

## Junior Research Associate Scheme

### Terms and Conditions of Award Acceptance

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)

Name of JRA student:	
Name of JRA supervisor:	
Research project start date:	
Research project end date:	
TOTAL AWARD:	<b>£3,500 (as two payments of £1,750) + up to £200 for essential research expenses</b>

#### Terms and Conditions of Award

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. The bursary is intended to fund a student whilst they undertake their research project and therefore should be used for maintenance and travel purposes. 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](#) 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 Researcher 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 recognized, 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, then you should consult [Sussex's 5-step self-assessment 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** your research until 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](#)' 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 in-person or 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 JRA projects may take place in person on campus or remotely online, due to extenuating circumstances. 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 Sussex Researcher 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 2<sup>nd</sup> June 2024 and 29<sup>th</sup> August 2025**.
19. Supervisors will be required to provide a brief interim progress report, via email, to [undergraduate-research@sussex.ac.uk](mailto:undergraduate-research@sussex.ac.uk), so the form will 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 Researcher School 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 first two weeks of the scheme. The second payment shall be made in the fifth/sixth weeks, **and is subject to a satisfactory interim progress report from the Supervisor** (see paragraph 19, above) as well as attendance of mandatory training sessions (see paragraph 22, below).

21. A maximum of £200 expenses can be claimed to cover any costs directly related to the JRA research project, but **proof of purchase** will be required. To make a claim, a student should a completed [Sussex Student Expense Form](#), along with proof of purchase for all items claimed, 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 Sussex Researcher School and a series of workshops throughout their research project. 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](#) 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](mailto: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 annually in October. **All Junior Research Associates are required to attend the Exhibition.** Supervisors, Directors of Research and departmental faculty are also strongly encouraged to attend. The Sussex Researcher School will pay and arrange for the printing of JRA posters.

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:**

<b>Signed (Supervisor):</b>	<b>Date:</b>

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