EastBio PIPS scheme

# How to approach a (potential) PIPS host

*If you want to develop your own PIPS project by contacting an organisation for the first time (or one with which you have no personal connection), the following template may be useful to you. Please adapt as necessary after you have done some research on the organisation.*

*With your letter also provide further information (although this can be done after the initial contact and an expressed interest from the organisation):*

* *link to PIPS information for organisations:* [*https://biology.ed.ac.uk/eastbio/training/placements/information-for-organisations*](https://biology.ed.ac.uk/eastbio/training/placements/information-for-organisations)
* *Attach*
	+ *the PIPS Brochure*
	+ *The PIPS MOU*
	+ *Your CV*

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(if in letter form) Place and full date

Dear [full name and title]

[short introduction]

I am approaching you to express my interest in taking up a short internship in your organisation as a mandatory requirement for my PhD programme.

[context of your request]

I am a PhD student at the University of [name], studying [PhD topic title or summary] under the supervisor of Dr/Professor [name], currently in my first/second year. I have full funding for 4 years by UKRI BBSRC awarded to me by the [EastBio Doctoral Training Partnership](https://biology.ed.ac.uk/eastbio), based at the University of Edinburgh. As part of my programme, I must complete a 3-month full-time professional internship on a project that is not related to my PhD project and placed in a non-academic institution. I must comply with this requirement before the end of my third year.

[personal statement - what you know about the company]

I am approaching you today because I would like to use this placement opportunity to work in the area of [specify sector, industry, policy, marketing, etc.] your organisation operates in (leads in/has an excellent track record in/produces world-leading work in, etc.], and benefit from the expertise and the knowledge your organisation represents. I am particularly interested in the work you do in [specify a specific are of interest] and have noted the inroads you have made in this area more recently [name specific examples of distinction, or interesting outcomes, reports, projects, even people].

[Personal statement - making a case for you as an intern]

I have some/considerable experience in this particular area as I have worked on [name projects or roles] between [periods, years, etc.] and I am keen to continue furthering my understanding of [name]. I am also keen to pursue a concrete project that will allow me to build on my [computational, translational, etc.] skills, engage with your [business, R&D, marketing, etc.] team(s) and your organisational goals. This can be, for instance, a project that has been in the back burner due to capacity or a pilot project for future plans, but it should be of mutual benefit. I would welcome the opportunity to go outside my comfort zone and skillset and develop further skillsets and professional experiences in the area of [name these]. I can share with you (have attached) my current CV which, together with this letter, can hopefully demonstrate that I can contribute meaningfully to your organisation’s work on [name].

[PIPS details relevant to the organisation - Some of the information may be sent in a follow-on email, to avoid over-burdening your contact with details, especially if there are not interested in an internship.]

To give you more details, I will continue receiving my stipend during the full-time placement so there is no expectation for financial contribution from your organisation. [Add, if relevant: As the company is of considerable distance from my term-time address, if the internship would be in person, I’d like to nonetheless request some financial support to allow me to cover some of the costs of the relocation and/or accommodation]. What the EastBio partnership expects from a host organisation during the placement includes:

* Support for any consumables and/or in-kind support
* A designated individual to act as ‘line manager’ or ‘supervisor’
* Desk space
* Opportunity to get training related to the project (training by definition unavailable at my academic institution)
* A signed formal agreement that includes information on IP, Health & Safety, Insurance, etc. (see a copy of the Agreement template, FYI)
* Be willing to provide a brief feedback on your experience after the completion (see form)

I am looking to go on my placement in the period between [spring to summer 2025] but I am flexible with these dates. I hope that this information is adequate; you can also check <https://biology.ed.ac.uk/eastbio/training/placements/information-for-organisations> or contact the EastBio Manager at placements@eastscotbiodtp.ac.uk.

I look forward to discussing a potential placement & suitable project in your organisation with you either via email or an online meeting.

Kind regards