: KESS 2 will have additional reporting requirements including production of quarterly progress reports and achievement of ‘outputs’ within time periods determined by the KESS programme (including **submission within 6 months (PhD) or 3 months (MRes) of the end of the funded period**). |
| Conflicts of Interest  To the best of your knowledge, are you, or any member of your research group, related to or connected with:   1. anyone at the external partner (e.g. employees, directors, trustees)? 2. anyone from the KESS 2 partner Universities working on the KESS project (e.g. KESS administrative staff, the KESS Allocation Panel)?   Any possible conflicts of interests must be declared and expanded upon here, along with your proposed method of managing the conflicts: |
| I confirm my support for this application, and acknowledge the conditions under which KESS 2 funding is made available, as outlined above.  Signed: (**Director of Studies**)  Name:  Date: |
| **DECLARATION of support by Faculty (Signed by Head of Faculty)**  n.b. Electronic signatures are acceptable at proposal submission stage. Original signatures will be requested at approval stage, for ESF project records. |
| *(Further advice on the financial implications of these awards is available from the KESS 2 team).* |
| Financial Approval  University fees are not eligible costs for KESS scholarships. University match-funding is provided through contributions of academic staff time and associated overheads. The Faculty agrees to waive the fees for this KESS project, and to underwrite any unexpected shortfall in project match-funding*.*  I confirm my support for this application, and acknowledge the conditions under which KESS 2 funding is available.  Signed:  Name:  Position/role:  Date: |

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| **Deadline for Submission of Proposals** | 12 noon on Wednesday 15th February 2017 to [kess@southwales.ac.uk](mailto:kess@southwales.ac.uk) |