SURE International Faculty Exchange 2017 Application Form Guidance Notes

These notes are intended to help you complete the SURE International Faculty Exchange 2017 Application Form. For more detailed information on the SURE Scheme, please visit the website: http://www.shef.ac.uk/sure/301

Applicant Details

Academic Supervisor	Student Researcher
Note that the academic supervisor may only be associated with one SURE application. Applications for the International Faculty Exchange require two supervisors; one from the International Faculty, and one based in Sheffield. Students must have the agreement of the academic members of staff **before** they apply. We will not be able to accept applications if this section has not been completed. **Email addresses:** please provide University email addresses only.	**Note that student researchers may only be associated with one SURE application.** Whilst we hope that staff and students will produce a project proposal in partnership, academic supervisors may apply for SURE prior to recruiting a student researcher. However, funding is offered on the understanding that an eligible student will be appointed before the project is due to start. If this is the case, please leave this section blank. **Registration number:** this can be found on the front of all student UCards. **Email address:** please provide a University email address only. **Department:** If your project is in a different department from your degree course, please include both on your application form. You should clearly indicate which is your home department. **Current year of study:** to be eligible to apply for SURE, students must: • be currently registered as an undergraduate at the University of Sheffield International Faculty; • not be in their first or final year of study; • not have taken part in the scheme before.

Project Proposal

Title

Please provide the full title of your proposed project.

Outline (500 words max – not including references)

This is your opportunity to outline your project to the funding panel - they are looking for the most interesting and innovative research ideas with a clearly defined objective. Information and advice on the panel, and the criteria they are looking for, is available in the full guidance notes and it is recommended that you read this carefully before submitting your application.

Please note that references are not included in the word count.

Start Date

SURE projects usually last for up to six weeks, and should start on **Monday 12 June 2017**. However, there is the possibility to be slightly flexible on this.

If you need to start on a different date, please state your reason on your application form.

In all circumstances, projects cannot start before 12 June 2017, and must be completed by Friday 4th August 2017. No project will be funded for longer than a pro-rata 6 week period. Please note that accommodation will only be funded for 6 weeks.

End Date

SURE projects usually last for up to six weeks, and should end by **Friday 21 July 2017.** However, there is the possibility to be slightly flexible on this. For further information, please see the full guidance notes.

If you need to end on a different date, please state your reason on your application form.

Milestones and Targets

List the main milestones and targets that you will achieve during your project. You may wish to organise this into achievements or aims for each week of the project.

Supporting Information (500 words max)

There are two sections, to be completed separately by student and supervisor.

Students should:
1) Explain why you want to carry out this project and why you are a suitable candidate (considering your abilities and motivations, for example)
2) Explain why you want to carry out this project and what the impact will be on your current academic career and beyond.

Supervisors should:
1) Outline how your project will contribute to your own research and/or your department's research culture, and the experience it will provide an undergraduate researcher
2) Provide information endorsing why the student is suitable to work on the project, considering their aptitude, ability and interest (if applicable).
3) Include details of the intended support provision for the student (i.e. supervisory arrangements, training and skills-development opportunities available, opportunities for the student to engage with the research community of the department)

Dissemination Plan

Please state how the outcomes of your project will be disseminated in or beyond your department, and the University.

Please provide a brief description of how you will disseminate your project outcomes (e.g. poster, PowerPoint presentation, podcast, journal article etc.) and reasons for this.

Bursary Requirements

Please state the total amount of bursary funding required for your project.

This is based upon the standard rate of £180 per week (up to a maximum of £1,080 for a six week full-time project). If more appropriate, applications can be submitted for funding on a pro-rata basis.

Are there any additional costs associated with your project? If so, please provide an itemised list of expenses up to a maximum of £150 (£500 for lab-based projects).

Each project may bid for up to £150 for additional costs (£500 for lab-based projects).

All associated expenditure must be outlined at the application stage – this could include the cost of materials required (e.g. photocopying, access to research journals, USB stick, stationery etc.), or travel expenses (e.g. train tickets, bus or taxi fares etc.) **We are not able to reimburse any commuting or living costs associated with your project,** as this is what the bursary covers.

Funding is allocated based on all aspects of the project proposal, therefore it is unlikely that you will be able to claim for any other additional expenditure at a later stage, so please be as accurate as possible. **Note that the cost of producing dissemination posters for the SURE showcase is covered by the scheme, so you do not need to factor this cost into your planned expenditure.**

For further information on additional costs, please see the full guidance notes.

Note that for lab-based projects, the additional funding available is to cover the cost of lab consumables only. If your application is successful and requires a

contribution to lab consumables, we will contact you to inform you of a cost centre code for the project just before the project is due to start.

Please **do not** include details of travel from the International Faculty to Sheffield, or

Ethics

Will the project need to go through ethics approval?

Student and supervisor must both be aware of the importance of any ethical issues surrounding your research idea. Please indicate here if you expect the project to require ethics approval. If necessary, refer to your departmental approval procedures. The SURE Scheme team cannot obtain ethical approval on your behalf.

Travel and Accommodation

Travel and Accommodation Information

Accommodation and travel costs will be covered by SURE. Accommodation will be booked directly by 301, and an expenses form will be provided for the student to claim the cost of flights.

Accommodation will be booked at the Exchange Works:
http://www.unitestudents.com/sheffield/exchange-works?src=ppc&gclid=CILQ6LaDztACFbMW0wodLD4PLw&gclsrc=aw.ds.

Students are required to organise their own travel insurance.

Submission

The application deadline is **Friday 24th February 2017, 12.00pm (noon).** Due to the large number of applications we expect to receive, late submissions will not be considered.