

Doctoral Focal Awards (DFA) Application Form

Please note that this DFA Funding Application must be completed fully, and submitted in addition to:

- Two References (at least one academic) on DMU Doctoral Focal Award Reference Forms
- Copies of Higher Education Qualifications (certificates and transcripts)
- A scan of your passport photo page
- English language proof of proficiency (where necessary)

Please ensure that you have allowed yourself enough time to complete the Doctoral Focal Award Application in full. **This Doctoral Focal Award Application Form will need to be uploaded through the De Montfort University (DMU) Doctoral College PhD admissions portal (<https://dmuhub.dmu.ac.uk/apply/index.html#/logon>).** This will involve completing the form and annex page on the admissions portal and attaching this application form and the documents detailed above. **All of this must be submitted for the first-stage application deadline of 11.59pm (UK time) on Saturday, 28th February 2026.**

Incomplete applications, or applications received after this deadline, will not be considered.

Please consult the Applicant Guidance Notes when completing this form.

Applicant Details

Full Name:	Enter Full Name
Email Address	Enter Email Address

Eligibility

Please check the following to confirm your eligibility for the Doctoral Focal Awards

I am not currently enrolled as a doctoral student	<input type="checkbox"/>
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I am not already in receipt of a doctoral level qualification

Status

Employment status and mode of study

AHRC eligibility criteria stipulates that candidates cannot take up a full-time funding award and continue in full-time employment.

If studying full-time, employment should not exceed six hours in any week. If studying part-time, employment should not exceed 20 hours in any week. However, students are advised that fulltime employment is not consistent with the requirements of full-time study and employment in excess of 15 hours per week is likely to be detrimental to student's academic achievement and the health and wellbeing.

Please indicate which mode of study you intend to adopt if you are successful with your funding application

Choose an item.

If you intend to engage with part-time employment whilst undertaking a funding award, please specify an indicative number of hours of employment per week

Click or tap here to enter text.

Home Student or International Student

Please check the following to indicate whether you are applying as a Home or International applicant.

Home applicant	<input type="checkbox"/>
International applicant	<input type="checkbox"/>

Your Proposed Project

Please provide details of your proposed project. Read the Guidance Notes to help you.

Please provide a project title for your proposed research

Click or tap here to enter text.

Supervisory support

It is strongly recommended that you seek feedback from your prospective supervisory team on this application.

Please confirm that you have been in contact with your prospective supervision team about this application:

I confirm	<input type="checkbox"/>
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Project Proposal (max. 500 words)

Please outline your project by addressing each of the points below. Support these points with reference (e.g., Jones, 2017) to existing literature and, if relevant, to practice in the field or fields of study:

- The context of your project (i.e., the research or practice background to the problem/challenge/research gap you will investigate).
- The research question(s) it will answer.
- The method(s) you will use to investigate your research question(s).
- The impact(s) your project could make in terms of an original contribution to knowledge in the field(s), and beyond academia (e.g., in professional and creative practice, industry, etc).

Please check the Applicant Guidance Notes to make sure that your project fits the Arts and Humanities Research Council subject remit.

Click or tap here to enter text.

Project Reference List (max. 250 words)

Please provide references for all primary and secondary material mentioned in your project proposal. These references may include full details of exhibitions, performances, and other examples of practice. You should ONLY include

references for material you have discussed in the project proposal. Your references should provide enough information to locate the item.

Click or tap here to enter text.

An indicative structure/timeline (max 200 words)

We are looking to see that you understand the feasibility of your research and have the potential to project manage your PhD. Please provide an indicative structure/timeline for your project across the duration of the award you are applying for.

Click or tap here to enter text.

Ethics (max. 200 words)

All research projects must comply with relevant research ethics and integrity guidelines. You must address ethical issues early in your research. Please review DMU's guidelines and outline:

- The specific ethical considerations of your project: these may be material (e.g. copyright and intellectual property, data storage) or methodological (data collection, engagement of research participants/stakeholders); and
- How you will address ethical concerns you have identified (e.g., informed consent, anonymisation, appropriate training, identification of support services etc.)

Click or tap here to enter text.

Off-site Practice/Fieldwork/Study Visits (max. 200 words)

Complete this section if your proposed project will require you to undertake fieldwork, study visits or practice (beyond routine dissemination and engagement events). We are not looking for numerical figures but the types of costs that are likely to be incurred. For each activity, please provide indicative details about:

- Where the activity will take place (i.e., country, institute, archive, centre etc)
- How long the activity will take (i.e., days, weeks)
- Why the activity is required (i.e., how will the activity support you to complete your research? e.g., enable data collection, stakeholder engagement, language practice, test theoretical argument etc.)
- What types of costs are likely to be incurred (travel, accommodation, room hire, training costs)
- Contingency plans in the event that activity cannot go ahead due to risk assessment outcomes.

Please be aware, this application will serve as a reference point for additional funding. Activities identified here must be essential to the completion of your project. Their significance to the project must be evident to the assessors of your application. Activities not mentioned here but which are later identified as important to your research will be scrutinised.

Click or tap here to enter text.

Extended Funding (max. 200 words)

A standard award is for 3.5 years full-time. An award can be extended up to a **maximum of 3 months**. Requests for extended funding can be made where there is a rationale for complex or extended training, skills acquisition (e.g., research cannot be completed without acquisition of new, high-level skills), extended research/fieldwork/extended practice activities, visits, or extended practice or placement needs (e.g., due to significant challenges with collaboration, access and/or logistics). Please see application guidelines for further details. All such requests **must** make a case for the need and explain how it is integral to your research.

Complete this section if you anticipate that you will require extended funding.

Please provide details of the:

training/skills development, operational challenges or extended practice activities you anticipate.

Include planned **destinations and purpose** of visits for fieldwork or placements.

and **indicative length** of additional time you will require. The allocation of extended funding will be confirmed after the First Project Review (after 6 months for full-time study, 12 months part-time).

Click or tap here to enter text.

Preparedness

If applicable, please provide details of your qualifications. In order to support our inclusive approach to applications, please DO NOT include details of your degree-awarding institution in your answers.

Please indicate if your qualification was awarded in the UK or internationally. If internationally, please indicate the UK equivalency of the qualification and its classification. If you are unsure of the UK equivalencies of your qualifications, please contact DMU's Doctoral College Admissions Team: pgradmissions@dmu.ac.uk

Undergraduate Degree

Subject	
Degree	
Classification	
Completion Date	
Awarding Country	

Postgraduate Degree (Master's or equivalent international qualification)

If you are not studying for/do not hold a Master's but have equivalent professional experience, please proceed to the next questions and provide details there.

If you are currently studying for a Master's Degree, please put 'pending' under 'classification', and the date when you expect to finish under completion. If you are in this position, please be aware that completing your postgraduate degree will be a condition of any award.

Subject	
Qualification	
Classification	

Completion Date	
Awarding Country	

Previous study and Experience (max. 500 words)

Describe how you are ready to undertake your proposed doctoral research project based on your previous study and experience. You might comment on:

Knowledge and skills developed through previous study (e.g., undergraduate/postgraduate studies (including specific modules), certifications, training etc.) and/or **professional and creative practice** (e.g., employment, research assistantships, consultancy, residencies, performances, curations, internships etc.).

Specialised training (e.g., languages, methods, EDI etc.).

Academic and professional achievements (e.g., awards, scholarships, publications etc.).

Please do not make reference to the names of any institutions where you completed previous degrees.

If appropriate, you should also identify any training you might need to undertake or skills you might need to gain in order to complete your project. These may include:

Language proficiency

Research methods in data collection, such as interviewing, archive use, and associated ethical practice

Data management and processing, particularly where specific software is required

Project management, including practice and curation

Click or tap here to enter text.

Any other information (max. 150 words)

Is there any other information you would like to bring to the panel's attention? For instance, you might wish to note extenuating circumstances, such as illness, which have affected your previous performance.

If there is something you would like the panel to know, please present it as concisely as possible, with a rough date. For instance, "2021, diagnosis of dyslexia during final year of study. Mitigation as the result of diagnosis improved but degree average predominantly calculated on previous grades

Click or tap here to enter text.

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Place

Proposed Supervisory Team

Please provide details of your potential supervision team. Include here the names of your potential supervisors (minimum of 2 and no more than 3 academic supervisors).

If appropriate, you can add an advisor from DMU, or from another university.

Potential lead supervisor details:

Name	
Research and innovation institute	

Potential second supervisor details:

Name	
Research and innovation institute	
Do you have a third supervisor to add?	

Potential third supervisor (optional):

Name	
Research and innovation institute	

Potential advisor details (optional):

Name	
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Institution	
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Partner Organisation

If your proposed application involves working with a partner organisation, please provide details about the name and type (e.g., gallery, theatre, business, museum, NGO).

Name	Click or tap here to enter text.
Potential Partner Organisation	Click or tap here to enter text.
Are they aware of their involvement in your proposed research?	Click or tap here to enter text.

Place of study (max. 300 words)

Describe how DMU will provide a suitable environment for both the progress of your project and your academic/professional development. Please comment on:

The fit and expertise of your proposed **supervisory team**.

Institutional **expertise and networks** (e.g., research institutes/groups, partnerships, collaborations etc), including your project's **connection with the research theme/s**.

Training and development opportunities (e.g., available courses, leadership roles).

Click or tap here to enter text.