

# Carnegie UG Vacation Scholarships

## Guide to the Trust's online application portal

### Table of Contents

|    |                                                                                                 |   |
|----|-------------------------------------------------------------------------------------------------|---|
| 1. | Process overview .....                                                                          | 1 |
| 2. | Quick Guide to Vacation Scholarships .....                                                      | 2 |
| 3. | Application process: Part 1 (completed by the student).....                                     | 2 |
| a. | Before you start your online application .....                                                  | 2 |
|    | <b>Getting started</b> .....                                                                    | 2 |
|    | <b>Registration</b> .....                                                                       | 3 |
| b. | Online application form.....                                                                    | 3 |
|    | <b>About the online form</b> .....                                                              | 3 |
| c. | Guide to different sections of the form.....                                                    | 3 |
|    | <b>Contact details</b> .....                                                                    | 3 |
|    | <b>Nationality and right to work in the UK</b> .....                                            | 3 |
|    | <b>Education</b> .....                                                                          | 4 |
|    | <b>Vacation Scholarship project details</b> .....                                               | 4 |
|    | <b>Project summary</b> .....                                                                    | 4 |
|    | <b>Research proposal</b> .....                                                                  | 5 |
|    | <b>Equal opportunities</b> .....                                                                | 5 |
|    | <b>Declaration and undertakings</b> .....                                                       | 5 |
|    | <b>Document upload</b> .....                                                                    | 5 |
|    | <b>Submitting the form for approval by your supervisor</b> .....                                | 6 |
|    | What happens once you have submitted your form for approval by your supervisor? .....           | 6 |
|    | What if you need to make changes to your application after submission to your supervisor? ..... | 6 |
| 4. | Application process: Part 2 (completed by the supervisor) .....                                 | 7 |
|    | <b>Accessing the Supervisor's part of the online application form</b> .....                     | 7 |
|    | Supervision arrangements and reference on behalf of the student.....                            | 7 |
|    | Projects hosted at another research organisation .....                                          | 7 |
|    | Ethical requirements .....                                                                      | 7 |
|    | What if the student's proposal or application requires editing? .....                           | 7 |
|    | <b>Submitting the application to the Trust</b> .....                                            | 7 |
|    | <b>Help and questions</b> .....                                                                 | 8 |





the eligibility questions in the side bar. If you are eligible, a link to the registration page will be provided in the side bar. If you are not eligible, a link to the registration page will be provided in the side bar.

## 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 few questions.

- Press Proceed once you have entered the required information.
- You will then receive an email with a link to the online application form which you will need to complete. The email may take 10 to 15 minutes to arrive. *Remember to 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. Do not 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** of 31st January 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 2024

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 your project. This can be the Scottish university where you are studying, or another research organisation. If you intend to carry out fieldwork during the project, explain where you will be working.

**NOTE:** if your project is to be hosted by a research organisation other than your “home” university (where you are enrolled as a student) you will require two supervisors, one 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 laboratory 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: the title, timetable of research activities and a project summary written without 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 during 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, with a maximum duration of 12 weeks (the majority typically run for 6 to 8 weeks).

### 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 state 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 any 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.

**NOTE: The Trust reserves the right to disqualify any applications that do not conform to the above 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, nor to any peer reviewers or 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 file names and descriptions as documents may fail to upload.

## 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 portion 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.

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 of support 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 the necessary changes, you can then resubmit your form to your supervisor.

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

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

Once the student has submitted their portion of the online application, the supervisor at the Scottish university where the student is enrolled will receive an email containing a link to **part b of the application** for them to then 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 personnel, for example in a lab or research group or centre, postdocs or research fellows could 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 letter-headed 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 form, 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. **Submission of the complete application must take place before the deadline of 31<sup>st</sup> January, 5pm.** Late submissions will not be accepted.

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

## Help and questions

If you have any questions, please contact us by email at: [vacation-scholarships@carnegie-trust.org](mailto:vacation-scholarships@carnegie-trust.org)