**Junior Research Associate Scheme (2023) - Conditions of Award Acceptance**

***Please note:*** 2023 JRA projects can take place in person on campus or online as long as you follow the government and University Covid guidance in place at the time. Due to Covid-19, it is possible that projects will have to be undertaken remotely if the situation changes (see point 11). Ensure you have discussed this with your supervisor.

To confirm your acceptance of a University of Sussex JRA Award, please read and sign the Conditions of Award provided below. You will need to ask your supervisor to sign this agreement too (an electronic signature is okay). If any details have changed since your application, or you are unsure about any of the terms and conditions, please contact [undergraduate-research@sussex.ac.uk](mailto:undergraduate-research@sussex.ac.uk).

Once complete, email a copy of this form to [undergraduate-research@sussex.ac.uk](mailto:undergraduate-research@sussex.ac.uk)

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| Name of JRA student: |  |
| Name of JRA supervisor: |  |
| Research project start date: |  |
| Research project end date: |  |
| TOTAL AWARD: | **£1,800 (as two payments of £900)**  **+ up to £200 for essential research expenses** |

**Conditions of Award (2023)**

1. Junior Research Associate awards are limited to undergraduate students currently registered at the University of Sussex or Brighton and Sussex Medical School (BSMS) who are **not** in their first or final years of study. Please note that this does not include Foundation years, nor does it include the intention to go into Masters study (unless already enrolled on an integrated masters course).
2. A bursary must be used solely for the purposes set out in the application and described in the letter of award. Failure to adhere to the original research design without prior permission from the Scheme Manager may result in the bursary being revoked.
3. The Junior Research Associate award is a student bursary and under [Section 331 of the Income and Corporation Taxes Act 1988](https://www.legislation.gov.uk/ukpga/1988/1/section/331/enacted) is exempt from income tax. The primary purpose of an award is learning, not employment, and consequently the bursary produces no national insurance liability.
4. The Junior Research Associate scheme is operated within the University of Sussex Doctoral School which has a strategic role in developing the University’s postgraduate research community. As such, applicants (successful and unsuccessful) may be contacted by the School in the future about postgraduate options available to them.
5. A Junior Research Associate is required to make a time commitment equivalent to a normal University working week, although it is recognised, as in all research, that flexibility will be required in the context of specific projects.
6. The Supervisor will be responsible for the conduct of the work. The Department or research center in which the research is undertaken is responsible for the student working on the research, and for providing appropriate facilities.
7. The Supervisor must ensure that all facilities, agreements about access and collaborations necessary for the research are granted before the work commences, and can be reasonably guaranteed for the duration of the award.
8. It is the responsibility of the Supervisor to ensure that the JRA has sought and attained the necessary ethical approval and any other research governance requirements before the research begins. Ethical approval should be sought as early as possible to ensure the JRA has enough time to implement any revisions that might be requested**.** To determine whether your research requires ethical review, you should consult [**Sussex's 5-step self-assessment checklist**](http://www.sussex.ac.uk/staff/research/governance/checklist)**. If you answer 'yes' to any of the questions on this checklist, some form of ethical review will be needed,**and you **must not commence** yourresearch until have you have been granted ethical approval. Full details of what to do next can be found on Sussex’s ‘[How to apply for research ethics review](http://www.sussex.ac.uk/staff/research/governance/apply)’ webpages.
9. All awards are made on the understanding that the research complies with the safety and ethical regulations of the University.
10. An estimation of the frequency of virtual contact that the Junior Research Associate will have with their Supervisor for the duration of the bursary must be agreed at the outset.
11. Applications for a Junior Research Associate award must adhere to the application criteria and requirements stated on the application form. Failure to do so may result in applications being rejected without notice. Please note that 2023 JRA projects may take place in person on campus or remotely online. Where a campus-based project is proposed, Supervisors are responsible for ensuring that University Health and Safety guidelines are followed, and all applications must include contingency plans to adapt to an online format, should that be required.
12. Applicants must be able to demonstrate a serious intent to pursue postgraduate study and research at Sussex to qualify for a Junior Research Associate award. Supervisors will also be required to outline how they intend to support the Associate to undertake a PhD (or Masters leading to a PhD) and where possible identify a current PhD student or Postdoc who would act as a mentor to provide support and encouragement to the Associate both during and after completion of their Junior Research Associate project.
13. Applications for a Junior Research Associate award will be independently assessed by members of University faculty in the proposed Supervisor’s School. The awarding process will be overseen by the Doctoral School.
14. Bursaries will **not** be awarded for projects that are part of assessed work for a degree (e.g. projects or dissertations) or expeditions.
15. Both the School’s Director of Research (DRaKE) and the JRA scheme manager should be informed immediately if the student is unable to take up the award or if the student is unable to complete the research project for any reason. Transfers of awards will not normally be considered.
16. The University reserves the right to terminate or recoup an award if the Junior Research Associate or Supervisor are in breach of any of the Conditions of Award, or become unfit or unable to pursue the research funded by the scheme.
17. It is to the advantage of the Junior Research Associate and the Supervisor to keep the University, via the Director of Research and Knowledge Exchange, informed of progress of the research or of important findings.
18. Research projects awarded a Junior Research Associate bursary should last no longer than eight weeks in duration. Projects **must start and finish** **between** **5th June 2023** **and 01st September 2023.**
19. Supervisors will be required to provide a brief interim progress report, via email, to [undergraduate-research@sussex.ac.uk](file:///C:\Users\sefc5\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\GFEFYEN7\undergraduate-research@sussex.ac.uk). This form will be available from the [Supervisor FAQs section](http://www.sussex.ac.uk/suro/supervisors/supervisorfaqs) of our Sussex Undergraduate Research Office webpages, and will also be circulated to all Supervisors by the end of June. Please note that the second bursary payment will not be transferred to the JRA until the Sussex Undergraduate Research Office has received this report.
20. Bursaries will be paid in two lump sums via BACS to the account details held for each respective student on Sussex Direct. It is the responsibility of the Junior Research Associate to ensure that their bank account details are kept up-to-date on Sussex Direct for the duration of the Award. The first payment shall be made during the week starting 12th June 2023. The second payment shall be made in the week starting 17th July 2023, **and is subject to a satisfactory interim progress report from the Supervisor** (see paragraph 19, above).
21. A maximum of £200 essential costs can be claimed to cover any costs directly related to the JRA research project. **Proof of** **purchase** will be required. Essential costs are intended to cover e.g. necessary lab equipment, conference fees, printing costs (excluding the JRA poster for Exhibition – see below). Essential costs **cannot** be claimed as wages for the Junior Research Associate or Supervisor. To make a claim, a completed [Sussex Student Expense Form](http://www.sussex.ac.uk/suro/current/jraexpenses), along with proof of purchase for all items claimed, should be sent to [undergraduate-research@sussex.ac.uk](mailto:undergraduate-research@sussex.ac.uk).
22. All Junior Research Associates are required to engage with undergraduate researcher development training, including an ‘Introduction to Postgraduate Study’ session run by Student Recruitment Services and the Doctoral School. This session will provide an opportunity for the Junior Research Associate to build upon the planning outlined in their application for postgraduate study.
23. Junior Research Associates are expected to take part in dissemination activities which may include joint publications, blogs, podcasts etc. The University of Sussex reserves the right to use material created as part of the Junior Research Associates scheme (e.g. posters, written experiences of the scheme, photography including images of JRAs) as part of dissemination activities.
24. Junior Research Associates are registered as Students at the University and are covered by the University’s Policy on [Exploitation and Commercialisation of Intellectual Property](https://www.sussex.ac.uk/webteam/gateway/file.php?name=exploitation-policy-of-ip.pdf&site=377) which indicates that, generally speaking, students own the IP they create (in particular please see section C.2 Student Ownership of Intellectual Property, paragraphs 19, 20 and 21). However, in some circumstances the University wishes to protect its IP and confidential information related to certain projects and will require the Student to cooperate. Rewards are available if the project is successful and the Student IP contributes to that success (see paragraph 19 of the above policy). Therefore, JRAs may be asked to sign an IP and Confidentiality Undertaking to assign their rights in IP to the University (or a 3rd party sponsor) and to keep confidential certain aspects of the project, including research findings. The standard Student IP and Confidentiality Undertaking is available on request by emailing [undergraduate-research@sussex.ac.uk](file:///C:\Users\sefc5\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\GFEFYEN7\undergraduate-research@sussex.ac.uk). **It is the responsibility of the Junior Research Associate’s Supervisor to decide whether it is appropriate for the Student to sign an Undertaking before the research term begins.** If necessary, the Supervisor should consult with their School’s Research Development Officer, or the IP Manager in Research & Enterprise Services, to determine whether an Undertaking is appropriate.
25. All Junior Research Associates are required to submit a design for a conference-style research poster (this should be designed in portrait orientation, A1 size, pdf format) outlining their research. These will be displayed at the JRA Undergraduate Research Poster Exhibition to be held in October 2023. **All Junior Research Associates are required to attend the Exhibition.** Supervisors, Directors of Research and departmental faculty are also strongly encouraged to attend. The Doctoral School will pay and arrange for the printing of JRA posters.

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| 1. I have read and understood the above Conditions of Award and confirm that I accept the offer of a University of Sussex Junior Research Associate award based on these Conditions. | | | |
| **Signed (JRA)**  **……………………………………………………..** |  | **Date** |  |
| **Signed (Supervisor)**  **……………………………………………………..** |  | **Date** |  |

Once signed, please send to [undergraduate-research@sussex.ac.uk](mailto:undergraduate-research@sussex.ac.uk)