

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 18th February 2019.

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 | |
| Institutional email | |
| Personal email | |
| Place of birth | |
| State basis of eligibility (<i>see Regulation Clause 1</i>) | |

b) Academic details

| | |
|---|--|
| Eligible institution 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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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 7 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 General Data Protection Regulation (GDPR) and complies with the provisions of the regulation. 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 1st April, 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 institution

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 organisation

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

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|--|--|
| 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 Institutional 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