



Royal Academy
of Engineering

| Ingenious

Ingenious Public Engagement Awards

Applicant Guidance Notes

Deadline: 26 September 2022, 4pm



Contents

Click a section below

- 3. Introduction
- 4. Eligibility criteria
- 4. Submission deadline
- 5. How to apply
- 6. Completing the application form
 - 7. Application and organisation details
 - 7. Project details
 - 8. Goals and objectives
 - 9. Project plan
 - 10. Support requested
 - 11. Marketing
 - 11. Declaration
- 12. Assessment of applications
- 15. Further information
- 16. About us



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Introduction

Ingenious is an award scheme for projects that engage the public with engineers and engineering. Ingenious projects provide opportunities for engineers to take part in public engagement activities, to gain skills in communication and to bring engineering to the very centre of society.

The Ingenious awards programme aims to:

- inspire creative public engagement with engineering projects
- 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.

All Ingenious projects should 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 20% most deprived neighbourhoods in England, Scotland, Wales and Northern Ireland, and that engage with engineers and audiences of different genders, ages and ethnic backgrounds.

We welcome proposals from engineers, universities, science and engineering communicators and engagement professionals, colleges and schools. Funding is available from £3,000 to £30,000.

Ingenious is supported by the Department for Business, Energy and Industrial Strategy (BEIS).

Applying for Ingenious

Eligibility criteria

- Applicants must be employed and based in the UK.
- Ingenious awards are available for projects that meet the aims of the programme ([see page 3](#)).
- All projects must involve engineers in the development or delivery of projects and provide them with training, so they have the opportunity to gain skills, knowledge and experience in public engagement.
- 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 in **April 2023** and project research and development may begin from this time. However, any project activity delivery must take place after **1 May 2023**. Projects must be completed by **31 July 2024**.
- Joint/partnership applications between engineers and organisations that specialise in communication/engagement with the public are welcomed.
- Any applications that are incomplete or do not adhere to the guidelines may be rejected.
- Please note that we will prioritise new ideas and projects with the aim of building UK capacity in this area. Long-term projects requiring recurring annual funding that Ingenious has already funded once are expected to seek alternative sources of funding to sustain them and should not reapply.

Submission deadline

One round of applications is held each year. The submission deadline for this round of applications is **Monday 26 September 2022, 4pm.**

**£3,000 -
£30,000
funding**



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Applying for Ingenious

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 application should be submitted by the lead applicant who must belong to the 'award recipient' (i.e. the organisation to which the award will be given if the application is successful). All correspondence will be sent to the lead applicant.
- The application form has seven sections and should take approximately two hours and 15 minutes to complete, assuming you have answered the questions offline and merely need to enter the information, rather than compose it. A summary of the guidance notes is embedded within the system, however, please read the guidance given below for further details on questions asked in the application form.
- Please note that applicant will need to confirm that the application has been authorised by the award recipient and that the award recipient is able to sign up to the Ingenious Awards conditions should their application be successful. It is recommended that you approach all necessary personnel well before the application deadline to ensure you are able to submit on time.
- If you have any questions concerning the application or the online grant system, please contact the Programme Manager ([details on page 15](#)).

Application process

Completing the application form

After logging in to the online grant system and selecting the Ingenious Award, 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 for six years.

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. Applicant and organisation details
2. Project details
3. Goals and objectives
4. Project plan
5. Support requested
6. Marketing
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



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Application process

1. Applicant and organisation details

- Please provide the name and contact details of the individuals who will be involved in this project, along with their respective organisations.
- Please confirm that this project has not previously been funded by Ingenious
- The lead applicant must belong to the 'award recipient' (i.e. the organisation to which the award will be given to if the application is successful). All correspondence will be sent to the lead applicant.
- Applicants must be employed and based in the UK.
- Joint/partnership applications between engineers and organisations that specialise in communication/engagement with the public are welcomed.

2. Project details

Project title *(10 words maximum)*

The essence of the project should be captured in the title and should be understandable to a non-specialist reader and as informative as possible.

Total award amount sought

£3,000 to £30,000 inclusive of any applicable VAT.

Project dates

(Project start date after 1 April 2023, project end date by 31 July 2024)

- Funds will be awarded to successful projects in April 2023 and project research and development may begin from this time. However, any project activity delivery must take place after 1 May 2023. Projects must be completed by 31 July 2024 and final report received within one month of the project end.

Summary *(250 words maximum)*

Please supply an executive summary of the project. The summary should be understandable to the non-specialist reader and will be used in media releases and media publications about your project if you are successful in your application. It should include an overview of:

- Project aims
- Target audiences
- Planned activities and where they will take place
- Anticipated outcomes.

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.

Application process

3. Goals and objectives

Objectives (250 words maximum)

Please list the project objectives, which should be in line with the aims of the scheme which are to:

- inspire creative public engagement with engineering projects
- 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.

Project objectives should be SMART (specific, measurable, achievable, realistic and time-scaled).

Previous related projects

Please state whether the project builds on a previous activity.

If yes, please detail how the project will build on previous activities. In particular, describe the new aspects of the proposed project that will enhance the existing activities.

Project metrics

Please provide the following anticipated metrics for your project:

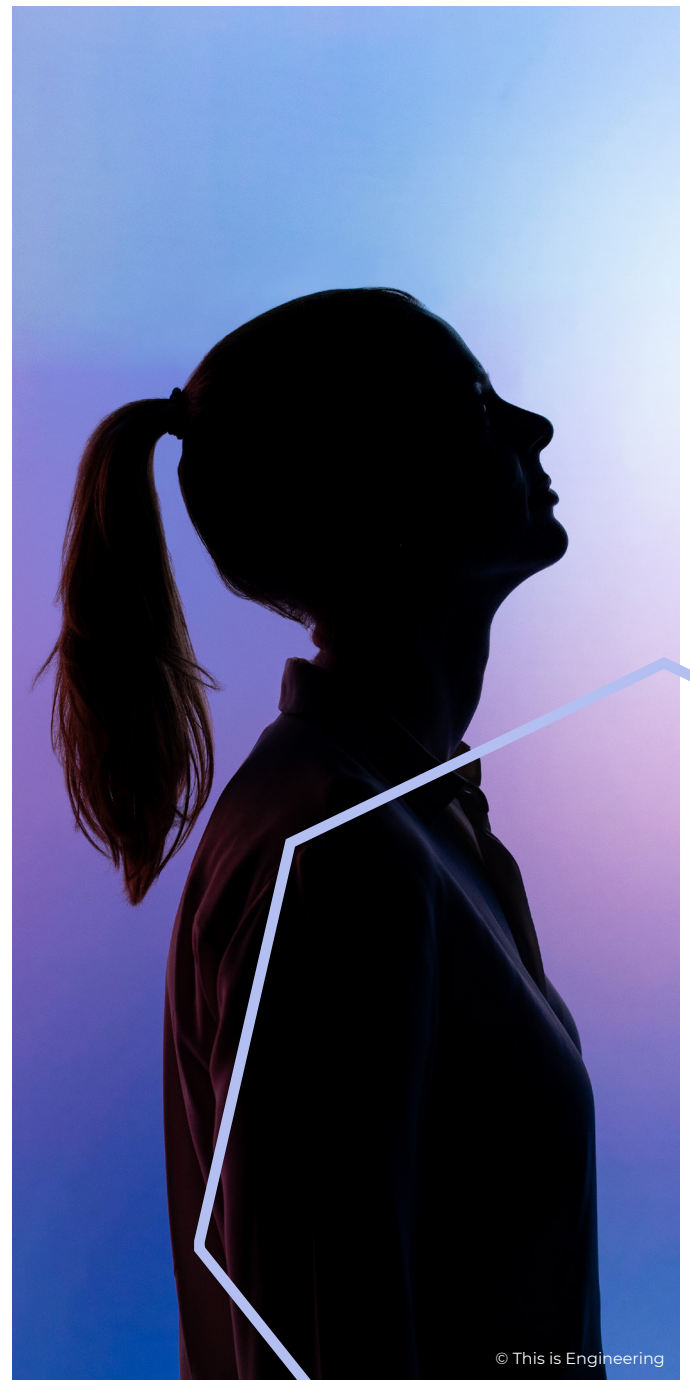
a) Number of activities, events and/or resources you aim to deliver.

Please include type of activity, event or resource.

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.

c) Target audience numbers and type of public audience you aim to target, for example gender, geographic location, age. Please note that the Academy requires funded projects to collect data about the socio-economic profile of the public audience they reach.

If successful, projects will be asked to complete a project planning document outlining their objectives in more detail and how they will be evaluated.



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Application process

4. Project plan

Please avoid repeating information that is included in other parts of the application.

Project activities (750 words maximum)

Please provide information on the planned activities and how they demonstrate creativity and innovation, how they will be delivered and why this method was chosen. You may wish to refer to previous projects you have learned from. If the exact plans have yet to be determined, please provide a detailed example of the type of activities that could take place. Please be explicit about the engineering content of the activities.

The engineers' experience (500 words maximum)

Please provide details on the engineers' anticipated public engagement experience, including how they will be recruited, trained and what they will gain from the experience. Please give an example case study of what one engineer's 'public engagement journey' might look like as a result of taking part in the project, including information on the public engagement skills and experience that could be gained.

The public audience (500 words maximum)

Please provide details on the target public audiences, why you have chosen them and how they will be reached, particularly how the activities may reach audiences underrepresented in engineering.

- **Top tips:** Work in partnership with delivery partners (including schools) to develop projects at the concept stage
- Work within the target community, finding spaces or venues that are accessible to and trusted by target audiences, and use local communication channels to promote activity.

Project management (250 words maximum)

Please give details on how the project will be managed, including research, development and delivery.

- **Top tip:** Managing the different stakeholders involved in Ingenious projects takes considerable time, so it is important to either be realistic about what you can deliver within the timescale, or factor in project management costs and resources that realistically reflect the time needed.

Project timeline (250 words maximum)

Please detail the core activities to be undertaken, and their associated start and completion dates. If preferred, you may wish to upload this information as a Gantt Chart or equivalent.

- **Top tip:** Plan sufficient time to recruit and train engineers and go wider than you may think you need, as not all initial leads for recruitment will result in the number of engineers required.

Project impacts (400 words maximum)

Please describe the anticipated impacts of the project. Include who/what will be affected, why this is beneficial and the extent of the expected impact on both the engineers and the public audiences. Impacts are the intended changes and lasting effects that will result from the project. If relevant, please identify any potential legacy beyond the lifetime of this award.

Evaluation and dissemination (300 words maximum)

Please summarise how you will evaluate the project, and how you will share and disseminate the learning gathered from this.

Application process

5. 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 awards 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 award 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.

5. Support requested continued Associated activity

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

Previous applications

Please state whether you or your organisation have previously applied for the Ingenious award scheme.

If yes, please give the following details for each application:

- a) Project name and lead applicant name
- b) Year of application
- c) Whether you were successful or not.

Please note that we will prioritise new ideas and projects with the aim of building UK capacity in this area. Long-term projects requiring recurring annual funding that Ingenious has already funded once are expected to seek alternative sources of funding.

Application process

6. Marketing

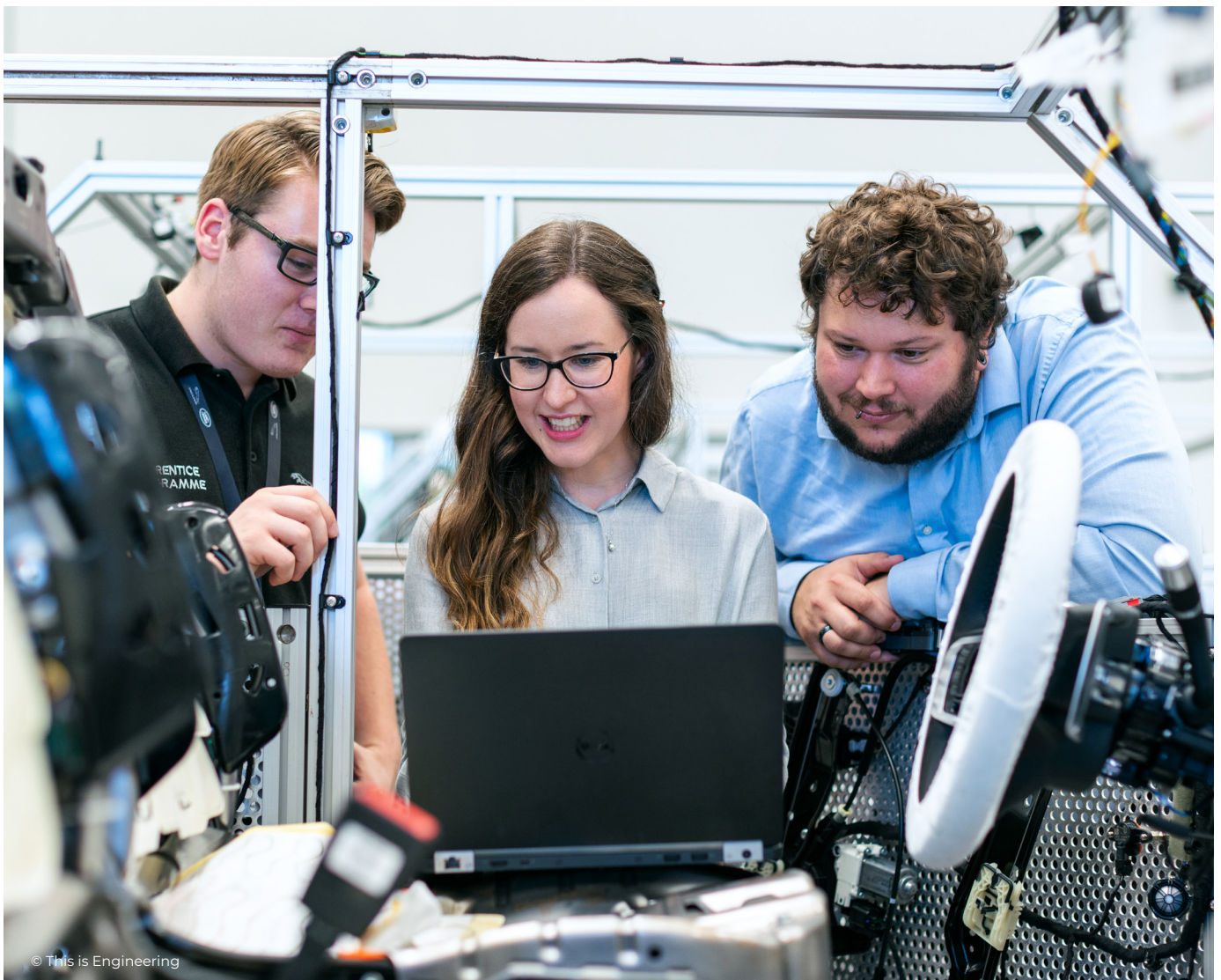
This section is optional but any information provided will help the Academy to understand which of our marketing materials and methods are most successful, enabling us to improve our future communications activities.

7. Declaration

This section seeks confirmation that the applicant has provided accurate information and will update the Academy of any material changes that may affect the award. We also require confirmation that the application has been authorised by the award recipient. Please contact the concerned parties early on in the application process to ensure

you can submit before the deadline. The deadline will not be extended for their lack of availability.

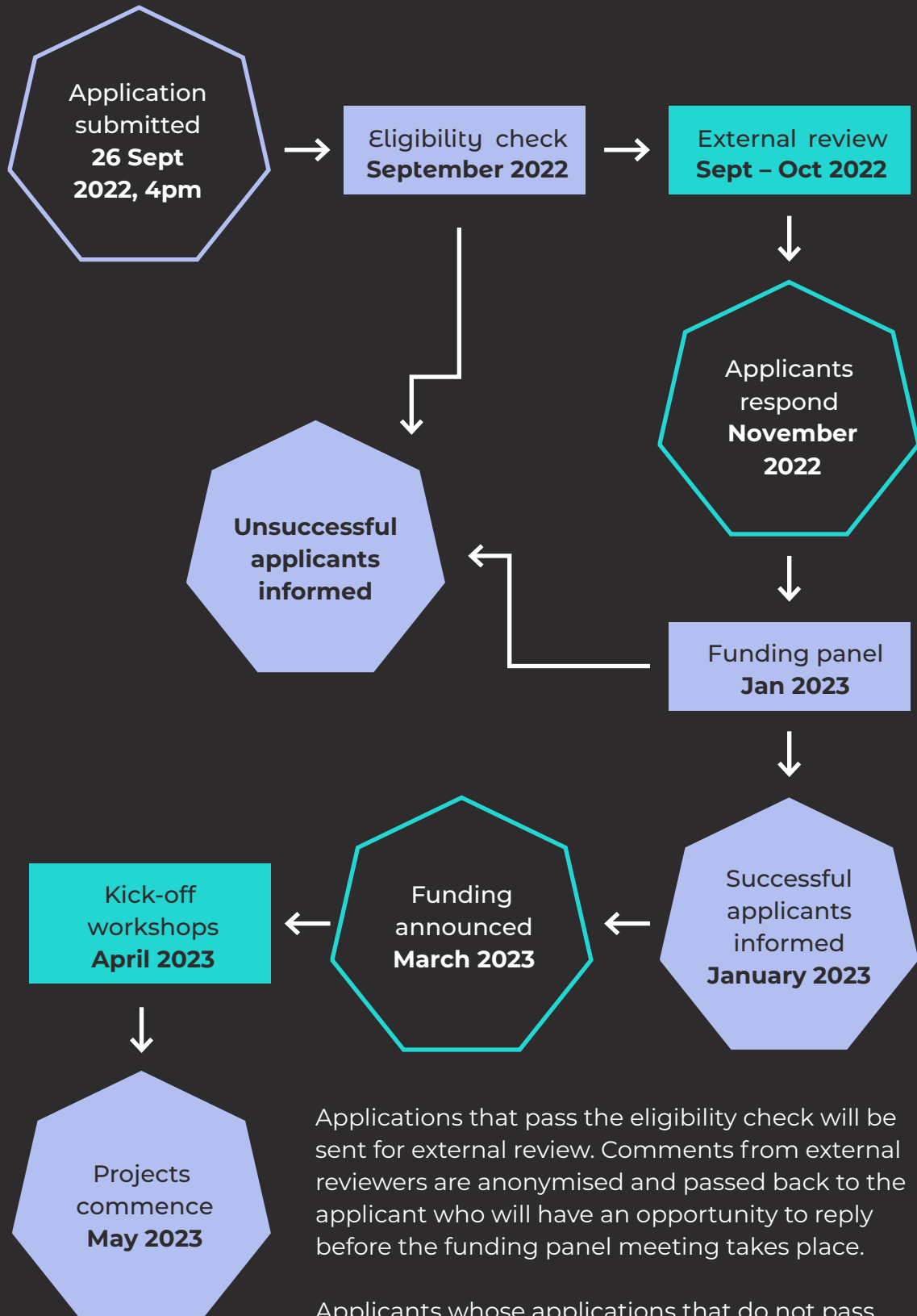
The declaration template should be downloaded from the online grants system; a link is provided in the instructions at the top of the page. The declaration is to be signed by an authorised signatory of the grant recipient (i.e. the organisation to which the grant will be awarded to, if this application is successful). Please note that in some cases the lead applicant may be the same person as the authorised signatory. We do not need the hard copy to be sent to us.



Application process

Assessment of applications

The assessment process is as follows:



Applications that pass the eligibility check will be sent for external review. Comments from external reviewers are anonymised and passed back to the applicant who will have an opportunity to reply before the funding panel meeting takes place.

Applicants whose applications that do not pass the eligibility check will be notified, and feedback provided.

Application process

Assessment criteria

The following criteria will be considered during review and assessment of the project proposal (this list is not exhaustive).

Quality of the application:

Does the application include sufficient information on all aspects of the proposed project including a clear description of the objectives, methodology and expected outcomes? Is there sufficient and clear background information?

Effective project planning:

Does the project planning demonstrate feasibility and timeliness? Are the project objectives realistic? Does the project team have a clear strategy for recruitment of engineers? Does the project planning demonstrate resourcefulness and an appropriately costed budget? Are there plans in place if partnership funding is not secured? Are there realistic and appropriate plans for evaluation?

Experience and expertise:

Do the applicant(s) and the project staff have the appropriate public engagement experience and expertise? Is there sufficient engineering expertise available? In the case of joint applications, will the proposed partnerships enhance the project?

Public engagement:

Is the project imaginative and creative? Are the activities and format chosen suitable for the target audience? Will the format and content appeal to the target public audiences? Do the activities have the potential to be engaging? Is there evidence that there is public demand for the activity? Is the chosen target audience appropriate?

Opportunities for participating engineers:

Does the project offer engineers well-facilitated opportunities for training and/or experiential learning in public engagement?

Will the project give engineers opportunities to enhance their public engagement/communication skills? Will the activities appeal to the target engineers?

Impact:

Will the project have an impact on its participating engineers? Will the project build capacity for public engagement with engineering? Will the project have any impact on the organisations involved? Will the project have any impact on public audiences?

Engineering content:

Are the chosen engineering themes and topics appropriate, and relevant? Does the project have sufficient engineering content and is it explicit in the project activities?



Further information

Key dates

Submission deadline: **26 September 2022, 4pm**

Funding panel: January 2023

Funding offer: February 2023

The award letter, grant contract and terms and conditions are sent to the lead applicant (the award is conditional on acceptance of the terms and conditions).

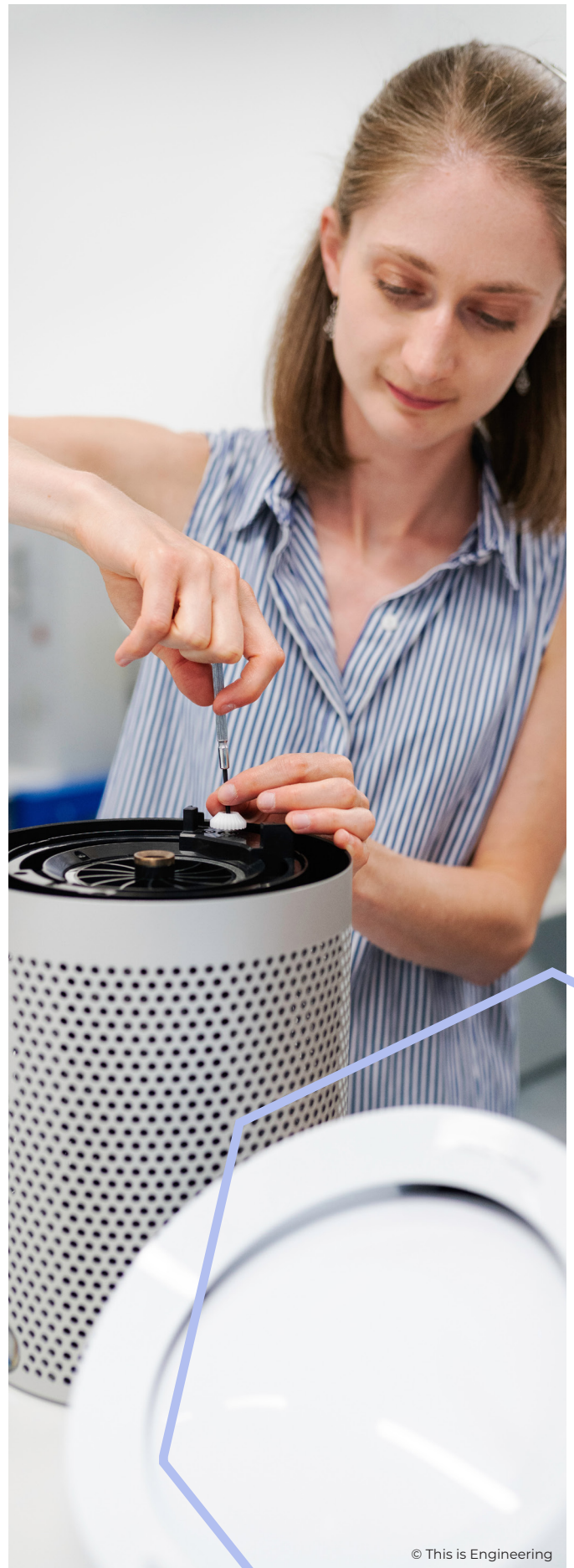
Kick-off workshops: April 2023

Projects commence: from 1 May 2023
Projects end: by 31 July 2024

Monitoring

- Successful awardees will be required to attend a kick-off workshop in April 2023. Following the workshop, awardees must complete a planning template outlining the main objectives they plan to achieve and how these will be evaluated.
- Awardees are encouraged to stay in regular contact with the Programme Manager and update them on project progress on an informal basis. The Programme Manager must be informed of the activities, timings or allocation of funds changes over the course of the project.
- Awardees are required to complete a final project report within one month of completion of their project.
- An external evaluation consultant will carry out a long-term tracking study of the engineers who have taken part in projects, approximately one year after the project end. We expect the project lead to help facilitate this.

Final reports are sent to the panel for evaluation and serve as a measure of the success of the scheme.



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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

FAQs

Frequently Asked Questions can be found on our [website](#).



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.