

Undergraduate Research Bursaries Guidance for Applicants

The following document provides guidance on the eligibility and process for the 15 January 2024 – 19 February 2024 application round of the Undergraduate Research Bursaries.

Please read these before making an application.

1. About the bursary
 - 1.1 The bursary provides a contribution to the student's wages equivalent to 35 hours per week at the UK National Living Wage (£11.44 per hour from April 2024) for

3.8 The applicants are responsible for ensuring they are not under any obligation which prevents them from applying for or receiving the funds, whether the obligations are imposed by their host institution or otherwise.

4. Application timelines

Applications open: 15 January 2024

Application close: 19 February 2024 14:00 UK time (GMT)

Initial eligibility checks: Week commencing 4 March 2024

Funding decisions: Early May 2024

5. Application requirements

5.1 Applications will be made through our online application system, [SurveyMonkey Apply](#). Before completing the online form, all applicants should check that they comply with the eligibility requirements (see section 3).

5.2 The main applicant for the Undergraduate Research Bursary should be the student undertaking the project. The student will need to provide details of (1) the project supervisor who will complete the section on the proposed project (see section 5.4) and (2) the student's academic tutor who will provide a statement of support. The student is responsible for submitting the completed application.

5.3 Students are required to provide information on:

- a. Their academic studies to date, including available grades from their degree course.
- b. Their career aspirations.
- c. Their motivations for applying for this bursary.

5.4 Supervisors are required to provide information on:

- a. The proposed research project, including details of the role the student in the project (a document of maximum two sides of A4 at font size 10):

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- c. Details of any other funding applications for this project or student.
- 5.5 The application must also include a statement from the student's academic tutor. The statement should include:
 - x A brief description of their relationship with the student
 - x How they feel the student would benefit from receiving a bursary
 - x A comment on the student's academic performance to date (including practical skills where appropriate)
 - x The student's likely final degree result or rank order in course group or current overall mark.
 - 5.6 All applications must be digitally confirmed by the supervisor's Head of Department. Heads of Department will be asked to confirm that they are aware of the application and approve it for submission.
 6. Inviting project supervisors, academic tutors and Heads of Department to contribute to the application.
 - 6.1 Please note that you are required to complete all previous sections of the application form before you can request the Head of Department declaration. Please ensure you give the Heads of Department enough time before the application deadline to complete their task.
 - 6.2 All applications must include contributions from the project supervisor, the student's academic tutor and the supervisor's Head of Department (as outlined in section 5). The project supervisor, academic tutor and Head of Department must be "invited" on the application system to complete their parts of the application process. Please make them aware of this before entering their details
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