

## Junior Research Associate Scheme

### Application Checklist

Ensure you have read the Conditions of Award and the guidance for applicants [on the JRA website](#) carefully before applying, particularly the explanation of the optional Widening Participation Statement which is new this year.

**A complete JRA application consists of four documents:**

1. **A JRA application form** – this is your main application form and will include a research proposal of no more than 1,500 words and a research summary of no more than 150 words. We also ask you to explain your motivation for applying to the JRA, and there is an optional Widening Participation Statement, where you can detail any challenges you have overcome and provide additional information in support of your application
2. **A supervisor statement** – to be completed by the individual who will act as the main supervisor on the proposed research project. This helps us ensure that the supervisor supports the project and is prepared to offer the right research environment and support to their JRA.
3. **An academic reference** – we can see who's doing well by looking at your grades, but this helps us learn a bit more about your character, your skills and your commitment levels.
4. **A current CV** – no more than two sides of A4 in length please, with a focus on academic experience and including all modules and grades.

You can apply online [here](#), where you will also find the Supervisor Statement Form and Academic Reference Form.

Once you have all four completed documents, please submit them through the online portal.

Sometimes an academic might not want to share their supervisor statement or reference with a JRA – if this is the case they can send the document directly to [undergraduate-research@sussex.ac.uk](mailto:undergraduate-research@sussex.ac.uk).

**The deadline for applications is Monday 25<sup>th</sup> March 2024.** Applications submitted after this time will not be considered.

You are responsible for submitting your JRA application. You should not ask anyone to submit it on your behalf.