



## Terms and Conditions for Student Funding Programmes

These terms and conditions relate to all student funding programmes administered or funded by RADMA, the details of which can be found on the following webpage [www.radma.net/funding](http://www.radma.net/funding). The General Terms and Conditions are common across all programmes while subsequent sections list terms and conditions that are specific to individual funding programmes.

### General Terms and Conditions

#### PRIVACY NOTICE

RADMA uses personal information to carry out its charitable objectives. RADMA holds personal data on (i) its current and past trustees, (ii) its communications with external bodies and individuals, (iii) members of mailing lists set up by RADMA or on its behalf, (iv) applications for sponsorship, (v) managing sponsorship.

The lawful bases for processing personal data are that the processing is necessary for (i) legitimate interests, and/or (ii) contract.

RADMA holds personal data initially for operational purposes and then retains it indefinitely for archiving purposes.

#### ELIGIBILITY

##### Definition of 'R&D management'

RADMA's support is focused on the field of 'R&D management' and we will give priority to research that explicitly links to the field. Though not intended as a rigorous and exhaustive list, the following four themes may be understood as a working definition of R&D management:

1. Management of scientific and technological activity within firms and public bodies;
2. Determinants of performance in research, development, product design and innovation;
3. The interaction of organisation-wide processes such as strategy formulation and human resources with R&D;
4. The relationship between organisation-level activities and performance, and national and regional innovation systems or technology, science and industrial policies.

RADMA will generally regard applications for research that explores important relevant issues or furthers understanding in one or more of these areas to be within our definition of the field.

##### Place of Study

Unless stated otherwise, to be eligible for funding candidates must be studying, or be accepted for study, for a doctorate or Masters degree (as appropriate) at a UK university within the UK. Overseas affiliates or campuses of UK universities are not considered to be UK universities for the purposes of

determining eligibility. RADMA is not able to support distance learning.

### **Exclusions**

RADMA cannot support students in their 'writing-up year'. This is the period following the end of normal PhD registration and before thesis submission. Many universities in the UK charge a continuation fee for this period. This is a reduced fee to cover administrative costs and other resources upon which students may draw.

RADMA cannot support activities undertaken prior to submission of the application (retrospective funding).

RADMA cannot support resubmissions or overruns.

### **APPLICATION PROCESS**

#### **Making an application**

Applications must be made via email to [info@radma.net](mailto:info@radma.net). All documents must be supplied separately in PDF or Word file formats. Other file formats, including zipped folders, will not be accepted due to security risks.

Applications that exceed the length limits specified in the application will be rejected.

Only one application and set of supporting documents can be submitted – multiple versions are not allowed. The last valid version submitted prior to the deadline of a candidate's application and supporting documentation will be considered the final version.

Only the application form and supporting documents associated with the application are accepted. A list of required supporting documents is available at the end of each application form. No other documents will be accepted.

#### **Acknowledgement of applications**

Applications are acknowledged by email to confirm receipt. If candidates do not receive a confirmation email they are asked to contact RADMA at [info@radma.net](mailto:info@radma.net).

#### **Letters of support**

Applications must be supported by the candidate's PhD or Masters supervisor (as appropriate) and RADMA will require signed letters of support from the respective supervisor.

#### **Partial funding**

Please be aware that partial funding (i.e. less than the amount requested) may be awarded.

### **CONDITIONS OF AWARD**

#### **Acknowledgement of support**

RADMA requests that its support is acknowledged as appropriate; for example, in the candidate's thesis, papers and/or presentations. PhD students are known as 'RADMA Scholars'.

#### **Publicity**

By applying for an award, successful candidates authorise RADMA to make appropriate announcements for the purpose of promoting RADMA's services. These may include announcements on RADMA's website, to Twitter, Linked In and to the RADMA Association plus via other avenues as deemed

appropriate. Announcements may include the candidate's name, institution, thesis or dissertation title and the award stream.

RADMA will not include any personal contact information such as the candidate's email address, telephone number or postal address.

### **Liability and insurance**

RADMA Ltd, its Trustees and members are not liable in case of injury or damage incurred during activities funded by RADMA. By accepting an award from RADMA candidates confirm they have all appropriate insurances and have completed all appropriate risk assessments and ethics assessments for activities, studies, projects, sub-projects, travel or any other activities funded by RADMA.

### **Proof of expenditure**

Since RADMA is a charity we do need to ensure that our funds are being used properly. We may ask for evidence (such as receipts) and explanations of claimed expenditure in certain cases before payment is made.

## **Doctoral Studies**

### **Scope**

This award provides funding to talented prospective or mid-study students towards their PhD studies in R&D Management. The award is up to a maximum of £20,000 per academic year (pro-rata for part time students). Full time students can be awarded up to three years funding (pro-rata for part time students).

If a candidate is awaiting confirmation of his or her acceptance onto a PhD programme and this will not be announced by the university prior to the funding stream's closing date, they are asked to provide proof of their application for PhD studies at the institution and include in their application form the date when a decision will be made. Proof of acceptance will be required as soon as it is available and prior to the funding award announcements.

If a candidate has multiple offers for PhD studies and has not made a decision prior to the funding stream's closing date they are asked to complete separate applications for each institution.

### **Timing**

Applications are accepted between November and February each year, and are reviewed by academics and professionals in the field with award decisions normally announced during July. The deadline for applications is midnight on the last day of February 2020. Awards are granted from September of the year of application.

### **Allowable expenditure**

The award can cover fees, living expenses (bursary) and specific research costs. In the case of research costs, only identifiable and exceptional costs such as specific fieldwork expenses will be allowable. Research costs may not exceed 25% of the total claimed. Routine research costs and any items that can reasonably be expected to be provided by the university will not be covered, such as internet access, consumables (pens, paper), IT consumables (laptop, printer, printer consumables). Work and study visas are excluded.

### **Selection process**

Applications for Doctoral Studies are reviewed in the first instance by between two and four academic

experts in the field of R&D Management. Applications will be assessed on the following criteria:

- Relevance to the field of R&D management - based on the research topic
- Quality of the application, innovativeness and quality of the research - based on the research proposal and methodology
- Quality of supervisor and institution in R&D management
- Quality of the applicant - based on CV and references
- Relevance to practice - based on apparent relevance, involvement of practitioners, and evidence of industrial collaboration or sponsorship.

The top applications will be shortlisted. The arising shortlist is reviewed by at least two Trustees and the final shortlist is validated by at least one other Trustee. In making the final decision RADMA will have regard to the balance of the portfolio and the distribution of awards across institutions. RADMA does not discriminate on the grounds of race, gender, sexuality etc.

### **Other sources of funding**

Applicants should inform RADMA as soon as any awards have been secured from other bodies and, if so, what revised contribution is being requested from RADMA. Where applicants have secured awards from other bodies RADMA may reduce its award accordingly so that there is no duplication and the totals paid are not excessive. In such a case, where a student is awarded more than one scholarship, RADMA will work with the other institution/s involved to ensure a satisfactory arrangement.

### **Award administration**

Awards will be granted to and administered through the institution, not individual candidates. The first year's funding is paid up front. Subsequent year's funding is conditional upon the receipt of (or evidence of) a grant recipient's successful annual review as undertaken by the grant holder's institution. Candidates will be expected to submit yearly progress reports to RADMA.

The award must be returned to RADMA if the candidate does not complete his or her PhD within 5 years (pro rata for part time students).

Candidates must make a copy of their thesis available to RADMA upon completion.

### **Obligations of RADMA Scholars**

During the project and following the award of the degree, the student may describe themselves as a 'RADMA Scholar'. RADMA Scholars are expected to contribute to RADMA and the field generally through such means as:

- Participating in the annual R&D Management Conference
- Submitting papers to the R&D Management Journal
- Contributing practitioner-oriented material to the R&D Today website (operated by RADMA)
- Providing a biography and research summary to be published on the RADMA website
- Presenting their research to RADMA Trustees if invited to do so.

## **Postgraduate Student Research Support**

This award provides support to talented mid-study Masters and PhD students for expenses directly related to:

- (a) postgraduate project support in the field of R&D Management: up to £500 is available for Masters projects and £1000 for PhD projects. The award will cover costs related to specific

research activities, for example data collection and analysis, training and associated travel and expenses;

- (b) conference funding in the field of R&D management: up to £500 where the candidate is presenting a paper or £250 attendance only or presenting a poster. The award covers costs related to attending the conference, specifically conference fees, travel, subsistence and accommodation. Candidates can apply to attend a conference that will occur before the awards are announced as long as the application is submitted before the conference is held. This will not be considered retrospective funding. Candidates applying to present a paper can apply before knowing if their paper has been accepted at the conference, but should their funding application be successful they must provide evidence that their paper has been accepted before the award can be made.

While candidates can apply for project support and conference funding simultaneously, in the interest of fairness RADMA will not normally award both simultaneously.

This award does not cover bursary or university fees, which are funded under RADMA's Doctoral Studies Funding programme. In addition, any items that can reasonably be expected to be provided by the university will not be covered, such as internet access, consumables (pens, paper), IT consumables (laptop, printer, printer consumables). Other exceptions include work and study visas.

This call is open year round, with applications accepted on an ongoing basis. However, the applications are reviewed every two months in January, March, May, July, September and November of each year. The deadline for each review is midnight of the last day of the previous month, so, for example, midnight on the 31<sup>st</sup> of December for the January review. Award announcements are usually made eight weeks after the start of the review month, so, for example, by the end of February for the January review.

If an application is successful, RADMA will normally transfer funds electronically to the candidate's bank account. All transfers are in pounds sterling. The award must be used for the purposes requested or returned. Routinely RADMA does not require receipts but since we are a charity we need to ensure a degree of traceability and may ask for receipts in certain cases. RADMA does require a brief post-activity report on the impact of the activity upon the candidate's studies. This will contribute to RADMA's assessment of its impact in the field of R&D management.

Candidates may apply up to three times in the period of a year and are limited to one successful proposal for each category (postgraduate project support; conference funding) within a period of one year (365 days). In other words, candidates are only allowed to receive funding once a year, so should an application be successful the candidate cannot apply again for the category awarded for twelve months (from the date the funding was awarded). Candidates are eligible to apply for funding to attend more than one conference in a review period. However, RADMA will only fund attendance at one conference and so should multiple applications be successful the candidate will be asked to decide upon the conference for which s/he wishes to receive funding.

If correct application and supporting documentation is not received by the review closing date the applicant retains the opportunity to submit the correct documents for the subsequent review. If correct application and supporting documentation is not received for three successive reviews then the candidate's application is rejected and re-application will not be allowed for a period of 12 months.

## **R&D Management Conference Funding**

RADMA supports students to attend the annual R&D Management Conference. Funding for this award is normally administered by the conference organiser rather than RADMA. For more details on forthcoming conferences please visit the RADMA website: <http://www.radma.net/conferences/>.

This funding programme is not limited to students studying in the UK (i.e. the 'Place of Study' clause does not apply).

If you have any questions please contact RADMA via email at [info@radma.net](mailto:info@radma.net).