



Royal Academy
of Engineering

| Ingenious

Ingenious Public Engagement grant scheme

Applicant Guidance Notes

Deadline: 25 September 2024 4pm



Contents

Click a section below	Page
Introduction	3
Diversity and Inclusion Eligibility	4
Eligibility	5
How to apply	6
Completing the application form	7
1. Marketing	
2. Application and organisation details	
3. Project details	
4. Goals and objectives	
5. Project Plan	
6. Support requested	
7. Declaration	
8. Policies	
Assessment of applications	15
Further information	16
About us	17



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Introduction

Ingenious is a grants 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 scheme aims to:

- build capacity in engineering public engagement
- 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 Science, Innovation and Technology (DSIT).



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.

Applying for Ingenious

Eligibility criteria

- Applicants must be employed and based in the UK.
- Ingenious grants 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 2025** and project research and development may begin from this time. However, any project activity delivery must take place after **1 May 2025**. Projects working with schools must be completed by **31 July 2026**. Projects choosing to alternatively or additionally work with families or community groups must complete their projects by **31 August 2026**.
- Please note that we will prioritise new ideas and projects with the aim of building UK capacity in this area, with consideration also given as to whether applicants are new to the scheme.
- Previous Ingenious awardees are welcome to submit applications for new projects, but recent awardees may also wish to consider the newly introduced Follow on Fund Scheme. Please see our website for further information.

Submission deadline

One round of applications is held each year. The submission deadline for this round of applications is **Wednesday 25 September 2024, 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 '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.

We recommend leaving plenty of time to complete the application form ahead of the deadline and thoroughly going through your application prior to submission.

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.

- If you have any questions concerning the application or the online grant system, please contact the public engagement team ([details on page 16](#)).

Application process

Completing the application form

After logging in to the online grant system and selecting the Ingenious scheme, applicants are asked to complete a **Diversity Monitoring Form** to help the Academy monitor and assess its equality, diversity and inclusion 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. Goals and objectives
5. Project Plan
6. Support requested
7. Declaration

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.

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.

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. 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 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 '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.
- 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.

3. 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 grant amount sought

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

Project dates

Project start date after 1 May 2025, project end date by 31 July 2026 (schools) or 31 August 2026 (families or community groups)

Funds will be awarded to successful projects in April 2025 and project research and development may begin from this time. However, any project activity delivery must take place after 1 May 2025. 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.

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.

Application process

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.

4. 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:

- build capacity in engineering public engagement
- 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 and describe the difference Ingenious funding will make.

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.



Application process

5. 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 learnt 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. Project activities should be provided free of charge.

The engineers' journey (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.
- Projects proposing to work with schools should provide evidence as to why additional support for schools is needed and that there is not already adequate provision for STEM engagement in the area.

Project management (250 words maximum)

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

- **Top tips:** 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 also wish to upload this information as a Gantt Chart or equivalent.

- **Top tips:** 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.
- Likewise plan sufficient time to recruit your audience. It can be surprisingly difficult to recruit an audience, particularly school groups.
- Tell us about the nature of your relationships with companies and the audiences you hope to target, do you already have contacts and/or interest? You may upload letters of support if available, to the file uploads section.

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 grant.

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

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, materials, travel and subsistence, evaluation.
- 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.

5. 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.

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 grant.

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 process

Key dates

- Applications are initially sifted by the public engagement team to ensure applications are eligible for the scheme.
- Applicants whose applications that do not pass the eligibility check will be notified, and feedback provided.
- Applications are then reviewed by 2 external public engagement specialists who may make comments or ask questions about different aspects of the application.
- Comments from external reviewers are anonymised and passed back to the applicant who will have an opportunity to reply.
- The applications with the applicant responses, are then reviewed by 2 members of the Ingenious panel ahead of the panel meeting where funding decisions are made.

Process stage	Timeline
Application submitted	25 September
Eligibility checks	September 2024
External review	October 2024
Applicants respond	November 2024
Funding panel review	January 2025
Applicants informed	February 2025
Kick off workshops	April 2025
Funding announced	May 2025
Project commences	From May 2025



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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? What is the depth of the engagement? 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?



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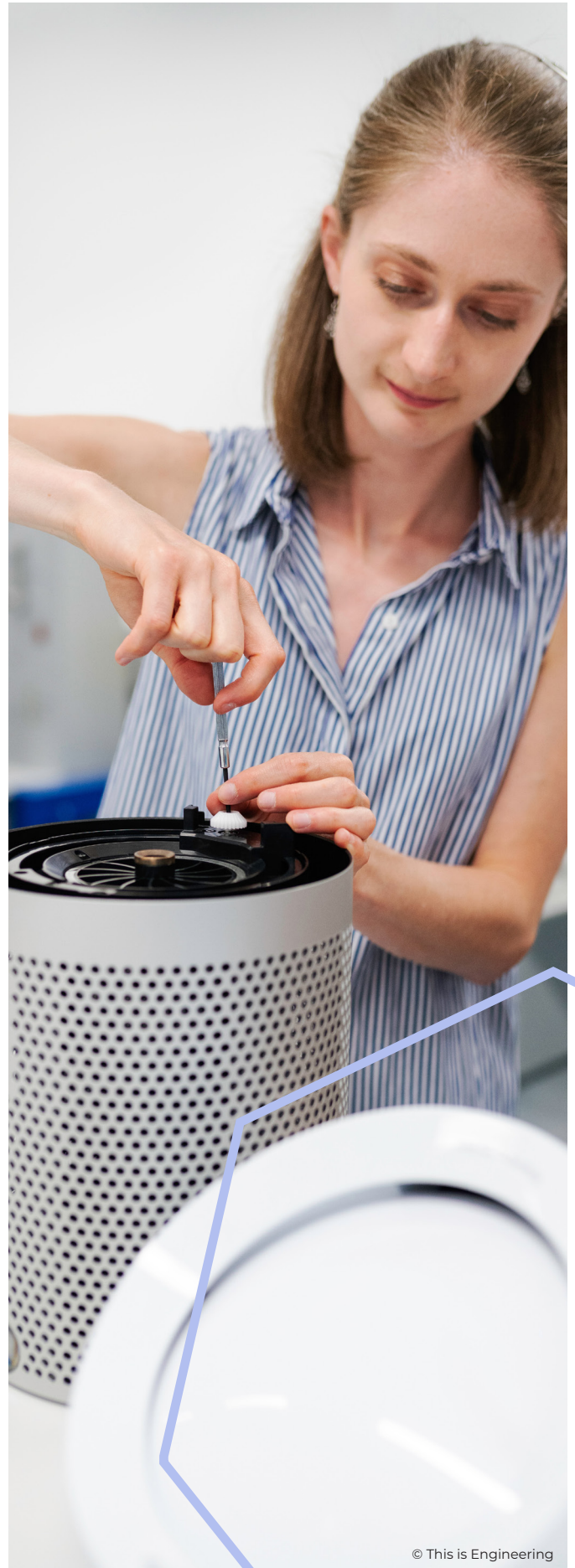
Further information

If you are successful, your funding will be awarded under the Basic Terms and Conditions found on the Academy's website.

This agreement has been developed to ensure funding aligns with our Academy values, is used for the purposes for which it was awarded and is managed in compliance with our own funders' agreements, UK legislation and funding best practice.

Monitoring

- Successful applicants will be required to attend a kick-off workshop in April 2025. Attendees can choose to attend an in-person training day or attend online sessions remotely.
- Following the workshop, awardees must complete a planning template outlining the main objectives they plan to achieve and how these will be evaluated. Awardees will be supported by an external evaluation consultant to develop these plans.
- Awardees are encouraged to stay in regular contact with the Public Engagement team 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 the activities, timings or allocation of funds changes over the course of the project.
- Awardees are required to complete an interim and final project report with expenditure statements.
- An external evaluation consultant will carry out a long-term tracking study of the engineers who have taken part in projects, approximately 18 months after the project end. We expect the project lead to help facilitate this.
- Final reports serve as a measure of the success of the scheme and may be sent to the panel for review.



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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.