

Vacation Scholarships for Undergraduates

Application Template

This template details the information that will be required from students and supervisors when they complete the online application form, available from 15th February 2018.

Once open the online application form will be available through the Trust's website at:

<http://www.carnegie-trust.org/schemes/undergraduate-schemes/vacation-scholarships.html#online-applications>

Part 1: Student's application

TO BE COMPLETED BY THE STUDENT

1) Part 1: Applicant details

a) Personal details

Full name	
Permanent address	
University email	
Personal email	
Place of birth	
If not eligible by Scottish birth, state basis of eligibility (<i>see Regulation 1</i>)	

b) Academic details

University attended	
Faculty/School/College and Department/Section	
Degree title and type (BSc, BA, etc.)	
Year of study	
Anticipated year of graduation	

2) Part 2: Proposed project

a. Title of the research project (no more than 15 words)

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b. Project summary

Give a summary of the research project in terms suitable for a **non-specialist** reader (up to 200 words).

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c. Project timetable (add rows as necessary)

Date / Period	Description of research activity	
Start date	Total number of weeks	

d. Where will the research be carried out? *If the project is to take place at an institution other than your own university, please explain: a) why this institution has been chosen and b) who will supervise you on a day to day basis at this institution.*

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e. Detailed description of the research project

The research proposal must be a maximum of 2 pages of A4, including references to works cited or a bibliography. It must be typed using Arial 11 with line spacing set at 1.15 minimum and 2 cm margins on all sides.

The proposal will need to be uploaded online as a PDF, Word or Libre/Open Office document.

The proposal must include details on:

- Background or rationale behind the proposed research
- Issue, problem or topic the project seeks to address
- Research hypothesis or question (e.g. what do you aim to investigate)
- Methodology
- How results may be disseminated or shared with others (report, article, presentation or paper, poster sessions etc.)

f. Group projects

If you intend to participate in a group project, explain how the research project proposed above relates to/ contributes to the wider group activities (max. 150 words). See *Clause 8 of the Regulations*.

g. Reasons for applying (max. 150 words)

Explain why you wish to apply, how the scholarship will contribute to your career plans and what particular knowledge or skills you hope to gain from the experience.

3) Part 3: Data protection and undertakings

Data Protection Act

The Carnegie Trust for the Universities of Scotland is registered under the Data Protection Act 1998 and complies with the provisions of the Act. Applicants are reminded that, in order for the Carnegie Trust to assess applications, it will be necessary to store and process the information sent. Data will be securely held and lawfully processed, it will be kept up-to-date, and not retained for longer than necessary. Data may also be used to compile published lists of award holders, which may be available on the Internet and in our Annual Report. The Trust may contact applicants about its funding schemes, application processes and policies or to help evaluate these.

1. I confirm the project description was written in my own words. Yes No
2. I confirm that I (and all those providing personal information in the application) have read and understood the above Data Protection statement. Yes No
3. I confirm that, to the best of my knowledge, the information provided in this application is accurate and complete and I agree to inform the Trust of any changes to this information during the period of award. Yes No
4. I have read the Vacation Scholarship Regulations and agree to abide by them should an award be made. Yes No

At the end of the online form, the student will be asked to confirm the name and email address of their supervisor who will need to finish the online application.

Once the student has submitted the student section of the form, an email will be sent to the supervisor asking them to complete the Supervisor section of the form online.

The Supervisor must endorse the form **before the deadline of 31st March, 5PM**. Students must ensure that they allow sufficient time for the supervisor to complete the form. The Trust's recommends allowing at least 5 working days before the deadline for the endorsement to take place.

Section 2: Supervisor's form

To be completed by the project supervisor at the student's own university

1) Supervisor's details

Supervisor name	
Academic affiliation	
Job title	
Email	

2) Supervisor's comments

Please comment on the applicant's academic ability, the suitability of the proposed project and arrangements in place to supervise the student's work.

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3) Projects carried out at a host institution

If the project is to take place at an institution other than the student's university, please:

- explain what **arrangements** have been put in place **at the host organisation** to ensure the student is properly supervised; and
- provide the **full name and contact details of the host** who has agreed to supervise the student locally.
- upload a supporting statement** from the **host supervisor** confirming they are willing to host the student and that the student will have access to the necessary facilities, equipment and guidance.

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4) Ethics and regulatory issues

Does the project involve the use of:	
human participants	Yes <input type="checkbox"/> No <input type="checkbox"/>
biological samples	Yes <input type="checkbox"/> No <input type="checkbox"/>
personal data or anonymised (patient) data	Yes <input type="checkbox"/> No <input type="checkbox"/>
animals or animal tissue	Yes <input type="checkbox"/> No <input type="checkbox"/>
stem cells	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you answered Yes to any of the above, explain:

Who will review, or has ethically reviewed the project (e.g. Faculty or University Ethics Committee)?

Specify any other regulatory approval, certificate of designation, or licences that have been, or will be, obtained (e.g. Home Office, MHRA, HSE etc.)

I am willing and available to supervise the project

Yes No

I confirm the student has written the project description in his, or her own words

Yes No

TEMPLATE