

# **Application guidelines for the Summer Undergraduate Fellowship Program**

## **Award Year 2023**

**Application submission deadline: January 30, 2023**

Applicants should read the guidelines carefully, in particular the eligibility criteria and the scientific objectives of the program. Please consult the Frequently Asked Questions (FAQ) for answers to any queries you might have prior to preparing an application. If you have any questions that are not listed in the FAQ, please contact the Barrié Foundation.

## **Contact details**

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Registration and submission via  
<https://becas.fundacionbarrie.org/universitarios/>  
will be possible as of November 25, 2022.

## About the Program

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The Barrié Foundation is pleased to announce the call for applications to the **2023 Summer Undergraduate Fellowship Program**.

The **Summer Undergraduate Fellowship Program** (the ‘SUF’ or ‘Program’) is designed to encourage, support, and prepare promising Galician undergraduates to pursue research careers. Participating students are matched with host institutions according to their stated research interests, and work on research projects under the guidance of faculty mentors.

The following institutions participate in the 2023 call, generously providing their resources to host fellows:

- Division of Medicine, Faculty of Medical Sciences at University College London (UK)
- Division of Infection and Immunity, Faculty of Medical Sciences at University College London (UK)
- Department of Microbiology and Immunology, LSU Health Shreveport (USA)

Up to 10 fellowships will be awarded in the 2023 call. Award opportunities are restricted to the field of Life Sciences. Applicants in their first or last year of study are not eligible to apply.

The Program runs from **June 26 to August 25**. The fellowship provides funding to support fellows research, travel, and living expenses during the Program. In addition to the financial award, fellows’ benefit from a variety of research and career development seminars designed to enhance the research experience and ensure professional success.

## Eligibility Criteria

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To be eligible for the Program, applicants must meet the following criteria:

1. Be Spanish citizens.
2. Have been born in or have been a legal resident of Galicia for a continuous period of at least two years immediately preceding the application deadline; or have at least one birth parent born in Galicia.
3. Be registered full-time in an undergraduate program at a Spanish University leading to a Bachelor’s degree in:

- Medicine
- Biology
- Biochemistry
- Biotechnology
- Biomedical Engineering
- Genetics
- Microbiology / Molecular Biology
- Pharmacy
- Biomedical Sciences
- Immunology

Applicants in their first or last year of study are not eligible to apply.

4. Have a cumulative undergraduate grade average of 7.0 or higher on a 10 scale at the time of application.
5. Be proficient in the English language.
6. Be willing and able to attend the entire fellowship period, from **June 26 to August 25, 2023**.

## Application Materials

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Applications are accepted from **November 25, 2022**, until **12pm on January 30, 2023** (local time in Spain). Applicants must complete an online application form available on the Barrié Foundation website and submit the following supporting documentation by the application deadline:

1. Copy of a citizenship document (e.g., national ID or passport.)
2. Applicants born outside Galicia must provide either proof of Galician direct descent (e.g., national ID or passport of both or either parent) or proof of Galician continued residence for at least two years immediately preceding the application deadline (e.g., certificate of registration in Galician Census.)
3. Recent passport-size photograph.
4. Proof of enrollment as a full-time student at an accredited Spanish University.
5. University degree transcripts to date (an unofficial copy is acceptable.) Transcripts must be issued in English or accompanied by an English translation prepared by the University or a certified translator. Both the original non-English transcript and the

translation must be submitted to the online application system. Official Transcripts will only be required if selected to the Program.

6. Curriculum vitae (CV), briefly detailing educational and academic background (and work experience, if relevant to the application.) This document should be one to two pages in length, in English.
7. Evidence of English Proficiency, either a copy of an official score report or a scheduled test date. English language proficiency tests should have been obtained within three years of the application deadline. Accepted tests and minimum required scores are listed below. Any other English tests will not be accepted.
  - Test of English as a Foreign Language (TOEFL iBT.) Overall minimum score of 88; or
  - International English Language Testing System (IELTS.) Overall minimum score of 6.5; or
  - First Certificate (FCE) or CI Advanced (CAE.) Overall minimum score of 180.

Applicants must submit proof that they have scheduled a test date when completing their online application form. We highly recommend applicants to register months in advance of the test, as testing centers have limited availability and seats tend to fill up quickly. The deadline to meet the English language requirement is **March 20, 2023**.

Applicants enrolled in an accredited Bachelor's degree program conducted entirely in English (including all teaching, assessments and examinations) are exempted from the English Language requirement. Attested proof from the educational institution will be required, in the form of either transcripts indicating language of instruction or Official letters from the Registrar's Office, certifying that English is the medium of instruction. The exemption will not be granted for distance learning courses, student exchange programs, bilingual degrees, or International Baccalaureate Diplomas.

8. Personal Statement (750-word limit.) The statement should express your aptitude and motivation for applying to the Program –including your preparation for this field of study, your academic plans or research interests, and your career goals– and how attending your preferred host institution would influence your career development.
9. Letters of recommendation from two academic referees. Applicants are required to invite two faculty members to provide them with a letter of recommendation before the application deadline. A template for the letter of recommendation can be found in the online application system, although referees may use their own format. Please select referees who are in a position to give an academic evaluation of your research,

intellectual qualities, ability and potential. During the selection process, referees may be contacted by the Barrié Foundation if further information is necessary.

All applications and supporting documentation must be uploaded to the online application system by deadline. Incomplete or late applications will be deemed ineligible and will not be considered.

## **Selection Process**

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Applicants are selected through a merit-based process, consisting of three phases: Eligibility Assessment, Expert Review, and Panel Interview.

### **Eligibility Assessment**

Once the application period closes, all proposals are screened for formal eligibility by the Barrié Foundation staff. Any application that does not meet the key requirements outlined in the guidelines will not be sent for expert review and will not move further in the selection process.

### **Expert Review**

Eligible applications are assessed by a Selection Committee, comprised of representatives from both the Barrié Foundation and the host institutions. Committee members individually evaluate and numerically score each application in accordance with the following criteria:

- i. Academic achievements and potential to succeed in a rigorous academic setting, as demonstrated by academic transcripts, English language proficiency, awards, and distinctions (45%)
- ii. Research ability and potential, as demonstrated by the relevance and strength of the personal statement, letters of recommendation, relevant work experience, and related research achievements (40%)
- iii. Teamwork and leadership abilities, as demonstrated by collaborations with peers, supervisors, and students; and participation in community activities (15%)

All applicants will receive written notification of the status of their application by **February 27, 2023**. Only shortlisted candidates will advance to the next stage.

### **Panel Interview**

Shortlisted candidates will be invited for interview. The interview period is scheduled from **March 6 to 10, 2023**.

The interview will be a competency-based panel assessment. The panel will be comprised of representatives from both the Barrié Foundation and the host institutions. A member of the Barrié Foundation staff will also be supporting the panel administratively. Interviews will last approximately 30 minutes and will be conducted in English.

The purpose of the interview is to enable candidates to demonstrate their commitment to pursuing an academic career; motivation for participating in the Program; ability to adapt to a challenging environment; and potential to become outstanding representatives of Galicia in the international academic community. After interviews are completed, applicants will be ranked in order of preference by the panel. The decision of the panel will be final and binding.

All candidates will be informed of the outcome of their interview on **March 13, 2023**. Selected candidates will be asked to accept the offer and provide pending information, if any, by **March 20, 2023**. If a candidate does not accept the award or fails to provide the requested information, an established list of alternates will be used to fill the vacated position.

## **Program Description**

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The 2023 Summer Undergraduate Fellowship Program provides an environment for summer fellows to learn how to think; to ask questions and to answer them in the laboratory; to write and communicate; and to plan for a research-related career.

The Program runs for nine weeks, from June 26 to August 25. Host institutions participating in 2023 can be found below:

- Division of Medicine, UCL Medical Sciences
- Division of Infection and Immunity, UCL Medical Sciences
- Department of Microbiology and Immunology, LSU Health Shreveport

Successful candidates will be assigned to a specific faculty member's research laboratory, where a faculty mentor and members of the laboratory will guide summer fellows through the planning and practice of daily research experiments and activities. Summer fellows will be integrated into the daily work of the laboratory, participating in meetings and gaining exposure to different facets of the laboratory's research. Research hours will be determined by the specific research project assignment. Mentors will help fellows apply their current skills and knowledge and assist them in making connection between laboratory experience and their academic studies. In addition to laboratory experience, fellows will participate in journal clubs, seminars, and other events.

At the end of the Program, summer fellows will submit a 2-to-3-page scientific manuscript plus a 1-page personal statement about their experience at the host institution.

## Timeline

Application opens	November 25, 2022
Application closes	January 30, 2023
Notification to candidates of screening results	February 27, 2023
Candidate interviews	March 6-10, 2023
Notification to candidates of selection	March 13, 2023
Deadline to accept offer and send pending information	March 20, 2023
Pre-Departure Orientation	March 30, 2023
Program start date	June 26, 2023
Program end date	August 25, 2023

## Program Benefits

The Program covers the following items:

### General benefits for all summer fellows:

- i. **Visa sponsorship.** Host institutions will grant limited-term visas to summer fellows. While host institutions and the Barrié Foundation will provide summer fellows with supporting documents for visa application, timely securing visa application approval is the sole responsibility of summer fellows. Visa application processes are lengthy – average processing time is 4-8 weeks– and summer fellows should plan accordingly.
- ii. **Health benefit plan.** Summer fellows receive sickness, accident, medical evacuation, and medical repatriation coverage plan for the duration of the fellowship while in the host country.
- iii. **Housing.** Host institutions provide advice on local housing options to each summer fellow. However, it will be the fellows' responsibility to secure their own housing. Summer fellows are encouraged to research local housing markets and secure their accommodations as early as possible.

- iv. **English language test fees, upon receipt of proof of payment.** Summer fellows can only request reimbursement of one test fee. Only tests taken after the application start date will be considered for reimbursement.
- v. **Program activities.** Summer fellows benefit from access to the greater community of academics including visiting scholars plus leading research facilities equipped with cutting-edge instrumentation. Fellows are invited to join working group meetings within their field plus career development workshops specifically designed to equip them to make informed career choices upon completing their fellowship experience.

#### Specific benefits for summer fellows attending UCL Medical Sciences:

- i. **Living allowance.** Summer fellows are awarded an allowance of €4,100 for expenses related to the Program. These funds are paid in two equal instalments – at the end of June and the end of July– and can be used for relocation and moving costs, as well as for living expenses, and research costs.
- ii. **Travel allowance.** Summer fellows receive a one-time travel allowance of €1,000 for visa application fees as well as for transportation to and from UCL Medical Sciences.

#### Specific benefits for summer fellows attending LSU Health Shreveport:

- i. **Research stipend.** Summer fellows are awarded a research stipend of \$4,320 (before taxes) at an hourly rate of 12 dollars for 40 hours of full-time work per week, during a period of nine weeks.
- ii. **Living allowance.** Summer fellows are awarded an allowance of €2,000 for expenses related to the Program. These funds are paid in two equal instalments – at the end of June and the end of July– and can be used for relocation and moving costs, as well as for living expenses, and research costs.
- iii. **Travel allowance.** Summer fellows receive a one-time travel allowance of €1,500 for visa application fees as well as for transportation to and from LSUHSC-S.

## **Award Conditions**

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In accepting the fellowship, recipients agree to the following conditions:

- i. attend in the pre-departure briefing arranged by the Barrié Foundation;



- ii. provide the required information in a timely manner to the Barrié Foundation so as to ensure the effective administration of the fellowship;
- iii. satisfy all visa requirements determined by the relevant authorities;
- iv. attend all scheduled activities related to the Program. Full-time commitment to the Program is expected for the entire fellowship period. Summer fellows considering any other activity during the Program, must first consult with the Barrié Foundation to determine whether the proposed activity is permissible;
- v. conform to the rules and code of conduct of the host institution and exhibit a spirit of cooperation with the faculty, fellow students, and all members of the institution;
- vi. maintain a clear and direct line of communication with the Barrié Foundation and, in particular, keep the Barrié Foundation informed if:
  - Change your address, even temporarily.
  - Suffer any injury, illness, loss, or damage to your person or property.
  - Become involved in any legal action, actual or threatened.
  - Are absent for more than four days at any one time from the Program;
- vii. remain in the host country (except for authorized absences) during the fellowship period. Fellows have the obligation of notifying the Barrié Foundation of any periods of travel or absence from the host institution during the full term of their fellowship;
- viii. comply with all applicable laws and regulations in the host country, including civil and criminal laws;
- ix. acknowledge the support of the Barrié Foundation and the host institution in reports or other published materials that arises from the research, and other forms of media communication, including media appearances, press releases and conferences; and
- x. submit, at the end of the fellowship period, a 2-to-3-page scientific manuscript and a 1-page personal statement about your experience at the host institution. Fellows who are unable to complete their reports in time, must contact the Barrié Foundation before the deadline to request an extension.

Failure to abide by any of these terms and conditions could result in:

- suspension or withdrawal of stipend;
- dismissal from the Program; and/or
- repayment of the award in full

## Intellectual Property Rights

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All intellectual property conceived, generated, made or otherwise during the Program shall remain the absolute property of the host institution.

## Acknowledgment

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Fellows must acknowledge the support of the Barrié Foundation and the host institution in publications (articles, posters, book chapters, thesis, websites etc.) of any material, whether copyrighted or not, based on or developed under the Program.

The following wording should be used when acknowledging support:

“This material is based upon work developed under the Summer Undergraduate Fellowship Program at {the Division of Infection and Immunity, UCL Medical Sciences or the Division of Medicine, UCL Medical Sciences or the Department of Microbiology and Immunology, LSU Health Shreveport}, supported by the Barrié Foundation”.

The Program also must be orally acknowledged during all news media interviews, including popular media such as radio, television and news magazines. Except for articles or papers published in scientific, technical, or professional journals, the following disclaimer must be included: "Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of {UCL Medical Sciences or LSU Health Shreveport} and the Barrié Foundation."

## Termination

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The Barrié Foundation, acting on behalf of the host institution, has the right to dismiss a summer fellow from the Program at any time, by immediate notice to the fellow in writing, in the event of:

- i. Failure to abide by any of the terms and conditions of fellowship.
- ii. Misconduct, whether in connection with the Program or otherwise.
- iii. Failure to make such progress in the project as is considered satisfactory.
- iv. Exceptional circumstances arising which would render it impossible for the fellow to complete the Program satisfactorily.
- v. Breach of any local law and practices.

- vi. The discovery that the fellow has submitted fraudulent documentation.

In the event of such dismissal, the Barrié Foundation and the host institution shall have no further obligation to the fellow, and the fellow shall be bound to repay the amount that has been paid to under the fellowship, unless the Barrié Foundation has exercised its discretion to exempt the fellow from this condition.

## **Data Protection**

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The Barrié Foundation and host institutions may use and share a summer fellow's details for purposes necessary for the administration of the fellowship. By applying for the Program, each applicant agrees (i) to be contacted by the Barrié Foundation by phone, mail or email; (ii) to provide the Barrié Foundation with a short biography and a photograph that can be published as a way of demonstrating the quality of its recipients; (iii) and that personal data submitted may be processed for the purpose of administering the Program.

## **General Conditions**

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The Barrié Foundation and host institutions reserve the right to modify, suspend, cancel, or terminate the Program at any time, in their absolute discretion.

The Barrié Foundation and host institutions will not be responsible for any damage or harm that summer fellows may suffer during their trip to or from the host country or during their time in the host country. The Barrié Foundation and host institutions shall not be liable for any loss or expenses (including airfares) for travel delays incurred by the summer fellow as a result of inaccurate information provided by the fellow, delays in submitting the required forms to the relevant authorities, or refusals of authorities to grant a visa to the fellow. By applying for the Program, each applicant agrees to be bound by these Terms and Conditions.

The 2023 Summer Undergraduate Fellowship Program is created, promoted, and funded by the Barrié Foundation. Therefore, the requirements for admission to the Program are set by the Barrié Foundation, exempting host institutions from any liability that may arise from the application of these requirements. In any case, it should be noted that, in accordance with provisions set forth in Law 12/2006, the Barrié Foundation is legitimately entitled to pursue purposes of general interest for Galicia. Consequently, the requirements set out by the Barrié Foundation are consistent, objective and related to such purposes.