

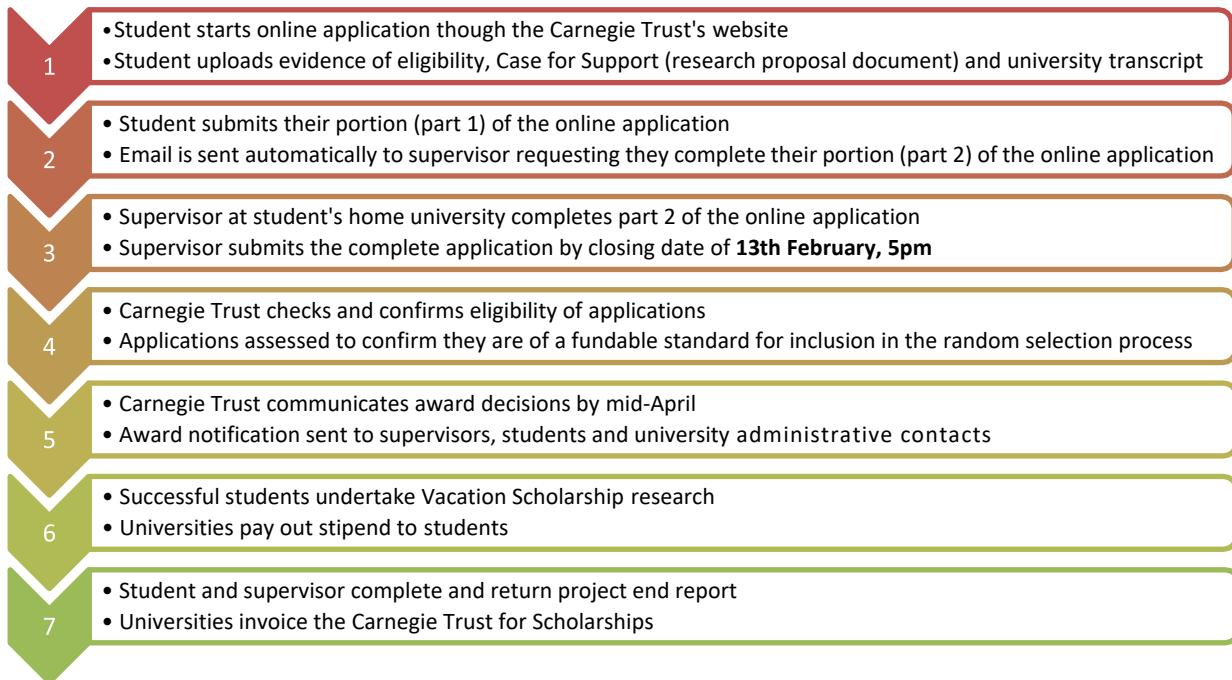
Carnegie Vacation Scholarships

Application Process & Guidance

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1. Process overview



2. Quick Guide to Vacation Scholarships

Who is it for?

- Students from low-income households who are ordinarily resident in Scotland.
- Undergraduate students who are enrolled at a Scottish university, the Glasgow School of Art, the Royal Conservatoire of Scotland or Scotland's Rural College (SRUC).
- Students approaching their final year of study, either: year 3 of a 4-year degree, year 3 or 4 of a 5-year degree, or year 2 of a 3-year degree.

What's a Vacation Scholarship?

- It enables students to gain research experience and skills while undertaking lab work, field work, library or archive visits, interviews, surveys etc. under the supervision of an academic researcher.
- It aims to encourage students to develop and gain experience, skills and knowledge useful for postgraduate study or the workplace.
- It is for novel research projects that would not normally be part of the student's degree course, which address a specific hypothesis or research question(s).
- It may lead to new scientific, academic or intellectual knowledge, a new product, technology, or creative output.
- The Scholarship comprises a stipend based on the **Scottish Living Wage**.

What it isn't

- Scholarships cannot be used for language study or participating in summer schools or group expeditions.
- It cannot be solely a literature review.
- It does not support work placements or volunteering activities.
- It cannot be part of the student's assessed course work: e.g. it cannot be on the same topic as the applicant's final year dissertation, although it could address a sub-set of issues or questions that might be expanded into a thesis.
- It cannot be the continuation of an existing project or study.

When

- Any time between mid-May and August.
- Project duration: from 4 weeks (minimum) to 12 weeks (maximum). Typical duration is around 9 weeks.
- Weeks do not necessarily have to be consecutive.

Where

- The research project can be undertaken at the student's own university, a host research organisation or elsewhere, provided suitable (academic) research supervision and the required resources are available.
- It can take place in Scotland or elsewhere.

3. Application process: Part 1 (to be completed by the student)

a. Starting your online application

Accessing the form

The online application form is accessible through the **eligibility checker** on the scheme webpage at:

<https://www.carnegie-trust.org/award-schemes/vacation-scholarships/>

Answer the six eligibility questions and if the checker indicates that you are eligible, an 'Apply Now' button will appear.

NOTE: The on-line application form will be available for approximately 10 weeks up to the closing date of 13th February, 5pm.

Registration

Click on the 'Apply Now' button to access the application form introduction page. Once on the introduction page follow the guidance to save your form.

NOTE: You must save the form before starting your application and after editing it. Failure to do so will result in the loss of any information inputted.

You can save your application at any point by using the '*Save my progress and resume later*' option that appears at the top and bottom of each page. You can save, edit and return to your form as many times as needed before submitting.

- To save tick the '*Save my progress and resume later*' option at the top or bottom of the page.
- Fill in your email address and a password.
- Click 'Save'.
- A new page will appear giving you the option to '*Resume this form now*' or '*Start a new form*'.
- After saving for the first time you will receive a Form Notification email containing a link which you can use to return to your form (if you don't receive this email please check your junk/spam folder).
- You can also bookmark the page and use this to return to it later.

Continuing a saved form

- If you have bookmarked the page, to resume your form use this to open the webpage and click on '*Resume a previously saved form*'.
- Alternately, open the Form Notification email you received and click on the link within.
- Enter your email address and password when prompted and you will be returned to your form.

b. Application form

About the online form

- ✓ The link to the form is personal, do not share it with anyone else or allow anyone else to edit your form.
- ✓ All fields marked with a red asterisk (*) are compulsory and you will not be able to submit the form until these are completed.
- ✓ The application is composed of two parts:
 - **Part 1**, to be completed and submitted by the student, and;
 - **Part 2**, the endorsement section to be completed and submitted by the supervisor (who will be asked to provide additional information relating to supervisory arrangements, ethical approval, etc.)
- ✓ The full application (both parts) must be submitted by the deadline so please ensure you complete and

submit Part 1 of the application **at least 5 working days before the closing date of 13th February (5pm)** to allow your supervisor sufficient time to complete Part 2.

- ✓ The Trust will not accept applications that remain incomplete at the closing date.

c. Guide to the sections of the form

Your details (page 2)

Please provide your personal details:

- full name,
- date of birth,
- Personal and university email addresses,
- landline phone number (if applicable),
- mobile phone number, and
- X (Twitter) handle (if applicable)
- If you live away from home during term time, you should enter both your permanent (home) address and your term time address.

Confirming your eligibility

You will need to demonstrate how you meet the scheme's applicant eligibility criteria by answering a series of questions presented by the form and uploading the documentation requested. Which and how many of the questions below you will need to answer will be determined by your responses:

- **Do you consider yourself to be ordinarily resident in Scotland?** – The Trust employs the same definition as SAAS in this regard. To be considered ordinarily resident in Scotland, a person must have made their home in Scotland intending to stay and live here. If you are residing in Scotland to study, but otherwise would be living elsewhere, you are not considered ordinarily resident. Therefore, if the answer to this question is 'No' then you do not appear to be eligible to receive a Carnegie Vacation Scholarship and should halt your application.

If you are ordinarily resident and answer 'Yes' you will be presented with the follow-on question below.

- **Are you receiving student support (living cost loan) through the Student Awards Agency Scotland (SAAS)?** – If you are receiving the student living cost loan and applied for this through SAAS you should answer 'Yes' to this question at which point you will be asked to upload an image of either your passport photo page or driver's license AND a copy of your SAAS Award Notice Letter for 2025-26. If you do not have a copy of your SAAS Award Notice letter you can log in to your online SAAS account and download one. There should be an 'Award letter' link on your account landing page, if you click on this it will open the notice letter which you will then be able to download and save as a PDF file.

If the answer to the above is 'No' you will be presented with the follow-on question below.

- **Are you a UK citizen?** – If you are a UK citizen you should answer 'Yes' at which point you will be asked to explain why you are not receiving the student living cost loan.

If you do not hold UK citizenship you should select 'No' whereupon you will be presented with the follow-on question below.

- **As you are not a UK citizen, do you hold either indefinite leave to remain in the UK or have limited leave to remain on a visa route which when completed will lead to indefinite leave to remain?** – If you hold indefinite leave to remain or limited leave to remain under a visa route such as the 10-year residence, skilled worker, Health & Care Worker or Private life routes then you should select 'Yes'. At this point you will need to upload images of the front and rear of your Biometric Residence Permit (BRP) card and the Home Office documentation confirming your visa route.

If the answer to the above is 'No' then you do not appear to be eligible to receive a Carnegie Vacation Scholarship and should halt your application.

- **Have you spent at least 2 years in full-time secondary schooling or college education in Scotland?** –

If answering 'Yes' you will be asked to upload confirmation of this in the form of ONE of the following documents.

- A scan or image of the Summary of Attainment page of your SQA Scottish Qualification Certificate; OR
- A scan or image of a HND certificate; OR
- A letter from your school or college confirming your period of attendance.

If answering 'No' you will be presented with the follow-on question below.

- **Are you applying on the basis of having a substantial link to Scotland due to residency, education (excluding university education) or upbringing?** – If the answer to the above is 'No' then you do not appear to be eligible to receive a Carnegie Vacation Scholarship and should halt your application. If you consider yourself has having a substantial link to Scotland, you should answer 'Yes' at which point you will be presented with the follow-up question below.
- **Have you contacted the Trust to confirm your eligibility?** – If you have contacted us and we have confirmed that you appear to be eligible then you should answer 'Yes' and provide details on your connection to Scotland in the field provided. If you have not contacted us to discuss your circumstances, then you should do so before continuing further.

DOCUMENT UPLOAD: The documentation requested by the form should be uploaded as either PDF or image files (JPEG, JPG, PNG, BMP, TIFF, **but not HEIC**).

Personal background and occupation (page 3)

This page requests information on your background, current personal circumstances and occupation. The details provided will not be shared with anyone outside of the Trust (not even with your project supervisor) and will only be used to compile anonymised statistics to help us assess the effectiveness of the scheme and identify any potential areas of improvement.

Finances (page 4)

In this section of the form, you will need to provide details of your household income and expenditure. Please be as accurate as possible as the information you provide will be used to assess whether you are able to satisfy the Trust's low-income household criteria. When assessing applications, the total (gross) household income thresholds in the table below are used as a guide. For further information on how the Trust determines an applicant's total household income [click here](#).

Household type	Number of Dependents	Indicative Income Thresholds
Single person household	No children	£30,000
	1 child	£35,000
	2 children	£40,000
	3 children	£45,000
	Per additional child	+£5,000
Couple	No children	£35,000
	1 child	£40,000
	2 children	£45,000
	3 children	£50,000
	Per additional child	+£5,000

For students aged under 25 parental income is included when determining total household income (as is the case with SAAS). Exceptions to this are where a student under 25 has supported themselves financially (outside of education) for 3 or more years, is living with a spouse or partner or has one or more dependent children.

A dependent child is any person aged 0 to 15 in a household (whether or not they are part of a family unit) or a person aged 16 to 18 who is in full-time education and living in a family with their parent(s) or grandparent(s).

All figures should be entered as a number to two decimal places, without any commas or £ symbols (for example 1000.00). If figures are not imputed using this format, then you will be unable to submit your form until they are corrected.

Education to date (page 5)

On this page you should provide details of all the **secondary** and **post-secondary** education you have undertaken to date. When listing qualifications the following format should be used 'Type' (i.e. Higher, A-Level, HNC, etc.) 'Subject' (e.g. Chemistry) and 'Grade' (the grade or percentage obtained).

DOCUMENT UPLOAD: At the bottom of the page, you will be asked to upload a transcript of your marks to date for your current undergraduate degree studies. The transcript may be uploaded as a PDF or an image file (JPEG, JPG, PNG, BMP, TIFF, but not HEIC).

If you transferred from college directly into year 2 or 3 of your degree you should also provide your HNC/HND results.

Location & Supervision (page 6)

Location of research

Describe briefly where you plan to conduct your project. This can be the Scottish university where you are studying, or another research organisation. If you intend to carry out fieldwork during the project, explain where you will be working.

NOTE: if your project is to be hosted by a research organisation other than the university where you are enrolled as a student (i.e. your "home" university) you will require two supervisors, one at your home university and another at the host organisation. The endorsement portion of the application form (Part 2) must be completed by the supervisor at your home university who will be asked to confirm the name and contact details of your supervising host. The latter will need to provide your home university supervisor with a supporting letter that confirms the arrangements in place for you at the host organisation.

Supervision at your home university

Enter the name and email address of the academic at your home university who will supervise your project. This supervisor **must** be employed by the Scottish university where you are enrolled as an undergraduate student and must be either a Professor, Reader, (Senior) Lecturer, or Research fellow. Emeritus professors are acceptable provided the university allows them to supervise undergraduate projects.

In some cases, particularly for laboratory-based projects, the student may be supervised on a day-to-day basis by additional members of the lab staff, including post-doctoral researchers or technicians. Your supervisor should provide information on this additional supervision in Part 2 of the form.

Research summary (page 7)

On page 7, you are expected to provide details of your proposed research project: its full title, the research area it falls under, a breakdown and timetable of research activities and a project summary that can be understood by a non-specialist.

Project timetable

Provide a timetable for the activities to be undertaken, stating the relevant milestones and timescale. You can enter a time period, for example 'Jun-Jul YYYY' or 'Weeks 1 to 2' and input a brief description of the research

activity or task to be completed during that period.

You will also need to state the anticipated start and end dates for the period during which the project will take place as well as the duration of the research in (full-time, 35 hour) weeks. The start/end dates do not necessarily need to align perfectly with the number of weeks research; this means that the project does not have to be undertaken as a single continuous block of time but can (if desired) be broken up into smaller sections. That said, projects cannot start before mid-May or continue beyond the end of August.

The minimum number of full-time weeks research permitted under a Vacation Scholarship is 4, while the maximum is 12 (the majority typically run for 6 to 9 weeks).

NOTE: If you intend to undertake your project on a part-time basis, please calculate the equivalent period in full-time, 35 hour working weeks and input that number on the form.

Project summary

The summary should briefly explain the topic of the research and state the aims and objectives of the project. It should be written so as to be understandable by a non-specialist reader with no prior knowledge of the research area, meaning you should avoid using specialist language, jargon or abbreviations.

Detailed description of the research project (Case for Support) (Page 7)

DOCUMENT UPLOAD: The Case for Support document (that is the detailed description of the project, including methodology, etc.) must be uploaded in **PDF format**. The maximum file size for upload purposes is **5 MB**. Please avoid using long file names as this can result in the document failing to upload.

The Case for Support must:

- be no more than 2 pages of A4 in length (this limit includes any graphs, figures, tables and references to works cited/bibliography)
- be written using Arial font, size 11,
- have a minimum line space of 1.15, and
- have margins of a least 2 cm on all sides.

NOTE: The Trust reserves the right to disqualify any applications where the Case for Support document does not conform to the above instructions.

Within the Case for Support document, you will need to explain the following:

- the issue, problem or topic the project seeks to address
- why this issue, problem or topic is important and needs to be addressed
- the specific research question(s) or hypothesis you aim to investigate
- how you plan to address the issue, problem or topic described: what methodology or techniques will you use, what research activities will you undertake etc.
- how the data, findings or results from your research will be analysed and written up
- what you plan to do with the findings or conclusions from your research project: will you share these with others and if so, how? Will the data be applied or used beyond the end of your project?

NOTE: The Case for Support **must be written by you**. Your application may be disqualified if there appear reasonable grounds to believe it was authored by somebody else (such as your proposed supervisor) or entirely by generative AI. Please do not append any additional pages, CVs, statements of support and the like to the Case for Support document. These are not required and including them will invalidate your application.

Motivation for applying

The two questions in this section of the application are to allow you to explain your personal motives for

undertaking the proposed research. You should tell us how you became interested in your chosen subject area, what particular skills or knowledge you hope to gain from the experience and how these fit in with your plans and ambitions for future work or study.

Declaration and undertakings (page 8)

The declaration and undertakings section will ask you to confirm that you have written your Case for Support (research proposal) in your own words and that the information you have provided on the application form is accurate and up to date. It will also ask you to confirm that you understand how the Trust will use and share the information you have provided within your application to administer the scheme. You will also be asked to indicate your communication preferences.

If you need to update the Trust on your circumstances at any time after submitting your application, you can contact us by email at: vacation-scholarships@carnegie-trust.org.

Review & submit your application (page 9)

Clicking on the 'Review your application' tab will allow you to check your application. At this point the form should be displayed in its entirety, however, if any compulsory fields remain unpopulated or there are any formatting issues you will be returned to the appropriate section where the required field(s) will be highlighted. If upon review of the full form you wish to make changes to any of your answers, click 'Make a correction'. This will return you to the application form where you can make changes. If you are satisfied with your application, you may submit it using the 'confirm' option at the bottom of the page.

On successful submission of the form a confirmation screen will appear with an invitation to submit equal opportunities data.

Equal opportunities

On submitting your application you will have the option to provide the Trust with Equal Opportunities information which we use to monitor and improve the accessibility of the scheme. This is not compulsory and any information you provide here will be kept confidential and will be processed by the Trust anonymously. It will **not** be shared with your supervisor or anyone else.

Submitting the form for endorsement by your supervisor

NOTE: Once you have submitted the form to your supervisor, you will no longer be able to edit your part of the application unless your supervisor rejects the endorsement.

The supervisor must complete their portion (Part 2) of the online application and submit it before the closing date. Please allow **at least 5 working days before the closing date** for your supervisor to approve the application and submit it to the Trust. **The Trust cannot accept applications that remain unendorsed by the proposed supervisor.**

What happens once you have submitted your form for approval by your supervisor?

An email will automatically be sent to the supervisor named in your form (your home supervisor). This email will request that your supervisor check your submission before endorsing the application by completing Part 2 of the online form (the link to which is included in the email).

Your supervisor will be asked to confirm they are available to supervise your work during the Summer. If you are doing the project at a different research organisation, they should provide the name of the host supervisor and upload a letter of support from the host confirming the arrangements for you to carry out your research.

After your supervisor has endorsed your application by completing and submitting Part 2 of the form, it will be received in full by the Trust for processing. At this stage you and your supervisor will receive an email confirming receipt of your complete application by the Trust.

What if you need to make changes to your application after submission to your supervisor?

Your supervisor can decide that the application is not yet ready for final submission and opt not to endorse it. If that is the case, they will be able to reject the request to endorse and you will receive an email containing their comments and a link that will return you to your part of the form. You will then be able to edit Part 1 of your form once again and if necessary, upload a revised Case for Support (research proposal).

Once you have made the changes requested by your supervisor, you will then need to resubmit the form back to them for approval.

4. Application process: Part 2 (to be completed by the supervisor)

Accessing the Supervisor's part of the on-line application form

Once the student has submitted their portion of the online application (Part 1) the supervisor at the Scottish university where the student is enrolled will receive an email containing two links, the first is to a read-only version of the students application form (minus personal info) the other is to Part 2 of the application the 'Vacation Scholarship - Endorsement Form' which they will need to complete and submit. The Case for Support document is also supplied as an attachment.

NOTE: The guidance provided on page 3 of this document on how to save and return to Part 1 is also applicable to Part 2.

Decision (pages 2 & 3)

What if the student's part of the application or the Case for Support (research proposal) needs editing?

On page 2 of the form the supervisor will be asked to indicate 'Yes' or 'No' as to whether the application submitted by the student is ready to be endorsed. If 'No' is selected, on page 3 the supervisor will need to input the reason why before reviewing and submitting. The student will subsequently receive an email containing the comments submitted by the supervisor and inviting them to amend their application accordingly. If 'Yes' is selected the supervisor will be invited to complete and submit the endorsement (details below).

Supervisor's comments (page 4)

How the student is known to you and your role in preparing the application

In this field the supervisor should explain briefly their history with the applicant and the role they played in helping them develop the proposed research project.

Student's academic ability and their suitability for the proposed project

In this section the supervisor should speak to the student's academic ability/experience and how this relates to the chosen topic, making note of any relevant courses of study/modules undertaken to date as part of their undergraduate studies.

Supervision arrangements in place during the project

Under this section supervisors must confirm the details around supervisory arrangements. This should include the frequency of meetings/discussions between the student and supervisor over the course of the project. Day to day supervision may be provided by additional personnel, for example within a research laboratory or group, postdocs, research fellows or PhD students could provide informal guidance as and when required in addition to the supervisor, and information on these individuals should be included.

Projects hosted at another research organisation & ethical requirements (page 5)

Projects hosted at another research organisation (optional)

For projects to be undertaken at a different organisation than the student's home university, the supervisor at the student's university should provide the name and contact details of the supervisor at the host organisation as well as the arrangements in place for supervising the student's work. The host supervisor must also be an active researcher with experience and knowledge relevant to the proposed project.

DOCUMENT UPLOAD: A supporting statement/letter from the host organisation should also be uploaded as a PDF document. This statement should be supplied on letter-headed paper and be signed by the host supervisor.

Ethical requirements

The supervisor will be asked to explain any requirements relevant to the proposed research and where applicable, how ethical and/or regulatory approval will be sought prior to the commencement of the project.

Declaration, Data protection and communication preferences (pages 6 & 7)

The declaration section on page 6 requires the supervisor to confirm that they are willing and available to supervise the student, that the student has written the Case for Support themselves and that all necessary supervisory arrangements will be put in place.

Page 7 lists the Trust's data protection statements and asks the supervisor to confirm that these have been read and understood, it also provides the opportunity to supply/update communication preferences.

Review & Submit (page 8)

Clicking on the 'Review your form' tab will allow the submission to be viewed in full. If at this point any compulsory fields remain unpopulated the supervisor will be returned to the appropriate section where the required field(s) will be highlighted. If on review any changes are required, the supervisor should click 'Make a correction', which will return them to the form. If satisfied the supervisor should submit by clicking on 'confirm' at the bottom of the page. At this point the scholarship application is complete and will be sent in full to the Carnegie Trust.

Submission of the complete application must take place before the deadline of 5PM, 13th February 2026.
Incomplete or unendorsed submissions will not be accepted.

Confirmation of submission will be automatically acknowledged to both the supervisor and student by email.

Help and questions

If you need to update the Trust on your circumstances at any time after submitting the application, or if you require assistance, please contact us by email at: vacation-scholarships@carnegie-trust.org