

Undergraduate Research and Leadership Scholarship – Application form

Faculty of Education, Social Sciences and Law

If you would like to apply, please complete this application and attach a CV. Applications and CVs should be saved as a single file with your name as the file name.

The documents should be submitted electronically by E-MAIL to m.pelan@leeds.ac.uk with the subject line 'UGRLS Application'. Please send all documents in either .doc/.docx format.

Submission deadline is Tuesday 28th February at 5.00pm

Name:	
School:	
Programme of study:	
Email address:	
Project I am applying to join:	

Please answer the following questions in no more than 500 words per question.

- 1. What particularly interests you about this research project?*
- 2. How will this scholarship enhance your knowledge and skills?*
- 3. How will this scholarship contribute to your career plans?*
- 4. What makes you especially suited to this project?*

PERSONAL TUTOR'S STATEMENT

Your application must be supported by a statement from your personal tutor. Please email your application and the project learning contract you are interested in to your personal tutor and arrange to meet them to discuss your project activity. Your personal Tutor will need to complete this section of the form and then send it **directly** to Martin Pelan, m.pelan@leeds.ac.uk, by **Tuesday 28th February, 5pm, including your name in the subject header i.e. Fred Blogs UGRLS Reference.**

FOR THE ATTENTION OF THE PERSONAL TUTOR:

Please consider the following points in a supporting statement:

1. The likely benefit of the project to the student
2. The ways in which the student's skills will be developed
3. The ability of the student to complete the project
4. Whether carrying out the project will damage the student's academic progress

If you have any queries, please email your Faculty UGRL Scholarship Administrator Martin Pelan, m.pelan@leeds.ac.uk.

	Please tick
I have attached an up-to-date CV	
I have requested a reference from my Personal Tutor	
I can attend the COMPULSORY UGRSL launch event, 3 May, 5-7pm	
I can attend the COMPULSORY UGRSL training residential in Leeds 7-8 June	
I can attend the COMPULSORY UGRSL leadership residential between 22-23 June	
I am aware that interviews will take place in the week of 20 March	
I have read and understand the Supplementary Information	

Supplementary information

Responsibilities of the UGLRS scholar

Each Scholar is expected to:

1. Attend the residential induction event
2. Attend the Team Building and Leadership Training events
3. Undertake the work necessary to complete the Scholarship Project (normally 6 weeks in the summer vacation at the end of the 1st and 2nd year)
4. Work on campus in appropriate workspace provided by the school, e.g. office, lab etc.
5. Respond to communication from project leaders and scheme coordinators in timely fashion, over the summer and during term time.
6. Attend Research Project meetings with the project supervisor at the start, middle and end of each of the two research periods.
7. Report on progress weekly during the summer Research Project.
8. Provide a Project Report at the end of each period of research work by the 20th September; the structure of the report is to be agreed with the project supervisor, but will include reflections on progress towards meeting the project outcomes and the development of leadership skills. This report to be signed-off by the project supervisor, and emailed to the Scholarship Administrator.
9. Provide a thank you letter to their alumni donors. This letter should be emailed, no later than 20th September, to your Scholarship Administrator, who will then forward to the Alumni Office for presentation to the Scholarship donor.
10. Attend the Alumni Donors reception in December of each year of the Scholarship.
11. Participate in ambassadorial work as requested:
 - by the School in support of their recruitment, student education and research activities. This will be organised so as not to clash with the Scholars academic workload.
 - by the Alumni Office in support of the ongoing relationship with potential donors, and in particular the Scheme Donor.

This work will be will be organised so as not to clash with the Scholars academic workload and will be up to a maximum total of 220 hours across years 2 and 3 of the Scholarship.

12. Contribute appropriate copy/materials for publicity proposes and to help promote the Scholarship scheme.

The Scholar Network and being a Scholarship Ambassador

Undergraduate Research and Leadership Scholarships are funded by donations from former student or other donors to the University. It is important we report back to these donors about the difference their gifts have made and scholars are in a unique position to help do this by attending events, meeting donors and influential alumni to tell them about the benefits of their personal scholarship experience.

The Alumni and Development Team provide valuable training to help scholars do this effectively, which also gives scholars new skills to take with them beyond their time at University and use in their career. Attending the training and using the skills in meetings and events with donors make scholars 'Scholarship Ambassadors' helping the University to secure more support for future Scholarships.

Typical training offered to Scholars in the Scholar Network

- Events training: Covering networking skills, etiquette when meeting your donor, talks from experienced scholars and other topics invaluable for your Scholarship Ambassador role and your CV.
- Recruitment skills: CV, interview, assessment centres, how to make the most of your Scholar Network experience.
- Writing workshop: An insight into writing donor letters and much more.

Typical events open to Scholars in the Scholar Network:

- Scholar Network Welcome Drinks (October): Meet other scholars and find out more about different scholarship types.
- Scholarships Reception (December): All scholars are invited to the widely anticipated annual scholarships drinks and canapés reception.
- House of Lords reception (June): Open to scholars by application only.
- Campaign Weekend: Open to scholars by application only. An opportunity for high level donor engagement and further intensive training, e.g. on presentations.

Scholars may also be asked to meet the donor who funded their scholarship one to one or as part of a small group. These meetings include a member of the Alumni and Development Team. They are an opportunity to make a good impression on the donor but may also result in offers of mentoring, work placements or career advice for the Scholar.

To get involved in the Scholar Network, scholars should find the Scholar Network on the VLE. It is here that information is posted about upcoming events and calls are made for volunteers – often at quite short notice. If a scholar needs to be added to the group, they should email: stewardship@leeds.ac.uk

Scholars will find information at www.facebook.com/groups/uolscholarnetwork, but should note they'll need access to the VLE to sign up for events posted there.

Further information is available from the Stewardship Team, contact stewardship@leeds.ac.uk or 0113 343 3945

Funding details

A Laidlaw Research and Leadership Scholarship provides a maximum of £6,000 scholarship plus support for teambuilding and for personal and leadership development. Funding is allocated, as set out below, to cover activity in each of three academic years:

Scholars' Living Costs

1. £4,000 paid directly to the scholar as payment for the work they do on the research project. This is intended to cover their accommodation and living costs for two 6-week periods in the summers following their first and second year when Scholars work on their research project. This ensures they do not need to take on other paid work to cover these costs.
2. It should be paid in two instalments, once in June in the first year and once in June in the second year before they start each period of their research project.

Ambassadorial duties

1. A maximum of £2,000 is allocated to each Scholarship to recognise the contribution they make to school/faculty/centrally organised events and activities linked to the UGRS scheme and/or student education/research related activities.
2. This allocation is allocated as follows:
 - Up to £1,700 during the second and third year of the Scholarship, for up to a total of 220 hours at £8.02 per hour (please note that this might rise) on the basis of signed timesheets submitted by the Scholar to the Scholarship Administrators.
 - As a fixed payment of £100 at the end of each research period, on acceptance, by the school, of a) an annual donor's letter and annual project report (by 20th September in scholarship years 1 and 2) , and b) a final report (by 1st June in their final scholarship year).
3. Any funds not used in this way are returned to the Alumni Office at the end of the Scholarship, to be reinvested in the scheme.

Research Project funding

1. A maximum of £1,000 is also set aside to cover any essential costs directly associated with project work the Scholar will be undertaking to develop their research and leadership skills.
2. This is not a grant. It is available only to be used where necessary to ensure the Scholar has the resources they need to undertake their research project. It might, for example, cover additional equipment/materials needed by the Scholar, or travel and accommodation costs to attend a conference to inform the project work or to present its outcomes.
3. Any equipment purchased remains the property of the Faculty and must be retained for the benefit of future scholars.
4. Any funds not used in this way are returned to the Alumni Office at the end of the Scholarship, to be reinvested in the scheme.