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 the Laidlaw Scholars Program Coordinator, Shraddha Prasad.

**Application components**

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

Note: All documents should be uploaded as a Word doc or PDF. When labelling your files, please include your name (e.g. Shraddha Prasad – Resume, Shraddha Prasad – Transcript, etc.)

**Application form**

The application form will be available on CLNx on October 15, 2019. 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.

**Research proposal**

The research proposal should be no more than 1,000 words (not including citations and your budget) and should follow this format:

- 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
  • 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.
  • Is there travel involved for your research? If so, where? Why is it required?
• 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 to be the goal/key achievement of your research?
• Budget
  • Please fill out the excel spreadsheet outlining your proposed expenses for the summer research period.
  • Note that the research funding will not cover:
    • cost of travel or registration for conferences
    • purchase of laptops
    • purchase of lab equipment, cameras, etc. that will be available through your research advisor’s lab
• 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.

**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 upload a PDF or Word doc of no more than one page (one-sided) for this section.
Transcript

Upload a PDF/screenshot of your transcript 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 transcript with the classes you are currently enrolled in and email the Laidlaw Scholars Program coordinator with records of your final grades from the fall term once you receive them.

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.