Royal Academy of Engineering/The Leverhulme Trust Research Fellowships
Applicant Guidance Notes
Round 2019/20

Deadline: 12 November 2019
Introduction

The RAEng/Leverhulme Trust Research Fellowship scheme allows early-mid career academics to be relieved of their teaching and administrative responsibilities to concentrate full time on research. Applications from mid-career candidates are particularly encouraged.

The Fellowship covers the salary costs of a replacement academic who will cover the Awardee’s teaching and administrative duties for up to one year.

These Fellowships provide:

- Early-mid career academics with an opportunity to enhance their current research interests and initiating new lines of research by relieving them of their teaching and administrative duties.

- A support fund of up to £2,500 is available for miscellaneous research costs incurred by the Awardee, including conference attendance and public engagement activities.
These Fellowships are funded by the support of The Leverhulme Trust.

**The Leverhulme Trust**

The Leverhulme Trust was established by the Will of William Hesketh Lever, the founder of Lever Brothers. Since 1925 the Trust has supported grants and scholarships for research and education; today, The Leverhulme Trust is one of the largest all-subject providers of research funding in the UK, distributing over £60m a year. The Trust provide funding across academic disciplines, supporting talented individuals in arts, sciences, engineering and social sciences to realise their personal vision in research and professional training.

**Eligibility criteria**

- Applicants should hold a permanent academic position at a UK University at lecturer, senior lecturer, reader level (or equivalent)
- Applicants must be teaching an engineering discipline at undergraduate or postgraduate level
- Applicants must be able to demonstrate a significant administrative workload, which prevents them dedicating as much time to research as they would like, and that they therefore merit being relieved of their teaching and administrative duties
- The proposed research project can be in 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 project is in an engineering area, please contact Keir Bonnar (Programme Manager Research)
- Awardees are required to devote all their time to the Fellowship as this is a full-time award
- Any applications that are incomplete or do not adhere to the guidelines may be rejected

The Academy is committed to diversity and welcomes nominations and nominees from women and other groups who are currently under-represented across engineering.

**Submission deadline**

The scheme has one round of applications each year. The submission deadline for this round of applications is **4pm on Tuesday 12 November 2019**. Incomplete applications or applications submitted after this date/time will not be accepted.

**Further queries**

If you have any further questions or queries related to this scheme, please refer to the [FAQs](#) section on our website or email the [Research Team](#).

**Monitoring**

The Awardee will be required to submit three monitoring reports:
1. A **Progress report** will be submitted at the mid-point of the Fellowship.

2. A **Final Report** will be required to be submitted by the Awardee, within one month after completion of the award.

3. **Follow-up report**: A long-term report will follow 12 months after the completion of the Fellowship. This will enable the Academy to assess the long-term effectiveness of our programmes. This also gives an opportunity for the Awardee to update us on any activities resulting from the Award, such as further research projects stemming from the Fellowship.

The reports should follow the reporting guidelines and structure, which will be provided by the Programme Manager post award. The reports will mainly cover the below points:

- How the Awardee has used the opportunity provided by the Fellowship and what their plans are for the future
- The extent to which they have been released from their teaching and administrative commitments
- How the Fellowship has benefitted the career of the replacement academic, who has been employed to cover the Awardee’s teaching and administrative duties

The reports will be sent to the Scheme’s Steering Panel for evaluation and serve as a measure of the success of the award.

**How to apply**

All applications must be submitted via the Academy’s online grants system available here: [https://grants.raeng.org.uk](https://grants.raeng.org.uk) (you can click on the link or copy & paste the link in your browser).

All applicants must first register and provide some basic log-in details to create a profile.

The application should be submitted by the applicant. We recommend leaving plenty of time to complete the application form ahead of the deadline and thoroughly going through your application prior to submission.

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 when completing the application form.

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 grants system, please email the Research Team.

**Completing the application form**
After logging in to the online grants system and selecting the RAEng / Leverhulme Research Fellowships in the 'Start Application' section, you should be presented with the 'Instructions' screen. Here you will see some general instructions on how to use the system as well as links to each of the eight sections of the application form, given below:

1. **Applicant & university details**
2. **Project details**
3. **Case for support**
4. **Future plans**
5. **Relief from activities during the Fellowship**
6. **Support requested**
7. **Marketing & notifications**
8. **Statement of support and declaration**

At any stage in the application process you can save your work and return later. 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 when you start completing the application, such as a copy of your CV or letters of support.

**Applicant & University details**

Q – **Applicant contact details**
Please provide your name, job title and contact details including postal address and a telephone number. Some of your details and those of your institution should be automatically generated by the system, as you provided these at registration. 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.

Q – **List of courses taught?**
Please list the engineering courses you currently teach.

Q – **Is your current position permanent?**
Please state if you hold a permanent academic position. You must hold a permanent position at the time of making the application to be eligible for this Fellowship.

Q – **Applicant’s CV**
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. Your CV should not exceed three pages. As a minimum please include the following in your CV: Your track record in research, list of key publications, conference presentations, students supervised, awards/prizes received (if any) and details of any successful grant applications.
Q - *Host institution details*
Please provide the contact details for your host organisation.

**Project Details**

Here you will provide a few summary details of the application.

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

*Q - Abstract*
Describe the research and expected outcomes in terms that can be understood by a non-specialist reader. Demonstrate a knowledge and understanding of past and current work in the subject area both in the UK and abroad. There is a maximum of 300 words for this section.

*Q - Project start date*
Please enter your proposed start date. **Note:** All Fellowships awarded in this round must start between 1 August 2020 and 1 October 2020.

*Q - Project end date*
Please enter your proposed Fellowship end date. All Fellowships are full-time and last between one academic term and one year. Requests for a Fellowship shorter than one academic term will not be accepted.

*Q - Please provide the general subject area relating to the project*
Select one field from the list below that most closely matches the general subject area of your project:
1 – Mechanical
2 – Civil
3 – Electrical and Electronics
4 – Chemical and Process
5 – ICT

*Q - Please provide keywords relating to the project*
You can then add two keywords to further define the area of your project. For example: lasers, optoelectronics. This will help us identify suitable reviewers for this application.

*Q - List of collaborations*
List the names of all external organisations that you will be collaborating with as part of the project (Note: we only require a list of names, not a detailed description in this section). As well as demonstrating your collaborative intentions, this will help us avoid any conflicts of interest during the assessment process. You have 50 words in this section.
Case for support

Q - Why are you applying for this Fellowship?
Please explain why you need relief from your teaching and administrative duties to concentrate on research. Include any relevant examples of duties to demonstrate this. What will be the expected key deliverables if you are awarded the Fellowship? A maximum of 200 words is available for this section.

Q – Goals and objectives
Please state the goals and objectives for the project, in order of priority. Please note that should you be awarded a Fellowship your performance will be assessed against these objectives. You have 200 words to complete this section.

Q Research programme and methodology
Describe the programme of work, indicating the research to be undertaken and the methodology to be used in pursuit of the research. You should include details on how novel, realistic/ambitious the project is and include milestones by which to measure progress. You have 1000 words in total.

Q - Gantt chart
Upload a Gantt chart or equivalent to illustrate the timeline for the proposed research programme for the duration of the Fellowship.

Q - Timeliness and novelty
Why the proposed project is of sufficient novelty to warrant consideration for a Senior Research Fellowship. You have 200 words to complete this section.

Q - Choice of host institution
Provide justification for your choice of Host Institution e.g. facilities and personnel available etc. You have 100 words to complete this section.

Future Plans

Q - Ambitions and future plans
Describe your future career plans and ambitions (for the next five years), including anticipated team size, recognition and how you expect to progress after the Fellowship. You have 200 words to complete this section.

Q - Collaborations
Describe in detail any existing and future collaborations and how these will contribute to and enhance the project. You also have an option (if required) to upload scanned copies of the letters of support from your collaborators, collated as a single document. You have 200 words to complete this section.

Q - Beneficiaries and impact
What are the benefits of this research? Quantify the extent of the benefits and the potential beneficiaries. If the benefits do not directly relate to wealth creation and/or to improving the quality of life, give details of other beneficiaries and explain their importance. You should also indicate when these impacts are likely to accrue.

Beneficiaries should extend to a wider community than those of the applicant’s immediate professional circle. Specific beneficiaries might be companies or public
sector, researchers in other disciplines, academic institutions and society at large. What plans are there for public dissemination and engagement? 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. You have 200 words to complete this section.

**Q – Exploitation**

Describe the ways you plan to exploit your research, including the industry and public-sector partners that you will seek collaborations with to achieve this. In the previous question you explained what the benefits of the research are, here you should explain how you will ensure 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. You should also indicate when these routes to exploitation are likely to be implemented, including if this will be after the period of the Fellowship itself. You have 150 words to complete this section.

**Relief from activities during the Fellowship**

**Support requested**

**Q – Costs table**

Please enter the gross salary, corresponding to the first spinal point of the university’s lecturer pay scale. This includes pension, NI and anticipated pay awards, for the duration of the Fellowship. These funds will be used to support the replacement academic, who is expected to be at an early career stage.

Support Fund: The maximum allowable request from the support fund is £2,500. These funds will contribute towards the research costs of the Awardee, such as travel, conferences, subsistence and laboratory consumables. NB Computers are not eligible.

Note: Any funds requested must be spent within the Fellowship period. Any unspent funds should be returned to the Academy.

**Q- Justification of costs**

Please provide justification for the costs that you have requested in the table above and outline how the funds will be utilised. You have 100 words to complete this section.

**Marketing and Notifications**

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.

**Statement of support and Declaration**

This section seeks confirmation that the applicant, applicant’s Head of Department and the University has provided accurate information and will update
the Academy of any material changes which may affect the award.

Q - **Letter of support from the Head of Department**
The letter should be on headed paper, no longer than 2 pages, signed by the author and uploaded by the applicant as a PDF.

The letter should include the below points:

- A clear statement about the university’s willingness to completely release the candidate from all their teaching and administrative duties during the term of the award should the candidate be successful
- The university’s willingness to support the Fellowship together with an explanation of the reasons why the applicant is a suitable candidate for the Award
- 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 their workload together with a statement on how the applicant’s teaching load will be covered in their absence
- Ideal person specification of an early-career academic who can cover the applicant’s administrative/teaching duties and relieve them from these commitments

Q - **University declaration letter**
The declaration from the applicant’s university should be completed by an appropriate officer of the Central Research Office or equivalent (i.e. the body which administers grant applications).

The letter should be on University Headed paper and should carry the signatory’s name, position and the university’s official stamp (if available).

The letter must confirm the application has been approved by the university, and must contain the **exact wording given in the box below**, as well as any further remarks the university wishes to make:
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:

1. If awarded, the applicant will be given full access to the facilities, equipment, personnel and funding as required by the application.
2. The applicant will be employed by the university for the duration of the award.
3. The university will employ an early career academic to cover the teaching and administrative duties of the Awardee for the duration of the Fellowship.
4. The salary costs submitted in the application correspond to the first spinal point of the Lecturer pay scale at the university, and the funds will only be used to cover the salary of the replacement academic. Any shortfall in funding discovered after the award has been made will be covered by the university.
5. This Fellowship is not a sabbatical and if awarded, will not affect the applicant's eligibility for a sabbatical.
6. I am authorised to approve the submission of applications for funding.

This section will ask the applicant to confirm that all the information they have submitted in their application is accurate and that they will update the Academy of any changes which may affect the project.

This section will also ask the applicant to acknowledge that the Academy will disclose the information contained within this application to external parties for the purpose of assessing the case.

**Assessment of applications**

A Selection Panel composed of Fellows of the Royal Academy of Engineering will review the applications. The Panel members will be selected to represent the engineering disciplines required. Each application will be reviewed by two members of the Panel.

A Selection Panel meeting will be held in March 2020, to discuss the applications and make Awards. (Note: Unlike our other Fellowship schemes there is no interview stage in this selection process). A senior representative from The Leverhulme Trust will also be invited to attend.

Applicants will be notified of the outcome of the assessment by the Programme Manager normally within one month of the date of the Panel meeting.

In assessing the applications, the Panel will consider a number of factors. These include the extent to which the application complies with the aims and objectives of the award, as well as:

1. Is the candidate suitable for a Research Fellowship? Does the candidate
demonstrate quality, experience, scientific insight/originality and independence in their research from their CV?

2. Quality of the applicant’s proposed research project. This includes ambition, novelty, and timeliness of the research project. Does the applicant make a strong case for relief from teaching and administrative activities to be able to dedicate to the Fellowship if awarded? Please note that the 'Relief from activities during the Fellowship' section is located towards the end of the application.

3. Host institution’s support letter and level of commitment, including the identification of the beneficiaries of this research and how they will benefit. Extent of industrial involvement in the project and any societal or economic benefits arising from the research project? Please note that any letters from collaborators are optional to include.

4. How is the applicant expected to progress after the Fellowship, and the related long-term benefits. How the applicant will build upon any existing or future collaborations. Has the applicant thought through the proposed dissemination, what are the plans for public engagement?

Timeline

The overall schedule for this round of applications will be as follows:

<table>
<thead>
<tr>
<th>September 2019</th>
<th>November 2019</th>
<th>December 2019</th>
<th>April 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme opens for applications</td>
<td>Submission deadline is Monday 12 November</td>
<td>Applications sent to the Selection Panel for review</td>
<td>All applicants informed of the outcome of their application</td>
</tr>
</tbody>
</table>