**Vacation Scholarships for Undergraduates**

**Application deadline: 15th March 2017**

**General**

1. Please read the Regulations carefully before making an application to ensure the student and his, or her, project are eligible.
2. Scholarships will not be awarded to support work that is part of the student’s degree course.
3. The closing date for submitting applications is **15th March 2017, 5PM**. Outcomes will be notified by email by early May 2017.
4. Applications need to be supported by the academic who will supervise the vacation project.
5. The Trust will consider only **one application per supervisor each year**.
6. The grant will be paid at the start of the project to the Scottish university attended by the student.

**Completing the form**

1. Section 1 of the form as well as the Equal Opportunity section must be completed by the student applying to this scheme.
2. Section 2 must be completed by the project supervisor at the student’s own university who must comment on the academic ability of the student and the latter’s suitability for the project.
3. Project proposals that have been written by the supervisor rather than the student will be disqualified.
4. The main description of the research project should be inserted in the relevant section of the form. Please do not change the font size, margins or line spacing of the document. Your readers will also appreciate a few paragraph breaks!

**Institutional approval**

1. The supervisor’s Head of Department or School must sign the application in Section 3. Applications that have not been signed off by the Head of Department or School will automatically be disqualified.

**Online submission**

1. Completed applications must be **submitted online by the supervisor** through the Trust’s website at:

<http://www.carnegie-trust.org/schemes/undergraduate-schemes/vacation-scholarships.html#submit-an-application>

1. Two copies of the completed application form should be submitted:
	1. a Word or Open Office version on which names of signatories are typed;
	2. a PDF with scanned copies of the signatures of the student, supervisor and Head of Dept./School.
2. The maximum file size for completed applications is **2MB**.
3. Online submissions will automatically be acknowledged. Results will be communicated to university contacts and supervisors in early May. Students should not contact the Trust directly to hear the outcome.

**Section 1: Student’s application**

TO BE COMPLETED BY THE STUDENT

1. **Part 1: Applicant details**
	1. Personal details

|  |  |
| --- | --- |
| Full name |  |
| Permanent address |  |
| University email  |  |
| Personal email |  |
| Place of birth |  |
| If not eligible by Scottish birth, state basis of eligibility *(see Regulation 1)* |  |

* 1. Academic details

|  |  |
| --- | --- |
| University attended |  |
| Faculty/School/College and Department/Section |  |
| Degree title and type (BSc, BA, etc.) |  |
| Year of study  |  |
| Anticipated year of graduation |  |
| Academic record to date *(please provide a list of all marks attained to date and include any distinctions or awards)* |  |

1. **Part 2: Proposed project**
	1. **Title of the research project** (no more than 15 words)

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* 1. **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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* 1. **Project timetable** (add rows as necessary)

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

* 1. **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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* 1. **Detailed description of the research project** (max. 2 pages of A4, including references to works cited and using Calibri 11 or Arial 10)

This section 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.)

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* 1. **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.*

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* 1. **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.

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1. **Part 3: Data protection and undertakings** (to be completed by the applicant)

**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** [ ]

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| --- | --- | --- | --- |
| Candidate, sign or type |  | Date |  |

*Please complete the Equal opportunities form overleaf. This is entirely voluntary and the form is not part of the selection process.*

**Equal opportunity monitoring form**

The Carnegie Trust for the Universities of Scotland is committed to providing equality of opportunity, irrespective or race, colour, ethnic or national origins, gender, marital status, sexual orientation, age, disability, religious beliefs, political beliefs, economic status or class. In order to help us ensure our policy is being carried out, it would help if you could complete the following questions. Any information you provide will be treated as confidential and will not be used as part of the selection process.

**Applicant details**

**Name**       **Age**

**Gender** Male [ ]  Female [ ]  Other [ ]  Prefer not to say [ ]

**Do you consider yourself to have a disability?** Yes [ ]  No [ ]  Prefer not to say [ ]

**Where did you hear about this scheme?**

**Ethnic origin**

I would describe my ethnic origin as (Categories based on 2011 population census)

White

Scottish [ ]  Other British [ ]  Irish [ ]

Any other white background, please specify

Asian, Asian Scottish or Asian British

Indian [ ]  Bangladeshi [ ]  Pakistani [ ]  Chinese [ ]

Any other Asian background, please specify

**Black, Black Scottish or Black British**

African [ ]  Caribbean [ ]

Any other Black background, please specify

**Arab**

Any Arab background, please specify

**Mixed**

Any mixed background, please specify

**Other**

Other ethnic background, please specify

Thank you for completing this form. Before returning this to us, please sign below.

To the best of my knowledge and belief, the replies to questions on this application form are complete and true.

Sign or type       Date

**Section 2: Supervision**

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

1. **Supervisor’s details**

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| --- | --- |
| Supervisor name |  |
| Academic affiliation |  |
| Job title |  |
| Email |  |

1. **Supervisor’s comments** (max. 1 page of A4 using Calibri 11 or Arial 10)

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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1. **Projects carried out at a host institution**

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

*a) explain what arrangements have been put in place at the host organisation to ensure the student is properly supervised; and*

*b) provide the full name and contact details of the host who has agreed to supervise the student locally.*

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1. **Ethics and regulatory issues**

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| Does the project involve the use of:  |
| human participants | **Yes** [ ]  **No** [ ]  |
| biological samples | **Yes** [ ]  **No** [ ]  |
| personal data or anonymised (patient) data | **Yes** [ ]  **No** [ ]  |
| animals or animal tissue | **Yes** [ ]  **No** [ ]  |
| stem cells  | **Yes** [ ]  **No** [ ]  |
| *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** [ ]

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| --- | --- | --- | --- |
| Supervisor, sign or type |  | Date |  |

**Section 3: Institutional approval**

To be completed by the student’s Head of Dept. or School

**Note to Heads of Dept. or School:** The Vacation Scholarship scheme is very competitive and the Trust receives many more applications than it can fund. Although there is no limit to the number of applications submitted on behalf of students in each department or school, careful consideration should be given to the academic ability of the applicants and the strength of the proposed projects before authorising the application.

1. **Project approval**

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| --- | --- |
| Name and title of Head of Dept./School |  |
| Email |  |
| Will the candidate receive any other grant for the same purpose?  |  |

I confirm the applicant’s academic record listed in Part 1 is correct **Yes** [ ]  **No** [ ]

I confirm adequate facilities are available for the work to be completed **Yes** [ ]  **No** [ ]

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| HoD, sign or type |  | Date |  |

*Revised November 2016*