

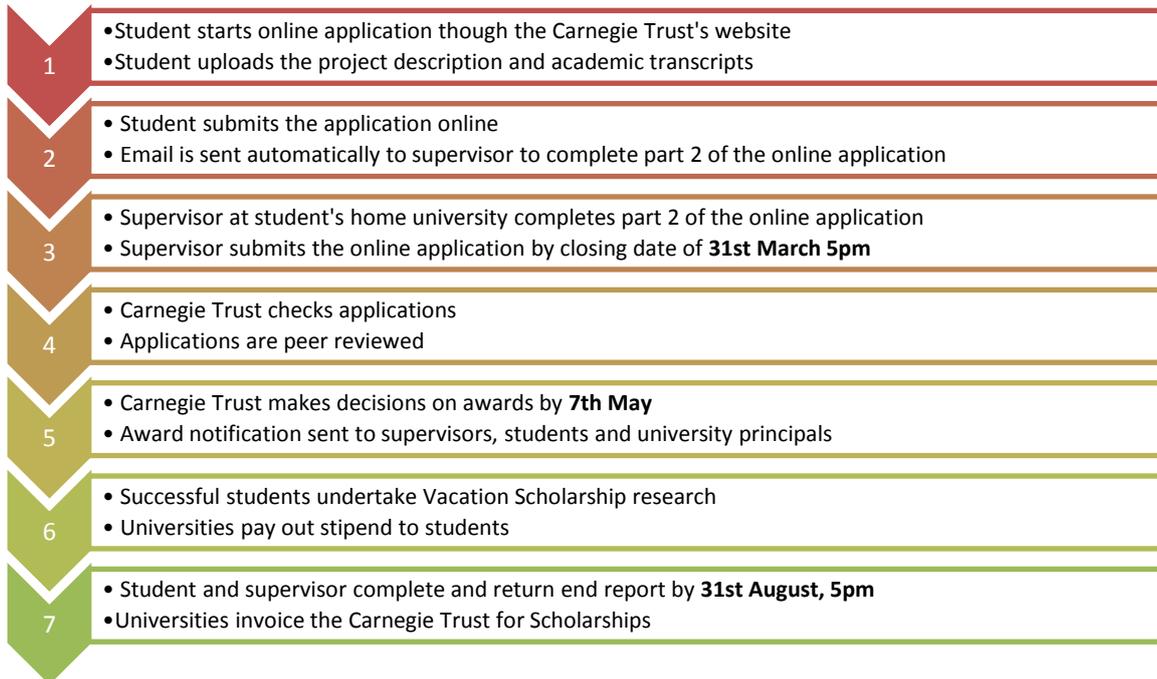
# Carnegie UG Vacation Scholarships

## Guide to the Trust's online application portal

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## Process overview



## Application process: Part 1 (completed by the student)

### Before you start your online application

#### Getting started

The online application form is accessible via a link on the Trust's website at: <http://www.carnegie-trust.org/schemes/undergraduate-schemes/vacation-scholarships.html#online-applications>

The online application form will be available about 6 weeks before the closing date of 31<sup>st</sup> March 2018.

#### Registration

Click on the Apply Now button to access the registration page on which you will need to enter your name and email. You will be asked to answer a couple of eligibility questions to confirm you are eligible to apply.

- Press Proceed once you have entered the required information.
- You will then receive an email with a link to the online form which you will need to complete. The email may take 10 to 15 minutes to arrive. *Do check your spam folder!*

#### Online application form

##### About the online form

- ✓ You can save the form and return to it later. Use the link in the email you received on registration or bookmark the page.
- ✓ The link to the form is personal.
- ✓ You cannot share the form with another person and let them edit it.
- ✓ All fields marked in red are compulsory.
- ✓ Online applications must be endorsed by the applicant's supervisor who will also be asked to answer additional questions about the application.
- ✓ The approval process must be completed before the deadline so please allow at least **5 working days before the closing date** (31<sup>st</sup> March, 5pm) for the approval to come through.
- ✓ The Trust will not accept applications that have not been endorsed by the closing date.

#### Guide to different sections of the form

##### Contact details

Please provide your contact details such as phone number, mobile phone number and email address.

If you live away from home during term time, you can enter both your home address and your term time address.

##### Education

In this section, you should provide details of all the **secondary** and **post-secondary** education you have undertaken to date.

At the end of the form, you will be asked to upload a transcript of your marks for your current undergraduate degree studies. The file can be uploaded as a PDF, MS Word doc, or an image file.

##### Vacation Scholarship project details

## Location

Enter the name of the research organisation where you plan to conduct the research project. This can be the Scottish university where you are studying, or another research organisation.

## Supervision

Enter the name and email address of the academic at your home university who will supervise the project. This supervisor must be based in the Scottish university where you are enrolled as an undergraduate student.

For projects undertaken at a different research organisation than your own university, you should enter the name of the person who will be supervising your work at the host organisation.

In some cases, particularly for lab based projects, the student may be supervised on a day to day basis by additional members of the lab, including post-doctoral researchers or lab technicians. You may enter the name of additional supervisors in the appropriate box on the form.

## Project summary

In this section, you should provide details of the research project: title, timetable of research activities and a project summary. You will also be asked for the description of the proposed research (to be uploaded at the bottom of the form before the Submission stage) which explains what you plan to research in more detail.

### Project timetable

Provide a timetable for the proposed research, stating the relevant milestones and timescale. You can enter a time period, for example Oct-Dec YYYY and then type a description of the research activity to be undertaken in that period.

You will also be asked to provide the anticipated start and end date for the entire project. The minimum length of a Vacation Scholarship is 2 weeks and the maximum 12 weeks. Projects usually last around 8 weeks on average.

### Project summary

The project summary should be written in terms suitable for a non-specialist reader. The summary should briefly explain the topic of the research and the aims and objectives of the project.

### Research proposal

The research proposal (that is to say the description of the project, methodology, etc.) must be uploaded as a MS Word/Open Office/PDF document. The document should be a maximum of 2 pages of A4, including references to works cited. It should be typed using Ariel 11 with a minimum line space set at 1.15 and 2 cm margins.

The Trust reserves the right to disqualify any applications that do not conform to these instructions.

The case for support should address the following:

- Issue, problem or topic the research seeks to address
- Background or rationale behind the proposed research
- Aims and objectives of the proposed research
- Research hypotheses or questions
- Methodology
- Feasibility, significance and potential for innovation

**NOTE:** Please do not add any additional pages, CVs, statements of support and the like to the proposal document. These are not required and including them may invalidate your application.

### Group project

In some cases, you may be applying as part of a wider group project by for example, taking part into a field trip or research expedition. If this is the case, use this section of the application to explain how your own project fits with the group's research.

### Reasons for applying

This is a personal statement which should explain why you wish to undertake this research project. You should tell us how you became interested in your chosen subject, what particular skills or knowledge you hope to gain from the experience and how this fits in with your future plans and ambitions.

### Equal opportunities

The Equal Opportunities section of the application is not compulsory. Any information you provide here will be kept confidential and will be processed by the Trust anonymously. It will **not** be passed on to your supervisor, not to the peer reviewers and panel members.

### Declaration and undertakings

The declaration and undertakings section will ask you to confirm that you have written your proposal/case for support in your own words and that the information provided is correct and up to date.

If you need to update the Trust on your circumstances at any time after submitting your application, you can contact us by email or phone.

### Document upload

As part of the student application, the student will need to upload the following:

- Research proposal (see above)
- Academic transcripts: these should show the results of your undergraduate studies to date

Each document should be given a name and a short description. Please avoid using long titles and descriptions!

### Submitting the form

Once the form has been completed and the documents uploaded successfully, click on Submit. A confirmation screen will appear and you will also receive an email confirming the application has been submitted and passed to your supervisor.

After you submit the form, your supervisor will receive an email with a link to an online form for them to complete as part of the application.

The supervisor must complete their section of the online application electronically and submit it before the closing date. Please allow for at least 5 working days before the closing date for your supervisor to approve the application and submit it to the Trust. *The Trust will not accept proposals that have not been approved by the academic supervisor.*

## Application process: Part 2 (completed by the supervisor)

### Accessing the Supervisor's part of the online application form

Once the student has submitted the student section of the online application, the supervisor at the Scottish university where the student is enrolled will receive an email with a link to **part b of the application** to complete.

#### Ethical requirements

The supervisor will be asked to explain the ethical requirements relevant to the project and how ethical approval will be obtained prior to the start of the proposed research.

The supervisor will need to provide a statement of support addressing the following:

- ✓ Applicant's academic ability
- ✓ the suitability of the proposed project
- ✓ arrangements to be put in place to supervise the student's work.

#### Projects hosted at another research organisation

For projects undertaken at a different organisation than the student's home university, the supervisor at the student's university should confirm the name of the supervisor at the host organisation as well as the arrangements in place for supervising the student's work.

A supporting statement from the host organisation should also be uploaded as a Word or PDF document. This statement should be written on letterheaded paper from the host organisation and signed by the host.

### Submitting the application

Once the application is complete, please press Submit. The application will then be sent in full to the Carnegie Trust. The submission of the full application must take place before the deadline of 31<sup>st</sup> March 2018, 5pm. Late submissions will not be accepted.

Online submissions will automatically be acknowledged by email to the supervisor and to the nominated student.

### Help and questions

If you have any questions, please contact use by:

- ✓ Phone: 01383 724 990
- ✓ Email: [vacation-scholarships@carnegie-trust.org](mailto:vacation-scholarships@carnegie-trust.org)