2022/23 UKRI Policy Internship Scheme
Call for Host Partners
Closing Date: 16:00 GMT, 7th June 2022

Summary

1. As part of UK Research and Innovation's postgraduate training portfolio, the UKRI Policy Internships Scheme provides an opportunity for UKRI funded doctoral students to undertake an internship for three months with one of a selected group of highly influential policy organisations.

2. UKRI invites applications from influential organisations that are involved in national level policy development and whose work has relevance across the Research Councils, to join the UKRI Policy Internship scheme in the capacity of a host partner for the 2023 calendar year. Think Tanks, lobbying groups and units based within Higher Education Institutions are not eligible to apply.

3. UKRI students awarded internships through this scheme will undertake three-month internships at the partner of their choice working on one or more policy topics of interest to both the student and the organisation, by producing at least one briefing paper, participating in a policy inquiry and/or organising a policy event.

4. All host partners will be required to sign a Memorandum of Understanding detailing their and UKRI's responsibilities within the scheme and will be expected to host at least three interns over the course of a year.

5. Host partners are responsible for sifting applications and interviewing applicants wishing to undertake internships at their organisation.

6. Host partners are required to provide a co-funding contribution towards the costs of an internship and will be expected to supply all computing and other facilities necessary for the student to undertake an internship at their organisation.

7. This opportunity is open to UK-based policy organisation that can demonstrate relevance to the remit of two or more Research Councils of UKRI. To ensure that this competition continues to develop as a harmonised scheme, host partners are required to offer internship opportunities open to students supported by any of the Research Councils.

8. Applications from prospective host partners must demonstrate how the internship will be comparable in terms of quality, fit to the competition and outcomes to those offered by current host partners. Internships must involve a coherent programme of work with specific outputs.

9. Host partners must demonstrate how they plan to contribute to the skills development of the interns and help them prepare for a future career. In addition, host partners must explain how they will ensure that students are appropriately supported and managed during their internship whether this takes place remotely, partially remotely or in-person.

10. UKRI is committed to equality, diversity and inclusion (EDI) in all we do, and this includes the opportunities and support in place for the doctoral students that we fund. Host partners must demonstrate how they will ensure that EDI principles are applied to both the recruitment process and the support available for students during their

internship.

Background: UKRI Policy Internships

11. UK Research and Innovation (UKRI) brings together the seven disciplinary Research Councils with Research England and Innovate UK.

12. UKRI Policy Internships provide the opportunity for doctoral students funded by the research councils of UKRI to undertake a three-month placement at one of a selected group of influential policy organisations. Currently the scheme supports on average 123 internships per year across all host partners.

13. During their internship, the student undertakes work on a policy topic agreed with their host partner relevant to both parties. At the end of the internship, they are expected to have produced a briefing paper, participated in a policy inquiry and/or organised a policy event.

14. The intention of the Policy Internship scheme is to embed students in an environment where they can engage with the process of converting research outputs into policy. These internships equip students with transferable skills relevant to report writing, working within a policy environment, understanding the role of research in relation to policy development, presentation skills, and project management experience. These skills will be relevant to the future career paths that the student may choose.

15. Internships for the next intake are expected to start in the first half of 2023. However, students are able to undertake an internship at any point in the calendar year at a time agreed between the host partner, the student, the student's doctoral supervisor and Research Organisation.

16. All internships must be completed within the student's funded period, and prior to submitting their thesis.

17. The Research Councils or the UKRI-funded training grants will support the stipend costs of students for the full duration of their internships.

18. The Natural Environment Research Council (NERC) is the current lead administrative Council for this scheme and manages the scheme on behalf of the other Research Councils.

Host Partner Requirements

19. Successful host partners will participate for the 2022/23 student competition in the first instance.

20. All host partners are required to provide a co-funding contribution to meet the costs associated with an internship. This co-funding contribution is in place to allow the scheme to continue to support a wide range of internship opportunities, assist in widening participation by ensuring appropriate support is available for all interns, and reflects the value and benefit the highly skilled interns provided to the host partners. The co-funding contribution will cover the cost of travel and accommodation where it is necessary for the student to relocate in order to undertake an internship up to a maximum of £2,400.

21. Host partners will be expected to supply all computing, emailing and other facilities

necessary for the student to undertake a UKRI policy internship. No funding is available from UKRI to cover any associated costs incurred by the host partner during the process.

22. Host partners will also be expected to make alternative arrangements for remote/hybrid working where this would better support both the students' needs and the requirements of the host partner.

23. Ahead of the student competition, host partners will complete a template outlining the details of the internship opportunities available. This information will be made available to potential applicants.

24. UKRI funded doctoral students apply to the scheme by sending applications to the lead administrative council. Following eligibility checks undertaken by UKRI, applications relevant to each partner will then be circulated to the hosts for sifting and interviewing. UKRI cannot guarantee that host partners will receive applications from students for their internship opportunities.

25. Responsibility for conducting the sift, interview and award process lies with the host partners. NERC will provide the host partners with their applications and some guidance regarding the sift and interview process to ensure that candidates are treated consistently across all host partners.

26. For internships to be hosted in 2023, host partners are expected to conduct interviews during November 2022 and are required to notify the lead administrative council of the outcomes as soon as possible thereafter, but no later than 16 December 2022.

27. All internships awarded through the 2022/23 competition must be completed during the 2023 calendar year.

28. The host partner and the student should agree the best time to undertake the internship.

29. All host partners will be required to sign a Memorandum of Understanding detailing their and UKRI's responsibilities within the scheme.

30. Host partners will be invited to provide feedback on the competition and comment on any proposed changes for future rounds. This feedback is collected with the intention of continuously improving the Scheme.

Host Partner Application and Assessment Process

31. Applications must be submitted using the [online application form](). This should be completed by the representative who will act as the primary contact for the UKRI Policy Internship scheme.

32. Any application that is received after the closing date, is incomplete, or received from an ineligible organisation or an organisation unable to demonstrate appropriately their relevance to policy within the remits of two or more of the Research Councils, will not be considered.

33. Eligible applications will be assessed by a group of UKRI staff involved in the postgraduate training and the UKRI Policy Internship Scheme. They will assess prospective hosts according to the internship and skills development opportunities available to interns, the mechanisms in place to support students during their internship,

and the relevance of the host partner across the Research Councils and/or high impact stakeholders.

34. Host Partners that have been successful will be contacted via email by the end of June 2022. Host partners will be required to ensure that all advertising material is prepared prior to this decision being communicated, this is to minimise the risk of delays to launching the student competition.

35. UKRI cannot guarantee that successful host partners will receive applications from students for their internship opportunities.

Timetable

- Closing date for host partner applications: 16:00, 7th June 2022 (TBC)
- It is intended that decisions will be communicated to applicants by: end of June 2022
- Host partners to complete the advertising materials and sign the MoU: 15th July 2022
- UKRI Policy Internship scheme opens: 15th August 2022
- UKRI Policy Internship scheme closes: 3rd October 2022
- UKRI staff to pass on applicant details to host partners after eligibility checks: October 2022
- Host partner to conduct interviews and inform UKRI of outcomes: 16th December 2022
- Policy Internships begin: January 2023 onwards

Contact

For all enquiries please contact:
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