



Royal Academy  
of Engineering

| Ingenious

# Introduction to the Academy and reporting requirements



## Introduction

In this document you will find some brief background information about the Academy and Ingenious followed by guidance on how to fulfil the reporting and evaluation requirements of your award and how the Academy will support you.

### The Academy and Ingenious

The Royal Academy of Engineering is harnessing the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation and building global partnerships, and influencing policy and engaging the public.

Together we're working to tackle the greatest challenges of our age.

### The aims of the Ingenious programme are to:

- **inspire** creative public engagement with engineering
- **motivate engineers** to share their stories, passion and expertise with wider audiences and develop their communication and engagement skills
- **raise awareness** of the diversity, nature and impact of engineering among people of all ages and backgrounds
- **provide opportunities** for engineers to engage with members of the public from groups currently underrepresented in engineering.

### Through Ingenious-funded projects, the Academy wants to build:

- a growing community of engineers, who are proactive and skilled in public engagement and able to see their work in a wider context
- a more varied and innovative programme of engineering-themed public engagement reaching a wider audience and with greater impact.

## Reporting and evaluation – what you need to do

### Reporting

All reports, with the exception of the project planning document, should be submitted by the lead applicant on the Grants Management System. You should ensure that you familiarise yourself with the reports at the start of your project and ensure that you allow adequate time to complete them.

#### Grants Management System

##### Grants and prizes

The Academy runs a programme of grants and prizes to support and celebrate the pursuit of engineering activities and to enable closer contact between academia and industry. These schemes support engineering professionals, academics and students in numerous ways including study bursaries, business start-up funding, research projects, knowledge transfer partnerships, public engagement and prizes recognising significant feats of engineering.

To submit an application - Select the **My Applications** tab above left, or go [here](#).

To submit a review - Select the **My Assessments** tab above left, or go [here](#).

The screenshot shows a web form for submitting a report. A red box highlights the 'Your award(s)' field, which contains the value 'OM2RT\100010'. To the right of this field is a green bar indicating the award date: 'Awarded: 06/03/2019'. Below the award field, there are labels for 'Grant:', 'Project:', 'Applicant:', and 'Organisation:'. On the right side of the form, there are three buttons: 'View', 'Reporting', and 'Copy'. The 'Reporting' button is highlighted with a red box.

Please remember that all payments are subject to receipt of satisfactory reports. Please do stay in touch throughout your project. If you think you need to make any changes, for example to timelines, budget lines or key project personnel, please contact [engagement@raeng.org.uk](mailto:engagement@raeng.org.uk) straight away, do not wait for your reporting deadline. The Ingenious team would also love to visit your projects, so let them know of any events or activities that they can attend

### Project planning document

You will have received a template project planning document as part of the kick-off workshop; it can also be found on the website:

<https://raeng.org.uk/programmes-and-prizes/programmes/uk-grants-and-prizes/ingenious-public-engagement-awards/reporting/reporting-2024-25>

Evaluation consultant, **Ben Gammon**, will arrange a call with you to answer any specific questions between **17 April - 3 May 2024**. You should submit a draft to Ben by **Friday 10 May** and a final copy of the document to the programme manager by **Friday 17 May 2024**.

## Initiation report

Deadline dependent on your project, see your contract for the exact date.

Log into your account and you will see the report on your dashboard.

There are two check boxes to tick: the first confirms that the project has started and the second is if you would like to make any changes to the project.

Please click submit once you have completed these two sections.

## Interim report

Deadline dependent on your project, see your contract for the exact date.

You will have received a template interim report document as part of the kick-off workshop; it can also be found on the website:

<https://raeng.org.uk/programmes-and-prizes/programmes/uk-grants-and-prizes/ingenious-public-engagement-awards/reporting/reporting-2024-25>

Please complete this and then submit it via the Grants Management System.

Log into your account and you will see Report (Reporting) (1). Click on it to complete and submit the report.

You will need to answer a few simple questions:

### **Scheme type**

Please select PUBLIC ENGAGEMENT (Ingenious)

### **Amendments**

Please select yes or no. If yes, please type 'see report'

### **The report**

Do you have an Academy mentor – select 'no'

Progress report – please upload your interim report document here

Expenditure statement – please upload a document on headed paper, with appropriate signature, showing current spend against the budget lines set out in your application form as shown in the template provided.

### **Data**

Engagement and impact activities – this is optional at this stage. If you don't have this information please just put 0 or N/A

Please click submit once all sections are complete. This will notify the programme manager that you have submitted your report.



## Final report

Deadline is the end date of your project, see your contract for the exact date

You will have received a template final report document as part of the kick-off workshop; it can also be found on the website:

<https://raeng.org.uk/programmes-and-prizes/programmes/uk-grants-and-prizes/ingenious-public-engagement-awards/reporting/reporting-2024-25>

Please complete this and then submit it via the Grant Management System.

Log into your account and you will see Report (Reporting) (2). Click on it to complete and submit the report.

You will need to answer a few simple questions:

### **Scheme type**

Please select PUBLIC ENGAGEMENT (Ingenious)

### **Amendments**

Please select yes or no. If yes, please type 'see report'

### **The report**

Do you have an Academy mentor – select 'no'

Progress report – please upload your final report document here

Expenditure statement – please upload a document on headed paper with appropriate signature, showing final spend against the budget lines set out in your application form as shown in the template provided. NB please ensure this information is accurate as it will affect your final payment. If you have an underspend this will be reflected in your final payment

### **Data**

Engagement and impact activities – please complete all relevant sections

Please click submit once all sections are complete.

## Academy evaluation

In addition to your own project evaluation, the Academy evaluates the impact participating in an Ingenious project has on the engineers you work with.

To support this, the Academy asks you to ensure that all engineers complete a pre-project questionnaire that you will receive as part of the kick-off workshop. Please scan the questionnaires and return them to the programme manager.

The Academy will send a survey to your engineers approximately one year after your project has finished to understand the long-term impact the funding has had, for example have they participated in other public engagement activities, have they gained new skills and confidence?

## How the Academy can support you

- The Academy will support you throughout your project. Your first point of contact should be the programme manager, who can offer guidance on project delivery, reporting and evaluation requirements, and any other query you might have relating to your project.
- The Academy can support the promotion of your project and its outputs through social media channels and can provide limited support with media engagement. Please see the media toolkit for further guidance and contact the public engagement team with any further questions.
- Evaluation consultant Ben Gammon will provide advice and feedback on evaluation plans. Please see the evaluation guidance for further information.
- The Academy can provide links to engineers and other grant holders. However, this is limited and your recruitment plans shouldn't rely on the Academy.

## What else do we do?

The Ingenious scheme is funded through a grant from the Department for Science, Innovation and Technology (DSIT). The Academy has a responsibility to report on the success and outcomes of the funding it provides. Therefore, this evaluation and reporting information is so important.

## Contact details

All funding and activity related queries

[engagement@raeng.org.uk](mailto:engagement@raeng.org.uk)

All queries relating to planning your evaluation

**Ben Gammon - evaluation consultant**

[benjamin.gammon@btinternet.com](mailto:benjamin.gammon@btinternet.com)



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