



SURE Network Projects 2017

Application Form Guidance Notes

These notes are intended to help you complete the SURE Network Projects 2017 Application Form. For more detailed information on the Scheme, please visit the website:

Applicant Details

Supervisor Information

Note that the academic supervisors may only be associated with one SURE/SURE Network Project application.

We will not be able to accept applications if this section has not been completed.

A minimum of two supervisors, from two separate Departments.

Email address: please provide University email addresses only.

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, and sound reasoning for the interdisciplinary nature of the project.

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

Start Date

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. For further information, please see the full guidance notes.

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 4 August 2017. No project will be funded for longer than a pro-rata 6 week period.

End Date
<p>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.</p> <p>If you need to end on a different date, please state your reason on your application form.</p>
Milestones and Targets
<p>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.</p>
Supporting Information (500 words max)
<p>Supervisors should:</p> <ul style="list-style-type: none"> ● 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 ● Include details of the intended support provision for the student (i.e. supervisory arrangements, training and skills-development opportunities available, opportunities for the students to engage with the research community of the University)
Student Information
<p>Note that student researchers may only be associated with one SURE/SURE Network Project application.</p> <p>Academic supervisors may apply prior to recruiting student researchers. However, funding is offered on the understanding that eligible students will be appointed before the project is due to start.</p> <p>Names and Departments: You should clearly indicate student names and departments</p> <p>Current year of study: to be eligible to apply, students must:</p> <ul style="list-style-type: none"> ● be currently registered as an undergraduate at the University; ● not be in their first or final year of study; ● not have taken part in the scheme before.

Funding Criteria

Funding Criteria
<p>All applications are sent to the Network Project Bursary Funding Panel for their consideration. The panel is drawn from a number of academic disciplines.</p>
<p>Funding Criteria</p> <p>Each panel will utilise the criteria below when making bursary decisions.</p>

Your **project outline** should therefore demonstrate:

Interesting and innovative research ideas;

- a clearly defined objective;
- an authentic research activity, whether desk-based or empirical;
- Provide students with an opportunity for a research experience which takes them beyond their subject area and encourages them to consider complex problems from different perspectives;
- sound reasoning for the interdisciplinary nature of the project;
- a clearly-defined and meaningful role for the students, providing them with a worthwhile research experience;
- realistic aims and objectives that are achievable within 6 weeks (i.e. the hypothesis is sensible and the facilities, student skills and equipment are all available during the time period);
- clear and well thought-out project outputs, with a clear dissemination plan for the outcomes of the project within and beyond the department;
- it is not part of the normal programme of work for the student.

Supervisors should:

- Outline how your project will contribute to your own research and/or your department's research culture, and the experience it will provide undergraduate researchers
- Include details of the intended support provision for the students (i.e. supervisory arrangements, training and skills-development opportunities available, opportunities for the student to engage with the research community of the department)

The above criteria will be used to determine whether or not projects are deemed fundable. If the number of fundable projects exceeds the funding available, the Panel may consider how projects fit with departmental and Faculty research priorities in order to decide which will be awarded bursaries.

Project outlines should also be clear and concise, and avoid technical 'jargon' or specialist language that may be difficult for someone unfamiliar with your area of research to understand. In particular, we advise that you keep within the word limit (500 words – references are not included in the word count).

The supporting information should demonstrate the value of the project to the students. The panel are unlikely to fund a proposal where the student's contribution appears limited or menial, or if it would be more appropriate for the supervisor to complete the work themselves.

All applicants will be notified of the outcome by Friday 21st April 2017.

The decision of the panel is final and there is no opportunity to appeal. Due to the volume of applications that are reviewed, unfortunately it is not possible to provide detailed individual feedback to unsuccessful candidates.

There will be a briefing, in conjunction with the SURE programme, for all successful applicants on **Wednesday 3rd May 2017**. Please keep this free in your diary as you will

be required to attend should your application be successful.

Dissemination Plan

Please state how the outcomes of your project will be disseminated at the SURE Showcase event, as well as in or beyond your department and the University of Sheffield.

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 for the panel to consider.

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.**

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.

Ethics

Will the project need to go through ethics approval?

Students and supervisors must 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 Network Project team cannot obtain ethical approval on your behalf.

Submission

We will only accept electronic applications. Please do not send any hard copies as these will not be processed.

The application deadline is **Friday 10 March 2017, 12.00pm (noon)**. Due to the large number of applications we expect to receive, late submissions will not be considered.