



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:

<http://www.radma.ltd.uk/funding-opportunities>. 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

DATA PROTECTION

The Data Protection Act 1998 places obligations on organisations that use personal information - this is in the interests of promoting transparency. As a charity, RADMA complies with these obligations and processes personal information solely for the purposes of establishing and maintaining membership of the RADMA Association and personal information which is necessary for the purposes of providing funding to students. One of the obligations of the Data Protection Act, with which RADMA complies, is that information is kept for no longer than is necessary. RADMA has set a period between three months and an upper limit of seven years for this with the exception of papers, reports and thesis, which are kept in perpetuity.

ELIGIBILITY

Definition of 'R&D management'

RADMA's support is generally focused on the field of 'R&D management'. Though not intended as a rigorous and exhaustive list, the following four themes may be understood as a working definition of the field.

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. National innovation systems.

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.ltd.uk. All documents must be supplied separately in PDF or Word file formats. Other file formats, including zipped folders, will not be accepted.

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 in the first instance by an automated email. Please take this email as confirmation of receipt of your application. A second confirmation email is sent to applicants shortly following the application deadline to confirm adherence to these terms and conditions and receipt of all necessary supporting documents. If candidates do not receive a second confirmation email they are asked to contact RADMA on info@radma.ltd.uk.

Letters of support

Applications must be supported by the candidate's PhD or Masters supervisor (as appropriate) and RADMA may ask for 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, amount of the award, 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. Candidates can opt out by ticking the appropriate box on the application form.

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.

Doctoral Studies

This award provides funding to talented prospective or mid-study students towards their PhD studies in R&D Management. The award covers costs related to fees and specified living expenses up to a maximum of £18,000 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). Applications are accepted between November and February each year, and are reviewed by academics and professionals in the field with award decisions announced during July. The deadline for applications is midnight on the last day of February.

Applications for Doctoral Studies are reviewed in the first instance by two 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.

Awards are granted from September of the year of application. 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.

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.

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 of 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 (30th June).

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.

Postgraduate Student Project Support

The award provides support to talented mid-study Masters and PhD students for expenses directly related to their postgraduate research 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. The award does not cover attendance at conferences, which is funded under RADMA's Postgraduate Student Conference Funding Programme. Nor does it 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 (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 31st 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.

Candidates may apply up to three times in the period of a year and are limited to one successful proposal 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 twelve months.

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.

If an application is successful, RADMA will forward a cheque to the candidate, alternatively a bank transfer can be made. Currently RADMA does not require receipts, but 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.

Postgraduate Student Conference Funding

This award provides support to talented mid-study Masters and PhD students to attend a conference relevant to their studies in the field of R&D Management. Up to £500 is available for those students presenting a paper and up to £250 for presenting a poster or attendance only.

The award covers costs related to attending the conference, specifically conference fees, travel, subsistence and accommodation.

This call is open year round, with applications accepted on an ongoing basis. However, the applications are reviewed quarterly in January, April, July and October of each year. The deadline for each review is midnight of the last day of the previous month, so, for example, midnight on the 31st of December for the January review. Award announcements are usually made eight weeks after the start of the review month, so by the end of February for the January review.

Candidates may apply up to three times in the period of a year and are limited to one successful proposal 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 twelve months (from the date of the conference for which 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.

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. If an application is successful, RADMA will forward a cheque to the candidate, alternatively a bank transfer can be made. Currently RADMA does not require receipts, but does require a copy of any papers presented and a brief post-conference report on the impact of the conference upon the candidate's studies. This will contribute to RADMA's assessment of its impact in the field of R&D management.

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.ltd.uk/research--development-management-conference>.

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.ltd.