# Intercalated Bachelor of Science Degree in Surgery or Surgical Related Area

# Application Guide and FAQ

Applications for an Intercalated award:

1. **Applicant form** (via application portal)
2. **Confidential report from surgeon working at a hospital linked with your medical school** (via application portal)
3. **Confidential report from proposed supervisor** (via application portal)

**FAQ for online applications:**

**I am applying for affiliate membership/transferring my membership; do I need to have this in place before the closing date?**

No, you can apply in parallel, as long as we can see that your membership application is in progress you are eligible to apply. Please email us to confirm this is happening.

**My organisation isn't listed in the drop-down?**

Please email research@rcseng.ac.uk and let us know.

**Accessing the application**

To access applications once logged in: click Application Portal and then use the tab on the left to navigate to 'My Applications' or 'Grants Available'

**My surgeon working at a hospital liked to my medical school/ proposed supervisor did not receive an email to complete their section?**

Ensure you have used the correct email address, and ask them to check their Junk Files as sometimes the generated email will go there. You are able to resend the request via your account portal.

**I can’t log in**

If you think you already have an account but don’t have details, use the ‘forgotten password’ function to get your password emailed to you. (if you don’t receive this please check your Junk folder)

If your email is not recognised, or you have never applied to us before, register yourself as a new user.

*If your account gets locked, please contact us.*

**I need to change my password**

Once you have logged in, you will see a ‘My Account’ option in the left-hand navigation menu. Click on this and follow the instructions at the bottom of the page.

**I need to update my personal details**

Once you have logged in, click on the 'My Contacts' tab. Here you can update your personal details.

**The form will not submit**

Please review the status of all sections of the application form on the summary page and ensure that all parts of the application form have been completed.

**Contact the Research Department**

If you have any problems accessing or completing the form, please contact the Research Department at research@rcseng.ac.uk