



Royal Academy of Engineering/Leverhulme Trust Senior Research Fellowship Guidance Notes

Closing date for Applications: Friday 30 March 2012

Please read these guidance notes prior to submitting an application. All queries can be directed to Research Programmes on +44 (0) 20 7766 0600 or to research@raeng.org.uk

APPLICATION PROCESS

Applicants are required to submit:

- Application Form
- Letter of Support from the Head of Department
- Case for Support (max. of 4 A4 pages)
- Curriculum Vitae (max. of 3 A4 Pages)

Once all documents have been completed, the Application Form, Letter of Support from the Head of Department, Case for Support and CV should be compiled into **1 PDF document**. Please submit the single PDF file to research@raeng.org.uk with your name in the subject.

Applications that are incomplete or exceed the allowable page length will not be accepted.

INDEPENDENT REVIEWING

All applications are submitted for independent reviewing by at least two Fellows of The Royal Academy of Engineering.

For information, the following areas are addressed by reviewers:

- *Is the candidate suitable for a Senior Research Fellowship? Does the candidate demonstrate quality, originality and independence in their research?*
- *Does the candidate exhibit scientific insight?*
- *Is the candidate aware of the broader context surrounding the proposed research?*
- *What is the quality of the proposed research?*
- *Are the objectives of the research ambitious and/or achievable?*
- *How strong is the case for relief from non-research related commitments, the ideal situation being 100% relief requested?*
- *How significant are the likely benefits to the researcher?*

Application Form

The application form can be downloaded from the Academy website (www.raeng.org.uk/research/researcher/leverhulme).

Project Title

The essence of the research should be captured in the title and be both as informative as possible and understandable to a non-specialist reader.

Keywords

Please provide keywords that clearly identify the technical area(s) of the proposed research programme. These keywords will be used in the assignment of suitable reviewers.

Time Requested for Relief

These values are to be taken from the Commitment Summary table on page 3 of the application form. Please include both the total number of hours in the working week and the total % of the working week from which relief is being requested.

Please note that importance is placed on the amount of time to be spent on non-research related activities as a main objective of the Fellowship is to allow the applicant to focus full-time on research activities for the duration of the Fellowship.

Abstract

The proposed research programme should be summarised in less than 200 words and include a description of the overall context of the research, the work to be undertaken and expected outcomes. It should be described in a language that can be easily understood by a non-specialist reader.

Objectives

Please provide a list of the objectives or aims for the proposed research project, in order of priority. These objectives will be used in the final evaluation of your completed Fellowship.

Beneficiaries

Please describe who is likely to be interested in or to benefit from the proposed research and how this is to be communicated. Beneficiaries should preferably consist of a wider group than those of the applicant's immediate professional circle carrying out similar research. Specific beneficiaries might be companies or public sector brokers, researchers in other disciplines, academic institutions and society in general. If there is no specific beneficiary but the output may have general relevance to a specific sector of industry, science or engineering, then an indication of how this might be relevant should be given.

Commitment Summary

Please provide your current typical weekly time allocation of commitments including administrative tasks, management duties, committees and meetings, teaching, supervision, research time and other (if commitments do not fall within the given categories). Please indicate both the amount of time spent on these activities and the amount of time requested

for relief from each, in hours per week and as a percentage of the total number of working hours each week.

Please note that this may be used as a selection criterion and it is expected that the successful applicant will be relieved of 100% of all non-research related activities, allowing them to concentrate full-time on research.

Relief of Commitments/Duties

Please describe what commitments and duties from the Commitment Summary Table that you will be relieved from and how you expect these to be covered if you are awarded the Fellowship. Explain any commitments from which you will not be relieved.

Fellowships Costs

Please fill out this table after discussions with the relevant authority at your institution. Costs shown in this table are final and should take into account all salary costs of the junior replacement academic, including any pay awards that may be given during the duration of the Fellowship.

As one objective of the Fellowship is to provide a junior academic with administrative experience, it is expected that the replacement academic's salary will be at the lower end of the institution's lecturer pay scale. The costs requested are subject to the approval of the Academy and The Leverhulme Trust.

Case for Support (max. of 4 A4 pages)

The application form should be accompanied by a self-contained description of the proposed research programme. The minimum acceptable font size is 11, and the minimum margin in all directions is 2cm. A case for support that exceeds the above page limits or does not adhere to the specified format will not be considered.

The Case for Support should consist of:

- Previous Research: Provide a summary of results and conclusions of your recent research work. Include any relevant past collaborative work with other institutions or industry. Outline the specific expertise available for the research at the host institution.
- Proposed Research
 - Background: Introduce the topic of the research and explain its academic and industrial context, demonstrate a knowledge and understanding of past and current research in the subject area both in the UK and abroad.
 - Programme and Methodology: Identify the overall objectives or aims of the research to be undertaken during the Fellowship and the individual measurable outputs. Explain why the proposed project is of sufficient timeliness and novelty to warrant consideration for a Senior Research Fellowship. Detail the methodology to be used in pursuit of the research and describe the programme of work, indicating the research to be undertaken and the milestones that can be used to measure its progress.

- Dissemination and Exploitation: Indicate the proposed dissemination and technology transfer routes and explain how the transfer of knowledge will take place to both beneficiaries and the general public. Name the mechanisms in place for identification, protection and subsequent exploitation of any exploitable results that may arise from the research (including details of any specific collaborative agreement, where relevant).
- Diagrammatic Work Plan: Using a simple diagrammatic work plan, e.g. a Gantt chart, illustrate the timeline for the proposed research programme for the duration of the Fellowship.

Letter of Support from the Head of Department

The Letter of Support from the applicant's Head of Department should include:

- A statement about the university's willingness to support The Fellowship together with an explanation of the reasons why she/he is a suitable candidate
- Comments on the suitability of the proposed research activities and the tasks outlined in the Case for Support
- Information about the applicant's teaching (and teaching-related) duties and his/her workload together with a statement on how the applicant's teaching load will be covered in his/her absence