

# Vacation Scholarships 2012

## Guidance Notes

[September 2011]



These awards provide promising undergraduates with hands-on experience of research during the summer vacation, with the aim of encouraging them to consider a career in research.

Scholarships are available for **six to eight weeks' work** and currently provide a stipend of **£180 per week plus £50 per week for the sponsoring laboratory**, which will be paid **after** receipt of a formal short Report of the work conducted.

Student Applicants must be at a university within the UK or Republic of Ireland, registered for a basic science, medicine, dentistry or veterinary degree and must not have graduated by the time of completing their Vacation Scholarship period.

Scholarships are not available for the completion of student projects that are part of the normal degree course, or for students wishing to undertake research in laboratories outside Scotland.

Only one application is permitted per student and/or per Project Supervisor. Please note that throughout, the term 'Supervisor' should be taken to mean intended grantholder.

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The Application Form should be submitted by the Project Supervisor and only completed **after** these Guidance Notes and also the *Standard Conditions Applying to the Award of Medical Research Scotland Research Funding* (available by downloading from [www.medicalresearchscotland.org.uk/apply.htm](http://www.medicalresearchscotland.org.uk/apply.htm)) have been read and fully understood. The *Standard Conditions* apply to the award of Vacation Scholarships from Medical Research Scotland.

Completed applications must be submitted by the Project Supervisor, by email attachment sent to: [applications@medicalresearchscotland.org](mailto:applications@medicalresearchscotland.org) before the deadline of **12 NOON, Friday 20<sup>th</sup> January 2012**. You will receive an auto-reply acknowledgement of your email.

A single hard copy of the completed application form, which includes all the necessary **original** signatures and clear photocopies of all required licences/approvals, must **also** be sent, with a covering letter, **by signed-for courier, Registered or Guaranteed Delivery mail**, to: Katrina Muir, Trust Administrator, Turcan Connell, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE, to be received **BEFORE 5pm on Tuesday, 24<sup>th</sup> January 2012**. After the hard copy has been received and checked as being complete, the Supervisor will receive an email notifying the formal Reference Number. **PLEASE NOTE: Applications will not be accepted for consideration until a complete hard copy has been received.** Late or incomplete applications will not be considered.

Any queries should be sent to: [applications@medicalresearchscotland.org](mailto:applications@medicalresearchscotland.org)

Awards are NOT transferable.

**Decision** letters will be posted **after** the Trustees' meeting, which is likely to take place at the **end of February**.

Following completion of the Vacation Research period, a short **Report** on the project must be completed by the student and submitted by the Supervisor (*see below*).

### **Application Advice & General Information**

Applications must be submitted on behalf of the student, by the Project Supervisor. Students should contact prospective Supervisors themselves. All correspondence relating to the application should be submitted by the Project Supervisor, who will be the sole addressee of correspondence from Medical Research Scotland.

Students and Supervisors should develop the project and application together. The application should be for a project which can realistically be undertaken within a maximum of 8 weeks. The student should not be viewed as an extra pair of hands in the host laboratory.

Applications will be assessed according to criteria that focus on the student's academic record and the project proposed.

Students focusing on natural sciences or computing degrees would be welcome to use this scheme as a taster for research in the biomedical sciences. A suitably focused biomedical research project would be required.

This is an annual competition and up to a maximum of 20 awards will be available.

### **Completing the Application Form**

**All** sections of the application form must be completed by entering your information in the grey text boxes (or by selecting the appropriate answer from the drop-down lists or check boxes). The easiest way to move from section to section through the form is by using the 'TAB' key.

The application form is an MS Word form and should, preferably, be completed using MS Word on a PC. It should be downloaded and saved to your hard drive/local network server for **completion offline** (it cannot be saved or submitted if completion is attempted while the file is open in a browser). Ideally, once complete, the file should be saved as Word 2003/XP: it should not be saved as PDF.

Many of the fields on the application form have been character-delimited, so there is a maximum to the amount of information you can provide in each. You will have to be concise.

At **Section 4b**, you are asked to provide a **Lay summary**. This should be in no more than 100 words and should include an indication of the aims and context of the work with respect to potential health benefits. It should be written in language accessible to those with no medical or scientific background, also bearing in mind that Medical Research Scotland distributes publicity material on the work it supports, so it is to the applicant's benefit that this summary is as informative as possible.

**Section 9** should provide information which augments that given in Section 1. If the Project Supervisor has not had routine academic contact with the student, this section should be completed by someone who has and he/she should explain the nature of the relationship (e.g. director of studies/regent/tutor/supervisor).

In **Appendix 1: Medical Research Scotland Data Protection Statement**, several names and signatures are required as undertakings. Please ensure that **original** signatures are included in the printed copy of the completed form (together with clear photocopies of all required licences/approvals), which must be sent by post after emailed submission.

**No additional material should be submitted.**

### **Reporting**

In accordance with the *Standard Conditions applying to the award of Medical Research Scotland Research Funding*, a short Report is required following completion of the Award. The Scholarship stipend and £50 per week laboratory expenses will not be paid until after submission of this Report.

The Report must be on the appropriate form(s) which is/are available for download from the main website ([www.medicalresearchscotland.org.uk/apply.htm](http://www.medicalresearchscotland.org.uk/apply.htm)) and should be submitted **within one calendar month** of the agreed completion date. The report should be completed by the student in conjunction with his/her Supervisor (the grantholder) and submitted by the Supervisor as an email attachment sent to: [applications@medicalresearchscotland.org](mailto:applications@medicalresearchscotland.org)

The Vacation Scholarship Report should: summarise the research undertaken, the results obtained and the training received, as well as provide a short reflection by the student on the experience.

The completed Report may be augmented by the inclusion of tables and/or images to illustrate the results. These must, however, be incorporated into the **separate** document (VacScholRepImages.doc) which **must not exceed 2 pages** or be **no more than 1MB** in size. Tables and images cannot be included within the Report form itself. This document should also be saved as an MS Word document and not as PDF.

### **Payment**

The Scholarship award (£180 student stipend and £50 per week laboratory expenses) will only be paid **after** the Report has been received and reviewed as being satisfactory. Payment cannot be made in advance. It is the responsibility of the Administering/Host Institution to submit an invoice for the relevant sum to Medical Research Scotland [applications@medicalresearchscotland.org](mailto:applications@medicalresearchscotland.org)