

UROS Application Guidance Notes

Please read these guidance notes before completing and submitting a UROS application

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Applicant Details

This section should include information about all students and academic supervisors who will be involved in the UROS Project.

Project Details

This section should include information your project.

Project Statement

This statement should be completed jointly by the supervising academic and the student researcher. It should be an overview of the research project proposal and be no more than 500 words.

Information should include:

- An outline of the main aims of the research project to be conducted.
- Why this area of research has been selected for a UROS bursary.
- The type and quality of research skills the student(s) will be acquiring.
- The level of support and resources provided by the supervisor and department, including arrangements for support sessions.

Impact Statement

This statement should be completed jointly by the supervising academic and the student researcher. It should provide details about the outcomes and how and where you intend to share and disseminate research outcomes. This should be no more than 300 words.

- How the research fits with college priorities/strategies.
- How it will contribute to the research work of the University.
- Research outputs
- Dissemination plans.

Student Researcher(s) Statement

The student statement should be completed by the student researcher(s). It should describe why you wish to participate in the UROS scheme and how your involvement will contribute to the research project and be no more than 300 words

Information should include:

- Why you want to participate in the UROS scheme.
- Your involvement and role within the research project.
- The value of your contribution to this project.
- What your input will contribute to the project.
- What you will or would like to gain from being involved.
- The support you would need to ensure the research project can be achieved within the project timeline.

Academic Supervisor(s) Statement

The academic supervisor statement should be completed by the academic supervisor. It should describe why you wish to participate in the UROS scheme and what support you will provide for the student researcher(s) and be no more than 300 words

Information should include:

- Why you want to participate in the UROS scheme.
- Your involvement and role within the research project.
- Level of support and resources you will provide the student researcher(s)
- Confirm who will be available to co-ordinate and support the student throughout the project.

Project Plan and Costings

We understand that not all students (or staff) can commit to undertaking a research project in Lincoln over the summer period, therefore this year we have introduced two different tiers of UROS bursary. This is intended to open the opportunity to students who would like to gain the benefits of taking part in a UROS project with a time commitment achievable along-side study.

Tier 1 UROS Project

- Project Scope should be 30 – 55 over a 4 – 10-week period.
- Should be an achievable workload to undertake alongside studies and/ or other commitments
- Can be conducted during term-time and/or over the summer-period
- £500 student bursary to contribute to cost of living while students undertake the research project.

Research projects which meet Tier 1 Project requirements can apply for a £500 student bursary. It is expected that the scope of the proposed UROS projects will take into account equipment, materials, software and resources which are readily available within school(s) hosting the academic supervisors(s).

Tier 2 UROS Project

- Project Scope should be 60+ hours over a 6 – 12-week period.
- Due to the time commitment required we encourage students to under-take a Tier 2 project over the summer-period so that the workload does not impact on studies.
- £1000 student bursary to contribute to cost of living while students undertake the research project.

Tier 2 UROS Projects are an invaluable experience for students who wish to contribute to research in their field and see this as a possible future career path. The opportunity will enable students to collaborate with academics and focus on an in-depth research project.

Research projects which meet Tier 2 UROS Project requirements can apply for a £1000 student bursary. It is expected that the scope of the proposed UROS projects will take into

account equipment, materials, software and resources which are readily available within school(s) hosting the academic supervisors(s).

Project Plan

Within your application you will need to provide a detailed project plan which sets out the key project milestones and activities, along with the approximate time allocation estimated for each task. This will help to identify which tier scope your project meets. The plan should also help student researcher(s) and Academic Supervisors to manage time and expectations and commitment needed to complete the project.

This project plan will be taken into consideration as part of the review process to ensure that the project proposal is clear, well planned and achievable in the time projected.

The project plan should include:

- A clear and well-defined project timeline (using Gantt style chart – example below)
- Approximate time allocation to tasks/activities
- Individuals’ responsibilities (tasks the student/supervisor is expected to do)
- Any risks and contingency plans

A project plan with timeline displayed in a Gantt chart including research milestones and project duration. Use the template provided here and include as much detail as possible to ensure the application can be processed.

Example of Tier 1 Research Project Plan Gantt Chart

Activity/Milestone	Week Number						
	1	2	3	4	5	6	7
Meeting to discuss project plan	■						
Literature review	■						
Draft questionnaire	■						
Meeting to finalise questionnaire		■					
Publish questionnaire		■					
Promote survey		■	■				
Monitor data		■	■				
Collate and analyse data				■			
Meeting to discuss and review data				■			
Draft results and discussion					■		
Draft UROS IMPact Article						■	
Draft UROS research presentation poster							■
TIME ALLOCATION (in hours*)	5	4	1	5	5	5	5
TOTAL PROJECT TIME ALLOCATION	30 hours						

*This is an approximate time to help with time management and project planning.

Example of Tier 2 Research Project Plan Gantt Chart

Activity/Milestone	Week Number											
	1	2	3	4	5	6	7	8	9	10	11	12
Meeting to discuss project plan	■											
Literature review	■	■										
Recruit participants		■										
Screen participants			■									
Equipment training and data collection				■	■	■	■	■				
Meeting to discuss and review data									■			
Data anonymisation and analysis									■			
Draft results and discussion										■		
Draft UROS IMPact Paper										■	■	
Draft research poster												■
Estimated Time Allocation (per week in hours*)	7	6	7	6	6	6	6	6	7	7	6	6
TOTAL PROJECT TIME ALLOCATION	76 hours											

*This is an approximate time to help with time management and project planning.

Breakdown of Associated Costs

It is expected that the scope of the proposed UROS projects will take into account equipment, materials, software and resources which are readily available within school(s) hosting the academic supervisors(s). Costings listed in this section should cover any project costs required to undertake research, how this will be funded or where resources will be provided e.g. available within the school, will need to be met by the student.

If your project requires specific resources which are not readily available within your School/Department additional funding of up to £150 can be bid for as part of your application to cover, or contribute towards costs. This should be detailed and requested in this section. Please contact the UROS team at lalt@lincoln.ac.uk to find out more.

Student Bursary Amount

The awarded student bursary is a tax-free fixed amount paid directly to the student researcher(s) as a contribution to cost of living while undertaking the project. The bursary will be paid in two equal instalments: the first at the start of the project, the second on receipt of the mid-project report.

The second payment must be made before the end of the University financial year, which falls on 31 July each year.

Additional Funding

As stated above additional funding of up to £150 can be bid for as part of your application to cover, or contribute towards, costs. If you would like to request this as part of your application select yes, include the amount you require (up to £150) and then provide details as to why the funds are required and what contribution, if any, will be provided by the School.

Ethics

A requirement of taking part in the UROS scheme is that you adhere to the University's ethical guidelines and procedures.

Before applying for a UROS bursary, the Research Ethics Committee require an ethics application to be initiated on Lincoln Ethics Application System (LEAS).

When creating your application on LEAS you must use pre-fix the project title with UROS and the year and ensure that the title is the same as on your application form.

EXAMPLE: UROS-23_ Investigating the Impact of Student Peer Mentoring

NB. At this stage the ethics application should be initiated as draft but NOT SUBMITTED until your bursary award has been confirmed.

When initiating your ethics application the LEAS system will generate a reference number, this is the ethics application reference needed for your application.

If the project is to be part of a larger project which already has ethics approval, please use the approved project ethics reference.

More information can be found in the [Understanding UROS Ethics Guide](#)

Further details including an overview presentation, log in details, and applicant guidance may be found via <https://ethics.lincoln.ac.uk/>

Declarations

This section is for all involved with the project to declare you have read and will adhere to [UROS Terms and Conditions](#)

Academic Supervisors must also declare that they have received approval from the Head of School. If there are any associated project costs being funded by the School (e.g. software, materials, resources) written approval of Head of School must be obtained and attached to the application.

How to submit your application

The completed application form should be submitted using the online application form by the stated application deadline.

The link to the online application form can be found on the [UROS website](#)

If you are unable to access the online form a downloadable form can be requested by emailing uros@lincoln.ac.uk

UROS Terms and Conditions

1. Students can only apply for one project/bursary per year.
2. Only current University of Lincoln students are eligible to apply for the scheme and must still be a current student while undertaking the research project.
3. Only first and second year students are eligible to apply for summer research projects as part of the scheme. Final year students would not normally be eligible because they will have become graduates at the point when the UROS project starts, however, exceptions may be made in special circumstances e.g. where the final year student intend to pursue a higher degree when they graduate.
4. All projects will require an academic member of staff in the role of research project supervisor.
5. Projects should be extra curricula and not part of a student's assessed course work.
6. Students should not rewrite a UROS report and present it as a dissertation. The main reason for this is that UROS is an opportunity to contribute to the research work of the university and needs to be seen as separate from the taught curriculum.
7. The application form must be jointly completed by both the supervising academic and the participating student researcher(s) and have the approval of the Head of School.
8. Project supervisors must ensure that student researcher receives an induction, supervision and regular progress review meetings, training and assisting with the written reports and dissemination on research
9. Project supervisors and student researchers need to keep the LALT Engagement Team update with project progress and provide a mid-project report.
10. The research proposal must contribute to the research work of the University – where outputs are high-quality and clearly defined, aligning with current College priorities.
11. Project delivery is both feasible and achievable, with clear timescales and responsibilities set out within the project plan.
12. All student researcher(s) are expected to write and submit an IMPact journal paper, a 250- word synopsis for the blog, and produce a research poster by the deadline date. The research poster will be exhibited in the annual UROS Exhibition Showcase Event, where students and their supervisors will be offered the opportunity to take part in a poster display and present the findings of their research.
13. The LALT Engagement Team is responsible for identifying potential bursary recipients based on the criteria, as such, the LALT Engagement Team cannot be responsible for any errors or omissions in the information supplied to it and where eligibility decisions are based. The LALT Engagement Team's decision on the interpretation of eligibility criteria is final and there is no right of appeal.
14. UROS funding is discretionary. This means even if you meet all the criteria, you are not automatically guaranteed a bursary. LALT will select applications that are deemed to be the most deserving in its sole discretion.
15. All applications are assessed and reviewed twice, by a member of academic staff and a member of professional services staff.

16. All unsuccessful applicants are given the opportunity to gain feedback on their application and where applicable this also include signposting to other funding opportunities.
17. Participants are reminded that by accepting the bursary payment you are agreeing to complete the research activities as outlined in the project plan. Failure to adhere to these terms will result in the amendment or withdrawal of full or part funding.
18. Ethical approval must be in place and confirmed before the release of any bursary payment.
19. All UROS participants must declare any conflict of interest