

## EastBio PIPS Planning Form

Please complete and return this form at any point after the Placements Q&A session (February of your first year) and no later than the end of September of your first year (PhD month 12). Extensions to this deadline will be discussed and approved by the academic lead of your host institution depending on individual circumstances.

Should your plans change after the submission and approval of this form, please contact us via email to discuss the change(s) and seek informal approval of the revised plan. Email approval is necessary before you make new or renewed contacts with a prospective PIPS host.

EastBio aims to approve your Plan within a max of 7 days after submission; after approval, you may begin contacting the organisations mentioned on your form with a view to secure an internship.

You should save the form for your own records.

\* Required

### Student Details

1. First Name \*

2. Last Name \*

3. Email Address \*

4. Affiliation \*

- University of Aberdeen
- University of Dundee
- University of Edinburgh
- University of Stirling
- University of St Andrews
- Moredun Research Institute
- James Hutton Institute
- SRUC

5. Cohort Intake \*

2022

2023

2024

6. Title of PhD Project \*

7. PhD Abstract \*

8. PhD Supervisor 1 Name \*

9. PhD Supervisor 1 Email \*

10. PhD Supervisor 2 Name

11. PhD Supervisor 2 Email

## Potential PIPS Host Organisation Details

We ask you to record, below, the sector(s) you are interested in (outwith academic) and the details of any organisations within that area that may host an intern. We assume that you will have done some initial research but please do not to contact any prospective hosts until your plan is approved by EastBio.

Remember the key criteria for eligibility: (a) PIPS takes place in a non-academic setting and (b) PIPS is based on a project that does not relate directly to your PhD work or academic research.

## 12. Host Organisation sector \*

- Academia
- Advertising, Marketing & Public Relations
- Aerospace & Defense
- Biotechnology, Medical & Pharmaceuticals
- Chemicals
- Clothing, Footwear & Fashion
- Consultancy
- Charities & Voluntary Work (Non-profit/third sector)
- Creative arts, Design & Culture
- Education & Training (including teaching)
- Energy & Utilities (including renewable energy & energy conservation)
- Environment (including recycling, environmental services & industries)
- Financial services (including accounting, auditing & banking)
- Fire, Police & Security
- Food & Beverage
- Government & Civil Service (including public service administration)
- Health & Social Care
- Hospitality, Leisure, Travel, Tourism & Sports
- IT & Telecommunications (Hardware & Software)
- Law (including legal services)
- Logistics, Transport, Purchasing & Supply
- Media, Communication, Journalism & Publishing
- Metals & Construction Materials
- Product Manufacturing
- Real Estate & Renting
- Recruitment & Human Resources
- Retail, Buying & Merchandising
- Science & Research
- Other

13. What type of internship activity are you seeking? \*

Max 200 words

14. Please detail your motivations for seeking this type of internship \*

Max 200 words

## Host Organisation 1

Check our guidance on the eligibility of PIPS hosts, including providing interns with desk space and opportunities to engage with professional staff, other than the nominated PIPS mentor, to support your professional development.

15. Host organisation name \*

16. Host organisation website

17. Name of contact in organisation

if known

18. Email of contact in organisation

if known

19. Does this organisation currently offer an internship program?

- Yes
- No
- Unsure

20. If relevant, please provide a justification for considering a PIPS host either abroad or located 50 miles or more from your host institution.

## Host Organisation 2

21. Host organisation name \*

22. Host organisation website

23. Name of contact in organisation

if known

24. Email of contact in organisation

if known

25. Does this organisation currently offer an internship program?

- Yes
- No
- Unsure

26. If relevant, please provide a justification for considering a PIPS host either abroad or located 50 miles or more from your host institution.

### Host Organisation 3

27. Host organisation name \*

28. Host organisation website

29. Name of contact in organisation  
if known

30. Email of contact in organisation  
if known

31. Does this organisation currently offer an internship program?

- Yes
- No
- Unsure

32. If relevant, please provide a justification for considering a PIPS host either abroad or located 50 miles or more from your host institution.



### PIPS Timing

*To complete this section, discuss with your PhD supervisor a clear plan that is compatible with your PhD schedule. Provide approximate times but note that we advise that placements should be completed by the end of your third year.*

33. Planned PIPS start date (approximately)

34. Planned PIPS end date (approximately)

35. Planned PIPS format (e.g. full-time/part-time)

Planned PIPS format – for example, continuous placement or carried out in tranches. To allow us to review your plan quickly, provide more details about why you propose this plan, e.g. specific reasons, how it will fit into your research schedule, any constraints, timeline imperatives, etc.

36. Please list the details of the workshops or seminars you have completed/will complete in preparation for PIPS

We strongly advise you to consider relevant training in preparation for your PIPS: e.g. courses on project/time management, communication skills, entrepreneurship training, preparing a CV or a covering letter, interview practice, etc., or on any methods you may require for a specific PIPS project. You may consider EastBio-run training and/or options offered locally by your department and local Careers service, or via online platforms accessible to you.

Include training title, date & timings.

37. Will you be making an application to EastBio for PIPS additional expenses?

Standard costs for PIPS are covered by your RTSG (£5,230 per year, Y1-Y3). If your PIPS is abroad or at a distance greater than 50 miles from your term-time address, you may seek additional funding from EastBio - max of £300 for travel (excluding commuting) and £700 for accommodation. Applications are competitive and EastBio's decision is made on the basis of (a) eligibility and (b) evidence/justification.

You may also want to check whether the prospective PIPS host would be prepared to provide you with support towards travel & accommodation. EastBio expects that PIPS host organisations are responsible for all project costs - consumables and in-kind.

- Yes
- No
- Maybe

38. Please provide an estimate for additional expenses required for travel and accommodation

39. Have you any concerns about the placement that you would like to share at this stage of planning? Enter N/A or further details, as applicable to you.

40. Do you think that you will be needing individual support from the EastBio Team (Manager or Support officer) to plan for your placement?

41. Do you think that you will be needing individual support from the EastBio Team (Manager or Support officer) to plan for your placement?

- No
- Yes
- Maybe

42. If you selected Yes, please provide some more details below.

43. Please confirm that you have discussed your PIPS placement and potential hosts with your supervisor, and they approve of your planning form.

I confirm

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