



Ingenious Follow on Fund

Applicant Guidance Notes

Deadline: 16 September 2024 4pm



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Introduction

The Ingenious Follow on Fund aims to make it easier for successful Ingenious projects to continue doing great work.

Lots of work goes into establishing positive relationships with partners, companies, schools and community groups and we hope this fund can enable and support the continuation of these relationships.

Funding is available from £3,000 to £15,000.

Ingenious is supported by the Department for Science, Innovation and Technology (DSIT).

All Ingenious Follow on Fund projects should continue to engage the public with engineering while providing engineers with training, skills and opportunities in public engagement.

We prioritise projects that reach diverse and underrepresented audiences, including communities in the top 30% most deprived neighbourhoods in England, Scotland, Wales and Northern Ireland, and that engage with engineers and audiences of different genders, ages and ethnic backgrounds.



Diversity and Inclusion

The Royal Academy of Engineering is committed to diversity and inclusion and welcomes applications from all underrepresented 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, sex, or sexual orientation.

Before you commence your application, you will be asked a few diversity monitoring questions to help the Academy monitor and assess our [diversity and inclusion policy](#). It will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. No information will be published or used in any way that identifies individuals. The Academy will retain personal information as per our [Data Retention Policy](#) in line with the General Data Protection Regulations 2018.

The information will be treated as strictly confidential, nonattributable and will not be seen by anyone involved in any selection processes. You will need to complete the diversity monitoring section before you can see the grant application form, but can choose "prefer not to say" as responses.

Reasonable Adjustments

All applicants must submit an application form via the online grants management system, but applicants are able to submit a single video message in lieu of writing out long text responses. In the online application form, you can state 'see video for response' for any questions you plan to answer via video.

Please see our document on video submission for further guidance.

Eligibility Criteria

- Follow on Fund applicants must have recently been awarded an Ingenious grant. This year's Follow on Fund will be open to previous Ingenious awardees from Round 16, 17 and 18 who have completed their projects.

Projects wishing to apply for follow on funding must have completed their project and uploaded their final report and expenditure statement to the grants management system ready for approval.

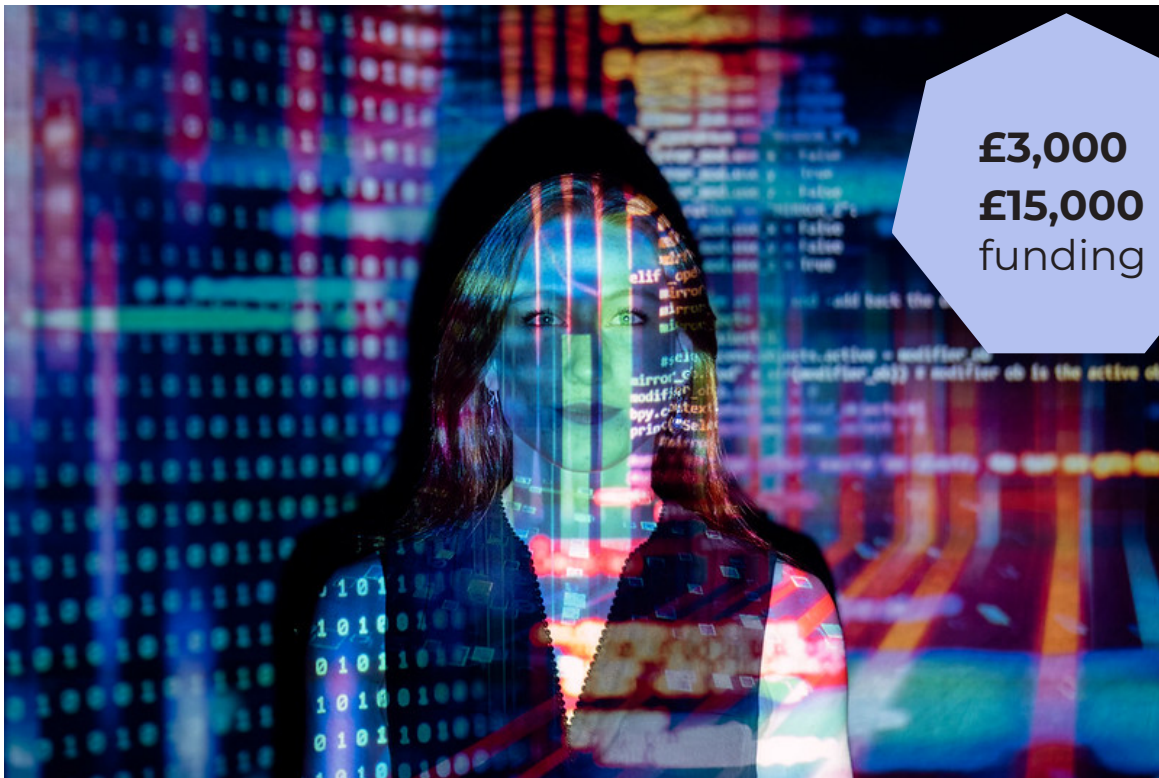
- All projects must continue to involve engineers in the development and/or delivery of projects. This may include working with previously recruited engineers, providing them with additional opportunities to strengthen their public engagement skills. Alternatively, projects may choose to recruit new engineers offering training and opportunities to put new skills into practice.

- Like the main Ingenious scheme, applicants must be employed and based in the UK.

The engineers involved in the project must be based in and studying or employed in the UK; be graduate-level or equivalent and above (including those at senior level); and can be from academia, industry or the public sector. Engineers may also be apprentices and engineering technicians. Applications that only engage undergraduate engineers are ineligible for Ingenious.

- Funds will be awarded to successful projects from **December 2024** however it is acknowledged that projects may continue to run activities in the interim timeframe





Applying for the Follow on Fund

How to apply

- All applications must be submitted via the online grant system, available here: <https://grants.raeng.org.uk/>
- All applicants must first register with the system and provide some basic login details to create a profile.
- The lead applicant must belong to the 'grant recipient' (i.e. the organisation to which the grant will be given if the application is successful). All correspondence will be sent to the lead applicant.
- If successful, the lead applicant will be responsible for submitting reports. Changes to lead applicants will need to be approved by the Academy and documentation updated to reflect any changes so please consider who is best placed to apply as lead applicant.

Due to the nature of many public engagement projects and project teams, there may be multiple people who could be suitable candidates for leading the continued project. As the Follow on Fund aims to capitalise on previous work, applicants for follow on funding should have been core to the previously funded Ingenious project.

Applications for Follow on Funding will be accepted from any of the following:

- Ingenious lead applicant, original or later appointed.
- Member of project team named on original Ingenious application.
- Member of project team previously introduced to the Academy (kickoff workshop attendee or coordinator in regular contact with the Academy)
- Core member of project team unknown to Academy, who can provide a letter of support from the Ingenious lead applicant or lead organisation.

Application process

Completing the application form

After logging in to the online grant system and selecting the Ingenious Follow on Fund scheme, 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 policy](#) 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 as per our Data Retention Policy.

You should then be presented with the 'Instructions' screen. Here you will see some general instructions on how to use the system as well as the list of the seven sections of the application form:

1. Marketing
2. Applicant and organisation details
3. Project details
4. Project metrics
5. Project plan
6. Support requested
7. Declaration

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 skip sections and return to them later. 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.

The application form has been divided into sections to provide a structure for your proposal. Where possible, applicants should avoid duplication of the same information in different sections.

Many of the questions have prescribed word limits. In such cases, the number of words you have used will be displayed beneath the question and updated in real time.

A copy of the application form can be printed at any time by using the 'Print form' button



Application process

1. Marketing

This section is optional but any information provided will help the Academy to understand which of our marketing materials and methods are most successful, enabling us to improve our future communications activities.

2. Applicant and organisation details

- Please confirm that this application follows on from a previously funded Ingenious project.
- Please confirm that the Ingenious project is complete with the final report submitted on the grants management system.
- Please provide the name and contact details of the lead applicant and their respective organisation.
- The lead applicant must belong to the 'grant recipient' (i.e. the organisation to which the grant will be given to if the application is successful). All correspondence will be sent to the lead applicant.

3. Project details

Ingenious reference number

Please provide the reference number for the Ingenious project for which you are applying for Follow on Funding, starting ING. Different rounds may have slightly different reference formats e.g. ING2022\16\100001, ING2223\17\001, ING2324\18001.

If you are unsure of your Ingenious reference number, please get in touch with the Public Engagement team.

Total grant amount sought

£3,000 to £15,000 inclusive of any applicable VAT.

Project dates

Project start date after 1 December , project end date by 31 July 2026 (schools) or 31 August 2026 (families or community groups).

Funding decisions will be made in November 2024 and funds will be awarded to successful projects in December 2024 although it is acknowledged that projects may continue running activities in the interim timeframe. Projects working with school groups must be completed, including evaluation, by 31 July 2026 whilst projects working alternatively or additionally with family or community groups, must be completed by 31 August 2026.

Staff involvement

Please include details on the individuals responsible for the development, delivery and evaluation of the project. Please also state who will be the project leader and project manager. Please highlight where roles will be fulfilled by previous team members and where new staff will be introduced to the project.

Application process

4. Project metrics

Please provide the following anticipated metrics for your project:

a) Number of activities, events and/or resources you aim to deliver. Please include type of activity, event or resource.

You do not need to continue every activity or event from your original project but please detail which activities you are continuing to run, whether they have been changed or updated and the reasons why

b) Target number and type of engineers participating in the project, for example five male and five female engineers, at least two who are in industry.

If known, please state how many engineers from the previous project you hope to continue engaging with, if any, as well as how many new engineers you hope to recruit, if any.

c) Target audience numbers and type of public audience you aim to target, for example gender, geographic location, age. Please highlight where there are any changes to the audiences being targeted and the reasons for any such changes. Please note that the Academy requires funded projects to collect data about the socio-economic profile of the public audience they reach.

5. Project Plan

Project timeline (250 words maximum)

Provide approximate timescales or key milestones for your project.

Project relationships (400 words maximum)

Tell us about any new relationships that you hope to nurture with the help of the Follow on funding.

Significant changes (400 words maximum)

Please tell us about any other changes that have not previously been detailed, including any changes in regards to evaluation. You may also provide further context for any changes to project activities and target audience stated in the tables for project metrics.

Impact (400 words maximum)

Tell us about additional impact you hope to achieve with the follow on funding and how you hope to build a legacy for the project. Include information for any plans you have to work towards becoming a self-sustaining project.

File uploads

Here you can upload a GANTT chart showing project timelines. You may also include letters of support to accompany a change in lead applicant, from a relevant person of authority (see page 6).



Application process

6.Support requested

Costs table

Please provide a breakdown of the funding requested to research, develop, deliver and evaluate the project. Please also provide a brief description of what the funds will be used for.

Please note, these grants are not calculated on the basis of full economic costing (FEC).

- Allowable costs include those directly related to the development and delivery of the proposed project.
- A breakdown of the specific costs (including any applicable VAT) must be provided, including a description for each item. Costs can include salary, consultancy, public engagement activity costs, materials, travel and subsistence.
- Please specify the named individuals for any salary and consultancy costs.
- Salary costs will only be reimbursed if a full-time salary is not already in place. However, Ingenious funding can be used to cover the costs of staff needed to replace those who are taking part in project activities (for example, to cover teaching costs).
- Costs cannot include overheads, retrospective work or overseas travel (this list is not exhaustive).

Total project costs should correspond with total grant amount sought.

Justification of costs (300 words maximum)

Please provide an explanation of your proposed costs. We require evidence that you have researched and validated any costs that you are seeking support for. If funding for salaries is requested please state if it is for a new post, backfill or other.

Additional funding

Please provide details of any additional funding or in-kind costs that will be provided by third parties in support of the project. Please indicate whether partnership funds have been applied for or are already secured.

Additional funding dependency

Please state whether this project forms part of a larger public engagement activity. If yes, please detail how the wider project is funded, and how the Ingenious Follow on project is dependent on this, in particular if partnership funding is not secured or is withdrawn.

Policies

Use of generative AI tools in funding applications and assessment

The Academy has aligned with other UK funders around the use of generative AI tools in funding applications through the Research Funders Policy Group joint statement.

Regarding the use of AI, applicants are fully responsible for all the content presented in their grant applications. The grant process does not penalise the use of generative AI tools, but it is imperative to ensure that the application reflects the applicant's own voice and ideas. It is not acceptable to solely rely on generative AI tools to write the entire grant application from start to finish. While these tools may be used to assist in various aspects, the application must primarily represent the applicant's own work.

Applicants must provide clear acknowledgement if they have used generative AI tools in the process of writing their grant applications. This includes disclosing the name of the tool used and describing how it was utilized. The following style should be employed for referencing:

I acknowledge the use of [insert AI system(s), version number and link] to generate materials for background research, styling, proofreading, etc.

Or,

I acknowledge the use of [insert AI system(s), version number and link] to generate materials that were included within my final assessment in modified form.

Subsidy Control

The UK subsidy control regime began on 4 January 2023. As part of this regime, the Academy is required to report to the UK Government on how award funding is being used when applications collaborating with commercial enterprises are awarded. The regime determines the lawfulness of monetary awards made using public sector resources when given to businesses and other organisations that are engaged in economic activity.

This grant programme has been assessed and is not intended to be a subsidy scheme in relation to the Subsidy Control Act 2022. As such, the intended use of these funds by the Recipient is not to provide the recipient or any other enterprise with any form of economic advantage, nor is it intended for any purpose that could be considered capable of having an effect on competition and investment within the UK or trade and investment between the UK and another country or territory.

If, for any reason, you have concerns that your project may be at risk of being a subsidy because it is providing an economic advantage to an enterprise (i.e. a business offering goods or services on a market) or is capable of having an effect on competition or investment this must be declared to the Academy. Should you then be successful additional grant conditions may be applied at point of a grant offer to manage that risk.

National Security

The Academy is the UK's National Academy for engineering and technology and seeks to increase the potential positive benefit that innovations can have for society, whilst reducing the risks of harm. Hence, in all our activities, we seek to minimise the risk that technology developed as part of work that we support could be misused by a foreign state to build a capacity to target UK interests in a hostile fashion or to control or repress their population. There is a risk that for some grant activities, failure to protect IP and a lack of due diligence into collaborators could result in sensitive technology being transferred to and misused by a hostile or repressive foreign state. As such all applicants should ensure they are familiar with the Academy's Policy on National Security-Related Risks.

Assessment Criteria

We have created a streamlined application for the Follow on Fund which will be reviewed alongside the final report of the completed Ingenious project. Listed below are the assessment criteria that will be considered having read both the final report and Follow on Fund application form.

Objectives:

Were the objectives of the original project met? Were there valid reasons for any incomplete objectives? Did the project deal effectively with any challenges? What lessons were learnt from any challenges that arose? Did the project identify room for any improvements?

Public engagement:

Did the final activities meet the creative objectives that were planned? What evidence is there to show activities were enjoyed by their target audience? Was the depth of engagement appropriate and delivered? What has been learned? What aspects, if any, of the project will be changed and what are their implications for subsequent delivery of the project?

Impact:

Did the project deliver on the training and public contact proposed for the engineers? What was and will be the impact on participating engineers? What was and will the impact be on the target audiences?

Experience and expertise:

How many of the previous project team will continue to be involved with the project? What experience do new project team members bring and do they sufficiently cover the gaps left by departing members?

Collaborations and relationships:

What relationships have been established with partner organisations, companies, community groups, schools etc? How many of these relationships will be able to continue with the follow on funding? What relationships will be lost if follow on funding is not awarded?

Key dates

Submission deadline: 16 September 2024, 4pm

Funding panel: October 2024

Funding offer: November 2024
The letter of offer, grant agreement and terms and conditions are sent to the lead applicant (the grant is conditional on acceptance of the terms and conditions)

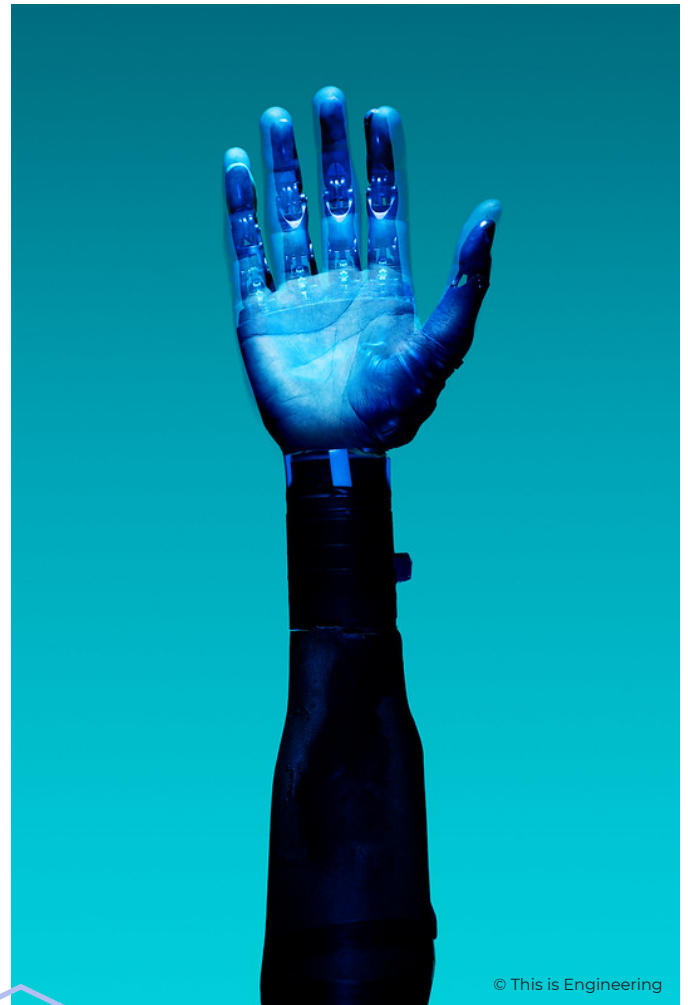
Funding awarded: December 2024 onwards



Further information

Monitoring

- Successful applicants will be required to schedule a 1:1 meeting with the Programme Manager at the start of the project.
- Awardees are encouraged to stay in regular contact with the Programme Manager and update them on project progress on an informal basis. Each project can expect to be visited by a member of the Public Engagement team at least once.
- The Programme Manager must be informed of any changes to the activities, timings or allocation of funds over the course of the project.
- Awardees are required to complete an interim and final project report with expenditure statements.
- Final reports serve as a measure of the success of the scheme and may be sent to the panel for review.



Further information

Contact

If you have any questions about your eligibility, the programme, or problems with your application, please contact the public engagement team.

engagement@raeng.org.uk

The Follow on Fund scheme is being treated as a pilot and so we welcome any feedback from applicants about the scheme and process.



About us

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.

What we do

Talent & diversity

We're growing talent by training, supporting, mentoring and funding the most talented and creative researchers, innovators and leaders from across the engineering profession.

We're developing skills for the future by identifying the challenges of an ever-changing world and developing the skills and approaches we need to build a resilient and diverse engineering profession.

Innovation

We're driving innovation by investing in some of the country's most creative and exciting engineering ideas and businesses.

We're building global partnerships that bring the world's best engineers from industry, entrepreneurship and academia together to collaborate on creative innovations that address the greatest global challenges of our age.

Policy & engagement

We're influencing policy through the National Engineering Policy Centre – providing independent expert support to policymakers on issues of importance.

We're engaging the public by opening their eyes to the wonders of engineering and inspiring young people to become the next generation of engineers.