Royal Academy of Engineering Industrial Fellowships 2020/21

Applicant guidance notes

Deadline: 11 February 2020
Applicant Guidance Notes – Industrial Fellowships (2020/21)

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1. Introduction

Strategic industry-university research collaborations provide significant benefits to their participants. Companies can improve business performance through developing new techniques or technologies, de-risk investment in research, and extend the capabilities and expertise available to the business. For academics, these benefits can include the opportunity to address challenging research questions with real-world applications, see their research have tangible impacts and gain access to new skills, data or equipment.¹ Investment in collaborative R&D also delivers real benefits to the UK, driving growth and productivity improvements for businesses and high quality research outputs.

The Royal Academy of Engineering Industrial Fellowships (IF) scheme enables mid-career academics and industrialists to undertake a collaborative research project in either an industrial or academic environment, where one party would host the other.

¹ The Dowling Review of Business-University research collaborations, July 2015
The scheme aims to strengthen the strategic relationship between industry and academia by providing an opportunity to establish or enhance collaborative research between the two parties. Upon their return to the university, academics will use their industrial experience and knowledge of current industry practices to enhance both their teaching and student learning. It is expected that the fellowship will allow industrialists to establish and strengthen corporate and personal links and enhance knowledge transfer in engineering with academia.

2. Eligibility criteria

Applicants can be of any nationality. Applicants with both new and existing partnerships are eligible to apply. SME and medium-sized industrial organisations are welcome to particularly apply.

Fellows can be hosted by an academic institution or an industrial organisation, and should be partnered with an industrial or academic partner accordingly. It is the responsibility of the applicant to make these arrangements. The application must clearly state the mutual benefit of the fellowship and the collaborative project to both organisations.

Applications are welcome from any engineering discipline. If you are unsure whether your proposal falls within the Academy’s engineering remit please email Jorge Ospina.

2.1. Specific criteria for ‘academia to industry’ fellowships:

2.1.1. Applicants should hold a permanent academic teaching or research contract at a UK university.

2.1.2. Applicants should be mid-career academics (lecturer - reader or equivalent). Professorial candidates are not eligible for this scheme.

2.1.3. Applicants should currently be teaching engineering at undergraduate or postgraduate level at a UK University.

2.1.4. Applicants must have a minimum of two years teaching experience, as a permanent academic.

2.1.5. The industrial host should have a significant presence in the UK.

2.1.6. International fellowships are acceptable (where a UK based applicant will take a secondment overseas at an industrial organisation that has a significant presence in the UK, meaning that they have more than just a marketing office in the UK). Applicants must effectively demonstrate in their proposal the benefits to the recipient and to the UK University. These applications will be considered on a case by case basis and awards will be entirely up to the discretion of the scheme’s Steering group.

2.1.7. The industry host can be of any size as long as the organisation can demonstrate that it will provide the awardee with an appropriate working environment.

2.2. Specific criteria for ‘industry to academia’ fellowships:

2.2.1. Applicants must hold a permanent post in the UK in an industrial organisation.

2.2.2. Applicants should be degree qualified or have a professional qualification, such as being a chartered engineer.
2.2.3. Typically it is expected that applicants will have at least 5 years of relevant accumulated experience of working in engineering industry.

2.2.4. The academic host must be based in the UK. International (industry to academia) fellowships are currently not allowed.

2.2.5. Proposals must be written by the individual applicants. Awards will be made to the host university, but funding may be transferred by the university to the industrial organisation to cover salary as appropriate.

Any applications that are incomplete or do not adhere to the guidelines may be rejected.

The Royal Academy of Engineering is committed to diversity and inclusion and welcomes applications from all under-represented groups across engineering. It is the Academy’s policy to ensure that no applicant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

3. Duration

The scheme is open to engineers from all disciplines and provides funding to cover the basic salary cost of the applicant, paid pro-rata against the amount of time to be spent at the host organisation.

3.1. Fellowships can be held from 6 months to 2 years full-time or up to 2 years part-time.

3.2. The Academy will contribute up to a maximum of £50,000 (per-annum) towards the basic salary costs (excluding overheads) of the applicant paid pro-rata against the amount of time to be spent at the host organisation. **The total award is capped at £100k for awards which exceed 1 year in duration.**

4. Industrial contribution conditions and requirements

Applicants who are looking to collaborate with a new partner or who have existing collaborations are welcome to apply. Applicants who have previously held an Industrial Fellowship and would like to continue this collaboration are also welcome to apply.

For applications to be considered, industrial organisations should demonstrate a level of commitment via an auditable in-kind contribution and/or an appropriate cash contribution (please refer to the “industry contribution requirements section”).
Note: At the end of the Fellowship it will be expected that the relevant university or industry Head of Department will confirm (in writing) that the financial contribution from the Academy has been used to release the Industrial Fellow from other duties (admin, teaching and supervision etc.), which will enable the fellow to fully concentrate on the research relationship.

4.1. Academia to industry fellowships – industrial contribution conditions and requirements

4.1.1. Industrial contribution requirements
It is expected that industrial organisations demonstrate their commitment via an auditable in-kind contribution and/or an appropriate cash contribution to cover additional expenses. It is expected that this industrial contribution be made proportionate to the size of the company (please refer to figures 1 and 2 below).

4.1.2. Industrial contribution exemptions
Exceptions will be considered for smaller companies, where this would not necessarily be a requirement. These exceptions will be considered on a case by case basis at the full discretion of the IF Steering group. Applicants who are looking to collaborate with an SME are encouraged to apply.

4.1.3. Use of industrial contribution
Industrial contributions should be used flexibly in support of the Fellowship. This may include both cash and in-kind contributions (e.g. access to facilities, technical staff equipment, consumables etc.). In-kind support should be fully costed. Applicants must complete the table below (table 1) on the grant management system when completing their applications.

For successful applications, a bilateral contract will be drawn up between the university and the Academy. An appropriate bilateral agreement between the university and the industrial partner is also required and needs to be signed before the Academy/University contract can be finalised. Both contracts need to be completed in advance of 1 September 2020.

4.2. Industry to academia fellowships – industrial and academic contribution conditions and requirements

4.2.1. Industrial contribution requirements
The industrial organisation of individuals applying for this fellowship option must contribute an additional (minimum of) 40% of the total award value. This can include in-kind and cash contributions.
(This means that for an award of £100K, the industrial organisation would be expected to contribute an additional £40K)

4.2.2. Industrial contribution exemptions
There are no contribution exemptions for this kind of fellowship option. For applications to be considered the industrial contribution outlined in 4.2.1 must be made. Any applications that fail to comply with this requirement may be rejected.

4.2.3. Use of industrial contribution
Industrial contributions should be used flexibly in support of the Fellowship. This may include both cash and in-kind contributions (e.g. travel expenses, access to facilities, technical staff, equipment and consumables etc.). In-kind and cash contributions must be fully costed. Applicants must complete ‘table 1’ (see below) on the grant management system when completing their applications. Industrial contributions can also be used to subsidise any expenses incurred by the academic host.

For successful applications, a bilateral contract will be drawn up between the university and the Academy. An appropriate bilateral agreement between the university and the industrial partner is also required and needs to be signed before the Academy/University contract can be finalised. Both contracts need to be completed in advance of 1 September 2020.

4.2.4. Academic contribution expectations and uses
It is anticipated that as universities host industrialists’, various costs (mainly in-kind and possibly cash costs) will likely be incurred to the university partner participating in this kind of fellowship. This can be considered an ‘academic contribution’. These costs may arise in the form of access to facilities, technical staff, equipment and consumables etc. For auditing purposes, (and only applicable for industry to academia fellowship applications) applicants must complete ‘table 2’ (see below) on the grant management system when completing their applications.

4.2.5. Publication of results
All projects should aim to produce some substantial publishable research results that are available in the public domain. Publication may be delayed until intellectual property has been suitably protected.

Note: There may be changes to state-aid guidance after Britain’s exit from the European Union. In the event that such changes are introduced between the application and the start of the grant, we may need to require a revised costing of the proposed project to be compliant with new requirements. Such changes may also affect future Industrial Fellowship calls and the requirements for industry-to-academia fellowship routes.
Table 1: Industrial cash and in-kind contributions costing table

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash contribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-kind support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: must be completed by all applicants

Table 2: Academic cash and in-kind contributions costing table

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash contribution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-kind support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: only applicable for industry to academia fellowship applicants

Figure 1: Industrial contribution expectations table – for academia to industry fellowships

Note: Industrial organisations of industry to academia applicants must contribute an additional (minimum of) 40% of the total award value regardless of company size (see item 4.2.1).

All applicant must use figure 1 to determine the size of the industrial organisation taking part in the fellowship. When determining the industrial company size, the size is primarily determined by "Annual Turnover". This is to avoid any confusion with overlapping criteria.

<table>
<thead>
<tr>
<th>Company Category</th>
<th>Employee numbers</th>
<th>Annual turnover</th>
<th>Expected Host contribution (auditable in-kind and/or cash) for IF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro*</td>
<td>Employees 0-9</td>
<td>£0-£1.9M</td>
<td>Possibly exempt – Panel to decide – otherwise 4% of total grant awarded per annum</td>
</tr>
</tbody>
</table>
### SME* Employees 10-249 £2M-£24.9M
Possibly exempt for small companies – Panel to decide – otherwise 5-10% of total grant awarded per annum

### Medium-sized Business ** Employees 50-249 £25M-£499.9M
11%-20% of total grant awarded per annum

### Large Employees 250+ £500M+
21%-50% of total grant awarded per annum

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**These company size categories have been based on definitions found here: [https://www.gov.uk/government/collections/mid-sized-businesses](https://www.gov.uk/government/collections/mid-sized-businesses)

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**Figure 2: Example of industrial contribution using 2-year fulltime fellowship at £50k per annum**

<table>
<thead>
<tr>
<th>Company size</th>
<th>Duration</th>
<th>Salary (per annum)</th>
<th>Expected host contribution</th>
<th>Total industrial contribution (cash and/or auditable in-kind)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro</td>
<td>2-year fulltime</td>
<td>£50k</td>
<td>4% of total grant awarded per annum</td>
<td>Exempt or £4k</td>
</tr>
<tr>
<td>SME</td>
<td>2-year fulltime</td>
<td>£50k</td>
<td>5-10% of total grant awarded per annum</td>
<td>Exempt or £6-10K</td>
</tr>
<tr>
<td>Medium-sized Business</td>
<td>2-year fulltime</td>
<td>£50k</td>
<td>11-20% of total grant awarded per annum</td>
<td>£11-20K</td>
</tr>
<tr>
<td>Large</td>
<td>2-year fulltime</td>
<td>£50k</td>
<td>21%-50% of total grant awarded per annum</td>
<td>£21-50K</td>
</tr>
</tbody>
</table>

**Note: Actual industrial contributions within the notional bands indicated, will be at the full discretion of the Steering Group after full and appropriate consideration**
5. Mentoring and monitoring

5.1. **Role of the mentor**
For Fellowships lasting longer than 12 months, the awardee will be provided with a mentor (a Fellow of the Academy) to provide independent expert advice and guidance on research-related matters throughout the duration of the award. The mentor will also formally monitor the progress of the awardee to ensure that the Academy’s funds are well spent.

5.2. **Monitoring requirements and expectations**
For Fellowships lasting longer than 12 months, the awardee must submit an annual progress report to the Academy, which will be reviewed and evaluated by the mentor. Annual reports should follow the reporting guidelines which will be provided by the Programme Manager post award. It is advisable that the awardee has regular communication with their mentor and arranges an annual review meeting with their mentor to discuss their progress. By mutual agreement and at the full discretion of the steering group, mentors can be assigned to awardees with fellowships that have a duration of less than 12 months.

In addition to annual reports, all Awardees (regardless of the duration of their Fellowship) will be required to provide an “end of fellowship report” to the Academy, to detail completed activities and future plans. Reports should follow the reporting guidelines which will be provided by the Programme Manager post award, and will cover such aspects as the progress made against the work plan. Awardees will also provide an “impact review statement” 12 months after the completion of the award, to demonstrate the longer-term impact of the industrial fellowship.

5.3. **Summary of required reports**
5.3.1. Annual progress report – only applicable for Fellowships with a duration longer than 12 months

5.3.2. End of fellowship reports – to be submitted at the end of the Fellowship

5.3.3. Impact review statement – to be submitted 12 months after the Fellowship has finished

6. Submission deadline

The submission deadline for applications is **4pm on 11th February 2020**.

7. How to apply

7.1 All applications must be submitted via the Academy’s online grants management system: [https://grants.raeng.org.uk](https://grants.raeng.org.uk)
7.2 The applicant must first register with the system and provide some basic log-in details to create a profile. The application form has five sections and should take approximately two hours to complete. A summary of the guidance notes is imbedded within the system itself. However, the guidance notes below are more detailed so we recommend you keep this document to hand.

7.3 You will have the option to download a pdf of your application after submission, which may be used for future reference.

7.4 If you have any questions concerning the application or the online system please email Jorge Ospina (Programme Manager)

8. Completing the application form

After logging in to the system via the Academy website and selecting the Industrial 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 five sections of the application form:

1. Applicant and Institution details
2. Project Details
3. Case for Support
4. Marketing
5. Statements of Support and Declaration

At any stage in the application process you can save your work and return to it later. You can answer the questions in any order and you may freely skip some sections to return to later if you so wish. It is therefore worth viewing the entire application before beginning it for an indication of what is required.

Before completing the application form, applicants are asked to complete a Diversity Monitoring Form to help the Academy monitor and assess its equality, diversity and inclusion policy. The information will be treated as strictly confidential, non-attributable and only reported when collated. It is gathered, stored and used in compliance with the Academy’s Privacy Notice in line with the General Data Protection Regulations 2018. The information will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. It will not be seen by anyone involved in any selection processes. No information will be published or used in any way that identifies individuals. The Academy will retain personal information for six years.

8.1 Applicant and institution details

As a registered user, the form should autocomplete your name, institution and contact details. You must ensure your email address is recorded accurately, as this will be how the Academy will contact you regarding the application.
Please ensure the contact email address is correct and will be valid for the entirety of the application process as this will be the main method of communication regarding the application.

8.1.1. **Q – Please upload your CV**
Your CV should be no longer than three pages.

Include details of any industrial experience you may have, as well as any experience which is relevant to the research project. As a minimum please include the following in your CV:
- Your qualifications (listed in reverse order)
- List any patents relevant to your application
- Your track record in research or experience in research & development
- Any relevant involvement with relevant professional institutions
- List of key publications,
- Conference presentations
- Students supervised**
- Current and previous teaching duties**
- Awards/prizes received (if any)
- Details of any successful or pending grant applications**

(**Note: might not be applicable for individuals applying for an industry to academia fellowship)**

The format and content of your CV is left to your discretion. You do not need to include contact details here again as these are included earlier in the application.

8.1.2. **Q – Host organisation details**
Complete the table with summary details of the host organisation/university and your main point of contact.

8.2 **Project details**

This section asks for summary details of the application.

8.2.1. **Q – Type of fellowship**
Please indicate which type of fellowship you are applying for by choosing one of the two options, either academia to industry or industry to academia.

8.2.2. **Q - Project start date**
Please enter your proposed start date. Any awards made in this round must start in **September 2020**.

8.2.3. **Q - Project end date**
Please enter the expected end date.
8.2.4. \textit{Q – Type of award – full time or part time}

Pick from the drop-down menu the average percentage of working time you anticipate dedicating to the industrial fellowship.

The minimum is 25% of your average working time over the period of the award but this does not have to be the same working pattern every week.

8.2.5. \textit{Q – Salary contribution}

The salary contribution is calculated as the basic salary (excluding overheads) paid pro-rata against the time to be spent on industrial fellowship at the host organisation. \textbf{You must do this calculation yourself and enter the correct calculated amount into your online application. You must also enter the full amount (not the annual figure) you wish to apply for which covers the entire duration of your fellowship.}

The Academy will contribute up to a maximum of £50,000 towards the cost of this Fellowship per annum (excluding overheads). Any fellowship which exceeds one year in duration will be capped at £100k. It is expected that the successful university/industrial organisation will use the salary savings to support the award, for example by paying for a replacement or contributing to travel and accommodation costs.

The time spent on the Fellowship should not be attributed to the time allocated to research, but should instead come out of the time dedicated to the awardees usual day to day duties (which may include but not limited to consultancy and core business, teaching, supervision and admin duties). i.e. the applicant’s research activities should not be negatively impacted by the fellowship, and should be considered an addition to their normal research, rather than instead of.

8.2.6. \textit{Q – Industrial company size}

Please indicate the size of the industrial company which you will be collaborating with or are part of by selecting one of the options below. Please use Item 4 and Figures 1 and 2 of the guidance notes as reference for completing this section.

Please note that when determining the industrial company size, the size is primarily determined by "Annual Turnover" (see figure 1 of the guidance notes). This is to avoid any confusion with overlapping criteria.

8.2.7. \textit{Q – Industrial cash and in-kind contribution requirements}

As explained in section 4 of the guidance notes. Applicants are expected to fully complete the costing table found on the application form on the grants management system. Industry to academia fellowship applicants’ industrial organisations must contribute an additional (minimum of) 40\% of the total award value. This must be
captured in this section.

Academia to industry fellowship applicants must use Figures 1 and 2 as guidance to complete this section.

8.2.8. **Q - Academic cash and in-kind contributions costing table**
As explained in section 4 of the guidance notes. Only industry to academia fellowship applicants are expected to fully complete the costing table found on the application form on the grants management system (see table 2).

8.2.9. **Q - Project title**
The project title should not be longer than 10 words and should be understandable to a non-specialist reader.

Please note that the position will be known as the “Industrial Fellowship in Project Title”. A more succinct and approachable title will be beneficial for media/outreach activities.

8.2.10. **Q – Abstract**
Describe the research in terms that can be understood by a non-specialist reader. The essence of the project should be captured in this section and should be as informative as possible.
You have 150 words for this section.

8.2.11. **Q - Subject category**
Select the broad engineering category that best describes your research area. This will be used to guide the selection of reviewers. If your research fits into several categories, please pick the category which is most applicable to your proposal.

1) Civil, construction and environmental
Including aspects of civil and structural engineering; construction materials; earthquakes; wind and fire engineering; building engineering physics; construction management; numerical modelling; environmental engineering; water resources and flooding; offshore and coastal engineering; hydraulics; climate change and sustainability; waste management; geotechnical engineering; geomatics/surveying.

2) Materials and mining
Including metallurgy; metal forming; corrosion; failure analysis; structural integrity; non-destructive testing; inspection technologies; failure prevention; fabrication and repair technologies; welding and joining technologies; discovery and development of mineral resources; extraction and processing of minerals; mining engineering; materials performance; materials research; plastics and composites; structural materials (excluding materials specifically covered elsewhere).

3) Chemical and process
Including all aspects of chemical and process engineering; aspects of fuel technology; oil; coal and gas technologies; carbon; carbon sequestration; clean technology; combustion; catalysis; particulates; food processing; fermentation processes; pharmaceutical engineering; biotechnological processes.

4) Aerospace
Including all aspects of aeronautical engineering and aerospace manufacturing; turbomachinery and aerothermal engineering; avionics; radar systems; antennae; satellite systems; autonomous systems; aspects of systems engineering; airlines; materials for aerospace.

5) Transport and mechanical
Including all aspects of mechanical engineering; automotive; rail and marine engineering; transportation infrastructure; engines; turbomachinery; mechatronics; acoustics and vibrations; ultra-sonics; heat and thermodynamics; fluid dynamics.

6) Manufacturing and design
Including manufacturing management and manufacturing process innovation; manufacturing business improvement and re-engineering; CAD/CAM; robotics for manufacturing; engineering design.

7) Electrical and electronic
Including electrical, electronic and control engineering; design for electronics; aspects of nanotechnology and semiconductor engineering; lasers; optoelectronics; photonics; microwave engineering; instrumentation; display technology; solid state electronics.

8) Energy and power
Including energy technologies; electric power and energy systems engineering; nuclear and renewable energy generation; energy infrastructure; management of energy and energy resources for generation, storage and transmission; distribution and conversion of electric energy and power; electricity supply and energy conservation; hydrogen power; fuel cells.

9) Medical and bioengineering
Including all aspects of medical and biomedical engineering; orthotics; prosthetics; ultrasound for medicine; medical scanning and imaging; drug delivery; biomedical materials; tissue engineering; medical devices; medical robotics and computer assisted surgery.

10) Computing and communications
Including computational and software engineering; informatics; web and data science; telecommunications; mobile telephony; broadband;
wireless spectrum; signal processing; television, film and broadcasting; computer and video games; special effects.

8.2.12. **Q – Please provide keywords relating to the project**
The keywords help when identifying reviewers for the assessment process. You may wish to include relevant words from the subject categories provided.

8.3 **Case for support**

In this section, please indicate the main activities to be undertaken and the expected outcomes, including how you intend to maximize the benefits gained from the Industrial Fellowship.

8.3.1. **Q - Provide a detailed description of the collaborative research to be undertaken**
Describe the programme of work to be undertaken during the award including how novel, realistic/ambitious the research project is. Outline the specific deliverables anticipated and appropriate milestones by which to measure progress.

You have up to 1000 words to answer this question.

8.3.2. **Q – Images and diagrams**
Upload any images and/or diagrams related to your project. Upload a single document with the images and diagrams in the order you would like them viewed. They should be appropriately referenced in your previous answer. A pdf would be the most user-friendly format.

8.3.3. **Q – Work pattern during the industrial fellowship**
Provide details of the format of the industrial fellowship including: anticipated full time or part time working pattern, any travel and accommodation arrangements, and how you propose to balance your university and industry commitments.

You have up to 250 words to answer this question.

8.3.4. **Q - Choice of the host industry/academic partner**
Provide justification for the choice of industry/academic partner including the strategic importance of this relationship to you and your institution/organisation. Also, please include a few comments on the track record of the industrial organisation in commercialising new technology and on any previous relevant collaborations that the industrial organisation has had with universities and other partners.

Outline what would be the expected benefits for the company/university institution through this appointment. Provide details of what has been achieved so far through any existing collaboration and what
is the overall perceived long term vision for this relationship. This could include how establishing or strengthening links between the industrial and academic sectors (and the wider group of stakeholders) will benefit you at this stage of your career and how the award will lay the foundation for a future long-term collaboration.

You have up to 350 words to answer this question.

8.3.5. **Q – Exploitation**
How will the results be exploited, both in general terms and more specifically by the industrial organisation participating in this fellowship? In the previous question, you explained what the benefits of the research are. Here you should explain how the benefits and impacts mentioned above will be achieved.

Identify what mechanisms are in place for identification, protection and subsequent exploitation of any deliverable which may arise from the research (including details of any specific collaborative agreement, where relevant). You should also indicate when these routes to exploitation are likely to be implemented, including your plans beyond the period of the award.

You have up to 250 words to answer this question.

8.3.6. **Q - Intellectual property rights**
State the intellectual property rights arrangement agreed between the university and industrial partner.

*Please note that as per section 4.2.5 we expect that all projects should aim to produce some substantial publishable research results that are available in the public domain. Publication may be delayed until intellectual property has been suitably protected.*

You have up to 200 words to answer this question.

8.3.7. **Q – Enhancement of teaching/student learning and knowledge exchange**
*If you are applying for an ‘academia to industry’ fellowship, please outline your plans to utilise your industrial experience to enhance both your teaching and student learning upon your return from the Industrial Fellowship.*

You should include details of how you propose to enrich your teaching activities (e.g. undergraduate/postgraduate teaching curriculum development, supervision of project students, etc.). Please outline the envisaged impact upon student learning and how it will enhance the employability of your students.

*If you are applying for an ‘industry to academia’ fellowship, please describe clearly the mutual benefit this collaboration will bring*
to both organisations such as knowledge exchange. If applicable you can give details of how this fellowship will enhance the teaching and the student learning of the host academic institution.

You have up to 500 words to answer this question.

8.3.8. Q – Current teaching activities/ work commitment
Please detail your current teaching load or work commitments, including but not limited to undergraduate/postgraduate courses, number of contact hours, number of students, supervision of project students, supervision, consultancy and core business duties, admin and other industrial work related duties etc.

You have up to 250 words to answer this question.

8.4 Marketing
This section is optional and any information provided will help the Academy to understand which of our marketing materials and methods are most successful, so enabling us to improve our future communications activities. This will not be seen by the reviewers, and is for administrative purposes only.

8.5 Statements of support and declaration
This section seeks confirmation that the host company/university fully supports the awardee’s application and that they have considered the strategic importance of the collaboration.

Please note: The application deadline will not be extended if your support letters are not ready to upload before the deadline, therefore please ensure you request these support letters well in advance.

8.5.1. Q – Letter of support from the Head of Department / School or dispatching manager
Upload a signed letter of support from the Head of Department / School or dispatching manager confirming their commitment to this application and the proposed fellowship.

The letter of support should contain the following:
• How this proposed industrial collaboration aligns with the strategic priorities of the (industrial) department or the university.
• How the proposed Industrial Fellowship will strengthen the strategic relationship between both parties (university and industry).
• Outline how this collaborative research partnership will be sustainable beyond the period of this proposed Fellowship.
• Confirmation regarding the applicant’s teaching load (for academics)/ work commitments (for industrialist) and details of how the applicant’s duties will be covered during the period of the Fellowship.
• How any salary savings will be used to support this award, for example by paying for a teaching/work replacement and or contributing to travel and accommodation costs.
• Details of any cash contributions or in kind support provided by your organisation/university institution.

8.5.2. Q – Letter of support from the industry/ university host
Upload a signed letter of support from the host contact named at the start of the application, confirming their commitment to this applicant and the proposed fellowship.

The letter of support should contain the following:
• Confirmation of the host's commitment to this Fellowship, which explains why this collaboration is strategically important to them and what the anticipated benefits will be.
• A brief description of the planned work, and how this fits within the company’s aims and activities.
• Detail what facilities, training and equipment will be made available to the Industrial Fellow, and any other contributions they will make to the award.
• Full costs cash and in-kind of the Industrial Fellowship to the host, in terms of facilities, equipment, staff time etc.

The letter should not exceed two pages and should be submitted as a PDF.

8.5.3. Q – University/ Industrial Company declaration
Upload a declaration signed by an appropriate officer of the Central Research Office or equivalent (i.e. the body which administers grant applications), confirming their support for this application and the proposed fellowship.

The letter must confirm that the application has been approved by the university/ industrial organisation, and must contain the wording given in the box below. A scan of the letter should be uploaded by the applicant as part of their submission. The application will not be sent to the Central Research Office for formal approval, and this letter is confirmation that the applicant has obtained all the necessary permissions to submit. We do not need the hard copy version.

The letter should be on a university/company headed paper and should carry the signatory’s name, position and the university’s official stamp (if available/applicable).

This is for administrative purposes only.
On behalf of the [delete as appropriate: university/Industrial Company] 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 awarded, the applicant will be given full access to the facilities, equipment, personnel and funding as required by the application.
- The applicant will be employed by their university/industrial company for the duration of the award. The costs submitted in the application are correct and sufficient to complete the award as envisaged. Any shortfall in funding will be met by the university/industrial organisation.
- The applicant will be allowed to go on the industrial fellowship as detailed in the application, and all necessary contractual arrangements will be made with the host.
- I am authorised to approve the submission of applications for funding and this Application has successfully met all of our internal approval procedures.

9. Assessment of applications

This scheme has a one stage assessment process:

- Peer Review
- Selection Panel

Applications will be reviewed and assessed by a Selection Panel comprising of Fellows of the Academy and co-opted experts as deemed necessary. They will take into account a number of factors, including:

For “academia to industry fellowship” applications the reviews are based on the following factors:

1. Research track record of the candidate
2. Quality of the proposed collaborative research project
3. The potential for impact upon student learning and employability
4. The strategic benefits and sustainability
5. Exploitation of results

For “industry to academia fellowship” applications the reviews are based on the following factors:

1. Research track record of the candidate
2. Track record of industrial organisation
3. Quality of the proposed collaborative research project
4. Potential research impact
5. The strategic benefits and sustainability
6. Exploitation of results

Applicants will be notified whether their application has been successful in June 2020. All awards are expected to start their fellowship by **September 2020**.

10. Contracts

All awards will be made to the university participating in the scheme. This applies to both industry to academia or academia to industry fellowship options. In all cases, all award funds will be paid to the university (without exemption). In the instance of an industry to academia fellowship, funding must be transferred by the university to the industrial organisation to cover salary as appropriate.

Therefore, (as per items 4.1.3. and 4.2.3.) all successful applications, require a bilateral contract to be drawn up between the university (participating in the scheme) and the Academy. An appropriate bilateral agreement between the university and the industrial partner is also required and needs to be signed before the Academy/University contract can be finalised. Both contracts need to be completed in advance of 1 September 2020.

11. Publications and policies

The Academy is a signatory to The Concordat to Support the Career Development of Researchers and The Concordat for Engaging the Public with Research.

The Academy encourages awardees to use open access routes for their peer-reviewed publications, choosing the best route to maximise the social and economic impact of their work. For more information on our open access policies and other Academy policies please visit our website: [https://www.raeng.org.uk/grants-and-prizes/grants/programme-policy-documents](https://www.raeng.org.uk/grants-and-prizes/grants/programme-policy-documents)

12. Contact

If you have any queries, please email **Jorge Ospina** (Programme Manager).