Guidelines for Applicants 2022

These guidelines provide guidance for The Royal Society of Chemistry (“RSC”) Undergraduate Research Bursaries (“the Bursaries”).

The Bursaries will be awarded during the period June – September 2022 only.

Please ensure that you read the website and these guidelines before making an enquiry or completing an application form.

The closing date for receipt of applications is 2 pm 21 February 2022.

For all questions about the Undergraduate Research Bursary application process that are not answered below or through our website, please contact funding@rsc.org.

In accordance with the Conditions of Award, in the event that the Applicant wishes to withdraw their application or if they receive funding from another source, the Applicant must inform the RSC immediately by email (as above). The RSC reserves the right to reallocate the funds and resources accordingly.

Your application

We highly recommend to applicants that you speak to your project supervisor and academic tutor before beginning your application and ensure they are aware of the requirements this year and the application timelines. You will be unable to submit your application without their contributions and applications which have not been submitted by the deadline will not be considered.

We have made changes to the application process in response to the ongoing Covid-19 pandemic so please read the following details carefully.

Your application will need to include:

A primary project proposal from your supervisor that must not exceed two sides of A4 and must include:

- *Description of the project to be carried out.* Please include title, brief background, the aims of the project, details of the investigation to be carried out and the methods to be used. Please include any details of funds available to support the research expenses for the project and if any external facilities are required. Up to three literature references may be given, but please do not send reprints.

- *Details of the role of the student in the project,* including what arrangements will be made to supervise the student, the training provided to the student, an approximate timetable for them, and what objectives you hope to achieve in the period of the grant. Please ensure this contains a feasible timeline and details on what the student will be expected to complete. This will be assessed for its appropriateness for the student and whether it is reasonable in the timeframe.
If your primary project cannot be undertaken remotely, we also require an outline of an alternative project from your supervisor which can be completed remotely (up to one side of A4). This was only introduced for the first time in 2021 so please ensure your supervisor is aware of this requirement.

- This section should include details of an alternative project which the student can complete if your primary project cannot go ahead for any reason. This should be a proposal that leads to meaningful research outputs and that furnishes the student with experiences/skills that would be relevant for a research career (please see Assessment section of the applicant guidelines document).
- This could include, for example:
  - Computational modelling or theory
  - Data analysis or data mining (of locally acquired, literature or data repository datasets; by hand or using e.g. statistical/ML techniques); data curation and standardisation
  - Algorithm or software development or migration
  - Supporting procurement of research tools, research grant preparation or research publication
  - Literature review
  - Life cycle assessment or techno-economic analysis of products or processes
  - Public health impact/opportunity analysis
  - Research or project planning related to e.g. public engagement, science education research, diversity, science policy, ethics/safety/regulation
- Supervisors and departments are expected to make best efforts to respond to changing circumstance to ensure that students are still able to complete an undergraduate research project, for example by converting to the alternative project. Students can also request to switch to a remote project.
- If, despite best efforts, it is not possible for students to commence or complete a project, the student can choose to not use their grant.

We recommend that students and supervisors discuss these plans as early as possible, to give plenty of time to develop a suitable and rewarding alternative.

A reference letter from your tutor should include:
- A brief description of the relationship between the tutor and the student
- How the tutor feels the student would benefit from receiving a grant
- A comment on the student's academic performance to date (including practical skills where appropriate)
- The student's likely final degree result or rank order in course group or current overall mark. Please indicate how these relate to degree classification.

Location of your project

We would like to remind applicants that our Undergraduate Research Bursaries do not restrict you to the university at which you study. You may instead apply with a supervisor at an
alternative university in the UK or Republic of Ireland. Such applications this year will not count towards the grant allocation of either university.

Nature of Bursary

The purpose of the Bursary is to give experience of research to undergraduates with research potential and to encourage them to consider a career in scientific research.

The Bursary provides support for the student at a rate of £332.50 per week (£9.50 per hour for a 35 hour working week) for a period of between 6 and 8 weeks.

Eligibility

In order to apply for the Bursary, the following criteria must be met:

- The student applying must be in the middle years of their first degree (i.e. year 2 of 3 or years 2 or 3 of 4) at the time of their application. Applications from first- or final-year undergraduates or from graduates will not be considered.
- Mature students are eligible to apply, but must not have a previous degree in any subject.
- The student must be registered at a UK or Republic of Ireland Institution (whether full-time or part-time) for the majority of their undergraduate degree in the chemical sciences.
- The student must not be in receipt of financial support from other sources for the project that is the subject of application.
- The project must not count towards the student’s academic credits, be used for expeditions or be conducted overseas for more than 50% of the project time.
- The student’s supervisor must be conducting research in the chemical sciences at a university, research institution or business located within the UK or Republic of Ireland.

Only one application may be submitted per student. Strictly no more than four students from any one institution will be funded for projects at their home institution. Please bear in mind that this is a national scheme with a limited number of bursaries. Applications from students applying to undertake research at an institution other than where they are studying do not count towards the allocation of either University (the “home” or the “host”).

Please note that meeting the eligibility set out in these Guidelines will not automatically result in you being entitled to or offered the Bursary. Adjudication, assessment and allocation of the Bursary shall be at the RSC’s absolute discretion.

Supervisors will be required to make a declaration that their Head of Department supports the application and the department is willing to administer the funds for the projects. The Head of Department is no longer required to provide a separate declaration before the application deadline.
Assessment

All applications will be assessed by expert referees on the Subject Expert Grant Assessment Panel. The Bursary scheme is highly competitive and applications will be assessed on the merits of the student (including the experience to be gained) and the scientific merit of the project.

High scoring applications will typically involve:

- Students who have excellent research skills and are expected to achieve a 2.1 degree or above, but who have not yet had an opportunity to experience research.
- Research projects that have clearly defined objectives and learning outcomes that are achievable by the student in the time available. This should be supported by a clear and reasonable timetable for the student’s work and information about the supervision and support of the student.
- Projects that give scope for thought and initiative on the part of the student and do not use the student as a general assistant within the Supervisor’s department or otherwise at the institution.

The alternative project will be assessed to ensure the supervisor is able to provide a suitable remote project. Bursaries will only be awarded if the Subject Expert Grant Assessment Panel are satisfied that the supervisor has ensured that a meaningful alternative to laboratory based projects is available to the student if required.

For the Conditions of the Award and the Final Report Requirements, please see our website. Decisions made by the Subject Expert Grant Assessment Panel are final and there is no right of appeal.

How to apply

The main applicant for the Undergraduate Research Bursary should be the student, who is responsible for proposing a Project Supervisor, Academic Tutor and Head of Department. The link to the online application form can be found on our website.

The student will be asked to fill out an application form and add the details of their proposed Supervisor and Tutor so they can fill out supporting documents.

Please note that all tasks for the application form must be completed and the application form itself submitted by 2 pm on 21 February 2022. It is the Applicant's responsibility to ensure his/her Tutor and Project Supervisor complete their part of the application form in time.

If successful, the Bursary will be paid to the Institution and not to the Applicant or Supervisor individually. The Bursary must only be used by the Applicant for work on the proposed project as detailed in the application and may not be used for any other purpose without the prior consent of the RSC.

Bursaries are granted on the understanding that the proposed project complies with the safety and ethical regulations of the Institution, and that the Institution will ensure that the
requirements of all relevant regulatory authorities will be met before the project commences. The RSC does not take any responsibility for such matters.

**Applicants are reminded to provide any supporting documentation relevant to their proposed project at the point of submission of their application form. Failure to provide sufficient detail or supporting documentation may delay consideration of your application and/or result in rejection.**

The RSC will contact successful applicants at the start of May 2022.

Bursaries awarded to successful applicants will be made by BACS payment to the Supervisor’s Institution during May and June 2022.