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**APPLICATION FOR**

**STAGE 3 Research Project**

**from College of Fellows**

**All applications for the Stage 3 support from the College of Fellows will be judged on merit and against the following key criteria:**

* is the Stage 3 project important, to the Trading Standards profession, in local, regional, national, or international terms?
* is the Stage 3 project original and will it provide additional knowledge to the Trading Standards profession?
* will the Stage 3 project benefit businesses and/or the community, as well as the Trading Standards profession?
* is the Stage 3 project financially viable?

Please provide as much information as possible against the relevant headings below. The College will use this for its initial assessment of the application and may ask for further details or clarification.

The College can only provide support for charitable and educational purposes, which are its Charitable Objectives.

For further information regarding the £2000 grant to support a candidate in their Stage 3 application, please see the information and guidance listed below. **The college will support a maximum of 3 candidates per year**. If more than three applications are received in a single year, the Trustees will select the three most appropriate. Others may be reconsidered in the following year

**For your obligations and standard conditions please see the end sections below.**

Once completed please return to John Whisson who leads on education matters for the College of Fellows. Similarly, if you have any questions relating to your degree, or research undertaken, then please contact: **john.whisson13@gmail.com**

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| **Name and contact details of applicant:** |  | **Date:** |
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| **Confirm membership of CTSI:** |
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| **The title of the Stage 3 project proposal:** |  |
| **Are you supported by your employer?** |  |
| **Please provide a proposal for your Stage 3 project:** |
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| **Proposed start date & and duration** |  |
| **Total course fees course:** |  |
| **Please give details of all costs you expect to be incurred as a result of your research project.**  |  |
| **Do you feel you need any further support from the College? ie a mentor** |
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| **Please explain how this research project will meet the key criteria set out above:**  |
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| **Please outline your career history and history of qualifications undertaken with the Chartered Trading Standards Institute** |
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| **Declaration****Please sign the declaration to say you agree with the following;*** I can confirm that all the information I have provided is true, and that any false information that I have knowingly provided may result in my withdrawal from the Research Project/Stage 3 application process.
* All work that I complete is my own. Any work I have sourced from peers or other research, must be correctly cited.
* I agree for the College of Fellows to publish my completed research on the CTSI website.

**Signed: Date:** |

**How will I qualify for £2000 funding from the College of Fellows, to undertake my research project?**

The College of Fellows (C of F) are prepared to provide funding through their educational support to sponsor a Trading Standards Officer who wishes to undertake their Stage 3 training through CTSI. The funding is up to £2000 per candidate. The purpose of the funding is to help a candidate with the costs of undertaking their research.

However, there are some very important set criteria you must meet to be considered for this opportunity.

* You must be a member of CTSI – please provide your membership number on the application form.
* Funding is only available when your employer will not support you in taking Stage 3. The College of Fellows recognises that a candidate will undertaking this project in their own time, so a dedication to their profession is vitally important.
* Candidates must register with CTSI for Stage 3. A condition of funding is that it can not be used for registration purposes.
* Candidates must submit a project proposal. This is on the application form. The College may wish to speak with you about it, before they agree to your application.
* There is a level of academic rigour. Stage 3 is aligned with Level 6, so it is important that you have completed both Stage 1 and Stage 2 of CTSI’s Qualification Framework. Please outline your academic and career history in the application.
* Your project proposal must highlight how your project will benefit the profession.

**What will I be required to produce at the end of my Stage 3 project?**

The output will vary according to the level of research that you undertake. Other than for Corporate Research, you would usually be expected to produce:

1. a full report of the key elements of your research, the methodology adopted, your key findings.
2. conclusions and recommendations to be published by the Chartered Institute.
3. a précis of the report for the Journal of Trading Standards digital publication.
4. summary (up to 3 pages) of your research conclusions and recommendations to be presented to the Chartered Institute’s Council and CTSI Lead Officers.
5. possibly a ‘paper’ at symposium and for CTSI branches.

If you are embarking upon research for an academic qualification, the relevant university will also advise you on their particular needs.

**Standard conditions for research scholarship awards**

* you must meet the key funding criteria throughout your research project.
* your Chartered Institute membership subscription must be paid up and remain paid up throughout your research project.
* if you resign from the Chartered Institute during your research project, you will be required to repay, immediately, any money given to you by the College of Fellows to support your research.
* any financial award made by the College of Fellows must only be used for the purposes outlined in your application.
* the award of funds is not transferable to anyone else.
* any part of the funds advanced to you that are not spent must be returned to the College of Fellows.
* you must keep receipts for all expenditure and provide written confirmation of expenditure in order to obtain payment of funds.
* any false or fraudulent applications will result in the suspension of the research scholarship and you may be referred to the Professional Conduct Committee of the Chartered Institute or to the Police.