Collab Leics ROUND 2: Research Placement Proposal Form 2025-26 - Duplicate

Submit a Research Placement Project Proposal
Collaboratory Leicestershire 2025-26

This form is for project teams who wish to submit a Research Placement project proposal for consideration for the Collaboratory Leicestershire 2026 Cohort (Round 2).

It is essential that all project supervisory team members named on an proposal have read project proposal guidance, available to download from our website.

- Proposals must adhere to the word limits provided. Word limits include citations.

- All project proposals, whether for PhD or Research Placement projects, MUST be submitted via one of our online forms. We cannot accept proposal submissions by email.

- **Deadline for submissions**: 11:59pm on Wednesday 10th September 2025

If you have any questions about this form or Collaboratory's project development process, please contact the team at collaboratory@universitiesfornottingham.ac.uk

Project Details

This section asks you for details about your project proposal. Please refer to the guidance on our website for support.

1. **Project Title**
Please provide a provisional title for this project. Project titles should be concise, descriptive, and where possible, avoid unnecessary jargon or niche terminology. Amendments may be made by the Collaboratory team before advertising, if the proposal is successful.
<u>Word limit: 20 words max</u> *

2. **Project Summary**
Please provide a summary of the proposed research project. The summary should be written in accessible language, avoiding unnecessarily complex terms, where possible. If successful, this will be used as the basis for creating a project advert. Please see our existing project profiles on our website for examples.
<u>Word Limit: min 150- max 400 words</u> *

3. **Research Aims**
Please detail the aims of this research project. This should be a short list of concise aims. If successful, these aims will be included in the project advert description. For examples, please see profiles of our existing Research Placement projects on our website.
<u>Word limit: 150 words</u> *

4. Methods: What would the successful candidate be doing?

Please provide brief details of the kind of research activity that the successful candidate would be undertaking. Would they be producing a short literature review or data analysis, would they be carrying out a small series of focus groups, etc. This will be used by the Collaboratory team to create the project advert, should the proposal be successful.

Word limit: 200 words max *

5. Project Purpose: How will this project support the work of the named academic and community supervisors?

How will this project support the development of further engaged research? What impact is the work likely to achieve? To what extent will the project meet the needs/target/ambitions of the community supervisor and/or their organisation?

Word limit: 500 words max *

6. Work Plan and Output(s)

Please provide a brief, week-by-week breakdown of the activities that the successful candidate would be carrying out on this 10-week project, including what the practical outputs of this project would be (i.e., written report, formal presentation, etc.). See Research Placement project proposal guidance for more detail on work plans and outputs.

Word limit: 300 max *

7. Additional Funding Requirements

If this research proposal would require additional funding beyond what is provided by a Collaboratory Research Placement Studentship, please provide brief details of these costs and how you intend to cover them/secure additional funds. For a breakdown of what our Research Placement funding covers, please refer to the guidance on our website.

8. **Supporting References**
   Please provide a list of full references for all sources cited in this section of the proposal form. *

9. Did any of the supervisory team members to be named on this proposal attend Collaboratory's Co-Creation Workshop on 30th June 2024? *

○ Yes

○ No

Details to Support Candidate Recruitment

This section asks for details which would be used by the Collaboratory team to create a project advert, if your proposal were to be successful.

As part of Collaboratory's work to create more inclusive and accessible routes into doctoral research, all our PhD and Research Placement opportunities are advertised in a typical job advert-style format. This will include a list of essential and desired competencies, plus a reading list. This enables high quality candidates to better identify their suitability for any given research project.

- Project-specific competencies should be those which would enable candidates with the right combination of abilities and potential to complete the placement successfully.
- Neither essential nor desirable competencies should require candidates to already possess knowledge or experience of a research technique or skills that they could otherwise reasonably learn in the role.

For details of the full suite of core competencies used in our recruitment, and examples of project-specific essential and desired competencies, please see proposal guidance.

10. Essential Competencies

Please detail up to 6 competencies based on transferable skills, knowledge, and experience that both community and academic members of the named supervisory team feel would be essential for a candidate to possess in order to be successful on this project. Please see the guidance for examples. *

11. Desirable Competencies

Please detail up to 6 competencies based on transferable skills, knowledge, and experience that both community and academic members of the named supervisory team feel would be desirable for a successful candidate to possess. Please see the guidance for examples. *

12. Recommended Reading List

Please provide a list of up to 5 sources which would enable prospective candidates to obtain a moderately more in-depth understanding of some of the core elements that underpin this project. These MUST be open access (for academic literature) or free to access for anyone without university or organisation-specific affiliations. *

Supervisory Team - Lead Academic Supervisor

This section asks you for details of the person taking on the role of lead academic supervisor for this project.

13. **Full Name** *

14. **University Email Address** *

15. **Institution**

At which university is this person employed? *

○ University of Leicester

○ De Montfort University

○ Loughborough

16. **Supervisor Justification**

Please provide a brief justification detailing how this supervisory partner's work and wider experience makes them a suitable partner for the proposed research. Please include details of any previous work in the area of, or contributions to, civically- or community-engaged research.
<u>Word limit: 300 words</u> *

17. **If this person would be considered an Early Career Researcher (ECR), have they sought approval from their line manager to take on this project?** *

○ Yes

○ No

◯ Not an ECR

18. Line Manager Name and Contact Email *

[   ]

Supervisory Team - Academic Co-supervisors

This section asks your for details of academic co-supervisors who would support supervision of the candidate, if the proposal is successful.

19. **Full Name** *

[ ]

20. **University Email Address** *

[ ]

21. **Institution**

At which university is this person employed? *

◯ University of Leicester
◯ De Montfort University
◯ Loughborough University

22. **Supervisor Justification**

Please provide a brief justification detailing how this supervisory partner's work and wider experience makes them a suitable partner for the proposed research. Please include details of any previous work in the area of, or contributions to, civically- or community-engaged research.
Word limit: 300 words *

[ ]

23. **If this person would be considered an Early Career Researcher (ECR), have they sought approval from their line manager to take on this project?** *

◯ Yes
◯ No

○ Not an ECR

24. **Line Manager's Name and Contact Email** *

[   ]

25. **Do you wish to add details of another co-supervisor?** *

○ Yes

○ No

26. **Full Name - A2** *

[   ]

27. **University Email Address - A2** *

[   ]

28. **Institution - A2**

At which university is this person employed? *

○ University of Leicester

○ De Montfort University

29. **Supervisor Justification - A2**

Please provide a brief justification detailing how this supervisory partner's work and wider experience makes them a suitable partner for the proposed research. Please include details of any previous work in the area of, or contributions to, civically- or community-engaged research.
<u>Word limit: 300 words</u> *

[   ]

30. **If this person would be considered an Early Career Researcher (ECR), have they sought approval from their line manager to take on this project? - A2** *

○ Yes

○ No

○ Not an ECR

31. Line Manager's Name and Contact Email - A2 *

Supervisory Team - Community Supervisor

This section asks your for details of the community partner who supported the development of this proposal, and who would take on the role of Community Supervisor, if the proposal is successful.

32. Full Name *

33. Contact Email Address *

34. Name of Organisation

This should be the organisation with which the named person above is affiliated. *

35. Organisation Website *

36. Organisational Role

What is the named Community Supervisor's role in the above named organisation? *

37. Nature of the Organisation's Work

Please briefly describe the nature of the work carried out by the named Community Supervisor's organisation.
<u>Word limit: 150 words max</u> *

38. Additional Support Needs

Would this named Community Supervisor require any specific support, advice, training, adjustments, access, etc., to facilitate their full participation in this research project ? *

○ Yes

○ No

39. Please briefly describe these additional support needs *

40. Do you wish to add details of another Community Supervisor? *

○ Yes

○ No

41. Full Name - C2

42. Contact Email Address - C2

43. Name of Organisation - C2

This should be the organisation with which the named person above is affiliated.

44. Organisation Website - C2

45. Organisational Role - C2

What is the named Community Supervisor's role in the above named organisation?

46. Nature of the Organisation's Work - C2

Please briefly describe the nature of the work carried out by the named Community Supervisor's organisation.

Word limit: 150 words max *

[   ]

47. Additional Support Needs - C2

Would this named Community Supervisor require any specific support, advice, training, adjustments, access, etc., to facilitate their full participation in this research project ? *

○ Yes

○ No

48. Please briefly describe these additional support needs - C2

[   ]