**Research Chairs and Senior Research Fellowships**

**Mentoring & Reporting Guidance**

**Mentoring**

In addition to the financial support and networking opportunities, Research Chairs and Senior Research Fellows (RC/SRF) are provided with mentoring support from the Academy’s Fellows (FREng), who will provide expert guidance and support to the RC/SRF. A Fellow of the Academy will be appointed for the duration of the award.

**Mentor Arrangement**

The awardee is required to suggest 2-3 RAEng Fellows (in order of preference) who they would like to work with as a mentor. The Academy will contact the Fellows to obtain their agreement. Please do not suggest Fellows from the RC/SRF’s host university in order to avoid conflict of interest. Please also ensure that the Fellows have the relevant areas of expertise to offer advice on the RC/SRF’s research project.

Once the mentor is confirmed, the Academy will send a formal appointment letter along with the RC/SRF’s application form to the Fellow and will introduce the Mentor and Mentee if not already acquainted.

**Role of Mentor**

Academy Mentors are encouraged to become involved in the RC/SRF’s research as much as they feel appropriate. Their role is to monitor the appointment to ensure that the Academy’s funds are well spent and offer guidance and support to the RC/SRF whilst looking after the interests of the Academy. As a minimum, the role can be summarised as follows:

* To meet the Research Chair / Senior Research Fellow at least once a year to monitor progress, offering advice and guidance where appropriate
* To review the Research Chair / Senior Research Fellow’s ’s annual progress report
* To attend an annual formal review meeting (arranged by the awardee)
* To assess the progress of the appointment on an annual basis according to the performance indicators
* To provide a brief annual report to the Programme Manager at the Academy following each annual review meeting, so that it may be kept on file at the Academy. Any issues or areas of concern should be included in the report
* To establish and maintain regular informal contact with the awardee, by telephone, e-mail or additional visits, and to offer additional guidance and advice on the research portfolio

**\*Performance Indicators**

The following factors may be taken into consideration by the Academy in carrying out its review. Not all assessment criteria will be relevant in every case and additional factors may be agreed between the Academy and the awardee where appropriate.

* + progress made, to be reviewed against the work programme set down in the original proposal
  + the size and composition of any research team under direct supervision of the incumbent
  + the breadth and quality of research undertaken by the incumbent and the team
  + the extent of interdisciplinary collaboration
  + the nature and level of networking undertaken by the incumbent, including any conferences/symposia/workshops you have run
  + the ability of the incumbent to meet targets and deadlines
  + the relevance of the research to industry and the extent of industrial involvement in the research programme as a whole
  + the amount and source(s) of additional research funding (from Research Councils, charities, industry, etc)
  + academic publications
  + number of conferences attended
  + number and quality of papers presented at conferences both in the UK and overseas
  + number of ‘key-note’ or invited presentations given
  + realised impact (in the broad sense) of the research upon society and in industry
  + the number of patents granted and applied for
  + outreach/public engagement/media activities undertaken

The Academy is a signatory to both *The Concordat to Support the Career Development of Researchers* and *The Concordat for Engaging the Public with Research*. The Academy may refer to the principles of both concordats when assessing performance.

**Mentor Meetings Arrangement**

A formal mentor meeting must take place after the submission of an annual progress report. **The Research Chair / Senior Research Fellow is responsible for arranging annual mentor meetings with the mentor** and informing the Programme Manager at the Academy of the meeting date, time and location to enable one Academy representative to join the meeting. The RC/SRF should ‘cc’ the Programme Manager when sending their report to the mentor.

We expect that a representative from the host institution and from the industry partner should be invited to the mentor meeting. The annual mentor meetings serve three main purposes:

* To monitor RC/SRF’s research progress with the mentor’s feedback
* To discuss and provide support and guidance required for the RC/SRF
* To track and capture the RC/SRF’s achievements for the Academy’s communication and promotion purposes.

The mentor meeting can take place at the Academy if it is convenient for the mentor, RC/SRF and the other participants involved. If the meeting will take place at the Academy, the RC/SRF should contact the Academy to confirm the meeting room booking in advance. The Academy will help by preparing the meeting agenda and sending the invitation link in the case of virtual meetings. A template of the mentor meeting agenda is suggested below:



At the mentor meeting, the representative from the university will give an overview of the department, how the department is supporting the awardee and how the RC/SRF is seen as part of its strategy.

The RC/SRF is required to give a presentation on the research progress and plans for moving forward (a 20 min PowerPoint presentation would suffice).

The representative from the industrial partner will give an update in relation to the ongoing partnership with the awardee/university and the impact of the research to date.

After the meeting, the mentor is required to complete the mentor report form below and return the form to the Programme Manager at the Academy.



The RC/SRF should send the following documents to the mentor in advance of the mentor meeting and ‘cc’ the Academy for their information:

* Annual Progress Report
* Mentor Meeting Agenda
* Mentor Report Form

At an informal level, the mentor and the RC/SRF are encouraged to maintain regular contact by any methods they find convenient.

**Reporting**

It is a requirement that a progress report must be submitted to the Academy at the end of each year of the award. The progress report should be completed in the template below. The report should be a summary of the work undertaken during the year, and it should be in **pdf format** and **6 pages long maximum**, appendix included. Please read the guidance notes in the template for details:



As part of the reporting procedure the RC/SRF is also required to submit an annual expenditure statement that should be compiled by the RC/SRF’s relevant finance team at their host university. The expenditure statement should be on letter headed paper (signed/stamped by the relevant authority) stating the expenditure and breakdown for the year against the headings of the costs table originally submitted in the application form. The amounts indicated in the expenditure statement must be audit compliant and hold relevant receipts/proof of expenditure. Please note that any underspend grant at the end of the research fellowship must be returned to the Academy.

The annual progress report and expenditure statement need to be submitted through the Academy’s Grants Management System <https://grants.raeng.org.uk/>

Once submitted, the RC/SRF should forward a copy to the mentor and arrange a mentor meeting with the mentor in the coming months following the mentoring guidance.