



RCUK Policy Internships Scheme

Next Steps for Successful Applicants

Congratulations on being offered an RCUK Policy Internship! This document lists the next steps you will take to make arrangements for your internship. If you have any queries regarding any of the steps outlined below please send an email with the subject heading “PhD Policy Internships” to researchcareers@nerc.ac.uk.

Step 1 – Agree the dates for your internship:

You should liaise with your internship host partner (**Annex A**), PhD supervisor, training grant holder and other relevant contacts within your Research Organisation (i.e. your University or Research Centre) to establish dates for the timing of your internship as soon as possible. When arranging the dates, please remember that the internship must commence before your PhD funding end date and must be completed before the end of the 2018 calendar year.

Step 2 – Inform relevant staff about your internship:

Prior to starting your internship, you should inform the relevant staff at your Research Organisation responsible for managing your training grant. In addition, you should inform your supervisor and any other academic staff, and the relevant finance and/or administrative offices. This will ensure that:

- The staff are aware of the dates you intend to undertake your internship.
- For AHRC, EPSRC, ESRC, MRC, NERC and STFC-funded students, your funding end date and your expected PhD submission date is extended by three months on the Je-S Student Details system. **N.B. the funding end date extension and the submission extension does not apply to BBSRC students.**
- Your PhD stipend and fees will continue to be paid by your Research Organisation as normal throughout your internship.
- You are informed how to claim for travel and accommodation expenses from your Research Organisation or internship host organisation up to a maximum of £2,400 for the duration of your internship (see **Annex B**). Please note, expense claims must adhere to the [Research Council Travel, Subsistence and Expenses Policy](#).
- Accommodation costs can only be claimed by students for whom it is necessary to relocate in order to undertake the internship.
- All students are expected to use the most economical means available for both travel and accommodation and should ensure that claim amounts are not excessive for one person.

Step 3 – Confirm and accept your internship:

You should confirm your internship offer with your internship host partner having first agreed the dates with your PhD Supervisor and Research Organisation (see **Annex A**). There is no need to confirm your internship dates with your Research Council.

Step 4 – Make travel and accommodation arrangements, and confirm how to claim eligible expenses:

Prior to starting your internship, you should plan and confirm any necessary travel and accommodation arrangements, and seek advice from your internship host as necessary (see **Annex A**). When making these arrangements you should bear in mind that you will only be able to claim for expenses up to a maximum of £2,400 for the duration of your internship (see **Annex B**). Please note, expense claims must adhere to the [Research Council Travel, Subsistence and Expenses Policy](#).

As detailed in the Applicant Guidance, please confirm with your training grant holder and internship host partner how your travel and accommodation expenses of up to £2,400 for the duration of your internship will be reimbursed.

If you are a NERC funded student you should complete the NERC expense claim form after you have completed your internship (**Annex C**).

Step 5 – Complete a RCUK Policy Internship feedback form:

Following completion of your internship you are required to complete a final feedback form within **one month** of your internship end date (**Annex D**). The information you provide on this form will be used by the Research Councils to identify success stories arising from these internships as well as any improvements that can be made to the scheme. Please return your completed feedback form via email to researchcareers@nerc.ac.uk.

Annex A: Research Council Policy Internship host organisation contact details

	Host Partner	Contact Name	Contact Details
Parliamentary Hosts	National Assembly for Wales Research Service	Graham Winter	Graham.winter@assembly.wales 030 0200 6312
	Northern Ireland Assembly Research and Information Service (RaISe)	Eileen Regan	eileen.regan@niassembly.gov.uk 028 9052 1615
	Parliamentary Office of Science and Technology (POST)	BBSRC – Pete Border NERC – Jonathan Wentworth AHRC & MRC – Sarah Bunn EPSRC & STFC – Lydia Harriss	BORDERP@parliament.uk 020 7219 2876 WENTWORTHJ@parliament.uk 020 7219 2161 BUNNSK@parliament.uk 020 7219 1860 harrissl@parliament.uk 020 7219 8380
	Scottish Parliament Information Centre (SPICe)	Alasdair Reid	alasdair.reid@parliament.scot 013 1348 5375
	Department for Education (Behavioural Insights Unit)	Elizabeth Castle	Elizabeth.Castle@Education.gov.uk 020 7654 6356
Government Departments	Government Office for Science (GoS)	Arup Kar	Arup.Kar@go-science.gsi.gov.uk 020 7215 1155
	The Department for Culture, Media & Sport (DCMS)	Rachel Norris	Rachel.norris@culture.gov.uk 075 1570 1408
	Her Majesty's Inspectorate of Constabulary (HMIC)	Dr Rosemary Murray	rosemary.murray6@hmic.gsi.gov.uk 020 3513 0545
	HM Courts and Tribunals Service (HMCTS)	Karen Tan	karen.tan@hmcts.gsi.gov.uk 020 3334 3694
	Home Office	Phil Weale	Phillip.Weale1@homeoffice.gsi.gov.uk 020 7035 3034
	Natural England	Rebecca Lodge	Rebecca.lodge@naturalengland.org.uk 020 8026 5861

	Northern Ireland Housing Executive	Andrew Frew	andrew.frew@nihe.gov.uk 028 9598 2332; 028 9024 0588
	Public Health England (Behavioural Insights Team)	Amanda Bunten	Amanda.bunten@phe.gov.uk 079 0068 8009
	Scrutiny Unit (House of Commons)	David Lloyd	lloyddr@parliament.uk 020 7219 8370
	The Office of the Sentencing Council	Pamela Jooman	Pamela.jooman@sentencingcouncil.gsi.gov.uk 020 7071 5774
	The Youth Justice Board	Robert Street	Robert.street@yjb.gsi.gov.uk 020 3334 0791
	Centre for Science and Policy (CSaP)	Jackie Ouchikh	jo225@cam.ac.uk 012 2376 8392
Non-Governmental Bodies, Learned societies and Other Organisations	Food Standards Agency	Jane Ince	jane.ince@foodstandards.gsi.gov.uk 020 7276 8344
	Joint Nature Conservation Committee	Jason Weeks	jason.weeks@jncc.gov.uk 017 3386 6802
	Scottish Environment Protection Agency (SEPA)	Peter Singleton	peter.singleton@sepa.org.uk 017 8645 7700
	The Royal Society	Debbie Howes	debbie.howes@royalsociety.org 020 7451 2554
	The Royal Society of Biology	Laura Bellingan	laura.bellingan@rsb.org.uk 020 7685 2560
	Waste & Resources Action Programme (WRAP)	Tom Quested	tom.quested@wrap.org.uk 012 9581 7890

Annex B. RCUK Expenses Guidelines by Research Council

A. AHRC Expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal.
2. For AHRC Doctoral Training Partnership (DTP) and Centres for Doctoral Training (CDT) students, your stipend and fees will be supported as part of the Student Development Fund (SDF).
3. For AHRC students funded through CDA, BGP or BGP:CB awards or project students, AHRC will agree reimbursement terms with the Research Organisation to cover the stipend and fees.

Travel and accommodation

4. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-
 - a. For students hosted by the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland Assembly, and the Scottish Parliament Information Centre, travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship should be claimed from other sources, such as your training grant. It is important to agree with your Research Organisation's finance office the best way to cover these costs in the short-term prior to your internship. Please contact your training grant nominated contact to discuss.
 - b. For students hosted by other organisations, travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact your host partner and Research Organisation regarding the procedure for claiming these expenses.

B. BBSRC Expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal. BBSRC does not offer any extension to the studentship funded period for this internship.
2. BBSRC students undertaking a DTP studentship will have their internship funded as their [PIPS internship](#).
3. Applicants undertaking a BBSRC [CASE studentship](#) will have their internship supported from funds within their training grant.

Travel and accommodation

4. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-
 - a. For students hosted by the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland

Assembly, and the Scottish Parliament Information Centre, travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship should be claimed from other sources, such as the training grant.

Any shortfall in funding will need to be claimed back by the Research Organisation with justification at the end.

- b. For students hosted by other organisations, travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact your host partner and Research Organisation regarding the procedure for claiming these expenses.

C. ESRC Expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal.
2. The required costs to support stipend and fees should be accessed through your ESRC Doctoral Training Centre (DTC).

Travel and accommodation

3. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-
 - a. For students hosted by the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland Assembly, and the Scottish Parliament Information Centre, travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship should be claimed from other sources, such as your DTC. It is important to agree with your Research Organisation's finance office the best way to cover these costs in the short-term prior to your internship. Please contact your DTC nominated contact to discuss.
 - b. For students hosted by other organisations, travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact your host partner and Research Organisation regarding the procedure for claiming these expenses.

D. EPSRC Expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal.
2. These costs must be met from the Research Organisation's existing doctoral training grant.

Travel and accommodation

3. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-

- a. For students hosted by the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland Assembly, and the Scottish Parliament Information Centre, the required costs to support travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship should be met from the Research Organisation's existing doctoral training grant.

If you have any questions regarding the claiming procedure, please email with the subject heading "Policy Internships" to EPSRCstudentshipqueries@epsrc.ac.uk.

- b. For students hosted by other organisations, travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact your host partner and Research Organisation regarding the procedure for claiming these expenses.

E. MRC Expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal.
2. The required costs to support stipend and fees can be accessed through the [MRC Doctoral Training Partnership \(DTP\) Supplement](#) or other funds. No further supplements will be provided by MRC to support successful internships. You should liaise with your Research Organisation on how to claim necessary expenses for this internship.

Travel and accommodation

3. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-
 - a. For students hosted by the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland Assembly, and the Scottish Parliament Information Centre, the required costs to support travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship can be accessed through the [MRC Doctoral Training Partnership \(DTP\) Supplement](#) or other funds. No further supplements will be provided by MRC to support successful internships. You should liaise with your Research Organisation on how to claim necessary expenses for this internship.
 - b. For students hosted by other organisations, travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact your host partner and Research Organisation regarding the procedure for claiming these expenses.

F. NERC Expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal.
2. After the internship has been completed, all NERC students must complete an expense claim form (see **Annex C**) for the stipend and fees incurred during the three month internship

period. Forms should be submitted to researchcareers@nerc.ac.uk, NERC will then reimburse the Research Organisation for these costs.

Travel and accommodation

3. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-
 - a. For students hosted by the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland Assembly, and the Scottish Parliament Information Centre, travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship should be claimed in the first instance from your Research Organisation.

After your internship, please include these costs on your expenses claim form (see **Annex C**), NERC will then reimburse the Research Organisation.

- b. For students hosted by other organisations, travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact your host partner and Research Organisation regarding the procedure for claiming these expenses.

G. STFC expenses Guidelines

Stipend and fees

1. Your Research Organisation will continue to pay your stipend and fees as normal.
2. STFC will transfer funds to your Research Organisation to cover an additional quarter payment for your stipend and fees.

Travel and accommodation

3. The process for claiming eligible travel and accommodation costs varies depending on your host partner:-
 - a. For students hosted by the Parliamentary Office of Science and Technology, travel and accommodation expenses up to a maximum of £2,400 for the duration of the internship will be paid upfront to your Research Organisation.
 - b. For students hosted by the Government Office for Science (GoS), travel and accommodation costs will be supported by the host partner up to a maximum of £2,400 for the duration of the internship. You should contact GoS and your Research Organisation regarding the procedure for claiming these expenses.

When reconciling costs, the Research Organisation should put all costs related to the RCUK Policy Internship under the heading “Other Costs”.

Annex C. Expense Claim Form (only required for NERC students – see Section F of Annex B above for guidelines). Please submit this completed form to researchcareers@nerc.ac.uk only after you have completed your internship.

1. Student contact information (to be completed by <u>all</u> NERC students)	
Name:	
Email:	
Telephone:	
Research Organisation:	
Doctoral Training or Research Grant reference:	
2. Research Organisation finance/administration contact information (to be completed by <u>all</u> NERC students)	
Name:	
Email:	
Telephone:	
3. Internship host partner information (to be completed by <u>all</u> NERC students)	
Name of host partner:	
Dates of internship:	
4. Stipend and Fee amount (to be completed by <u>all</u> NERC students)	
Total:	
5. Travel and accommodation expenses (to be completed by NERC students based at the Centre for Science and Policy, Parliamentary Office of Science and Technology, National Assembly for Wales Research Service, Northern Ireland Assembly, or Scottish Parliament Information Centre <u>ONLY</u> . Please note you will only be able to claim for expenses up to a maximum of £2,400 for the duration of your internship.)	
Total:	
Send a completed electronic copy with the subject heading “PhD Policy Internships” to researchcareers@nerc.ac.uk only after making your final expenses claim from your Research Organisation.	

Annex D. Student Feedback Form.

RCUK Policy Internships

Student Feedback Form

This form must be completed by all RCUK Policy Interns following the completion of their internship. The information taken from this report will help the Research Councils and the host organisations monitor the effectiveness of the programme and help us to develop the programme to meet future participants' requirements.

Please complete this form and submit it to researchcareers@nerc.ac.uk within **one month** of completing your RCUK Policy Internship.

1. Details of Applicant

Surname:			
Forename:		Title:	
Institution:			
Division/Department:			
Research Council:			
Email:			

2. Internship Length

Start Date:	End Date:

3. Where did you hear about RCUK Policy Internships?

4. What motivated you to apply for a RCUK Policy Internship?

5. Details of Internship

Please describe your main activities during the internship

6. Internship Achievements

Please detail all outcomes from the internship, including any publications, presentations given, reports written, blogging, social media activity, etc.

7. Future Work

Has this Fellowship influenced your future career aspirations? If so, in what way?

8. What were your expectations before undertaking your RCUK Policy Internship and did your internship fulfil these expectations?

9. General Comments