ICASE 2020 information  
This guidance relates specifically to the ICASE 2020 process, which began in spring 2019.

Contents:
- Summary of key deadlines and actions
- Key information
- Instructions for ICASE Allocations 2020
- Terms and Conditions
- Further Information

### Summary of key deadlines and actions (more details can be found below)

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/07/2019</td>
<td><strong>Industrial Partner (you) email <a href="mailto:industrialCASE@epsrc.ukri.org">industrialCASE@epsrc.ukri.org</a> to:</strong>&lt;br&gt;1. Confirm whether or not you are able to utilise any or all of the ICASE studentships offered.&lt;br&gt;2. Provide details of a secondary contact at your organization.</td>
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<tr>
<td>4pm 10/10/2019 (optional)</td>
<td>This year we are piloting a process to facilitate reallocation. The following action is optional - if we don’t receive any correspondence relating to additional vouchers by 4pm on Thursday 10 October 2019 we will assume you do not have capacity for more.&lt;br&gt;&lt;br&gt;<strong>Industrial Partner (you) email <a href="mailto:industrialCASE@epsrc.ukri.org">industrialCASE@epsrc.ukri.org</a> to provide the following information:</strong>&lt;br&gt;1. Let us know if you have capacity for additional vouchers, and if so, how many you could use.&lt;br&gt;2. For up to two potential projects which would make use of additional vouchers, please provide a brief summary (up to 200 words per project) describing the topic area, plans for the student’s placement, and any details of SME project partners.&lt;br&gt;3. Outline how these topics were identified (including any details around internal competition) and how they align with your strategy (150 words max).</td>
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<tr>
<td>04/11/2019</td>
<td><strong>EPSRC begins issuing any unused vouchers. If you are assigned any additional vouchers you will be expected to meet the end of November deadline for completing the Sign-up form for these extra projects.</strong></td>
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<tr>
<td>29/11/2019</td>
<td><strong>By this date, the Industrial Partner (you) will have:</strong>&lt;br&gt;1. Identified the Research Organisations (universities) you will work with and agree all projects&lt;br&gt;&lt;br&gt;<strong>Industrial Partner (you) together with your partnering universities:</strong>&lt;br&gt;2. Completed an electronic Sign-Up Form for each project using the following link, uploading a PDF letter of support: <a href="https://www.smartsurvey.co.uk/s/N54DJ/">https://www.smartsurvey.co.uk/s/N54DJ/</a></td>
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EPSRC must receive all your Sign-Up Forms by 29 November 2019.
Late submission delays EVERY grant within the scheme.

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>31/01/2020</td>
<td>EPSRC emails letters of intent to academic and industrial supervisors.</td>
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<tr>
<td>27/03/2020</td>
<td>EPSRC announces Industrial CASE Account training grants to partnering universities.</td>
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<tr>
<td>01/10/2020</td>
<td>Funding starts.</td>
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<tr>
<td>01/10/2021</td>
<td>Latest date for Students to have started.</td>
</tr>
<tr>
<td>30/09/2025</td>
<td>Funding ends.</td>
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Key Information

- The estimated total award for each studentship is ~£87,696. The total industrial partner contribution to each project must be a minimum of 33% of the EPSRC award. This means that your organisation must be prepared to commit to a minimum cash contribution of £29,232 to each project.

- Your organisation must also be prepared to cover costs involved in joint supervision and reimbursing each student’s expenses in attending your premises for at least 3 months.

- You may place these studentships with the academic partner of your choice, provided that they receive Doctoral Training Partnership (DTP) funding from EPSRC.

- You may involve an additional UK-based industrial partner if you wish. Please see “Further Information”, below.

- The electronic Sign-Up Information for each voucher requires you to provide information relating to each project. You will also be asked to:
  a) provide a brief Project Summary outlining the main objectives of the project and how it links to EPSRC Research Areas
  b) upload a headed, signed and dated letter of support, referencing the individual voucher number and detailing the level of financial support.
A blank template showing what information we ask for can be provided upon request.

- The funding for ICASE awards covers a 4 year studentship. This is in line with our Centres for Doctoral Training (CDTs) and allows for the potential alignment of ICASE students to CDTs, harmonises EPSRC with other Research Council CASE schemes and allows for a longer industrial placement if needed. Please note that if you do choose to align your ICASE student with a CDT, the ICASE student cannot be part of the CDT’s initial core of 10 students. The Principal Investigator of the CDT should be able to provide clarification on this.

- To ensure our records are updated, please confirm your organisation’s primary and secondary contacts for further ICASE correspondence (with full contact details, including a postal address).
Instructions for ICASE Allocations 2020

1. **By 31/07/2019:** Confirm to EPSRC whether or not you will be able to utilise any or all of your organisation’s allocation. The deadline for confirmation is 31 July 2019. If we have not received confirmation by this date, then your vouchers may be reallocated to other organisations.

When supplying the information above, please also provide contact details (name, phone, email) for a second individual at your organisation who can discuss ICASE in your absence.

2. **By 10/10/2019:** We occasionally receive returned vouchers from organisations which are unable to use their full allocation. This year we are trialling a pilot process to help facilitate reallocation of returned vouchers. Therefore, please let us know by 4pm on Thursday 10 October 2019:

   a) if you have capacity for any additional vouchers, and how many you could potentially use.

   b) for up to two of these potential projects

      I. provide a brief summary (up to 200 words per project) describing the topic area, plans for the student’s placement, and any details of SME project partners.

      II. outline how these topics were identified (including any details around internal competition) and how they align with your strategy (150 words max).

The reallocation process will be conducted by EPSRC staff. When reallocating vouchers, priority will be given to projects which come from the private sector and

- align to the Industrial Strategy Grand Challenges
- have plans for the student’s wider training
- align to EPSRC’s strategic priorities
- involve SMEs

3. **By 29/11/2019:** For all of your vouchers (including any additional ones assigned through the reallocation process), identify Research Organisation (university) partners and agree suitable projects.

   - Projects must be related to the Engineering and Physical Sciences remit. Projects deemed out of remit by EPSRC will be returned/rejected.

   - Your chosen Research Organisations must also receive Doctoral Training Partnership funding from EPSRC (this is a list of eligible organisations). The rationale for this is:
I. to provide a potentially better student experience (e.g. the student being part of a larger cohort of individuals working in leading research teams)

II. to facilitate the strategic use of all EPSRC’s studentships (via EPSRC working with a smaller group of companies and research organisations) to target training at areas of particular strategic importance.

- Other considerations:

  I. We recommend the academic and industrial partner to work together when writing the advertisement for recruitment.
  II. Very narrow-focused projects may struggle to attract many applicants, so try to make descriptions as open and interesting as possible.
  III. EPSRC encourages you to support a diverse and inclusive research environment where there is equal access to opportunities.

4. **By 29/11/2019:** Complete one electronic Sign-Up Information Form per voucher using the link below. A blank template showing what information we require can be provided upon request. The information can be completed by the industrial partner or the Research Organisation. You can save and exit the form at any time before it is submitted – you will receive a link to log back in. These details can be used by contacts at both the university and company to ensure all parties are aware of the information provided.

   [https://www.smartsurvey.co.uk/s/N54DJ/](https://www.smartsurvey.co.uk/s/N54DJ/)

Deadline for completion is **29 November 2019** but earlier return of this information is welcomed.

A separate signed letter of support from your company is required for each project/voucher number, and will need to be uploaded during completion of the Sign-Up Form. This should include:

  I. The voucher number
  II. The project title
  III. Written confirmation that you intend to support the studentship at the proposed university
  IV. The value of your financial contribution (minimum 33% of the EPSRC award: i.e. at least £29,232 for each ICASE 2020 voucher)

Each letter of support should be on headed paper, dated, and signed by you, and should be uploaded as a scanned PDF no larger than 5MB in size.

5. **Next steps:** EPSRC will collate the information provided, and funds will be allocated directly to the relevant Research Organisations (as a Training Grant). Specific ICASE Terms and Conditions
apply (see below). Student details are not required before EPSRC releases funding to the Research Organisation, allowing flexibility in the timing and recruitment of students.

6. **By 01/10/2021:** Research Organisations have until 1 October 2021 for a suitable student to be recruited and start. In the unlikely event that your chosen academic partner is unable to recruit a student before the deadline, we may agree for you to seek an alternative partner. If the new partner is from a different Research Organisation this institution should also hold a Doctoral Training Partnership, and the organisations should arrange a funds transfer between them as EPSRC is unable to transfer Training Grants.
**Terms and Conditions** (specific to ICASE and relating to the Industrial Partner)

- **Visits to Industrial Partner:** Students are expected to spend at least 3 months of the 4 year award on the premises of the Industrial Partner. Students can spend longer periods with the company, subject to the HEI's minimum attendance requirements for students to remain registered for the higher degree.

- **Responsibility of Industrial Partner Supervisor:** Contact should be maintained between the Industrial Partner supervisor and student throughout the duration of the award as appropriate.

- **Financial Contribution of Industrial Partner:** As a measure of its interest and involvement the Industrial Partner must make a financial contribution to the project. Such a contribution should cover
  - expenses (e.g. travel and accommodation costs) incurred by the student as a result of periods spent with the Industrial Partner. The student should not be out of pocket as a result of undertaking the project.
  - an annual cash contribution, to the HEI research organisation, towards the cost of the project and support of the student. The value of this contribution will be at least 33% of the funding provided by EPSRC. There is an expectation that the stipend of an Industrial CASE student will be increased above the minimum payment using the industrial top-up.

**Further Information**

**Additional industrial partners on ICASE**
An industrial partner in receipt of ICASE vouchers may involve one additional UK-based industrial partner (such as an SME) on a project.

The industrial partner which was allocated the ICASE vouchers becomes the lead industrial partner, and in line with the standard ICASE requirements, is responsible for contributing the 33% financial top-up and the student’s expenses incurred during secondment. Student placements may be with either industrial partner, or both. The ICASE contact at the lead industrial partner will be the point of contact between the additional industrial partner and EPSRC.

The collaboration agreement between the lead industrial partner, the partnering university and the additional industrial partner should formalise exactly how any contributions from the additional industrial partner are delivered (e.g. via the lead industrial partner, or directly to the university).

The lead industrial partner and partnering university will be responsible for ensuring the quality and funding of the studentship.

**The allocation process:**
1. The annual £17M ICASE budget is divided by the cost of a four-year PhD, giving the total number of vouchers available for that year. The budget has remained static for a number of years, while the cost of studentships increases annually, meaning the total number of available vouchers decreases each year.
2. Organisations are ranked by their depreciated total value contributions to EPSRC research (i.e. if there is one year remaining on a 4 year grant, then one quarter of that
original contribution is included) weighted by number (i.e. multiplied by the number of grants on which they are a partner).

3. The number of vouchers an organisation can receive is divided into 5 Bands. Organisations in Band 1 receive 10 vouchers each, those in Band 2 receive 8 vouchers each, those in Band 3 receive 6 each, those in Band 4 receive 4 each, and those in Band 5 receive 2 each.

4. The total number of vouchers is divided approximately equally across the Bands, which determines how many organisations fall into each Band.

5. Organisations are then placed into the Bands based on their ranking, starting with highest ranked going into Band 1.

WORKED EXAMPLE: If there were 200 vouchers in total, then 40 vouchers would be available in each Band (200 ÷ 5 = 40). The 40 vouchers in Band 1 would be allocated to the four highest-ranked organisations which would each receive 10 vouchers. The 40 vouchers in Band 2 would be allocated to the next five highest-ranked organisations, which would receive 8 vouchers each, and so on.

To avoid organisations’ ICASE allocations varying too much year-by-year, we apply a movement rule which stipulates that an organisation’s initial allocation cannot increase or decrease by more than 2 vouchers per year.

If you have any queries about the arrangements for the scheme, or would like to provide any information on changes to your organisation which may affect allocations, please email industrialCASE@epsrc.ukri.org