**Guidance for Laidlaw Scholarship Research Project Proposals**

**Research Project**

Research Project Length

The Laidlaw Scholarship now has two tracks available to the students:

* Track One – 2 research periods of 6 weeks each in different summers with a full leadership developmental programme during the scholarship.
* Track Two – 1 research period of 6 weeks in the first summer, and a leadership expedition or internship of up to 6 weeks in the second summer with a full leadership developmental programme during the scholarship.

To ensure that applicants only apply for projects that they can complete on their chosen track, the length of research projects must be indicated on the project proposal as one of three options:

* One research period
* Two research periods
* One research period with the potential to extend to a second research period

Scholars are expected to work the equivalent of six weeks full-time over the summer on the research project, they need not be continuous weeks but the dates are to be agreed between project supervisor and student. Any changes to the dates in the Research Project Proposal are to be updated and signed by the supervisor and the scholar. If a second summer is indicated, supervisors are also encouraged to consider whether there is an opportunity to arrange for one of the summer research projects to take place with an international partner university with whom they have similar research interests.

Title of overarching research project and working title of scholarship project

The scholarship project may or may not be part of an existing overarching research project. If this is the case, you must ensure that the scholarship project has clearly defined boundaries and outcomes, so that the scholar has the opportunity to pursue in-depth research in an area of interest.

Detail of work to be undertaken

Each section is to be completed with a six week plan of the project, which can be updated at the first meeting between the supervisor and scholar if needed.

The work is normally assumed to be campus-based (whether at Leeds or with an international partner) unless otherwise agreed, and where this is the case allocated office space and equipment (e.g. in spaces allocated to PG students) is expected to be available during office hours for the period of the project.

The majority of the work must not take place in term time. Exceptionally an early start after exams and assessments are complete may be appropriate, but please note the dates of the induction programme that all scholars are expected to attend. If there is an event or output falling during term time it would be useful for the scholar to contribute to, please ensure time demands are light and does not conflict with programme study.

Summary of work to be undertaken

This section will be used to advertise the project to students. You should summarise the research project and the work that will be undertaken by the scholar and what any expected outputs of the research project might be.

Leadership Development

The project work undertaken by the Scholar is required to develop both research and leadership skills. All Scholars receive leadership training before and during their project and expect to be able to practice and develop those skills as part of their Scholarship Project. Projects should therefore include a specific strand of work which enables the Scholar to practice and develop leadership skills in some aspect of the project.

The programme uses the Laidlaw Foundation’s leadership attributes to measure leadership development. The development undertaken with the research project should enhance those behaviours. Here are some examples:

|  |  |
| --- | --- |
| Leadership Abilities | * Supporting summer interns in a relevant field
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| Self-Knowledge and Awareness | * Gathering and acting upon feedback from external organisations
 |
| Effective Communicator | * Disseminating their research at events to the general public
* Conducting interviews
* Liaising with external organisations
* Presenting and/or networking at a conference
 |
| Critical and Creative Thinker | * Designing experiments
* Anticipating challenges in the research project and planning accordingly
 |
| Collaborative and Team Working | * Building working relationships with researchers at other institutions
* Working within a research group
 |
| Social and Cultural Intelligence and Awareness | * Researching at an institution in another country
* Presenting at a conference in another country
 |
| Resilience and Determination to Achieve | * Dealing with set-backs in the research
 |
| Research and project management skills | * Managing the research project
* Organising and running an event
* Organising and performing data collection
* Delivering work to deadlines to a high standard
 |

This list of examples is in no way exhaustive and should be used as inspiration.

Outcomes

Describe the intended project outcomes. These should be broken down for summer year 1 and summer year 2 (if appropriate) Outcomes must be realistic and clear, and depending on the nature of the project outcomes might include reports, events, media, artefacts, experiments etc. A clear statement of timeframes for work to be completed and reported on is essential so that the responsibility of the Scholar and the project outcome is clear.

Reports

Please indicate the reporting expectations for the research project in addition to the scholarship reports if needed. Should there be additional reporting this is to be scheduled to be completed within the periods of project work and not left for completion during term time.

Scholars are to produce reports for the scholarship.

* A report at the end of the first summer covering both the project work and the development of the appropriate leadership skills.
* A report at the end of the second summer covering the project work and development of the appropriate leadership skills (if on track one).
* A report at the end of the second summer covering the leadership expedition/placement and development of the appropriate leadership skills (if on track two).
* A final report at the end of the second summer which should be a reflective and summative report of the whole scholarship and the development of the appropriate leadership skills.

Scholars will also be expected to produce a research poster at the end of their period of research.

Supervision Requirements

The minimum requirement for the Laidlaw Scholarship supervision is a formal meeting between scholar and project supervisor at the start, middle and end of each period of project work. The Scholar will provide a record of each of these meetings, to include a review of progress and action points, to be confirmed in writing by the project supervisor.

Please bear in mind that if the research project runs across two research periods, we would expect a supervisor to be present for the project’s duration.

**Resources and Funding**

Funding is available to cover any essential costs directly associated with project work the Scholar will be undertaking. This is not a grant: it is available where necessary to ensure the Scholar has the resources they need to undertake their project. It might, for example, cover additional equipment needed by the Scholar, travel and accommodation to undertake research at a partner university, costs to attend a conference to inform the project work or to present its outcomes. Any equipment purchased remains the property of the School and must be retained for the benefit of future scholars.

A restricted account will be created for each funded project, and the project supervisor will be made the budget holder. The project supervisor will be expected to track expenditure, and send two updates to the Laidlaw Scholarship administrator (laidlawscholarship@leeds.ac.uk) – once partway through the research period (i.e. at 3 weeks) and one once the research period has been completed. A spreadsheet will be provided to log this expenditure.

Please note the maximum amount of funding to support any project will be **£1500. It is not expected that all research projects will request this full amount.**

**Scholar Requirements**

Projects should include a list of requirements, essential or desirable, for scholar recruitment.

Examples include: excellent communication skills; self-starting; shows initiative; highly organised; works independently; shows genuine enthusiasm for the project. You can suggest ways in which the scholar can demonstrate these skills, such as participating in voluntary work or hobbyist activities. It would also be useful to demonstrate the purpose of the requirement, for example: “The scholar will be conducting interviews, so they need excellent verbal communication skills.” You should consider the conditions under which your scholar will be working (largely independently or supervised) and write your requirements accordingly.

The requirements can also include degree programme, technical skills (e.g. knowledge of CAD, field work, lab work), and other knowledge (e.g. how to effectively use social media). As students will have very few module grades at the point they are applying, we do not advise that you use grades as a large part of your requirements. Potential scholars should not be expected to already have a large variety of technical skills, so please ensure that these requirements are suitable and accessible for first year students, or ensure that full training will be provided to the successful candidate.

**Partner Institutions**

Our partners at Hong Kong University (HKU) would like to send some of their Laidlaw Scholars to Leeds to complete the research portion of their scholarship here. If your project is not successfully awarded a Leeds Scholarship please tick the box if you would like your research project to be advertised to HKU students.