ROYAL ACADEMY OF ENGINEERING

Application guidance notes

Distinguished Visiting Fellowship Scheme

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Introduction

The scheme provides funding so that an engineering department at a UK university can host a Distinguished Visiting Fellow from an overseas academic centre of excellence, for visits lasting up to one month.

The scheme's objectives are to:

- access global centres of excellence in engineering research and teaching, with a view to strengthening UK capacity and international standing and promoting new international collaborations;
- enable the participating organisations to discover shared and complementary skills, areas and initiatives that could form the foundation for future collaborations and strategic research alliances;
- foster knowledge exchange partnerships through the sharing of skills, experience, information and the latest technological developments;
- promote the unification of participating organisations' diverse knowledge in the area of engineering and technology by enabling the host institution to engage the Visiting Fellow in a range of mutually beneficial activities.

The activities may include, for example:

- working collaboratively on joint papers and research proposals to tackle ambitious research problems or challenges, both within the host department and also through the involvement of other UK universities and UK industries;
- delivering lectures, presentations, seminars, demonstrations, and expert workshops to graduates, undergraduates, members of the host faculty and academics from other UK institutions guiding the design and delivery of new teaching modules and/or programmes;
- establishing project consortia to work collaboratively on ambitious joint research projects.

> Please note: the Academy is keen that the benefits of these visits should be spread widely, so applicants should ensure the range of planned activities is not confined to a single institution. This is also part of the assessment criteria.

As part of the Academy's commitment to and celebration of diversity we welcome applicants and/or visitors from minority groups and especially from women who are under-represented in engineering. All applications will be judged purely on their own merit.

Eligibility criteria

Applicant

- Only UK universities are eligible to host a Distinguished Visiting Fellow.
- Applications will only be accepted from academics who are employed by the UK host university.
- The Academy defines 'engineering' broadly and includes ICT and materials. If you are unsure if your department or the chosen subject area qualifies as engineering please contact the Programme Manager.
- All Visiting Fellowships must take place between 01 April 2018 and 31 August 2018.
- Applications from commercial centres of excellence are not accepted, although visits to such centres may form part of the planned activities.

Visitor

- The visitor must be currently employed by a non-UK overseas academic centre of excellence in engineering, which includes governmental research organisations. If you are unsure if your proposed visitor qualifies please contact the Programme Manager.
- The visitor should be distinguished and eminent in their field of engineering. This has no precise definition and applicants are expected to provide evidence of the visitor's standing in the application form. If a more junior academic is being invited it must be clearly evidenced why they are outstanding in their field and on an upwards trajectory.
- Visitors from commercial centres of excellence are not eligible for this scheme.

Submission deadline

There are two rounds of applications held each year. The submission deadline for this round of applications is **4pm on 30 October 2017**.

Applicants will be notified of the outcome of their application in January.

The Visit

All arrangements for the visit of the Distinguished Visiting Fellow should be made by the host institution, including any visa applications, if required.

Applications can also support travel within the UK between the host and other higher education (and/or industrial) organisations. Activities involving other institutions should also be coordinated by the host institution.

Each application can cover one visit of up to a month in length, or multiple visits from the same Distinguished Fellow over a series of months. **The total combined length of all visits cannot exceed one calendar month.** The maximum contribution available per Award is £6000, regardless of the length and number of visits.

Applicants are typically informed of the outcome approximately two months after the deadline. Therefore, visit dates stated in applications should be at least three months after the application deadline to enable sufficient time to complete the assessment process and all necessary administrative matters.

All Visiting Fellowships must take place between **01 April 2018 and 31 August 2018**. If your visit will start or end outside of this time period please consider applying for the next round instead, which may be more suited to your timetable.

Funding Guidelines

The funding can be used for the following:

- the cost of **one return air fare** (economy class) between the airports nearest to the Visiting Fellow's home and the host institution (N.B. they may fly first class if they wish, but the Academy will only contribute at the rate of an economy class ticket).
- the cost of accommodation (including meals) at or near the host institution
- a daily allowance to cover incidental expenses, including travel within the UK.

The maximum which can be awarded for each Fellow is £6,000. The host institution is required to provide a list of anticipated costs at application stage.

An accompanying spouse will be permitted if so desired, but at no additional cost to the Academy.

If an application is successful a contract will be drawn-up between the Host University and the Academy. The Academy has no direct link to the visitor and the Host University is expected to make all the necessary arrangements to ensure a successful visit. Please note that following the completion of the visit the Host University will be required to submit an End of Visit report and a statement of expenditure.

Monitoring

Awardees are expected to submit periodic progress reports. All monitoring, including the submission of documents and reports, is completed through the Academy's online grant management system.

- **Initiation report**

  A brief report to confirm the visit has started and is continuing as originally envisaged.

- **Final report**

  End of project reports of 1,000-1,500 words must be submitted jointly by the researchers within **one month** of completion of the visit, describing the main achievements enabled by the Award and future plans and an assessment of how the stated objectives have been met.

  The Steering Group strongly welcomes the submission of short videos to enable the Academy to fully capture project outcomes, impacts and successes. Emphasis should be placed on the content of the video, rather than the technical quality. Videos recorded using a smartphone or webcam are satisfactory; you should not feel compelled to use professional services.

- **Follow up report**

  To enable the Academy to assess the long term effectiveness of our schemes we also require a brief follow-up report 12 months after completion of the exchange, describing any additional activities which have resulted from the exchange.

The reports are sent to Academy Fellows in the scheme's Steering Group for evaluation and serve as a measure of the success of the scheme.

How to apply

All applications must be submitted via the Academy's online application system (https://grants.raeng.org.uk). The author must first register with the system and provide some basic log-in details to create a profile.

The application form should be submitted by the UK academic who is to be the main point of contact for the Visiting Fellow. The application form has seven sections and should take approximately 90 minutes to complete, assuming you have answered the questions offline and merely need to enter the information, rather than compose it. A summary of the guidance notes are imbedded within the system itself, however the guidance given below is more detailed so we recommend you keep this document to hand.

Please note that applicants will need to obtain an up to date CV of the Distinguished Visiting Fellow, a letter of support from the Head of Department of the UK host institution and a letter from your Central Grants Office confirming the application is approved. It is therefore recommended that you approach all necessary personnel well before the submission deadline to ensure you are able to submit on time.

The prime purpose of the application form is to identify why the nominated Visitor and UK university department deserve to be supported under the scheme and how the host

institution intends to maximise the benefits gained (including by collaborating with other UK institutions as part of the visit).

Many of the questions have prescribed word limits which are designed to keep your answers focused and to give you an indication of the level of detail we require. In such cases the number of words you have used will be displayed beneath the question and updated in real time.

If you have any question concerning the application or the online grants system, please contact the Programme Manager. The details are at the end of this document.

Completing the Application Form

After logging in to the online grants system and selecting the Distinguished Visiting Fellowships scheme you should be presented with the "Instructions" screen. Here you will see some general instructions on how to use the system as well as the below list of the seven sections of the application form:

1. Applicant and Institution details
2. Beneficiary/Recipient details
3. Project Details
4. Goals, Objectives and Outcomes
5. Support Requested
6. Marketing
7. Statement of Support and Declaration

At any stage in the application process you can save your work and return to it at a later time. You can answer the questions in any order you like so you can skip some sections to return to later if you so wish. It is therefore worth viewing the application early on for an indication of what is required, and you should also ensure that you have all the necessary documentation when you start completing the application, such as a copy of the Visitor's CV.

1. Applicant and Institution details

Please provide the name and contact details of the individuals and their institutions who will be involved in this project. Your details and those of your institution should be automatically generated by the system, as you provided these at registration, but you will need to add in the details of the Distinguished Visiting Fellow and their employing institution. The Distinguished Visiting Fellow should be categorised as a 'Co-Applicant.'

2. Beneficiary/Recipient Details

This section covers background information of those involved in the application. You will need to upload the Distinguished Visiting Fellow's CV, and answer some basic questions for which you may need to contact the Fellow. The information provided will be used to determine the eminence of the Distinguished Visiting Fellow. There is no set criteria for eminence and each Fellow will be considered on their own merits.

Q – What is the country of residence of the Distinguished Visiting Fellow?
Please note the proposed Visitors cannot be from another university or institution in the UK, as the scheme is for bringing visitors into the UK from overseas.

Q – What is the Nationality of the Distinguished Visiting Fellow?
Enter the nationality of the proposed Visitor. There is no nationality restriction on the Visitor. A UK national who is in an academic position outside of the UK is eligible to become a Distinguished Visiting Fellow. The answer will not be used as part of the assessment process as the Academy does not have a priority list of countries for engagement, but the information is of interest to the Academy as it can show researcher mobility internationally.

Q – What is the current position/job title of the Distinguished Visiting Fellow? Enter the proposed Visitor's current position or job title. Some senior academics may have multiple job titles or positions, please enter their main job title/position first and any other job title should follow.

Q – When was the Distinguished Visiting Fellow appointed to their current position?
Please select the month and year from the calendar icon when the visitor(s) was appointed to their current position.

Q – What is the Distinguished Visiting Fellow's area of expertise?
Outline the area of expertise of the proposed Visitor, using a few key words or a few sentences if you feel more information is necessary.

Q. – Provide a summary of why you believe the proposed visitor to be distinguished and eminent in their field
The visitor should be distinguished and eminent in their field of engineering. This has no precise meaning and applicants are expected to provide evidence of the visitor's standing in the application form. If a more junior academic is being invited it must be clearly evidenced why they are outstanding in their field and on an upwards trajectory in the application form. You have 150 words for this section.

Q - Distinguished Visiting Fellow CV
Upload the Fellow's CV which should be a maximum of **four** pages long and written in English. There is no set format for the CV but it should include information on posts held in at least the last 5 years together with information on education and qualifications obtained (with dates), as well as evidence of eminence and seniority (eg details of awards and prizes won, invited lectures, national/international committee membership/leadership etc). Provide a summary of the visitor's publication record together with details of his/her recent publications relevant to the application. CVs longer than **four** pages will not be accepted.
Documents should be uploaded in PDF format.

Q – Please provide details of all Royal Academy of Engineering Awards or any other Awards which are relevant to the application and were held in the last two years
You should provide a summary of other grants and award you have held in the last two years which are relevant to the application. This will provide evidence of the extent of any research already undertaken or existing collaborations, and the strength of your activities in this area.

3. Project Details

Here you will provide the main summary details for the application, covering the dates of the visit, the costs, the general subject area and an abstract of the proposed activities.

Q – Engineering Discipline
What engineering discipline would the project fall under? This information will help us in identifying suitable reviewers.

Q - Project Details
Please provide a project title. Should the application be successful, this title will be listed on the Academy's website.

Q – Summary/abstract
The project summary should provide a brief overview of your aims and the broad purpose of the visit, the programme of activities and the expected outcomes. It should be written in language that can be understood by a non-specialist reader. (300 words max)

Q – Total project cost
Please enter the total project costs for the visit. This may exceed the amount you

are requesting from the Academy if you have additional sources of funding.

Q – Total value sought from the Academy
This should state the exact amount of funding contribution sought from the Royal Academy of Engineering. The maximum funding available is £6,000.

Q - Start and End Date
The start date must be on or after 01 April 2018 and the end date must be on or before 31 August 2018. If your intended visit does not fit within these timescales, please consider applying for the next round.

Q – Visit length
The visit cannot exceed one calendar month, which includes weekends. Please indicate the number of days the visit will last in total.

Q – Visit type
Please indicate if the visitor will travel to the UK for one single visit or multiple visits.

Q - Is this a new collaboration or a Pre-existing Collaboration?
Please select which option applies from the drop-down list. The scheme primarily aims to promote *new* collaborations, however excellent proposals where links or collaboration already exist will still be considered for funding if the added value of Academy support can be demonstrated.

Q – If this is a pre-existing collaboration, please detail the extent of the collaboration and the added value this new project would provide
This additional question will only be displayed if 'pre-existing collaboration' was selected as the answer to the previous question. Please clarify the value to be added by the Royal Academy of Engineering funding the visit which will continue the collaboration. Please also include information on the type and timing of any past and present links and collaboration that the visitor has had with the host and/or the UK, and state whether the host and the visitor have met in person. (200 words max)

4. Goals, Objectives and outcomes

Q - The main activities to be undertaken
This is the key section of the application. Detail the activities to be undertaken during the visit, giving specific information on any research projects, proposals, papers, lectures, etc, and any activities to be undertaken with other UK organisations- for example guest lectures, meetings, seminars etc, as well as why these particular activities will be of benefit. (500 words max)

Q - Goals and Objectives
Please summarise the goals of the visit, including how many meetings, seminars, workshops, lectures, will be given, paper and proposals written, how many different institutions will be visited and generally how many people with whom the visitor will interact. These will be used to measure the success of the Award. (500 words max)

Q - The expected outcomes and impacts of the Project
List the expected outcomes and impacts of the visit for the host, the UK and for the Visiting Fellow and overseas country. Please also give information on the intended ways to maximise the benefits from the visit: describe planned follow-up dissemination activities and give information on any intended future links and collaboration. (300 words max)

Q - How do you intend to maximise the benefits resulting from the project, and how will the outcomes be maintained after the visit has been completed?
The Academy wishes to promote lasting collaborations and as such is interested in how you intend to maximise the benefits of the visit. Provide details on how you intend to continue the collaboration and the likely follow-on activities you propose to pursue, such as research projects, other collaborations, dissemination, training, workshops, public engagement, teaching materials, routes to exploitation/commercialisation etc, and how this will be funded. (300 words max)

Q – Please provide details on the ownership of any pre-existing Intellectual Property, and any formal agreements to this effect.
If the project involves the use of any Intellectual Property, provide the details of any relevant agreements. If no formal agreement exists or is planned, include considerations on any potential risk to IPR and how the risk will be mitigated. (200 words max)

Q – Please provide details on the ownership of any future Intellectual Property which may result from the project, and any formal agreements to this effect.
If the project may result in the creation of any Intellectual Property, provide the details of any relevant agreements or on-going discussions. If no formal agreement exists or is planned, include considerations on potential risks and risk mitigation. (200 words max)

5. Support Requested

Q - Costs Table
Please detail the funds required to cover the travel costs – both to/from the UK and within the UK, accommodation costs and subsistence. You should indicate both the total cost required for the project and the amount that is requested from the Academy. There is no set limit on how much you can claim in any one category, but the total contribution from the Academy cannot exceed £6,000. The table will auto-calculate the total cost for you.

Q - Justification of Costs
Please provide a brief explanation of your costs, covering both what the funds will be spent on and why. We require evidence that you have researched the costs for which you are seeking support; for example, you could include the cost per night of accommodation, the price of a return airfare and the daily cost of meals. You must indicate the number of days' visit that will be supported by the funding; if multiple visits are planned this must be clearly outlined in your costings. No research costs, staff salaries or maintenance costs can be covered by this scheme. If the costs are not outlined in the table below please assume they are ineligible.

Allowable	
Category	Cost
Travel	Return economy airfare between the Visiting Fellow's country of residence and the UK
	Local travel in the UK for the Visiting Fellow only
Accommodation	Accommodation at or close to the UK host institution. Accommodation at or near other UK institutions as planned in the proposal for the Visiting Fellow only.
Subsistence	Food, incidental expenses for the Visiting Fellow during their visit

Q - Additional Funding to be received

Please provide details of any additional funding which will be provided by the UK University or others in support of the project. Additional funding may be viewed as a positive aspect, being further evidence of the dedication to the collaboration and its potential for impact.

Q – Additional Funding Details
Explain the nature and purpose of the additional funding to be received. Include details of who is providing the funding, why it is required, and how it will be used.

6. Statement of Support and Declaration

This section seeks confirmation that the application has been approved by the necessary personnel. Please contact the concerned parties early on in the application process to ensure you can submit before the deadline. The deadline will not be extended for their lack of availability.

Q – Line Manager Letter of Support
The letter of support should be written by the Applicant's **Head of Department** (or their Head of Faculty if the Applicant is the Head of Department). As a **minimum** the Author should include:
- Confirmation of their support for the application
- Why they support the proposed collaboration and why they wish to host the Distinguished Visiting Fellow
- How it fits in within the wider aims of the department/university
- What form the support will take (financial, staff time, guidance, facilities) – **this should be stated clearly and is an important part of the support letter.**

The letter should be on headed paper, a maximum of two pages long, signed by the Author, and uploaded by the Applicant in PDF format.

> Please note: If the institution offers support above and beyond the minimum, this should be stated in the letter and details provided of what form this support will take. Applicants should note that the strength of support is one of the assessment criteria.

Q - University Declaration
The purpose of the declaration is to confirm that the application is acceptable in principle to the UK research institution/university, and that it has received all necessary internal authorisations.

The declaration terms must be transferred to headed paper and be signed by an appropriate officer from the Research Grants Office or equivalent (i.e. the body which administers grant applications) of the UK researcher's (Lead applicant's) institution/university. A scanned copy of the letter should be uploaded by the applicant in PDF format. We do not need the hard copy version to be sent through.

A summary of the terms that the declaration must contain is below. **Please copy this table directly into your Institution's declaration.**

On behalf of the university I can confirm that I have read and accept the Application guidance and other information regarding this award scheme which is provided on the website of the Royal Academy of Engineering, and I also confirm that:

If not already fully compliant and covering the entire period of the Award then the Applicant's contract of employment will be amended and/or extended as necessary to enable the successful completion of the Award.	
The Applicant and if applicable any co-applicant(s) will be given full access to the facilities, equipment, personnel and funding as required by the application.	
The costs submitted in the application are correct and sufficient to complete the Award as envisaged. Where there is an anticipated shortfall of funding the necessary additional funds will be sourced by the university, potentially through other grants or university funds as required.	
I am authorised to approve the submission of applications for funding and this Application has successfully met all of our internal approval procedures.	

Q – Applicant Declaration
The declaration must be read and completed by the Lead Applicant.

7. Marketing

This section is optional but helps the Academy to understand which of our marketing materials are most successful at reaching the academic community and helps us to improve our future communications work.
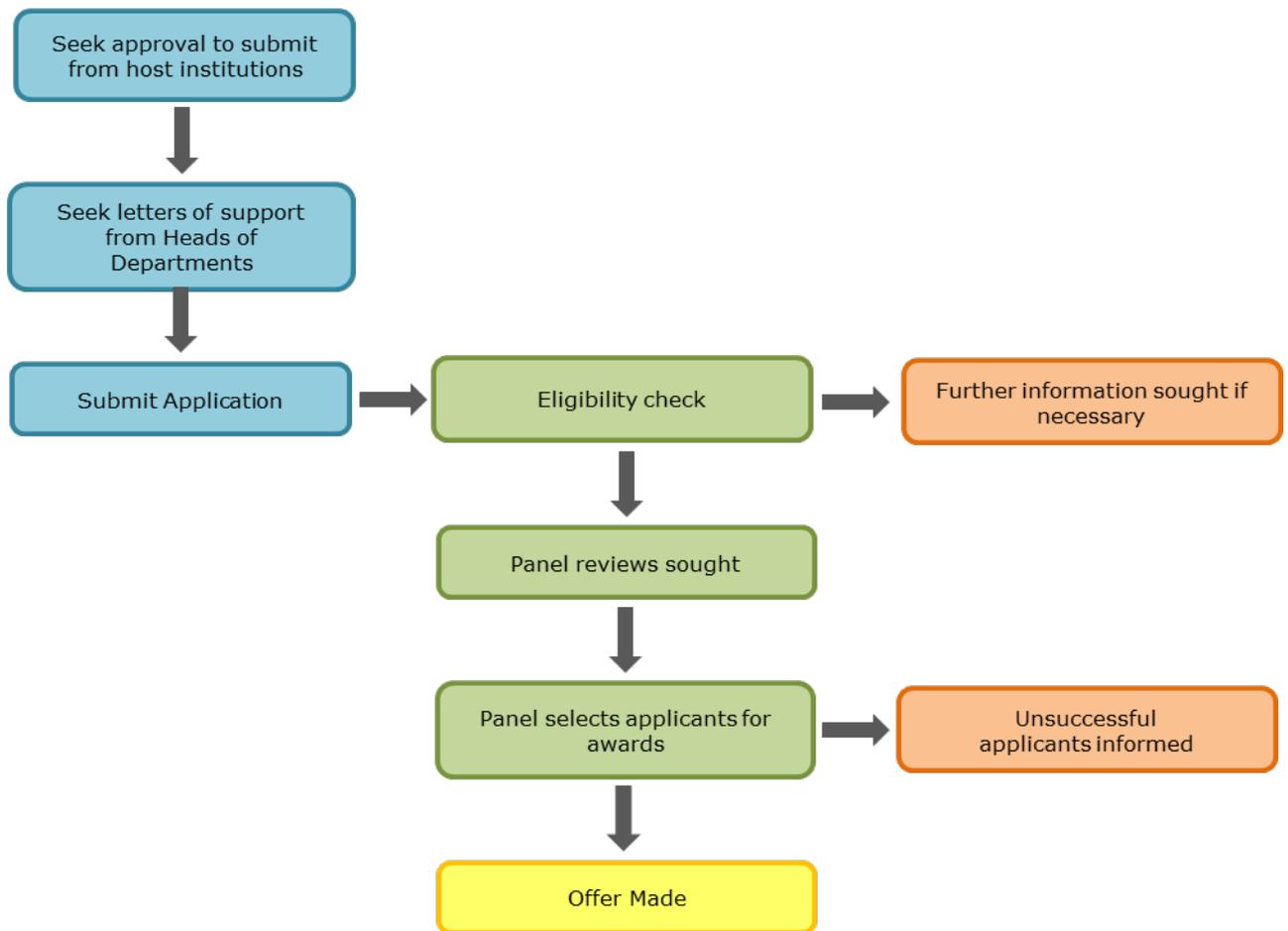
Assessment of Applications

A Steering Group, consisting of Fellows of the Academy, will normally meet within one month of the deadline for applications in order to determine the successful applicants.

In judging and ranking the applications, the Steering Group will take into account a number of factors. These include the extent to which the application complies with the aims and objectives of the scheme, as well as the:

- *Eminence of the selected visitor (and his/her academic centre of excellence) and the potential for a valuable contribution to the host organisation and to the engineering community in the UK.*
    - o Priority is given to applications presenting evidence of an excellent match between the choice of visitor and his/her centre of excellence and the host.

- *Quality and feasibility of the proposed programme of work, collaboration and dissemination activities*
    - o Priority is given to applications where the host and his/her institution are likely to achieve the greatest benefit from a visit and where the visit/visitor will make a substantial contribution to the engineering research and teaching at the host institution and to engineering in the UK.
    - o Priority is given to those applications with a clearly defined (and achievable/feasible) programme of activities, including outcomes and benefits which extend beyond the host through engagement with other universities and UK industries.
    - o Priority is given to applications with clearly defined present and future dissemination activities as well as to those applications that propose distinctive ways to maximise the benefits from the visit.

- *Strength of support for the application*
    - o Priority is given to host organisations demonstrating that the work to be undertaken during the visit is going to be of significant value to them and to engineering in the UK. Priority is, therefore, given to applications strongly supported by the host (as judged from the Head of Department's statement of support/departmental contributions etc.).

- *Potential for future links, collaboration and networking*
    - o Priority is given to applications with a strong potential for future links, collaboration and networking.

- *Added value*
    - o Priority is also given to applicants who demonstrate that the Academy's Distinguished Visiting Fellowship Award would add value to what would have otherwise been achieved.
    - o Priority is given to applicants who include activities with other UK academic and/or industry organisations as part of the visit.

Applicants are typically informed of the outcome approximately two months after the deadline.

At the time of the award notification the UK university will be required to sign a contract detailing the terms and conditions of the Award.

```mermaid
flowchart
    A[Seek approval to submit from host institutions] --> B[Seek letters of support from Heads of Departments]
    B --> C[Submit Application]
    C --> D[Eligibility check]
    D --> E[Further information sought if necessary]
    D --> F[Panel reviews sought]
    F --> G[Panel selects applicants for awards]
    G --> H[Unsuccessful applicants informed]
    G --> I[Offer Made]
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Seek approval to submit from host institutions

Seek letters of support from Heads of Departments

Submit Application → Eligibility check → Further information sought if necessary

Panel reviews sought

Panel selects applicants for awards → Unsuccessful applicants informed

Offer Made

Contact

If you have any further queries, please contact the Programme Manager Sarah Gummer at sarah.gummer@raeng.org.uk or 020 7766 0624