

Vacation Scholarships Guidance Notes for completion of Application form [Sample only]



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**.

Applicants must be at a university within the UK or Republic of Ireland and should be an undergraduate in the second year or later of their degree and registered for a basic science, medicine, dentistry or veterinary degree.

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.

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 from www.medicalresearchscotland.org.uk/cond.htm) have been read and fully understood. The *Standard Conditions* apply to the award of all research funding from Medical Research Scotland.

Completed applications must be submitted online, following registration as an intending applicant, at the secure site: www.medicalresearchscotland.net before the deadline: midnight, Thursday 29th April 2010.

A single hard copy of the completed application form, which includes all the necessary signatures, must **also** be sent **by post** to: Katrina Muir, Trusts Administrator, Turcan Connell, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE, to be received **BEFORE 5pm on Friday 30th April, 2010**.

Any queries and applications should be sent to: enquiries@medicalresearchscotland.net

There may be only one application per candidate or supervisor. Awards are not transferable.

Decision letters will be posted in **mid-May 2010**.

Application Advice & General Information

Applications must be submitted on behalf of the student, by the project supervisor. Students should contact prospective supervisors themselves.

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 candidate'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.

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 dropdown lists). Late or incomplete applications will not be considered.

The application form is an MS Word form, only suitable for completion using MS Word on a PC (the use of open access emulation software will result in its corruption) and completion should not be attempted on a MAC. 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 online). The system cannot read Word 2007 (or later) documents, so once complete, it should be saved as Word 2003/XP and closed before attempting to upload it to the secure website.

The easiest way to move from section to section through the form is by using the 'TAB' key.

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.

Once the application form is complete, it must be submitted online (following secure login at www.medicalresearchscotland.net). Immediately thereafter, a printed copy, which incorporates all original signatures, should be posted to: The Trusts Administrator, Medical Research Scotland, Turcan Connell, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE.

No additional material should be submitted.

At **Q6**, 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 the summary is as informative as possible.

In **Appendix 1: Medical Research Scotland Data Protection Statement**, several signatures are required as undertakings. Please ensure that original versions of these are included in the printed copy of the completed form which is forwarded by post after online submission.

SAMPLE ONLY NOT FOR SUBMISSION