Handbook

For Postgraduate Researchers (PGRs) & Supervisors

Updated September 2024

Contents

Introduction

I am delighted to welcome you to the NERC ARIES Doctoral Training Partnership (DTP). ARIES is a vibrant group of postgraduate researchers working on diverse research in the Environmental Sciences. ARIES is also a community; one that you will find to be supportive, sociable and encouraging.

Recent months of local and global upheaval have demonstrated the importance and need for well-trained researchers in Environmental Sciences. To address that need ARIES builds on the success of the EnvEast DTP, which supported and trained over 130 postgraduate researchers (PGRs). Research within ARIES is focussed around five themes, but most projects are multidisciplinary and cut across more than one theme to address a wide range of global challenges.

With a focus on the demands that will be placed on 21st Century Environmental Scientists, ARIES training is embedded within your PhD, delivering focussed and relevant training at the appropriate time during your studies. As an ARIES researcher you will have access to facilities and colleagues across 5 universities and 9 research centres. This will help you not only complete your research degree but prepare for your career beyond that.

We regularly bring all PGRs together for training events, building a network of PGRs who support each other through the PhD and beyond. You'll also have opportunities to network with PGRs from other DTPs (e.g. enviroSPRINT, CADA), and with researchers and policy-makers from amongst our almost 40 business, government, and NGO partners. We even provide funds for ARIES PGRs to develop and deliver their own training, with examples including presenting at London Science Museum public "Lates" and our Python users group.

ARIES aims to support and inspire the development of the next generation of researchers and leaders capable of tackling important problems associated with understanding, protecting and living sustainably with the natural environment. We hope you will enjoy studying with us.

Kevin Hiscock,

Director, ARIES DTP

Equality, Diversity, and Inclusion

The ARIES DTP is committed to equality, diversity, widening participation and inclusion in its work with PGRs, supervisors and partners; and in its interaction with the research community and beyond. Everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed in an environment which enables them to do so.

The full ARIES statement on Equality, Diversity, and Widening Participation is available online. If you have any issues, concerns or suggestions about equality in the DTP please do contact the ARIES office, Director, or your local DTP representatives. All conversations will be treated in confidence, with further action taken as required.

ARIES-Funded and Associated PGRs

ARIES does not refer to its researchers as "students". We strongly believe that as integral members of the research communities within your universities and institutes, and the wider UK and International research community, postgraduate researchers (PGRs) is a more accurate descriptor of your role. ARIES PGRs are registered at one of five Universities and may be based at a number of other Host Institutes for all or part of their doctorate.

PGRs are funded through two main routes:

1. Most ARIES PGRs are directly funded by the DTP using a grant provided by NERC (we will refer to these as "ARIES-funded" from here on).

2. Some ARIES PGRs are funded by other means, but are considered part of ARIES for training and development purposes. We refer to these as "Associated" PGRs.

If you aren't sure whether you are a funded or associated PGR, please check with us or your supervisor. It's important in either case that you are aware of when your funding end date is, and to *aim to complete your PhD by that date*. In all cases PGRs are required to submit their thesis within 4 years of your start date. It's also important that you are familiar with the terms and conditions of your funding, which will have been provided to you with your offer, and at your registration. This means the terms set out by your **funder** (for ARIES-funded PGRs this is NERC); your **university of registration** and **host institution** (where relevant); and your **visa** (if you come from outside of the UK). Please take time to familiarise yourself with these.

Communicating with ARIES

The ARIES mailbox is aries.dtp@uea.ac.uk. This is monitored by the ARIES Administrators (Rosie Timmann and Lucy Maughan) most of the time, and the ARIES Manager (Alice Brewer) also has access.

In our communication with you, we commit to:

- Seek to always communicate clearly, consistently, and inclusively, in accordance with our Equality and Diversity policies.

- Consider the methods we use to communicate to ensure they are appropriate to the audience.
- Seek regular feedback from our postgraduate researchers, partners, and external organisations.
- Ensure all communications align with our vision and values.

We expect you to support us in:

- Timely reading of emails from the ARIES Office including but not limited to: Wednesday Communications, Friday e-Bulletins, and Quarterly Newsletters
- Providing up-to-date information for your profile on the ARIES website
- Completion of the ARIES Annual Report
- Completion of all feedback requests including training event feedback
- Acknowledgement of ARIES funding and support in all external publications, including media appearances

There are additional opportunities for PGRs to assist the DTP with communications via social media takeovers, and contribution to the PGR-led SciEnvy blog.

Any issues or enquiries regarding ARIES communications should be raised with the ARIES office in the first instance. **Unless specifically stated, ARIES communications should be assumed to be targeted at the named recipient(s) only.**

Our aim is always to follow best practise in communicating accessibly and inclusively to all. If you have trouble accessing our communication, or have suggestions for improvement please let us know.

ARIES and Your Host University

We understand that ARIES PGRs will have multiple affiliations. You may feel yourself affiliated to your supervisor(s); to a research or laboratory group; a department/school; a university and/or research institute; as well as part of the ARIES cohort.

The respective roles of these different groups may not always be obvious, and especially so, perhaps, when it comes to ARIES and your university of registration.

You should remember that it is your university that will award your PhD, and it is your university that you will need to ask about such things as stipend payments, progress review meetings (or 'Boards'), or library access; or if you run into problems of some sort. You might communicate with your university through your supervisor(s), or graduate school/doctoral college, or another administrative department.

Where ARIES has requirements of its PGRs these are generally intended to mirror those of its partner universities. Your university should make you aware of when ARIES training means you are exempted from their mandatory training. If this doesn't happen, please let us know so we can follow up to prevent it happening again.

ARIES Supervisory Charter

The ARIES Supervisory Charter defines the minimum standards and requirements expected within our Partnership for supervision of ARIES Postgraduate Researchers (PGRs). With this charter, the basis for successful communication throughout the duration of the PhD is established with the obligations of the supervisors recorded. The list of duties is not exhaustive and the post-holder may be required to undertake additional duties and the duties may also be subject to change at any time throughout the PGR's studies. All ARIES supervisors are required to sign the charter to indicate their understanding and support of our expectations for supervision. Further information can be found on the ARIES website.
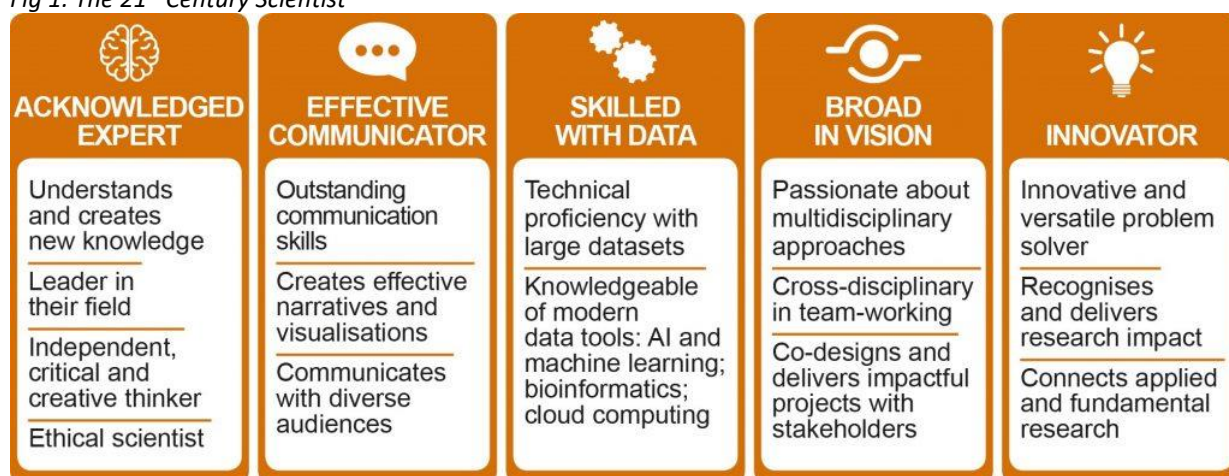
Training

ARIES Training Plan

The ARIES Vision:

"To train PhD PGRs with excellent potential from across society, equipping them with the necessary skills to become 21st Century Scientists: leaders in the science and sustainable business of the natural environment"

ARIES aims to provide an excellent programme of cohort-based training that will support not only your PhD thesis work, but also your future career. We offer opportunities for advanced and transferable skills training, aiming to broaden your horizons and develop a valuable professional & support network. ARIES PGRs are trained in 5 key areas through the mandatory whole-cohort training events:

Fig 1: The 21st Century Scientist

ACKNOWLEDGED EXPERT	EFFECTIVE COMMUNICATOR	SKILLED WITH DATA	BROAD IN VISION	INNOVATOR
Understands and creates new knowledge	Outstanding communication skills	Technical proficiency with large datasets	Passionate about multidisciplinary approaches	Innovative and versatile problem solver
Leader in their field	Creates effective narratives and visualisations	Knowledgeable of modern data tools: AI and machine learning; bioinformatics; cloud computing	Cross-disciplinary in team-working	Recognises and delivers research impact
Independent, critical and creative thinker	Communicates with diverse audiences		Co-designs and delivers impactful projects with stakeholders	Connects applied and fundamental research
Ethical scientist				

Our Doctoral Training programme is designed to:

• Develop cohorts of PGRs with advanced skills and knowledge, multidisciplinary outlooks, and potential to operate successfully across all postgraduate careers

- Provide you with the foundation research skills necessary to quickly and efficiently begin your planned programme of research;
- Ensure you engage with interfaces between science and societal needs by developing your ability to achieve non-academic impact and effective public engagement.
- Provide you with continuing personal and professional training in non-research specific areas, for example in enterprise, innovation, multidisciplinary working, and science communication;
- Train you to understand modern methods of data management, interrogation, analysis and presentation, from bioinformatics to artificial intelligence;
- Offer you career-specific training and support at every stage towards a successful transition to post-PhD employment.

The Framework

Our training programme is designed around the Vitae Researcher Development Framework (RDF)[1], a framework which articulates the knowledge, behaviours and attributes of researchers such as yourselves. It is a helpful tool to identify goals for your training development and is summarised in the diagram below.
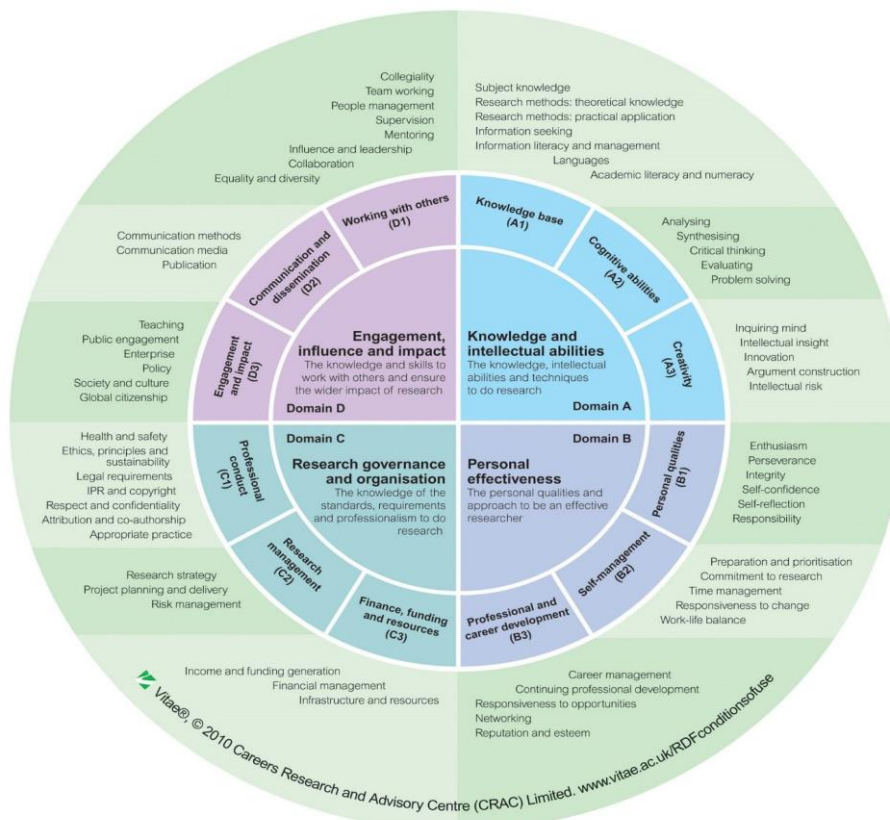

Figure 2: The RDF Planner

Further information on the RDF and how we use it to support your training and development is provided at your induction.

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[1] https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework

Your Health and Wellbeing

Staying healthy is important to get the most out of your PhD and opportunities within the DTP – it's easy to get caught up in your research & training and forget that maintaining a healthy body and mind will bring you better results, give you a better experience while you are studying with us, and develop important benefits for the future. We encourage you to remain as physically active as you are able, and to integrate good practices to maintain your mental wellbeing. This might be as simple as planning to take regular breaks, finding a way to incorporate regular exercise, or working to identify and minimise triggers for a drop in mental health. There will be opportunities at our cohort events to take part in activities and learn more about practical tools to look after your health and wellbeing.

If you experience issues with your mental or physical health, you are not alone. Please review the [Wellbeing and Support](#) page on our webpage, which will have links to your own institutional support services.

If you need to take time away from your PhD for annual leave, medical leave, emergencies, parental leave, or any other reason, please review our [Absence](#) page on our website for details of our policies and how to notify us.

Reporting Requirements

Tracking your Training – the TNA

You will identify your own training needs using the ARIES Training Needs Assessment (TNA) system, the mechanism by which you can regularly assess your own progress and goals with the support and advice of your supervisor(s) and the ARIES Training and Progression Panel (TPP). The TNA gives you a useful framework to reflect on your skills as a researcher, set your goals for the future, and build a portfolio of evidence that you can draw on for progress review meetings during your doctorate, and in future job applications.

You will have responsibility for tracking your training and development, and we encourage you to discuss your TNAs with your supervisors(s), both informally and as part of your formal progress review meetings. **The TNA is YOUR tool** and will help you think carefully about where you want to be at the end of your PhD (and beyond), and how you can get there.

Annual Report

ARIES will also ask you to complete a survey each Summer, to collect data on your activities over the past year. This also gives us the opportunity to gather feedback from our PGRs – we value your feedback enormously so please do let us know your thoughts. Among other things, the report will ask you for any highlights from the last year (conference presentations, publications, public engagement events, etc).

UKRI-funded PGRs will find that they are also required to complete an annual online survey of their research, engagement, and other activities known as ResearchFish. Your university will coordinate their own ResearchFish submission and contact you directly.

The reporting requirements for ARIES PGRs are detailed in Table 2.

Table 2. Reporting requirements for all ARIES PGRs

Year 1	First look: within 6 weeks of starting your PhD. Submission to ARIES: **15 December**	You should complete the ARIES Initial TNA form early during your PhD and discuss at your Initial Supervisory Meeting/Board (usually in first 6 weeks). Revise your TNA according to their comments and ask your supervisor to sign and comment. You can revisit the form before the ARIES Residential Induction, and submit to ARIES.
	Submission to ARIES: **15 June**	The ARIES Continuing TNA should be done alongside your Annual Report and Includes confirmation that you have produced a literature review & PhD research proposal
Year 2 Year 3 Year 4	Submission to ARIES: **15 June each year**	Annual Report & ARIES Continuing TNA. Confirmation that you have submitted the required written work as part of your annual review process

Copies of these forms are available from the ARIES website.

ARIES Cohort Training

The ARIES system of whole-cohort training builds a networked group of scientists working across NERC's science remit, and across the Partnership. We focus our training into a few residential events which both enables you to focus on your research for longer periods and provides a space in which you can gain some distance from your PhD and reflect on how things are going with the support of your peers. All costs associated with travel to and from ARIES events, as well as accommodation where required is covered by the DTP. Details of how to claim these costs are on our website.

ARIES cohort training is delivered to **all** its PGRs in a series of mandatory events. PGRs will **only be excused under exceptional circumstances** when we are notified at least a month in advance (e.g. where there is an unavoidable clash with fieldwork). Where you miss cohort training you must find alternative training to replace it. The ARIES cohort training events are listed in Table 3**. It is important that you consider this list when making choices of other training to take – otherwise you may duplicate training that will be delivered through our cohort events.**

As our PGRs come from vary varied backgrounds and are hosted at many different organisations that have their own induction and training schemes, it is inevitable that there will be some repetition of training within our programme. Please do see this as *reinforcement* of important training that we believe all PGRs need. Taking time to recall, remember, and apply key skills is an important part of development.

Table 3. Mandatory Cohort Training Events

Note these dates in your diary! You can also view or subscribe to the ARIES calendar using outlook. The sessions shown here are to give you an idea of what might be included – they may change depending on new opportunities arising and trainer availability. Some training events require preparation in advance so please be prepared to make time for this.

2024	
5 - 7 November	**Induction**, Hautbois Activity Centre, Norfolk
Introduction to ARIES Wellbeing, Equality and Diversity Data management and record keeping The PGR-supervisor relationship Where could ARIES take you?	The ARIES training vision Kickstart your PhD Hints and tips PGR-led Activities Multidisciplinarity
2 - 4 December	**Year 1 Winter School,** Virtual
Elevator Pitches and Posters Ethics, rigour, respect, and responsibility Impactful environmental science Building a Profile	The NERC big picture Working with Data Time management Wellbeing
2025	
TBC March	**CADA conference, venue TBC** *CADA is mandatory for 2nd and 3rd Years, and optional for 1st Years*
TBC June/July	**Year 1 Summer School,** Marine Station, Plymouth
Designer Presentations Academic writing Science Communication A Day in the Life…	The Publishing Process Employability Day Internships Wellbeing Innovation and the E^{3}I club
2026	
TBC March	**CADA conference, venue TBC** *CADA is mandatory for 2nd and 3rd Years, and optional for 1st Years*
2027	
TBC March	**CADA conference, venue TBC** *CADA is mandatory for 2nd and 3rd Years, and optional for 1st Years*
TBC June/July	**Year 3 Summer School,** Norwich
Developing your Writing Reviewing and refereeing papers Identifying transferable skills Wellbeing	Finishing strong Preparing for your viva Employability Day Recruitment Practices

Expected level of training

PGRs are often keen to know how much training they are required to complete during their PhD. To answer this it is important to first understand how we classify training within ARIES:

Advanced Research Training – This training might be specific to PGRs or to specific groups of PGRs and provides the skills needed to undertake a PhD within a particular research area. It also

covers training in the translation of research into practice (e.g. environmental modelling, advanced statistics).

Continuing Professional Development (CPD) – This is the process of enhancing your transferable skills, either through formal training courses, or 'experientially' by reflecting on your practice. (e.g. presentations, time or project management skills).

Careers Training – The purpose of this training is to enhance your employability and make the most of the skills that you already have and will gain through your PhD. It may also serve to broaden your horizons by helping you to understand some of the sectors where your skills might be applied – and valued by employers (e.g. CV development; interview techniques)

Experiential learning – Where you lead your own training (e.g. convening a seminar series) or where you learn from taking part in an activity (e.g. presenting at seminars and conferences; working as a demonstrator to support PGR learning; working in outreach).

The amount of training required will depend on your pre-existing skills, your research programme and your career plans. **Our expectation is that, by the end of your PhD, you will have achieved phase 3 in at least six items from across the four RDF domains of the Planner and phase 4 in at least two**.

In order to meet the expectations above, you will need to undertake training over and above the mandatory ARIES programme of cohort training. ARIES recognises that each PGR will be different, but we expect that this training might cover the following:

- *Advanced Research Training* required for you to effectively carry out your programme of research, leading to the submission of your thesis. This may be achieved through one or several training activities (taught courses, self-study, peer learning, and individual instruction with your supervisor or research group), and we expect will consist of a **minimum of 5 days of tuition per year**.
- Additional *Advanced Research Training* beyond your immediate research area to achieve advanced capabilities in other areas of the environmental sciences, such as statistics, data management, coding and/or modelling.
- *CPD* to achieve a broad portfolio of transferable skills for the workplace, which is likely to require an investment in **2 days training per year**. This might include training in - for example - media/public engagement, innovation/enterprise, time management, project management, etc.
- *Careers training* such as interview skills and writing effective job applications.
- Delivering a presentation (oral or poster) at an international conference.
- Additional *experiential learning activities* such as writing a blogpost or article, contributing to the E^{3}I club's activities, delivering a research seminar/presentation to your research group/department, etc.

ARIES will send you an ebulletin every Friday listing opportunities for training across the partnership and externally. We encourage you to do your own research for opportunities and discuss with your supervisor any training gaps you feel you would like to address. If you find or hear of any

opportunities that would benefit other ARIES PGRs please let us know via aries.dtp@uea.ac.uk and we will include them in the bulletin.

Compliance

ARIES takes its responsibility to train its PGRs seriously and expects its PGRs to fulfil their obligations for training and reporting. **Failure to attend mandatory training or to complete the requisite reporting by the agreed dates will result in suspension of access to ARIES funding and/or training.** This suspension will remain in force until all such obligations are fulfilled, or until a request for a waiver on the grounds of *exceptional* extenuating circumstances is received and approved by the Strategy Board (or the Director acting on their behalf).

Other ARIES Opportunities

Before accessing and/or paying for training opportunities outside of the DTP it is imperative that you check the mandatory training offered by the DTP to avoid unnecessary expenditure and repetition. From time-to-time ARIES sponsors training events. Details will be sent out via the ebulletin on Fridays.

PGR-led Activities

Some of the activities associated with ARIES are PGR-led; participation is strongly encouraged. Examples include Python training, creating board games for science communication (#LetsPlayScience) and professional video editing. Taking a co-ordinating role in such activities provides valuable learning opportunities and transferable skills.

SciEnvy

The SciEnvy blog was set up during the EnvEast DTP and has continued through the efforts of other EnvEast and ARIES PGRs. Its aim is to share your research and experiences with each other, other PGRs and early career scientists, the wider scientific community and the public. SciEnvy has well over 10,000 reads to date. This is your chance to get involved, make your voice heard, and at the same time practise writing for different audiences.

E³I PGR Innovation Club

The E³I (Environmental Enterprise, Engagement and Innovation) is a DTP-funded PGR innovation club, which promotes and funds activities related to the broad definition of "innovation". This includes activities related to public outreach/engagement activities, innovation-related training, seminars, and competitive awards for individuals to attend meetings or participate in enterprise activities. Get involved and help define how this funding is used. Information and links to social media can be found on the ARIES website.

The E3i club has equipment for activities in keeping with its aims, including two digital SLRs, microphones, a GoPro cameras, and two high specification laptops. To arrange a loan of any of this equipment, please email aries.dtp@uea.ac.uk.

Funding for PGR-led training

ARIES runs a rolling call for training proposals. These are considered for funding by the Strategy Board three times per year. ARIES PGRs are welcome to submit proposals.

Institutional training

As an ARIES PGR, you have access to a wealth of expertise across the Partnership. Many courses covering generic research, transferable skills and advanced training are offered at all five ARIES universities, so there should be no need to travel. Details of how to access training is provided to you at your university induction (contact your graduate school/doctoral college if not). Additionally, postgraduate researchers can usually access MSc modules if these will fill a gap in their subject knowledge that is key to the success of their research project. You are strongly advised to discuss with your supervisor any additional training courses you would like to attend. They will be able to advise you on the most opportune time to undertake additional training such that you can take best advantage of the content.

Ordinarily it is expected that PGRs will attend training at their host institute, but where training requirements can only be met by other institutes within the DTP, ARIES PGRs should be able to access that training by arrangement with the relevant department (subject to availability of places). For help making such inter-institute arrangements, please contact the Rosie at aries.dtp@uea.ac.uk.

The XMU fund (ARIES-funded PGRs only)

As part of the ARIES studentship, funded PGRs have an extramural (XMU) budget to pay for external training and conference attendance. This money is held by your institute of registration, and you will need to monitor your own spending. We will ask you to submit a statement of spending every 6 months. We will offer you training in how to monitor and report on this spending.

The XMU funds **may not be spent on research costs** and are there for your own personal development and training. **ARIES funding is only available within your 'funded period'** (usually 3.5 years) and this includes the RTSG and XMU fund.

Examples of allowable XMU expenditure are:

- ✓ Attend/Present research at one or more conferences or meetings
- ✓ Attend supervisory meetings away from host institute, if needed
- ✓ Undertake training where the training cannot be accessed for less within the ARIES partnership
- ✓ Travel for educational purposes
- ✓ Membership of learned societies

Examples of disallowed XMU expenditure are:

- Costs of Research (e.g. lab consumables)
- Equipment purchase (such as computers)
- Any expenditure disallowed under ARIES guidance

NERC Training and Internships

NERC fund several series of training events, which are usually free to attend for NERC-funded PGRs. PGRs not funded by NERC may apply but might take lower priority or have to pay.

Environment Young Entrepreneurs Scheme (YES)

This scheme provides training to teams of early career researchers with an interest in commercialising their research. Teams then enter a competition somewhat along the lines of "Dragon's Den". The winners receive a substantial prize and the chance to pitch internationally. Information can be found on the Environment YES website.

UKRI Policy Internships

This scheme places research PGRs in influential public policy organisations for a three-month placement. PGRs continue to receive their stipend, and their studentship is extended by three months to make up the lost time. The application process is highly competitive, and you will need to submit an ARIES Policy Internship statement of intent to us as well as apply to UKRI. ARIES has funding for up to two Policy Internships per year. Details are available on the Policy Internship website.

If successful, you may also need to comply with the regulations and processes of your University of Registration in order to seek formal permission for interrupting your studies.

Other Internships

We do not presently have a formalised internship scheme within the DTP. Many of the partner Universities do however operate such schemes. ARIES actively encourages all PGRs to consider undertaking some form of placement. Many of you will do so because you hold a CASE award. You may wish to discuss this with your IRIA. Nearly all of our Collaborative Partners have told us that they would be willing to host one or more internships/placements. These can take place during the period of study (not recommended in the first year) or could be after you have completed your thesis. Please feel free to discuss this with us.

NERC Research centre training programme

NERC's Research Centres (including the British Antarctic and Geological Surveys, Centre for Ecology and Hydrology, National Centre for Atmospheric Science) offer a wide range of training courses that are open to NERC PGRs.

ARIES and your University Training Requirements

As well as meeting ARIES training requirements, PGRs must satisfy the training requirements of their University of Registration. You should refer to your graduate school/doctoral college/supervisor for further guidance. ARIES has negotiated some dispensations with our partner universities, which are detailed below.

UEA: As an ARIES PGR (both ARIES-funded and Associated), your training is according to the ARIES Doctoral Training Pathway, and it is this document that you should refer to rather than the SCI Faculty or SSF Faculty Training Pathway. **You are not required to complete the UEA TNA .**

Essex: Proficio is an innovative professional development scheme for doctoral PGRs, unique to Essex. Your Proficio account will be credited with £2,000 during the course of your studies to spend on a variety of courses to support your professional skills development. In addition, a conference fund of £500 is available. Your supervisor will support you to identify your training needs, but you

can browse search and book places on training courses through the portal. To access Proficio you will need to complete a short (10 minute) TNA, through which Proficio will recommend courses to address any needs identified. **This does not take the place of the ARIES TNA.**

Kent: The University of Kent Graduate School runs a [Researcher Development Programme](#), designed to equip postgraduate and postdoctoral researchers with a range of research and transferable skills. ARIES PGRs based at Kent will be encouraged to take full advantage of the wide variety of workshops and online training available through this programme which is organised around the domains of Vitae's Researcher Development Framework. The only compulsory workshop PGRs are required to attend is 'Kickstart your PhD: Guidance, Skills and the Researcher Development Assessment'. **Kent PGRs are not required to complete the Kent RDA.**

Plymouth: ARIES PGRs based in Plymouth must meet the requirements of their university of registration, but can access the [University of Plymouth Doctoral College's Researcher Development Programme](#), which offers a wide range of courses and sessions to help you develop and broaden your research and transferable skills. You may need to contact researchskills@plymouth.ac.uk to arrange attending courses there.

Royal Holloway: [Royal Holloway's Researcher Development Programme](#) is a series of courses, online training, webinars and opportunities designed for research PGRs to help develop their professional, transferable, research and writing skills. This programme is offered as *part* of the training requirements, and it is up to each researcher to decide which courses on the programme they will find useful.

If you know or hear of any training courses or other events that may be of interest to others in the cohort, please contact us to let us know (email: aries.dtp@uea.ac.uk). Please also take time to let your peers know of training you have found useful – you can do this either via social media, by emailing the office for circulation, or by writing a blog post on the training for SciEnvy

Publications, conferences, success stories

Acknowledgement of ARIES

ARIES-funded PGRs must acknowledge NERC and ARIES in any outputs arising from your PhD. You can download ARIES logos (for posters, email signatures, etc) from [the ARIES website](#), and our grant number is NE/S007334/1. NERC logos can be downloaded via https://nerc.ukri.org/about/enquiries/logos/.

Acknowledgements should take the form:

 "This work was supported by the Natural Environment Research Council and ARIES DTP [grant number NE/S007334/1]"

NERC/ARIES/EnvEast must also be acknowledged in outputs produced using equipment (etc) bought by us. This includes, for example, video footage shot or edited using E3i equipment (cameras,

laptops, Adobe software), which was purchased using NERC funds granted to EnvEast, grant number **NE/L002582/1**.

Please tell us about your publications, conferences, outreach work, public engagement events, and any other success stories related to your PhD, as we do not always hear of them.

Email: aries.dtp@uea.ac.uk

Instagram: @ARIES_DTP

Applying for Funds from ARIES

Attendance at cohort training events (All ARIES PGRs)

ARIES will cover reasonable travel/subsistence expenses arising from attendance at DTP cohort training events where these are not based at your host Institute/University. Complete the relevant expenses process as guided by the website. All ARIES students (funded and associated) should purchase a 16-25 railcard (PGRs are reminded that they can claim back the cost of a three-year railcard, or three one-year railcards if necessary). Please note that mature PGRs may apply for a 16-25 railcard. Details are available on the railcard website.

Please note that expenses are reimbursed by bank transfer, usually within two weeks of your claim being received by the ARIES administrator.

Financial Assistance (ARIES-funded PGRs only)

ARIES recognises that not all costs can be accurately predicted in advance, and that some research costs are subject to fluctuations. ARIES-funded PGRs may apply to the DTP for further research or training funding over and above their RTSG or XMU funds. Please note that you must be up-to-date with your mandatory cohort training and TNA reporting to be eligible for DTP funds. Details of the process can be found on the website.

ARIES Data Management Policy

The ARIES DTP recognises and abides by the NERC Data Policy. If you are ARIES-funded then your data (including model-generated data) should be made openly available within two years of collection and placed in a NERC data centre (or suitable equivalent). The aim is that all NERC-funded environmentally-related data are managed and made available for the long-term use of anybody without any restrictions. This extends to publications too; these must be published in Open Access journals or related media under a "Creative Commons" licence or similar. Your university may have funds to support the cost of this.

We note that in some circumstances there may be confidentiality agreements in place, possibly where CASE partnerships are involved. You are advised to discuss this with the ARIES Management and your local research contracts office if it would result in data being withheld from the public domain for more than 2 years.

In all cases any ARIES-funded studentship has a data management plan. Please ask your supervisor for more information on this.

These provisions apply to ARIES-funded PGRs only. Different data management rules may apply to Associated ARIES PGRs.

Data security and the handling of personally sensitive information is both your responsibility, and the responsibility of individual institutes. It is strongly recommended that all ARIES PGRs undergo training on good data security practice and on their obligations under the UK Data protection law. Most Universities have excellent online self-study courses on data security compliance.

Related to this is a need to ensure that you do not inadvertently breach copyright regulations when presenting your research, publishing, or teaching, including in the use of machine learning-based prediction engines like ChatGPT. Most Universities also have excellent online resources outlining good practice.

Governance of the DTP

ARIES is run by a Strategy Board (SB) that includes members from hosting partners who have experience in training research PGRs. The Board meets twice each year, in September/October and May/June.

The training and progression panel (TPP) reports to the Strategy Board, and its role is to ensure excellence and coherence in the provision of training, and to review PGR progress. The TPP meets twice a year.

We also have an Advisory Board (AB) comprising individuals in senior positions in UK business and government agencies. The Advisory Board provides advice to the Strategy Board.

You can find the members of the AB, SB, and TPP on the ARIES website.

PGR representative(s) to both groups are elected by each cohort every two years to provide PGR feedback to the DTP.

The first point of contact for routine matters relating to ARIES is the DTP administrator. You can contact them at aries.dtp@uea.ac.uk.

Additional Information for Supervisors

In addition to mandatory cohort training, ARIES PGRs also have defined expectations of the additional training we *expect* them to engage in, plus written work that they *must* carry out (see Expected level of training, above). Supervisors should oversee their execution of, and provide feedback to the PGR on, these written assignments: in most cases they are no more than the draft thesis chapters that you would in any case be expecting them to provide at appropriate times.

ARIES also takes a proactive approach to tracking the training progress of PGRs. They are required, in conversation with you, to conduct an Initial Training Needs Analysis (TNA), and then update this annually. The ARIES Training and Progression Panel reviews their assessments at these milestones and provides feedback.

Please note that ARIES-funded PGRs are usually awarded a 3.5 year studentship, including a Research Budget and a Budget for extramural activities. **DTP funding (including RTSG and XMU) is not available beyond the 3.5 year funded-period**.

ARIES is a partnership that sits outside of the HEIs and institutes and has a responsibility to capture data for reporting to our funders. This may mean that there is some duplication of reporting also required by your home institute (we are not able to retrieve any useful data from ResearchFish, for example). We have worked to streamline forms and avoid duplication wherever possible but hope you will appreciate that there are difficulties in developing uniform procedures that work across five different Universities and nine non-University research organisation hosts.

What if a PGR can't attend mandatory cohort training events because of fieldwork commitments etc?

- Fieldwork etc should, be planned around ARIES training events. If this is not possible then PGRs must submit a request for non-participation in ARIES mandatory training. PGRs that miss training will be required to demonstrate (with evidence) that they have undertaken alternative training to cover the DTP training that was missed. **Failure to attend mandatory training or to complete the requisite reporting by the agreed dates will result in suspension of access to ARIES funding and/or training.**

What's the total time spent training over the lifetime of an ARIES PhD?

- We calculate that ARIES training takes about 20 days over the 3.5 years of the studentship. Time spent undertaking additional/institutional training will be dependent on individual PGRs' training needs and the requirements of their host institute.

Are reporting requirements the same for 'ARIES-Associated' PGRs?

- Yes.

Will my PGR be able to access their RTSG beyond the 3.5 year funded period of the studentship?

- No. ARIES studentships are (usually) funded for a duration of 3.5 years. **UKRI will not permit the use of RTSG or XMU budget after this period.**