

## Step by step guide for applicants:

1. Look at the available projects on offer in your chosen research area only – you cannot choose projects in the other research areas.
2. Discuss with your careers department and/or current supervisor about your CV and how to complete your application to give you the best chance of being successful
3. Make your referees aware that you are applying so they have plenty of time to organise the reference for your application – remember it is your responsibility to ensure the references are submitted to us in time.
4. Read through the **word application form** and the **online application form** before you begin to fill it in so you know what is being asked of you.
5. Read your application and/or ask others to read it too before you submit it to make sure you have made it as clear and detailed as possible. This will help the marking panel if they have all the information they need to hand.
6. **You must submit a fully completed application form, a CV (no more than 2 sides of A4) and a transcript of module marks.** Please save files as SURNAME\_initial\_[Research Area\*]\_transcript/CV/application (.pdf) \*For Research Area, please select IBB (for Industrial Biotechnology and the Bioeconomy), or MCO (for Molecules, Cells & Organisms) or AFS (Agriculture and Food Security).
7. When you submit your application form, CV and transcript **via our online application form** (available at <https://www.nottingham.ac.uk/bbdtp/>) please note that there will be a number of fields that you need to complete on the online form. Most of these are collecting contact details etc. Please be aware that this **online form cannot be saved**, so enter the data into the form and upload your 3 documents in one go, click submit and you should receive an email confirming this with a copy of the data you put into the online form.
8. A key point when uploading the documents to the form, these documents **cannot exceed a total of 4Mb**. Exceeding this limit may mean we do not receive your documents. Please upload documents as pdfs to reduce the likelihood of this happening.
9. **Email your referees** so they are aware you have submitted it an application to us. This will also remind them that they need to complete their reference if they haven't already done so. Please direct them to our [website](#) where they can download the form and upload it via the referee online submission tab.
10. It is your responsibility to chase up referees and ensure that these are submitted by the deadline as late references **will not be accepted** and your application **will not be submitted for consideration**.
11. We will send an email out to remind all referees who have not submitted references before the deadline. The deadline for all references to be received is clearly shown on both the application form and the reference form. **No references will be accepted after this date**

12. You will be informed of the decision of the panel by email after Christmas and if your application is successful you will be invited to attend an interview.
13. Interviews will be held as stated on the application form.
14. If you need any further help or information please contact [bbdtp@nottingham.ac.uk](mailto:bbdtp@nottingham.ac.uk).