**Research Chairs and Senior Research Fellowships**

**Mentoring & Reporting Guidance**

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# Reporting

## Annual progress report

An annual progress report must be submitted to the Academy at the end of each year of the award in accordance with the monitoring schedule annex of the Research Chair / Senior Research Fellowship contract.

The progress report should be completed in the template below. The report should be a summary of the work undertaken during the year, and it should be in **pdf format** and **6 pages long maximum**, appendix included. Please read the guidance notes included in the Annual Progress Report template for further details.

### **Annual Progress Report template**



## Annual Expenditure Statement

The RC/SRF is also required to submit an annual expenditure statement. This should be compiled by the relevant finance team/contact at the host institution.

The expenditure statement **must**:

* Be submitted on letter headed paper and be signed by the relevant authority (an electronic signature will be accepted)
* Confirm the period of expenditure, i.e. Year 1, and the corresponding dates
* Include the correct Academy reference number and awardee name
* Detail 100% spend
* State the expenditure amount claimed from the Academy for the year against the cost headings included in the original cost table in the application form (see example table below)
* Not exceed the amount requested of the original cost table for each year (except where underspend is carried forward from previous reporting periods).

The amounts indicated in the expenditure statement must be audit compliant and hold relevant receipts/proof of expenditure.

### **Example annual expenditure statement**

|  |  |
| --- | --- |
| **Name of Awardee:** |  |
| **Award reference:** |  |
| **Total Amount Awarded:** |  |
| **Year of Award/reporting period:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost category** | **Mandatory**  **Year x**  **Costs stated in the application cost table 100% (Section 6, TABLE A)** | **Mandatory**  **Year x/full duration**  **Actual costs**  (100%)  (period spanned) | **Optional**  **Year x/Full duration**  **Actual costs level to be claimed from the Academy**  **(in line with application Section 6, TABLE B)\*** |
| Salary costs |  |  |  |
| Indirect costs |  |  |  |
| Estate costs |  |  |  |
| **Total** |  |  |  |
| *\*This should not exceed up to 1/3 of the 80% of the costs stated in the original application cost table excluding any underspend* | | | |

*I confirm this is a true and correct summary of the project spend to date:*

*Signed by appropriate delegated authority for Organisation:*

Any underspend across all cost categories can be carried forward to the corresponding cost category for the remaining period of the award.

### **Final year expenditure statement**

The final expenditure statement must confirm the final balance of the RC/SRF grant. The final expenditure statement must be submitted on letter headed paper and be signed by the relevant authority confirming the expenditure for the entire period of the RC/SRF against the original cost categories. Once the final report along with the final expenditure statement have been submitted, the Academy will confirm the balance of the Research Fellowship grant and arrange the final payment accordingly. Any underspend must be returned to the Academy.

## Annual report submission

The annual progress report and expenditure statement must be submitted together to the Academy’s Grants Management System <https://grants.raeng.org.uk/>. When you login to the Grants Management System, you should be able to view your award account, complete a standard report form, and upload separate files for the progress report and expenditure statement.

The Academy appreciates that the host institution’s finance team may require some time to compile the annual expenditure statement that includes all costs incurred within the reporting period. Therefore, submission of the progress report and expenditure statement after the reporting deadline is accepted by the Academy.

The annual progress report does not require approval from your Academy mentor before submission.

Once submitted, the RC/SRF should forward a copy to the mentor and arrange a mentor meeting with the mentor in the coming months following the mentoring guidance.

### **Slide for scheme promotion**

We would like your help to make the Royal Academy of Engineering find the best applicants for the next cohort of Research Chairs and Senior Research Fellows. Please find the attached slide, you can help by adding this extra slide at the end of your research presentations over the next 12 months. This will direct inspired applicants straight to our webpage.



# Review Meetings

## Annual review meetings arrangement

An annual review meeting must take place around the annual report submission deadline included in the monitoring schedule annex of the RC/SRF contract. **The Research Chair / Senior Research Fellow is responsible for arranging annual review meeting with their Academy mentor and informing the Academy of the meeting date, time and location**. An Academy representative will join the meeting. The RC/SRF should ‘cc’ the Programme Manager when sending their report to the mentor.

We expect that a representative from the host institution and from the industrial sponsor should be invited to the annual review meeting.

The annual review meetings can take place virtually by video conferencing or in person. The location for in-person meetings is to be agreed between the Academy mentor, the RC/SRF and the other participants involved. If the meeting will take place at the Academy in London, the RC/SRF must contact the Academy in advance to arrange a meeting room booking.

The Academy will help by preparing the meeting agenda and sending the invitation link in the case of virtual meetings.

The annual review meetings serve three main purposes:

* To monitor RC/SRF’s research progress with the mentor’s feedback
* To discuss and provide support and guidance required for the RC/SRF
* To track and capture the RC/SRF’s achievements for the Academy’s communication and promotion purposes.

The Academy will reimburse reasonable travel and accommodation expenses related to the annual review meetings, and the RC/SRF must submit the expenses claim to the Academy within four weeks of the meeting date.

## Annual review meetings format

At the annual review meeting, the representative from the university will give an overview of the department, how the department is supporting the awardee and how the RC/SRF is seen as part of its strategy.

The RC/SRF is required to give a presentation on the research progress and plans for moving forward (a 20 min PowerPoint presentation would suffice).

The representative from the industrial sponsor will give an update in relation to the ongoing partnership with the awardee/university and the impact of the research to date.

Please read the Annual Review Meeting Agenda template for details.

### **Annual Review Meeting Agenda template**



Before the annual review meeting, the RC/SRF must send the following documents to their Academy mentor and other participants and ‘cc’ the Academy for their information:

* Annual Progress Report
* Annual Review Meeting Agenda
* Mentor Report Form (blank)

### **Mentor Report Form**



After the annual review meeting, the mentor is required to complete the mentor report form below and return the form to the Programme Manager at the Academy, template below.

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

# Mentoring Support

## Role of Mentor

In addition to the financial support and networking opportunities, Research Chairs and Senior Research Fellows (RC/SRF) are provided with mentoring support from the Academy’s Fellows (FREng), who will provide independent expert advice and guidance on research-related matters throughout the duration of the award. The mentor will also formally monitor the progress if the awardee on behalf of the Academy. At a minimum, the role of mentor includes:

* To meet the awardee at least once a year to monitor progress, offering advice and guidance where appropriate
* To review the awardee’s annual progress report
* To attend an annual formal review meeting (arranged by the awardee)
* To assess the progress of the awardee on an annual basis according to the performance indicators\*
* To provide a brief annual report to the Academy following each annual review meeting, so that it may be kept on file at the Academy. Any issues or areas of concern should be included in the report
* To establish and maintain regular informal contact with the awardee, by telephone, e-mail or additional visits, and to offer additional guidance and advice on the research project

## \*Performance Indicators

The following factors may be taken into consideration by the Academy in carrying out its 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 incumbent
  + the breadth and quality of research undertaken by the incumbent and the team
  + the nature and level of networking undertaken by the incumbent, including any conferences/symposia/workshops you have run
  + the ability of the incumbent 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)
  + 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.

## Research Chair / Senior Research Fellow’s commitment

The Academy helps RC/SRFs fully appreciate the value of the mentor as a resource for them. By accepting their award, awardees commits to:

* Show commitment to the objectives of the award – as well as to their own learning and development
* Respond in a timely manner to the mentor’s and the Academy’s requests for information concerning the award
* Submit progress reports detailing the progress made and the work completed to both the programme manager and the mentor in a timely manner
* Meet at least once a year with the mentor to discuss progress, based on the latest technical progress report
* Establish and maintain regular informal contact with the mentor, to receive additional guidance and advice.