

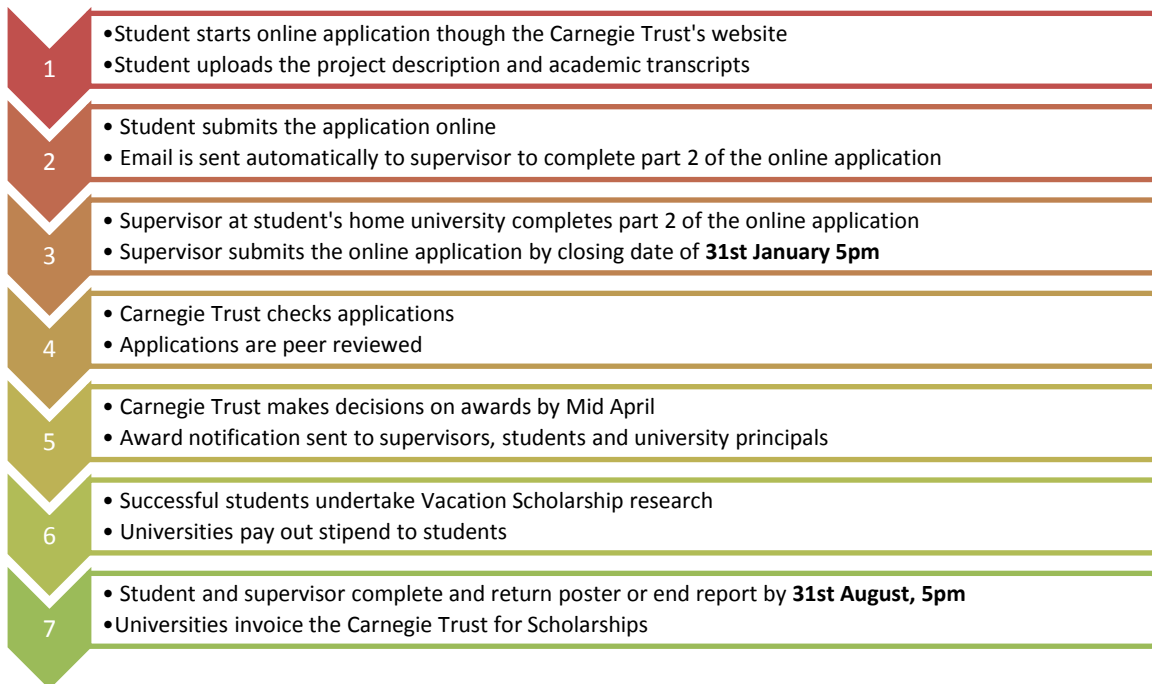
# Carnegie UG Vacation Scholarships

## Guide to the Trust's online application portal

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## 1. Process overview



## 2. Quick Guide to Vacation Scholarships

### Who is it for?

- Undergraduate students who enrolled at a Scottish university, the Glasgow School of Art or the Royal Conservatoire of Scotland
- Allowed to live and work fulltime in UK during the period from May to August
- Approaching their final year of study: year 3 of a 4 year degree, or year 3 or 4 of a 5 year degree.
- On track to achieve a 2:1 or higher in their final degree classification.

### What's a Vacation Scholarship?

- It enables students to gain research experience and skills while undertaking lab work, field work, library or archive visits, interviews, surveys etc.
- It aims to encourage students to consider postgraduate studies.
- It is for new, innovative research projects that would not normally be part of the student's course.
- The project must address a specific hypothesis or research question.
- It may lead to new scientific, academic or intellectual knowledge, a new product, technology, or creative product.
- It must result in a final report, provide opportunities to present research findings to others and enable the acquisition or development of specific research skills and/or knowledge.
- The student must design his, or her, own project and write the research proposal.
- An academic has to provide supervision during the project and advise on the design of the proposal.
- The scheme provides a weekly stipend based on the Scottish Living Wage.

### What it isn't

- The scholarships can't be used for language study or for participating in summer schools or group expeditions.
- It does not support work placements or volunteering activities.
- It can't be part of the student's assessed course work: e.g. it can't be the same topic as the final year dissertation, although it could address a sub-set of issues or questions that could be expanded into a thesis.
- It can't be the continuation of an existing or ongoing project or study.

### When

- At any time between May and August.
- It is full-time, 35 hours a week, for a maximum of 12 weeks and a minimum of 2- typically 6-8 weeks.
- Weeks do not necessarily have to be consecutive.

### Where

- The research project can be undertaken at the student's own university, a host research organisation or elsewhere, as long as relevant research supervision and resources are available.
- It can take place in Scotland or anywhere else in the world.

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

### a. Before you start your online application

#### Getting started

The online application form is accessible via a link on the Trust's website at:

<https://www.carnegie-trust.org/award-schemes/vacation-scholarships/>

Go through the eligibility question in the side bar on the right. If you are eligible, a link will appear to the application form.

**Note:** The online application form will be available about 6 weeks before the closing date of 31<sup>st</sup> January 2020.

## 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!*

## b. 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> January, 5pm) for the approval to come through.
- ✓ The Trust will not accept applications that have not been endorsed by the closing date.

## c. 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.

### Nationality and right to work in the UK

You will be asked to confirm whether you are/have:

- A British citizen with a UK passport
- A citizen of the EU/EEA with settled/pre-settled status and allowed to work in the UK
- Limited or unlimited leave to remain and the right to work in the UK
- A Tier 4 Student Visa and are allowed to work full-time in the period from May to August 2020.

If you are an EU/EEA student with settled/pre-settled status, you will be asked to enter the registration code given to you by the Home Office.

Before submitting the form, you will need to provide a copy (photo or scanned document) of your picture ID or biometric card confirming your name, date of birth and nationality.

## 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.

If you transferred from College directly into year 2 or 3 of your degree you should provide your College results as well.

## 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. If you will carry out fieldwork during the project, explain where you will be working.

**Note:** if your project is to be hosted by another research organisation than your “home” university (where you are enrolled as a student), you will need a supervisor at your “home” university and another at the host organisation. The endorsement part of the application form must be completed by the supervisor at your own university who will be asked to confirm the name and contact details of your Supervising host. The latter will need to provide a letter to your home university supervisor confirming the arrangements in place for you during the scholarship.

### 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 and must be either a Professor, Reader, (Senior) Lecturer, or Research fellow.

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 written in no specialist language.

### 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. You can add one additional page for references to works cited in the proposal. 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
- Research hypotheses or questions
- Aims and objectives of the proposed research
- Methodology
- Details of how data, findings or results will be analysed, written up and disseminated
- 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.

## 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
- Copy of your passport or photo ID, or biometric card.

Each document should be given a name and a short description.

Please avoid using long titles and descriptions as the file may not upload properly if you do.

## Submitting the form for approval by your supervisor

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.

**Note:** Once you have submitted the form to your supervisor, you will no longer be able to edit your application unless your supervisor rejects it.

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.*

What happens once you have submitted your form for approval by 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.

Your supervisor will be asked to confirm they are available to supervise your work during the Summer. If you are doing the project at a different research organisation, they should provide the name of the host supervisor and upload a letter from the host confirming the arrangements for you to carry out your research project.

What if you need to make changes to your application after submission to your supervisor?

Your supervisor can decide that the application is not ready to be submitted yet. If that's the case, they will be able to reject the request for approval. You will then receive an email with their comments and a link to your online form. You can edit your form once again and upload a new version of your proposal if need be.

Once you have made your changes, submit your form to your supervisor once more.

## 4. 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.

#### Supervision arrangements and reference on behalf of the student

Supervisors are asked to provide a reference on behalf of the student explaining why they believe the student is suitable for the proposed project and how they will benefit from the experience. Supervisors must also confirm supervisory arrangements. Day to day supervision can be provided by additional persons, for example in a lab or research group or centre, postdocs or research fellows could be provide informal guidance as and when required in addition to the supervisor.

#### 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. The host supervisor must also be a researcher with relevant experience and knowledge for the proposed project.

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.

#### 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.

#### What if the student's proposal or application requires editing?

At the start of the approval for, the supervisor will be asked whether the application is ready to be endorsed. If the student's application or proposal requires editing or changes, the supervisor should select No and enter an explanation as to why this is the case, then submit the form. The student will receive an email with the comments and a link to their form which they will then be able to edit, before re-submitting it to their supervisor for approval.

### Submitting the application to the Trust

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 email: [vacation-scholarships@carnegie-trust.org](mailto:vacation-scholarships@carnegie-trust.org)