

## RSC Undergraduate Research Bursaries

**This document is to provide additional information on frequently asked questions asked about the Grant. Please refer to the [Guidance for Applicants](#) for more detailed information.**

### **Membership requirements & details on how to upgrade membership**

All applicants must be an RSC member.

Student applicants must be RSC members at the time of the application deadline and for the duration of the bursary period. Student membership is free and it is very quick and easy to join. For more details, please see our [membership page](#) which includes a code to use when applying. This will be checked by RSC staff and the applicant's RSC membership must be **confirmed** at the bursary application deadline – it is not sufficient to have a membership application in process.

If your membership login shows your membership status as “Web Applicant / Applicant” this means your Membership Application is still being processed and you have not yet been admitted as a member. Your Membership application must be approved by the grant deadline.

#### \* Levels of Membership

|  |
|--|
| Undergraduate student member (Affiliate Ugrad AFU) |
| Affiliate (AFF)                                    |
| Associate (AFU)                                    |
| Member (MRSC)                                      |
| Fellow (FRSC)                                      |

Only the student applicant is required to be a member of the RSC.

### **How do I submit my application to the Undergraduate Research Bursaries?**

You need to log onto our online application system. If you have not used the SurveyMonkey Apply system before, you will need to create an account (this is not an RSC system and so your RSC membership login will not work). Once you have created an account, it will take you step-by-step through completing your application, from entering your details, uploading your project proposal and obtaining the required contributions from your collaborator or supervisor/line manager.

### **Can I save my application to return and complete at a later stage?**

You are not required to complete your application on the same day you start it. You have the option to save your application as you go through allowing you to return multiple times prior to submission.

### **I need to reset my Application Portal password. How can I do this?**

You can request a password reset by visiting this page: <https://roysocchem.smapply.io/acc/p/>

### **Still unable to reset password on SMA.**

As this is not an RSC site we are unable to reset or request for your password to be changed. If you follow the

below instructions, SMA staff will be able to assist you. Please bear in mind that they are based in Canada so response times may vary, but they are usually really quick to help.

In order to assist you further with accessing the site, please take the following steps:

- Go to the Support Contact Form (<https://roysocchem.smapply.io/helpdesk/>).
- Select from the available drop downs the options that best describe your issue, and review the suggested articles as they may help to resolve your concerns.
- If you are unable to find an answer to your question in one of the articles, click Request Support.
- Enter the Name and Email address that your account is registered under.
- Provide the subject of your email and a brief description of your issue.
- Click Submit.

Alternatively, you can also send SMA an email directly at ([support@smapply.io](mailto:support@smapply.io)) from your account's email address, requesting login assistance. In order to maintain the security of your account the following conditions must be met when requesting login assistance:

- The request comes from the exact email address that you are using to login to SurveyMonkey Apply.
- There are no additional recipients on the email chain.

## **Grant Specific Questions**

### **I would like to apply to the Undergraduate Research Bursary, but I am not based in the UK or Ireland.**

Students 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.

### **I am in my first or final year of my undergraduate degree, can I apply?**

Students must be in the middle years of their first undergraduate degree at the time of application. Mature students are eligible to apply, but must not have a previous degree in any subject.

### **I am in my first year of my undergraduate degree, but following a foundation year. Can I apply?**

No, we do not count foundation years as part of the degree course.

### **I skipped a year of study, so I am on the second year of my degree course, despite this being my first year of undergraduate study. Can I apply?**

Yes, as long as you are in the middle year(s) of your degree **course**, you would be eligible to apply.

### **I am on an integrated course (Undergrad with Masters)?**

An integrated masters (such as an MChem) counts as one course. For the purposes of this scheme, the masters year counts as the final year of your degree. Therefore, you are eligible for this scheme if you are in your second or third year.

### **How do I invite my supervisor to my application?**

You can add your supervisor by clicking the "Add collaborator" on the left of your application screen and entering their email address in the pop up window. You will need to give them "view & edit" access.

Your supervisor will receive an invitation email. You will receive a notification email once they accept your invitation. Certain tasks on the application must be undertaken by your supervisor, so make sure to invite them as soon as possible.

### **How do I include the details for my Tutor and Supervisor's Head of Department in my application?**

There are specific "tasks" available on the application system for your academic tutor and the supervisor's Head of Department. You can "invite" your academic tutor and the supervisor's Head of Department through these tasks by providing their names and email addresses.

The SurveyMonkey Apply system will then send them an email, which includes a link to your application. Clicking this link will allow them to login (or sign up) to complete their tasks online.

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. If you do not know who your Head of Department is, please contact your project supervisor. Alternatively, your supervisor can complete the task to request the Head of Department approval. If your project is not at the University in which you are enrolled, you need to nominate the Head of Department at your supervisor's institution.

### **What does my Tutor and Supervisor's Head of Department need to do for my application?**

- Tutors are required to provide a letter of support.
- Head of Departments are required to confirm that they are aware of and support your application.

### **Can I apply to the Undergraduate Research Bursaries and another RSC grant scheme concurrently, and with the same (or different) proposal?**

Applicants can only receive one RSC (or RSC Interest Group) grant for a given activity. You can concurrently apply to other RSC schemes for the same activity as in your Undergraduate Research Bursaries application, but if you are successful on multiple applications, you should inform us immediately and indicate which one you would like to take forward.

### **I have been awarded a UGRB before but declined it - how do I answer the "have you had a previous UGRB" question?**

If you have not actually received funds for an Undergraduate Research Bursary please answer "no" to that question.

### **I have been awarded and received a UGRB in the previous year - can I apply again?**

As long as you still meet all the eligibility criteria you are welcome to apply again to the bursary.  
You will be asked to state in your application whether you have previously been awarded a grant.