

Chair in Emerging Technologies Mentoring & Reporting Guidance

Mentoring

In addition to the financial support, Chairs are provided with mentoring support from an Academy Fellow. The mentor will be appointed for the duration of the ten-year award. Mentors will provide expert advice and support on the Chairs' research.

Role of Mentor

Mentors are encouraged to become involved in the Chair's research as much as they feel appropriate. Their role is to offer guidance and support to the Chair whilst looking after the interests of the Academy. At a minimum, the role of mentor is summarised as follows:

- To establish and maintain regular contact with the Chair, by whatever means convenient, by telephone, e-mail, or in person visits, to offer additional guidance and advice on the research project
- To review the Chair's annual progress reports
- To visit the Chair at least once a year at the annual review meeting, to monitor progress, offering advice and guidance where appropriate
- To provide a brief written report to the Academy, following each annual review meeting
- To assess the progress of the appointment on an annual basis according to the performance indicators.

Performance indicators

The following factors may be taken into consideration by the Royal Academy of Engineering in carrying out its annual review. Not all assessment criteria will be relevant in every case and additional factors may be agreed between the Academy and the awardee where appropriate.

- Progress made, to be reviewed against the work programme set down in the original proposal
- The size and composition of any research team under direct supervision of the Chair
- The breadth and quality of research undertaken by the Chair and the team
- The extent of interdisciplinary collaboration
- The nature and level of networking undertaken by the Chair, including any conferences/symposia/workshops run
- The ability of the Chair to meet targets and deadlines
- The relevance of the research to industry and the extent of industrial involvement in the research programme as a whole
- The amount and source(s) of additional research funding (from Research Councils, charities, industry, etc)
- Number of conferences attended
- Number papers presented at conferences both in the UK and overseas
- Number of 'key-note' or invited presentations given
- Realised impact (in the broad sense) of the research upon society and in industry
- The number of patents granted and applied for
- Outreach/public engagement/media activities undertaken

The Academy is a signatory to both *The Concordat to Support the Career Development of*

Researchers and The Concordat for Engaging the Public with Research. The Academy may refer to the principles of both concordats when assessing performance.

Annual Review Meeting Arrangements

A formal review meeting must take place after the submission of an annual progress report. The Academy will coordinate a suitable meeting date and location with the Chair and relevant attendees. The annual mentor meetings serve three main purposes:

- To monitor the Chair's research progress
- To discuss and provide support and guidance required for the ten-year award
- To track and capture the Chair's achievements for the Academy's communication and promotion purposes

The mentor meeting can take place at Prince Philip House (the Academy headquarters) if it is convenient for both the mentor and Chair. A template of the annual review meeting agenda is suggested below in Annex 2.

At the Annual Review Meeting, the Chair is required to give a presentation on the research progress and other developments. After the meeting, the mentor is required to complete the mentor report form below and return the form to the Programme Manager at the Academy.

The Chair should send the following documents to the mentor in advance of the mentor meeting:

- Annual Progress Report
- Mentor Meeting Agenda
- Mentor Report Form

At an informal level, the mentor and the Chair are encouraged to maintain regular contact by any methods they find convenient.

Reporting

It is a requirement of the scheme that a progress report be submitted to the Academy at the end of each year. The purpose of these notes is to give guidance on the content and structure of these reports, which will be circulated to your Mentor. Whilst every award is different in nature and content, the structure proposed below will enable a degree of consistency to be achieved in the reporting process.

Reports should be a summary of the work undertaken during the year and should be 5-6 pages long – maximum, appendix included. A template is included on the following page.

Please note that your report and expenditure statement need to be submitted through the Academy GMS - <https://www.raeng.org.uk/login>.

The report and data will be read by the Mentor. Once received by the Academy, an annual review meeting should be arranged in the coming months. Please note that the data you are providing will help the Academy to report to funders and promote the scheme. In addition, you may want to complete the optional questions at the end to better capture your work to our communication team and thus to provide you with better media coverage.

As part of the reporting procedure we also require an annual expenditure statement that should be compiled by your university finance department. This is to be on letter headed paper (signed/stamped by the relevant authority) stating the expenditure and breakdown

for the duration of the award. Please be aware that any underspend at the end of the award must be returned to the Academy. Please note that the amounts indicated in this statement must be audit compliant and hold relevant receipts/proof of expenditure. See the following table as an example:

Name of Awardee:

Award reference:

Total Amount Awarded:

Salary contributions of Chair = £00,000.00

Salary contributions of support staff = £00,000.00

PhD Studentships = £0,000.00

Research Expenses = £0,000.00

Estates = £0,000.00

Indirect = £0,000.00

Total = £00,000.00

For further guidance please contact the [Research Team](#).

Annex 1 - Annual report template



Your University's logo

Project Title

University

Academic Position

Year X – Date

Chair in Emerging Technologies

Brief summary

Verdana 10.

Progress to date

Verdana 10. This section should cover a summary of outcomes or progress made, as well as a detailed description of the work carried out. This could be divided by work package.

Future works

Verdana 10. This section will discuss the work package against the original plan and discuss about future work

Research Impact and Benefits to Society – if applicable at present

Verdana 10. In this section, you may discuss Research impacts – highlight papers, conferences as well as activities that benefit society and the translation of your research to product.

University Support

Verdana 10. In this section, you should update us on the support provided by your host University

Dissemination and Public Awareness Activities

Verdana 10. In this section, you may discuss any activities undertake for the public benefits i.e. Public lectures, scientific event, school event, media...

Could you briefly summarise the latest developments of your research to a non-expert?

Verdana 10 - around 100words

Could you briefly summarise how this development might be of benefit to wider society – i.e. business, industry, or members of the public-?

Verdana 10 - around 100words

Appendix - covering the period only –

1- List of publications

2- List of conferences / symposium / workshops etc.

3- List of collaborations including industry

4- List of additional research funding

5- List of patents granted and applied for

6- List of public engagement activities

Annex 2 - Annual Review Meeting Agenda

Agenda

[Year] Annual Review Meeting

[Awardee], Royal Academy of Engineering Chair in Emerging Technologies in
[Project Title]

[Date]

Location:

Time: (1 hour)

Attendees:

Mentor (Fellow)

Chair (in Emerging Technologies)

Head of School or Department (if invited for the meeting)

RAEng representative (Programme Manager or other member of Research Team)

1. Introduction and welcome by the Academy
2. Overview from the Head of Department (or equivalent)
 - How the Department is supporting the Chair
 - How the award is part of the Department's strategy
3. Presentation by Chair (30 minutes)
 - Overview of the research aim and objectives
 - Progress to date over the last 12 months
 - Key success/highlight or how an issue was dealt with
 - Research impact, beneficiaries and outputs (publications, patents, etc.)
 - Personal and career development activities and plans (training, research team, additional grants applications, etc.)
 - Public engagement activities
 - Future work and plan
4. Questions, feedback and comments from Mentor
5. AOB

Annex 3 - Mentor Report Form

Name of Mentor	
Name of Chair	
Period these comments cover	

1. Comment on the awardee's research progress to date and future plans.

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2. Comment on the awardee's research impact.

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3. Comment on how the awardee is being supported by their University

4. Any other comments and recommendations

5. Overall assessment of both the awardee and the project as a whole

Score	Please indicate
1 - Poor, unsuccessful	
2 - Limited success	
3 - Successful	
4 - Very successful	