Undergraduate Research Bursaries

Conditions of award and requirements for final reports

Introduction

Before applying for a research bursary, you should check that these conditions of award and reporting requirements are acceptable to the student, the project supervisor and the institution that will be administering the bursary award.

The Royal Society of Chemistry is a charity and, in this scheme, offers support for young scientists by promoting access to the chemical sciences and encouraging scientific research careers. This scheme provides charitable investment in human capital and research capacity, rather than project funding *per se*. It covers only the bursary cost of projects; as with other studentships, we do not meet the full economic costs of the research carried out under this scheme.

Data Protection Policy

The Royal Society of Chemistry is registered under the Data Protection Act 1998 and complies with its principles and provisions.

Applicants will understand that it is necessary for us to store and process information sent by applicants and referees, so that we may assess applications and review our own grant-making activity. Data is held securely and lawfully processed, and all those handling applications are aware of the confidentiality of the data. Records are retained for no longer than necessary, following which such records are destroyed and/or removed from the Royal Society of Chemistry’s computer systems. General information about applications is held and used in the five year reviews we carry out of our grant-making activities. Personal Data is also used to compile lists of award holders which are publicly available.

Applicants and their institutions are deemed to have given consent to the Royal Society of Chemistry to process data related to applications by signing an application form.

Conditions of Award

1 Bursaries must be used solely for the purposes set out in the application, approved by the Royal Society of Chemistry and described in the letter of award.

2 The institutions (“Grant Holder(s)”) will be responsible for the conduct of the work. The institution administering the award is responsible for the employment of staff working on the project and their terms and conditions, for the student working on the project and their terms and conditions, and for providing appropriate facilities for the work, including financial management. The Royal Society of Chemistry accepts no liability for such matters.

3 The host institution and the Grant Holder must ensure that all necessary ethical committee approvals, animal licences and requirements of regulatory authorities are in place before the work begins and are maintained for the duration of the project. The Grant Holder(s) must ensure that all
facilities, agreements about access and collaborations necessary for the work are obtained before the work commences and can be ensured throughout the bursary period.

3a The Royal Society of Chemistry requires the research it funds to be conducted in an ethical manner. Applicants must give serious consideration to the ethical issues raised by their research. Your application should include details of all potential ethical issues that may be raised by your research.

All research submitted to us involving primary research on human participants, or which otherwise raises important ethical issues, is expected to pass through independent ethical scrutiny. It is the responsibility of applicants to meet this requirement and the responsibility of the supporting institution to make sure first, that appropriate provision for scrutiny is in place, and second to accept responsibility for the ethical conduct of the research. The ethical scrutiny and institutional acceptance of responsibility, may take place before you submit your application, while your application is being considered, or once we have told you that it has been successful. If ethical scrutiny is to take place after you have submitted your application, please describe in your application the ethical scrutiny process that will take place. Your institution will need to confirm that ethical scrutiny has taken place, and that it accepts responsibility for the ethical conduct of the research before you begin.

Where possible your research should be considered by an independent research ethics committee specifically constituted for the purpose. (The Royal Society of Chemistry expects that the larger research institutes and research active universities will have such arrangements in place, but recognise that institutions are at different stages in developing the procedures for such independent ethical review). We will need a signed declaration by a senior member of your institution to the effect that independent ethical scrutiny has happened, or will happen, and that it accepts responsibility for the ethical conduct of the research.

Where such arrangements are not in place, we are willing to consider alternative arrangements, for example, an independent advisory committee specifically convened for the purpose. The key principles are first that there should be scrutiny independent of the researchers and their close colleagues, and second that the applicant’s institution should accept responsibility for the ethical conduct of the research.

3b Research involving human material, patients or personal information should receive appropriate Research Ethics Committee approval before taking place.

3c The Royal Society of Chemistry will only fund research involving protected animals where no viable alternative exists. Research must be carried out under the appropriate Home Office licences and certificates and the applicant must have regard to animal welfare and advances in the refinement, replacement and reduction of animal use. You will need to provide evidence of such licences and certificates with your application on submission.

4 Any financial support of the project obtained from other sources must be made known to us as soon as possible.
Changes in course of project

5 We should be informed immediately if the Grant Holder(s) or the student are unable to take up the bursary. Decisions about the transfer of the award are in the discretion of the Royal Society of Chemistry absolutely.

6 The Royal Society of Chemistry reserves the right to terminate an award if the Grant Holder(s) or student funded by the bursary are in breach of any of the Conditions of Award and Requirements for Final Reports, or choose to stop the work or become unfit or unable to pursue the work funded by the bursary or leave the institution at any time in the duration of the work. You may be required to return any money already paid to the Grant Holder by way of bursary.

Payment of Bursary

7 Bursaries are paid in advance by BACS to the host institution and sent to the research supervisor who submitted the successful application.

8 These awards are student bursaries. Scholarships, exhibitions and bursaries held by a person receiving full-time instruction at a university, technical college or similar educational establishment are exempted from income tax under Section 776 of the Income Tax (Trading and other Income) Act 2005. The primary purpose of the bursaries is learning, not employment, so the bursaries entail no national insurance liability.

Intellectual property, copyright and acknowledgement

9 Grant Holder(s) are expected to publish results of their research in the normal way and to send us a copy. The support for the project should be acknowledged in any publication (written or electronic), poster or presentation and where possible, in any newspaper article or radio or television programme about it.

10 Where a project involves collection of original data the Grant Holder should liaise with us concerning an appropriate archive for deposit of the data arising from the bursary.

11 The host institution is responsible for the identification, protection and exploitation of any intellectual property rights arising from the award of the bursary.

Requirements for Final Reports

Reporting to the Royal Society of Chemistry

It is to the advantage of the Grant Holder to keep the Royal Society of Chemistry informed of progress of a project and particularly of changes (to personnel or circumstances) that may affect the outcome of the work, or of important findings.

Please note that Grant Holders who fail to submit an end of project report may not apply to the Royal Society of Chemistry for further funding.
The Report

Both the student and the supervisor are required to complete a final report via an online feedback form by October 31 2017. The supervisor report includes a financial statement. We will contact you to remind you of this approximately 1 month before the deadline.

Report forms are available to download from the Royal Society of Chemistry web site and include:

- A summary paragraph describing the project and its outcomes written for the lay reader. This may be used on the Royal Society of Chemistry website or in publications to promote the scheme and so we would be very pleased to receive photographs of the student working on the project or to illustrate the subject area.
- A list of publications and presentations planned or produced, intellectual property arising and the use of the results in proposals to other funding bodies or for collaborations.
- Questions on the value of the bursary to the supervisor and research group (including future directions or continuation by a PhD student, post-doc or others).
- Questions on the value of the bursary to the student and its impact on their career choices.
- A financial statement confirming that the bursary has been paid to the student in full and no balance remains. At the end of the project any outstanding balance of more than £50 should be returned to us.

Data collected during the project, where possible, should be uploaded to ChemSpider (www.chemspider.com) and/or the ChemSpider Synthetic pages (cssp.chemspider.com).