

Application for Big C student bursary

Background

Big C's vision is to enable Norfolk & Waveney to be a centre of excellence for the provision of cancer services and to contribute to the international reputation for excellence in cancer research locally.

The Trustees of Big C are offering student bursaries to enable students to gain experience in scientific research. The purpose of the awards is to encourage students to consider a career/research associated with cancer.

Nature of awards

The awards provide support for students to a maximum of £175 per week for up to eight weeks. Research expenses are not offered under this scheme but if the project cannot be undertaken unless a specific item is required the Trustees will be willing to consider a request up to a maximum value of £200 in writing from the applicant's Head of Department.

Applications are reviewed once yearly and must be submitted to the deadline date and time of 5pm on 31st March. Applications will be circulated to the members of Big C's Research Advisory Panel for comment and then a final decision is made by the charity's Education Committee. If the majority of Committee members are supportive of an application then it may be approved and the applicant notified within four weeks of the deadline. Approvals made in this way will be endorsed at the next Education Committee meeting. Late applications will not be considered.

Every year, one student bursary is supported by Big C Fundraising Group - LILAC Ladies. Since 1995 the LILAC Ladies have been dedicated supporters of Big C and its work and they are particularly keen to see some their funds raised applied to Big C student bursaries. Their support does not change the basis on which this award is made but their Committee members would like to meet with the bursary student after the project has finished, so they can speak to you in person about why you applied for the bursary, what you did during your studentship and how you think you have gained from the experience.

Eligibility/funding conditions

- must be currently registered for an undergraduate degree at the University of East Anglia
- one application per student
- cooperation with Big C's Communications Team as required on any media or promotion requirements
- provision of a final report in the required format at the end of the project

Project/elective

- must be cancer related
- may be a research project or a visit to another department/laboratory; this can be out of region and abroad.
- must have clear objectives which are achievable by the student in the time available
- have ethical and research approval if appropriate
- should not be part of degree work

Informal discussions and advice on potential grant applications are available by calling 01603 619900.

Application form

- **Part A Student details** - asks for some personal information such as your name and address. This information will only be seen by Big; details of your student course and gives you a chance to describe your interests and to say why you think you would benefit from this student bursary. You need to sign this part.
- **Part B Project/Elective details** - describes the project/elective you have chosen and asks for details of supervision and training arrangements for the project. Needs to be signed by the project/elective supervisor.
- **Part C Reference for student** - this is for your current course supervisor to provide a reference for you. Your current tutor need to sign this part
- **Part D For Head of Department**
Di - For applicants (the recommended situation) where the bursary is paid to the host institution for administration *or*
Dii - For applicants who wish to be paid directly. (Note: direct payments will be made only on a discretionary basis)

This form must be completed in typescript and submitted electronically (complete with electronic signatures) to katherine.morgan@big-c.co.uk

Please

- **include all relevant information on the form itself – additional papers/incomplete application are not accepted.**
- **keep a copy of your form.**

All applications will be acknowledged.

Payments – bursaries are paid in advance by cheque payable either to:

- The host institution for administration and subsequent payment to the student
- The student directly.

These awards are student bursaries. Scholarships, exhibitions and bursaries held by a person receiving full time instruction at a University, technical college or similar educational establishment are exempted from income tax under section 776 of the income tax (trading and other income) Act 2005. The primary purpose of the bursaries is learning not employment, so we understand that bursaries produce no national insurance liability.

Final report

If a bursary is awarded a final report must be submitted by the student to Big C on completion of the project/ elective. This should include:

- A summary paragraph describing the project/elective and its outcomes written for the lay reader. This may be used for marketing purposes.
- Any comments you have on the experience.
- A list of any publications and/or presentations planned or produced.



Registered Charity No 281730
 Big C, Centrum, Norwich Research Park, Colney Lane, Norwich NR4 7UG
 Telephone: 01603 619900

Explain below why you think you would benefit from this bursary you might mention for example the types of things that interest you, what your career plans are and any previous experience you have had which might be relevant. You should also include why you have chosen this particular research project/elective.

How did you hear about Big C Student Bursaries and did you use our website?

Outside interests (memberships, clubs etc)

To the best of my knowledge and belief the information given above is correct
Student Name (*capitals*) Signature Date

You will need to get section B signed by the host supervisor, section C completed by your referee and section D by Head of Department (Di if the bursary is to be paid to the Host institution for administration or Dii for applicants who wish to be paid directly)

Part B Details of Project/Elective to be completed by the student in their own words, not by the project/elective supervisor

Host organisation (*i.e. where the project is to be undertaken*)

Department

Address

Contact Tel No

Contact Email

Name of supervisor

Project title:

Short description of project/elective including the objectives and for research projects the method of investigation

Summary of supervision plans for the duration of the project (may be completed by the project supervisor) including:

- **Details of who will be supervising the student on a day to day basis**
- **Project timelines**
- **Details of training/techniques to be provided to the student**

Please confirm whether funding has been sought for this project from any other funding body? If yes then please provide details of the organisation and by what date a decision is expected below:

Please advise whether the student has made any applications for any *other* summer projects to any other funding bodies and provide details of the organisation and by what date a decision is expected below:

Period for which support is sought (max 8 weeks):

Proposed starting date:

I confirm that I have read this application and I agree to this student joining my department for the above period.

If research involves animals, human participants, human material, patients or personal data
I confirm that it has received the appropriate Research Ethics Committee approval

Supervisor name (*capitals*)

Signature

Date

Part C Reference for student: To be completed by student's current course supervisor

Personal reference for the student

Any other comments in support of application?

V2022

Name (*capitals*)

Signature

Date

Part Di - to the Head of Department if the Institution is administering the bursary

Heads of Department are asked to ensure that the project/elective and the roles of the student and supervisor are clearly described and can be supported by the facilities of the host department

Please note:

For research projects - research expenses are not offered under this scheme but if the project cannot be undertaken unless a specific item is required the Trustees will be willing to consider a request in writing from the applicant's Head of Department. If you need to make this request please attach your letter with one copy to the application and note that the item can only be considered up to a value of £200.

Declaration by Head of Department

This application is made with my support.

The Institution will administer the bursary, if awarded by Big C and will ensure that the requirements of all relevant regulatory bodies will be met before the work commences.

The Institution accepts the conditions of the award ie that the project

- must be cancer related*
- must have clear objectives which are achievable by the student in the time available*

For research projects:

- The research complies with the Institution's safety and ethical regulations. If ethical issues are raised by the proposal they will receive independent scrutiny before the work is carried out and the institution will accept responsibility for the ethical conduct of the research*
- should not be part of degree work*

Head of Department Name	Signature	Date
-------------------------	-----------	------

If the application is successful a cheque will be made payable to the Institution and sent direct to the Research Supervisor who should ensure it goes to the appropriate Finance officer.

Please give the Institution's full payee name (as will appear on cheque)	
--	--

Part Dii - to the Head of Department for applicants who wish to be paid directly

Heads of Department are asked to ensure that the project/elective and the roles of the student and supervisor are clearly described and can be supported by the facilities of the host department

Please note:

For research projects - research expenses are not offered under this scheme but if the project cannot be undertaken unless a specific item is required the Trustees will be willing to consider a request in writing

from the applicant's Head of Department. If you need to make this request please attach your letter with one copy to the application and note that the item can only be considered up to a value of £200.

Declaration by Head of Department

This application is made with my support.

The Institution accepts the conditions of the award ie that the project

- *must be cancer related*
- *must have clear objectives which are achievable by the student in the time available*

For research projects:

- *The research complies with the Institution's safety and ethical regulations. If ethical issues are raised by the proposal they will receive independent scrutiny before the work is carried out and the institution will accept responsibility for the ethical conduct of the research*
- *should not be part of degree work*

Head of Department Name	Signature	Date