



# INSTITUTE OF MEDICAL ETHICS

## Institute of Medical Ethics Elective Bursaries 2025 Guidelines for applicants

- 1 Bursaries of up to £1000 each will be awarded to current UK medical undergraduates to support Medical Student Electives, in the UK or overseas, 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 paper [Research-methods-in-medical-ethics-IME-guidance-for-Selective-Bursary-Projects](#) 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:**
  - i. **The degree to which your project focuses on medical ethics.**
  - ii. **The question you hope to answer and the background of the project. Academic references should be included. (Please note that news websites and Wikipedia – for example – are not academic references.)**
  - iii. **The methodology you intend to use.**
  - iv. **The feasibility of your project.**
  - v. **The possible relevance of your findings to health care, the medical ethics debate, your future career.**
  - vi. **Your justification for your bursary application.**
- 5 Medical students must apply jointly with their UK Ethics Lead, or the designated member of staff, who must approve the project and confirm whether or not ethical approval is required (see note 10 below).  
It is important that your Ethics Lead is a member of staff responsible for medical ethics teaching.

Please note: Where possible, we will endeavour to provide you with the name of the Ethics Lead at your home institution who you should approach. Please email us at: [contact@ime-uk.org](mailto:contact@ime-uk.org) to obtain the name. If the Ethics Lead at your home institution is not known to us, we will let you know. (We recommend that you email us for this information as early as possible in the application process.)

Applicants will also need to obtain a signature from their Project Supervisor to confirm they endorse the project, that it is feasible, and that they agree to supervise.

**We strongly suggest that you discuss your application, and particularly the outline of your project with both your ethics lead and your proposed supervisor at an early stage.**

- 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) is 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 UK Ethics Lead or designated member of staff, and proposed supervisor. If your project involves the use of questionnaires and/or interviews, it is very likely that you will require ethical approval. Where possible, you should aim to apply for this before submitting your bursary application, or otherwise as early as possible. If you are successful, we will require confirmation of ethical 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 To submit your completed application, please forward it to your UK Ethics Lead (or designated member of staff) asking them to email it, as a Word document, to: [contact@ime-uk.org](mailto:contact@ime-uk.org), copying in: [lorrainep@ime-uk.org](mailto:lorrainep@ime-uk.org). This will suffice as their sign off.  
  
Once we receive your application, you (the applicant) will receive an email confirming safe receipt. If you have not heard from us within one week of your application being submitted, please email us at: [contact@ime-uk.org](mailto:contact@ime-uk.org) so that we can confirm safe receipt.
- 13 **Please note that only applications which strictly adhere to these guidelines will be considered.**
- 14 Your application form will be anonymised prior to assessment.
- 15 The closing date is **23.59 Monday 4th November 2024**. No applications will be accepted after that date.
- 16 You will be notified of the outcome by **Thursday 12<sup>th</sup> December 2024**.

- 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 a future IME 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 within 3 months of the end of your elective. Please email your report to: [contact@ime-uk.org](mailto:contact@ime-uk.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. **Please note: Submission of a report is a condition of the award and we are unable to issue a certificate unless we have received this.**

- 21 If you have any questions, please email us at: [contact@ime-uk.org](mailto:contact@ime-uk.org) and we will respond asap.

**Reviewed: August 2024**  
**Reviewed annually**