Guidance Notes - Industrial Secondments Scheme

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Introduction

The Industrial Secondments Scheme provides an invaluable opportunity for early to mid-career academics to undertake a collaborative research project in an industrial environment. The scheme aims to strengthen the strategic relationship between the university and the industry host by providing an opportunity to establish or enhance collaborative research between the two parties.

The secondment will facilitate knowledge transfer between industry and academia and will enable the awardee to gain first-hand experience of working in an industrial environment and knowledge of current industry practices, thereby enabling the secondee to improve the quality and industrial relevance of their teaching.

The scheme is open to engineers from all disciplines and provides funding to cover the salary cost of the applicant, paid pro-rata against the amount of time to be spent at the industry host. Awards can be held up to six months full-time or part time up to 12 months.

Upon their return to the university, the awardee will use their industrial experience and knowledge of current industry practices to enhance both their teaching and student learning.

The Academy will contribute up to a maximum of £30,000 towards the salary costs (excluding overheads) of the applicant paid pro-rata against the amount of time to be spent at the industry host.
Eligibility criteria

- Applicants should hold a permanent academic post at a UK university
- Applicants should be early to mid-career academics (lecturer - reader or equivalent). Professorial candidates are not eligible for this scheme.
- Applicants should be currently teaching engineering at undergraduate or postgraduate level at a UK University.
- Applicants must have a minimum of two years teaching experience
- The industry host must have a significant presence in the UK. The secondment must be conducted within the UK.
- The industry host can be of any size as long as the organisation can demonstrate that it will provide the secondee with an appropriate working environment.
- Secondments can be held up to six months full-time or on a part time basis up to 12 months.
- Any applications that are incomplete or do not adhere to the guidelines may be rejected.
- Applications are welcome from any engineering discipline. Engineering is defined in its broadest sense, encompassing a wide range of diverse fields, including computer science and materials. If you are unsure whether your proposal falls within the Academy’s engineering remit please contact the Research Programmes team at research@raeng.org.uk

The Academy is committed to diversity and we welcome applications from minority and under-represented groups in engineering, especially from women.

Submission deadline

There is one round of applications held each year. The submission deadline for this round of applications is 4pm on Tuesday 27 January 2015.

Monitoring

Awardees will be required to report on progress 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 a follow-up report 12 months after the completion of the award, to demonstrate the longer term impact of the secondment.

How to apply

All applications must be submitted via the online application system, available here: https://grants.raeng.org.uk. All applicants must be registered with the Academy’s single sign-on system, or must first register and provide some basic log-in details to create a profile. The online application system is currently under development, as one of the first users of the system we would greatly appreciate your feedback on its ease of use, good or bad.
The application form has five sections and should take between one hour and one day to complete, depending on whether the applicant has already considered the questions prior to applying. 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.

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 questions concerning the application or the online system please contact the Research Programmes team at research@raeng.org.uk

**Completing the application form**

After logging in to the system via the Academy website and selecting the Industrial Secondments 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. Statements of Support and Declaration
5. Marketing

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 may freely 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 to complete the application, such as supporting letters and your CV.

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.

**Q – Please upload your CV**

*Your CV should be no longer than three pages.*

Include details of any prior industrial experience you may have, as well as any experience which is relevant to the research project.

**Q – Host organisation details**

*Complete the table with summary details of the industry host and your main point of contact.*
2. Project details

This section asks for summary details of the application.

Q - Project start date
Please enter your proposed start date. Awards must start between 1.3.15 and 31.3.15.

Q - Project end date
Please enter the expected end date. The project must last between three and six months full time equivalent, and can be held part-time over the course of 12 months.

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 secondment.

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.

Q – Salary contribution
The salary contribution is calculated as the basic salary (excluding overheads) paid pro-rata against the time to be spent on secondment at the host.

The Academy will contribute up to a maximum of £30,000 towards the cost of this secondment. It is expected that salary savings will be used by the university to support this award, for example by paying for a teaching replacement or contributing to travel and accommodation costs.

Q - Project title
The project title should not be longer than 10 words and should be understandable to a non-specialist reader. The essence of the project should be captured in the title and should be as informative as possible.

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

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.

The categories are:
1 – MECHANICAL (Mechanical, aeronautical, marine and manufacturing engineering)
2 – CIVIL (Civil, structural, environmental, public works and building services engineering)
3 – ELECTRICAL (Electrical, electronic, control engineering, and materials for electronics and electronics in bio- and biomedical engineering and healthcare)
4 – CHEMICAL (Chemical, fuel, process, mining and materials engineering)
5 – COMPUTING (Telecommunications networks and systems, computing and informatics)
3. **Case for support**

*Q - Provide a detailed description of the collaborative research to be undertaken*

Describe the programme of work to be undertaken during the secondment 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.

*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.

You can upload a maximum of one file, so if you have multiple images to display then please collate them into a single file, and be sure to arrange them in the order you would like them viewed. A pdf would be the most user-friendly format.

*Q – Work pattern during the secondment*

Provide details of the format of the secondment 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.

*Q - Choice of the host industry sponsor*

Provide justification for the choice of industry sponsor including the strategic importance of this relationship to you and your institution.

Outline what would be the expected benefits for the company 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 this relationship.

You have up to 250 words to answer this question.

*Q – Enhancement of teaching and student learning*

Outline your plans to utilise your industrial experience to enhance both your teaching and student learning upon your return from secondment.

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.

You have up to 500 words to answer this question.

*Q – Current teaching activities*

Detail your current teaching commitments, including undergraduate/postgraduate courses, number of contact hours, number of students, supervision of project students, etc. You have up to 200 words for this section.
4. **Statements of support and declaration**

This section seeks confirmation that the host company fully supports the awardee’s work 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.

*Q – Letter of support from the Head of Department / School*

*Upload a signed letter of support from the Head of Department / School confirming their commitment to this application and the proposed secondment.*

The letter of support should contain the following:

- How this proposed industrial collaboration aligns with the strategic priorities of the both the department/school and university.
- How the proposed Secondment will strengthen the strategic relationship with the host industry.
- Outline how this collaborative research partnership will be sustainable beyond the period of this proposed secondment.
- Confirmation regarding the applicant’s teaching load and details of how the applicant’s duties will be covered during the period of the secondment.
- How any salary savings will be used by the university to support this award, for example by paying for a teaching replacement or contributing to travel and accommodation costs.
- Details of any in kind support provided by the university.

If the application is submitted by the Head of Department / School then the Head of Faculty should provide the letter instead. The letter should not exceed two pages and should be submitted as a PDF.

*Q – Letter of support from the industry 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 secondment.*

The letter of support should contain the following:

- Confirm of the host’s commitment to this secondment, and explain 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 secondee, and any other contributions they will make to the award.
- An estimation of the cost of the secondment 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.
Q – University 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 secondment.

The letter must confirm the application has been approved by the university, 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 Headed paper and should carry the signatory’s name, position and the university’s official stamp (if available).

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 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 the university 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.
- The applicant will be allowed to go on secondment as detailed in the application, and all necessary contractual arrangements will be made with the industry.
- I am authorised to approve the submission of applications for funding and this Application has successfully met all of our internal approval procedures.

5. 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.
Assessment of applications

Applications will be reviewed and assessed by a Selection Panel comprising of Fellows of the Academy. They will take into account a number of factors, including:

- the extent to which the application aligns with the aims of the scheme
- the potential for development of the applicant
- the potential for impact upon student learning and employability
- the strategic benefits to both the university and any external partners
- the plans to ensure long term sustainability beyond the period of the Award

Applicants will be notified whether their application has been successful in February 2015.

All awards are expected to start their secondment between 1 March and 31 March 2015.

Contact

If you have any queries, please contact the Research Programmes team at research@raeng.org.uk