

Vacation Scholarship 2017

Guidance Notes

[SAMPLE]



These awards provide promising undergraduates with hands-on experience of research related to human health, to be conducted in a Scottish Higher Education or recognised Research Institution (HE/RI) during the summer vacation, with the aim of encouraging them to consider a research career.

Scholarships are available for **six to eight weeks' work** and currently provide a student stipend of **£250 per week**, which will be paid **after** receipt, review and approval of a formal short Report of the work conducted.

Students must be at a University within the UK or Republic of Ireland, registered for a basic science, engineering, mathematics, medicine, dentistry or veterinary degree and must not have graduated by the time of completing their Vacation Scholarship Award.

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.

A student who has previously been supported by a Medical Research Scotland Vacation Scholarship may not apply for or be awarded a subsequent Medical Research Scotland Vacation Scholarship. Only one application is permitted per student and/or per Project Supervisor in any one academic year.

Please note that throughout, the term 'Supervisor' should be taken to mean intended Grantholder.

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) have been read and understood fully. The *Standard Conditions* apply to the award of Vacation Scholarships from Medical Research Scotland.

Every section of the Application Form **MUST** be completed and the form **saved as an MS Word file**. Completed applications must be submitted by the Project Supervisor, by email attachment as an MS Word file and sent to: applications@medicalresearchscotland.org before the deadline of **12 NOON on Thursday 26th January 2017**. You will receive an auto-reply acknowledgement of your email. **Applications sent in a format other than MS Word will not be accepted.**

A single hard copy of the completed Application Form, which includes all the necessary **original (not pp or electronic)** signatures must **also** be sent **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 Wednesday 31st January 2017**. After the hard copy has been received **and** checked as being complete, a note of the Medical Research Scotland grant application reference number will be sent to the Project Supervisor by email. **PLEASE NOTE: Applications will not be accepted for consideration until a complete hard copy, incorporating all required original signatures, has been received and checked as being completed correctly and IN FULL.** Late, incomplete, or incorrectly-formatted applications will not be considered.

Any queries should be sent to: applications@medicalresearchscotland.org

Awards are NOT transferable.

We anticipate **decision** letters will be sent to the Project Supervisor during the first half of May 2017.

Following completion of the Vacation Scholarship Award, a short **Report** (*see below*) on the project must be completed by the Project Supervisor and the student and emailed by the Project Supervisor.

Application Advice & General Information

Applications must be submitted by the Project Supervisor on behalf of the student. 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.

Supervisors and students 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/research centre.**

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

These Vacation Scholarships are also suitable as a taster for research in the biomedical and medical sciences for students studying for degrees in the natural, physical, engineering or computing sciences. A suitably focused medical research project would be required.

This is an annual competition and up to a maximum of 50 awards will normally 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 be downloaded and saved to your hard drive/local network server for completion. Once complete, the file should be saved as an MS Word file. **Application Forms submitted in any format other than MS Word will not be accepted.**

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 2**, you are asked to provide details of any earlier applications made and any other current applications made, or intended to be made, by the named student for a vacation research award for research to be conducted during the summer of the academic year of this Vacation Scholarship application. **Please note** that Medical Research Scotland would expect that applicants will accept any offer of award it makes. If the named student accepts an award from any other body, the Supervisor named on this application should inform Medical Research Scotland immediately, requesting that this application be withdrawn – a Medical Research Scotland Award cannot be transferred to another student.

At **Section 3**, you are asked to provide details of the supervisor(s) for the Vacation Scholarship. Medical Research Scotland is aware that close day-to-day supervision may be provided by someone other than the Project Supervisor, who must be suitably qualified and experienced in supervising undergraduate students and must have agreed to supervise the Vacation Scholar prior to submission of the Application. Should the proposed day-to-day supervisor be a PhD Student, reassurance that the PhD student is adequately qualified, experienced and willing to provide the necessary technical and supervisory support for the proposed Vacation Scholar should be provided. This should include a) the year of the PhD Student (preferably not 1st year students); b) a list of any demonstrator/tutoring courses attended by the PhD Student; c) proficiency of the PhD Student in the necessary techniques; d) familiarity of the PhD Student with any necessary legislation associated with the research project; and e) the proposed frequency of meetings of the Vacation Scholar with the PhD Student and the frequency of meetings with the Project Supervisor; and f) any other supporting information.

At **Section 4b**, you are asked to provide a **Lay summary**. This should be of no more than 100 words and should include an indication of the aims and context of the project with respect to potential human health benefits. It should be written in plain English, so that it is 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 your benefit that this summary is as informative as possible. The lay summary may be released in to the public domain, please see Section 12.7 of the Application Form.

At **Section 5** you are asked to provide details of the proposed research project. Your application will be reviewed by experienced scientific and/or medical experts, though please note that their expertise may lie in a different specialism to that of your application. This should be taken in to consideration when completing **Section 5**.

In **Section 8** you are asked to provide information regarding ethical and other regulatory approvals which are required for the project and those involved in it. The Host Institution must ensure that all necessary approvals and/or licences are obtained before any research requiring such approvals and/or licences takes place. Approvals and/or licences do not have to be obtained before an application for a Vacation Scholarship is submitted, but if a Vacation Scholarship is awarded then the necessary approvals/licences must be obtained before any research requiring those approvals is conducted. **Every** section of the table at Section 8 of the Application Form must be completed.

Ethical Approval: Research projects requiring approval of the appropriate Research Ethics Committee (REC) (e.g. Multicentre REC, Local REC and/or the Academic Institution's Committees) must be obtained, for example, research involving NHS patients, staff, fetal material or IVF involving NHS patients, the recently deceased, access to patients' records or the use of NHS premises or facilities.

Animals: Medical Research Scotland will fund projects involving the appropriate use of animal models, however, wherever possible, procedures should be used which do not involve live animals. When it is essential to carry out experiments involving animals, the requirements of the Animals (Scientific Procedures) Act 1986 must be scrupulously observed. There must be proper care, limitation of pain and use of the minimum number of animals to give valid results. Research proposals which involve the use of animals must implement the principles in the cross-funder guidance '[Responsibility in the Use of Animals in Bioscience Research](#)'. Research proposals which involve the use of non-human primates must comply with the NC3Rs guidelines '[Primate Accommodation, Care and Use](#)'. The species of animals to be used, the number of animals to be used and whether any genetically modified animals will be used or created must be specified.

Supervisors and students using animals must hold the necessary licences (Project and Personal) from the Home Office.

Genetic modification: Research proposals which involve genetic modification of organisms must have written authority from the Health and Safety Executive (HSE). The use of gene therapy in patients must have written approval from the appropriate Research Ethics Committee (REC).

New medicines: The trial of new medicines must have authority from the Medicines & Healthcare products Regulatory Agency (MHRA).

Stem cells: Research proposals which involve the use of stem cells must have written authority from the UK Human Fertilisation & Embryology Authority.

Use of Human Tissue in Research: In all studies where human tissue (irrespective of origin) is used, the Codes of Practice of the Human Tissue Authority (HTA) (<http://www.hta.gov.uk>) must be followed.

Patient/Personal Data: Where patient or other persons' data are to be used, the guidelines of the **Information Services Division Scotland** (<http://www.isdscotland.org/About-ISD/Confidentiality/>) must be followed.

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 and duration of the relationship with the student (e.g. director of studies/regent/tutor/supervisor). Please ensure that all necessary **original (not pp or electronic)** signatures are included in the hard copy of the completed Application Form, which must be sent by post after the emailed submission. The MS Word electronic version of the Application Form **must** include the indicated details of all the signatory, but please **do not** try to insert signatures in the electronic version of the Application form.

Section 10 must be completed by the student in his/her own words.

At **Section 12** several names and signatures are required as undertakings. Please ensure that all necessary **original (not pp or electronic)** signatures are included in the hard copy of the completed Application Form, which must be sent by post after the emailed submission. The MS Word electronic version of the Application Form **must** include the typed Full Names and Positions/Titles of all the signatories. Please **do not** try to insert signatures in the electronic version of the Application form.

No additional material should be submitted.

End-of-Grant 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 student stipend will not be paid until after submission of the Report **and** it has been reviewed as being satisfactory.

The Report **MUST** be on the appropriate form(s) (which is/are available for download from the website 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 Supervisor (the Grantholder) and the student and saved as an MS Word file (pdf files will not be accepted). The Report must be **submitted by the Supervisor** (not the student) as an email attachment sent to: applications@medicalresearchscotland.org and a single hard copy, including **all** the necessary original signatures, **must also** be sent, to: Katrina Muir, Trust Administrator, Turcan Connell, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE.

The Vacation Scholarship Report should: summarise the research undertaken and methods used; the results obtained; the training received; and also provide a short reflection by the student on the experience. It must be self-contained, referring if applicable to any accompanying images/tables, enabling the Report to be fully interpretable in printed format, without relying on links to external sources or require the use of additional software (e.g. video) to be reviewed. Tables and/or images, with explanatory legends, must be submitted on the separate MS Word form ("Vacation Scholarship Report Images"), which **must not exceed 2 sides**, should **be no more than 1MB** in size and should be saved and **submitted as an MS Word** file and NOT in any other format. As for the Report form, the Images form should also be self-contained, enabling the content to be fully interpreted in printed format and must not require the use of links to websites or additional software for review.

Payment

The Scholarship award (£250 per week student stipend) 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 Host Institution to submit an invoice for the relevant sum by post** to Medical Research Scotland to: Katrina Muir, Trust Administrator, Turcan Connell, Princes Exchange, 1 Earl Grey Street, Edinburgh EH3 9EE. If an invoice is not received within six (6) months of the agreed completion date of the Vacation Scholarship period, the funding awarded will be forfeited.