

## **Institute of Medical Ethics Elective Bursaries 2018/19 Guidelines for applicants**

- 1 Bursaries of up to £800 each will be awarded to current UK medical undergraduates to support Medical Student Electives which involve a project. Exceptionally a bursary may be awarded for a project which is part of a Special Study Module.
- 2 The project may be empirical research, a literature search or a focused reflection on the experience you expect to gain from your elective. You are strongly advised to consult the guidelines 'Research methods in medical ethics: IME guidance for Elective Bursary Projects' which is available on the IME website.
- 3 **Your elective must be completed within 12 months of receiving the award.**
- 4 **Applications will be assessed using the following criteria:**
  - 1 **The degree to which your project focuses on medical ethics.**
  - 2 **The question you hope to answer and the background of the project.**  
References should be included.
  - 3 **The methodology you intend to use.**
  - 4 **The feasibility of your project.**
  - 5 **The possible relevance of your findings to health care, the medical ethics debate, your future career.**
  - 6 **Your justification for your bursary application.**
- 5 Medical students must apply jointly with their UK supervisor who must approve the project and confirm whether or not ethical approval is required. (See note 10 below)
- 6 Please complete the application form with a detailed outline of your project where indicated and as instructed.
- 7 Please note that no other documentation, including CVs are required.
- 8 Please ensure that your name is on each sheet of your project outline.
- 9 We are unable to accept handwritten applications.
- 10 **You should discuss the need to obtain ethical approval for your project with your supervisor. If your project involves the use of questionnaires and/or interviews, it is very likely that you will require ethical approval; you should aim to apply for this before submitting your bursary application. If you are successful we will require confirmation of the approval.**
- 11 **Occasionally, the award of a bursary may be provisional depending on, for example, the confirmation of the applicant obtaining ethical approval for their project. In this case, the requirement stated in the letter to the applicant must be satisfied *before***

**the start date of the applicant's elective. If this is not done, the bursary award will be withdrawn.**

- 12 **Please ensure that your form is signed by your UK supervisor or Director of Studies and has the official university stamp.**
- 13 **Please note that only applications which strictly adhere to these guidelines will be considered.**
- 14 Please return by e-mail your completed application form to:  
[contact@instituteofmedicalethics.org](mailto:contact@instituteofmedicalethics.org) with copy to:  
[lorrainep@instituteofmedicalethics.org](mailto:lorrainep@instituteofmedicalethics.org)  
**It must be submitted as a Word document together with scanned signatures and university stamp. Please note: Once we have received your application, we will send you a confirmation email – if you do not receive a confirmation email within one week, please telephone us on 01925 299733 to check your application has been received.**
- 15 The closing date is **23.59 Sunday 18 November 2018**. No applications will be accepted after that date.
- 16 You will be notified of the outcome by **Monday 17 December 2018**.
- 17 If your application is successful an electronic bank transfer for the amount awarded will then be sent to you.
- 18 Successful applicants will also be given a year's complimentary student membership for the IME.
- 19 If you are awarded an elective bursary, you will automatically be invited to present a poster of your project at the IME Education Conference. The winner of the elective bursary poster category will be awarded The Mark Brennan Prize.
- 20 A report summarizing your elective and detailing your findings, in no more than 1000 words, must be sent to the IME by email within 3 months of the end of your elective. Please email this as a Word document to: [contact@instituteofmedicalethics.org](mailto:contact@instituteofmedicalethics.org).  
  
On receipt of your report you will be sent a certificate in recognition of your award for inclusion in your portfolio. Please ensure that confidentiality is maintained in your report.
- 21 If you have any queries please contact us on 01925 299733 or  
[contact@instituteofmedicalethics.org](mailto:contact@instituteofmedicalethics.org)

**Reviewed September 2018**