



# Global Research Awards

## Guidance Notes

### **Introduction**

The Global Research Awards provide UK-based engineers currently engaged in research the opportunity to undertake a secondment overseas for a period of three months to one year. The scheme encourages the development of international research networks and knowledge transfer within any engineering discipline. Benefits of the research to the UK may include enhancing prosperity, the uptake of a globally competitive technology, improving quality of life or stimulating wealth creation.

### **Eligibility Criteria**

Applications are welcome from researchers in any engineering discipline and who have a first degree in engineering or a related area. They will currently be employed in the engineering profession (industry, higher education institutes, local government, research associations or other approved R&D organisations in the UK) and have several years of postgraduate experience. The applicant does not need to be a UK citizen, but must return to their UK Employer at the end of the secondment.

The Host organisation may be chosen from the overseas equivalent of the categories just mentioned (though not a parent or subsidiary company of the Employer) provided that it is a recognized Centre of Excellence in the chosen field.

Proposed secondments should not be less than three months in duration and a maximum of 12 months. The secondment may be taken as modules but each period overseas should not be less than two months in length.

Applicants should be confident of achieving the objectives of their proposed research programme during their secondment and of contributing to the UK engineering research community as a whole on their return.

### **Assessment Criteria**

- Quality and originality of the research proposal,
- Quality of the individual as an independent researcher,
- Quality of the international Host for the project,
- Potential benefits to the UK and its industrial development,
- Potential for the development of international research networks and
- Proposed dissemination routes.

### **Application Procedure**

Applications are welcomed throughout the year; there are no closing dates. Please discuss your application with the Scheme Manager before submission.

The Application Form and these Guidance Notes can be downloaded from The Academy's website ([www.raeng.org.uk/gra](http://www.raeng.org.uk/gra)).

All applications are to be submitted to the Scheme Manager by email as pdf documents. It is acceptable for letters of support to be scanned and form part of the document.

Potential applicants may wish to send a draft proposal to the Scheme Manager for review and comment before submitting the final application.

Applications are first confidentially reviewed by three Academy Fellows who are knowledgeable in the area. If successful, the applicant will be called to attend an interview held at The Academy that is paneled by two Academy Fellows.

**Please be aware that at least two months are required to process an application and applications for secondments that will commence before approval or that have already commenced will not be accepted.**

### **Required Documentation and Statements**

The following documentation is to be submitted with the Application Form:

- The project synopsis (maximum half an A4 page), written as an abstract in clear and concise language, detailing the fundamentals of the proposed research. It should include appropriate keywords to identify the specific engineering area to aide in selecting reviewers.
- Technical case for support (maximum of 6 A4 pages) will include:
  - Background to the proposed research,
  - Work programme agreed with both Employer and Host,
  - Target dates/milestones for specific elements of the work,
  - Expected outcomes and deliverables,
  - Expected benefits to the UK with attention drawn to the routes to exploitation,
  - Statement relating to potential Intellectual Property (IP) issues,
  - Financial table detailing the costs to The Academy and the Employer that has been discussed and agreed with your Head of Department or Employer (see Funding section), and
  - Statement of proposed dissemination activities - *named* conference(s); seminars, workshops, and publications in *named* journals,
  - Address the aims of the scheme. What do you specifically hope to achieve on secondment? How does your research project fit into your overall career path and the aims of your Employer? What skills and knowledge will you bring to the proposed Host, and what do you hope to bring back to the UK?
- Secondee details:
  - Curriculum Vitae,
  - Statement on language skills and training requirements,
  - Statement on personal arrangements (e.g. accompanying family),
  - Statement of previous relevant experience working overseas,
  - Statement of aims - personal and institutional,
  - Statement on re-integration on return and how this will be achieved, and

- Record of (research relevant) publications.
- Employee details:
  - Organisation background, including turnover, no. of employees etc,
  - Existing links with the Host country and the Host organisation,
  - Expected benefits and future links with the Host organisation, and
  - Letter of support from the Employer stating support for planned dissemination activities and acknowledgment of the financial commitment to the project as outlined in the Table of Financial Costs.
- Host details:
  - Organisation background, including turnover, no. of employees etc,
  - Expected resulting benefits and future links with the Employer, and
  - Letter of invitation to the proposed secondee.

## **Funding**

This Award contributes to salary and associated travel costs up to a maximum of £50,000.

For industrial researchers, the Award provides 50% of salary (including National Insurance and superannuation contributions) and allowable costs\* while on secondment. The Award is paid quarterly in arrears to the Employer, who is aware of and has agreed to covering the outstanding costs.

For academic researchers, the Award contributes 50% of the 80% full Economic Costing (fEC) (estates costs of 20% are not allowable) costs and 50% of all other allowable costs\* of the secondment. The Award is paid quarterly in arrears to the Employer, who is aware of and has agreed to covering the outstanding costs.

The Award may contribute towards the cost of accompanying family members, particularly for secondments that are longer in duration.

## Table of Financial Costs

It is important to include not only the RAEng costs BUT ALSO the Employer costs.

This table must be seen and approved by your Employer before submitting an application.

Expense	RAEng	Employer	Total
<b>Salary for academics</b>			
Directly incurred ( <i>salary+pension+NI</i> )	40%	60%	100%
Indirect ( <i>administration +infrastructure</i> )	40%	60%	100%
OR			
<b>Salary for industrial researchers</b>	50%	50%	100%
<b>Allowable costs*</b> ( <i>please itemise</i> )	50%	50%	100%
<b>Total Costs</b>	<b>£</b>	<b>£</b>	<b>£</b>

\* Including travel, accommodation, house rental, medical/travel insurance, local transport, language training, conference attendance and subsistence. Neither equipment grants nor estates are considered allowable costs.

## Host Institution

The Host institution will be an established and recognised Centre of Excellence overseas with advanced engineering facilities not readily available in the UK. Ideally the Host will be at the leading edge of the development of new technologies which offer identifiable benefits to the UK economy and encourage the uptake of globally competitive technology in the UK. It is intended that the Global Research Award will help to establish lasting international research collaboration between the UK and the Host to the benefit of all.

## Secondment Duration

The secondment will be between a minimum of three months and maximum of one year. The time can be taken in modules, if more convenient, over a maximum period of three years.

## Scheme Manager

All applications and enquiries are to be addressed to:

Research Programmes

E: [research@raeng.org.uk](mailto:research@raeng.org.uk)

T: +44 (0) 20 7766 0600

## Checklist for Applicants and Awardees

Before you submit a formal application:

- Academics should consult with the Research/Finance Office in regards to costs,
- Academics should coordinate supervision of students etc, if required,
- Consider and put in place any Intellectual Property Rights (IPR), if required,
- Obtain letters of support from your Employer and Host(s),
- Prepare all documentation and statements requested (under Required Documentation and Statements), and
- Submit a draft of your proposal to the Scheme Manager.

Applicants invited to attend an interview should consider:

- Preparing a short oral presentation on your proposal of ~5 minutes in length in general terms, but NOT computer aided ie Powerpoint, and
- Any comments or issues by the reviewers, which will be communicated to you by the Scheme Manager at the time of invitation.

Awardees should consider the following points prior to leaving for their secondment:

- Any conditions set by the Interview Panel,
- Any passport or visa requirements,
- Understanding between Employer and Host of IPR issues,
- Scheme Manager is aware of the planned secondment dates,
- Return of signed contracts to the Scheme Manager, and
- Understanding of The Academy's reporting requirements (in the Reporting Procedures document available from the website).

Upon returning from secondment please remember:

- A Final Report is required to be submitted within three months of returning to ensure final 10% payment of the Award to your Employer,
- The Academy fully encourages the dissemination of your research to other UK engineers. This can include being profiled on the scheme's webpage or submission of a general audience article to a related institutional publication. Please contact the Scheme Manager for further information.