STUDENT
LIFE | **Centre for International Experience**

2020 — 2021 LAIDLAW SCHOLARS PROGRAM APPLICATION GUIDELINES

Welcome and thank you for your interest in the Laidlaw Scholars Program. The instructions in this document should help you accurately complete each component of the application form.

If you have any questions about completing the form, please email us at laidlaw.scholars@utoronto.ca.

While considering a research topic for this program, it is highly recommended that you look at a project that you can carry out remotely. The program will continue to monitor various restrictions, both as they relate to travel and/or carrying out research in person, but these will be explored as the situation evolves. Hence, all projects submitted should focus on a proposal that confirms that your research can be carried out online and remotely.

Application components

- Application form
- Research proposal
- Personal statement
- Research advisor statement of support
- Academic letter of recommendation
- Resume
- Transcript

Note: All documents where indicated should be uploaded together as one Word doc or PDF. When labelling your files, please include your name (e.g. Shraddha Prasad — Application, Shraddha Prasad — Transcript, etc.)

Application form

The application form will be available on CLNx on October 15, 2020. We recommended that you begin work on the components as early as possible, so you are able to submit a comprehensive and well-researched application.

Both of these letters may be uploaded by you while applying to the program. However, if your advisor/recommender would prefer to send it in themselves, they can email it to laidlaw.scholars@utoronto.ca.

All letters must be received by the application deadline — **January 18, 2021 at 9AM**.

Research proposal

The research proposal should be no more than 1,000 words (not including citations and your budget) and should cover the following:

- Introduction
  - Why did you pick this research question? Why is it of interest to you?
  - What do you foresee being the impact of this research? Please outline achievable goals you hope to accomplish through this research.
- Research question
- Methodology
  - In light of Covid-19, please identify an online methodology for your project. This should focus on how you plan to accomplish the project remotely.
  - What is the methodology you plan to use during your research? Please outline the methodology being used to complete your research project in six to eight weeks.
  - If some guidelines around in-person experiences and travel are lifted, how would you like to explore your research topic with an adjusted methodology? (Please note that the program will only provide guidelines on whether this will be possible in April 2021, and these decisions will be determined, in line with the Laidlaw Scholars Foundation guidelines as well).
  - If possible, would there be travel involved for your research? If so, where? Why is it required? Is it possible to carry out your research without this travel?
- Interdisciplinary and/or international focus of your research
  - The Laidlaw Scholars Program is looking for research topics that place a high value on interdisciplinary work and/or have an international focus. Please highlight how your research topic fulfills these requirements.
- Research advisor
  - Outline the role your research advisor will play in your research.
  - Highlight any external organizations or offices involved in your research.
- Outcomes
  - What do you anticipate being the goal/key achievement of your research?
- Budget
  - Please fill out the template excel spreadsheet outlining your proposed expenses for the summer research period. This template will be available for download from the application.
  - Note that the research funding will not cover:
    - cost of registration for or travel to conferences
    - purchase of laptops
    - purchase of lab equipment, cameras, etc. that will be available through your research advisor's lab

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- Ethics review
  - Check with your research advisor to see if your proposed research requires ethics board approval (especially if research involves working with humans and/or animals). If so, please indicate if ethics review will be required for your proposal.
  If you require REB approval, please keep the following guidelines in mind:
    - If your advisor is from U of T, please verify that they have access to the REB portal to be able to nominate you and help you complete the REB approval process. If they do not, please identify a secondary advisor who will be able to help with this process.
    - If your advisor is external to U of T, please note that you will need to identify a secondary advisor from within U of T who can assist you in receiving REB approval.

Personal statement

In 600 words or less, address the following prompt:

What does leadership mean to you? What impact do you think being part of the Laidlaw Scholars Program might have for you?

Discuss why you are interested in participating in the Laidlaw Scholars Program and specifically address how it will help you improve your leadership skills. Speak to how your involvement in the program could help you with your career aspirations.

Resume

Please include a PDF or Word doc of no more than one page (one-sided) for this section.

Your research proposal, personal statement, and resume should be uploaded as one document (either a Word document or PDF). When labelling your files, please include your name (e.g. Shraddha Prasad — Application)

Transcript

Upload a PDF/screenshot of your grade report from your ACORN account. You are not required to submit an official copy of your transcript. An unofficial copy will suffice.

If you are a first-year student and do not have current grade reports on your transcript, please upload a screenshot of your grade report with the classes you are currently enrolled in, and email the Laidlaw Scholars Program with records of your final grades from the fall term once you receive them.

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Letters of recommendation

Research advisor statement of support

Each applicant is responsible for contacting a professor and asking them to serve as their research advisor. Research advisors must be professors either at the University of Toronto or at another institution. TAs and graduate students cannot serve as research advisors.

The research advisor must submit a one-page document confirming support for the student and their chosen research topic.

The letter should cover some of these points:

- Their understanding of the proposed research project.
- Their interest in the project and how they plan to support you through it.
- The feasibility of the project: Is the proposed research something that can be completed in six to eight weeks?
- Impact of the project: Is it an important topic to be covered within the field? Does it have an international or interdisciplinary focus?
- Ethics implications of the project: Would the project require REB approval? If so, agreement to aid you in obtaining that approval.
- In submitting this document, the advisor agrees to:
  - support the student's research and serve as a guide for the feasibility of the project
  - support the lab/safety requirements of the project
  - determine that the student's research interests align with the advisor's own research projects/ideals
  - check in with the program coordinator at least twice over the course of the summer and provide updates on the scholar's progress
  - ensure that the student achieves their research objectives through guidance and mentorship

Academic letter of recommendation

The academic letter of recommendation should cover the recommender's relationship to the student and the student's academic ability. The faculty member should address the student's ability/potential to be involved in self-motivated, independent research where they can exercise their leadership potential.

This document should not exceed one page. An academic letter of recommendation can be given by a professor or a TA, but must be from someone who has taught you at the University of Toronto. It cannot be obtained from someone who has taught you in high school. This letter needs to be written by someone other than your chosen research advisor.

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