Transforming Systems through Partnership – 2023 Grant call – Application document upload checklist

Please note – any reference to 'Lead Country' – means Jordan/South Africa/Thailand.

Document to be uploaded by applicant when completing application form	Section of application form	Further information
CVs of all lead collaborators	**Section 2** – Applicant, institution, and partnership details	Please upload CVs for all collaborators participating in the proposed programme of work. CVs should be a **maximum of four pages long and in PDF format.** There is no set format for the CV, but it should include information on posts held in at least the last five years, education history and qualifications (with dates), evidence of eminence and seniority (for example, awards and prizes, invited lectures, national/international committee membership/leadership). **CVs longer than four pages will not be accepted.** N.B. For collaborations with several different university, industry and other partners, please only include CVs of the core collaborating team
Lead/partners organisation narrative document	**Section 2** – Applicant, institution, and partnership details	Please upload **one** document with narrative summary details of the lead country university and all partnering institutions. Descriptions of each organisation should be no more than 200 words and should include: For Lead Country Universities and Research Institutes: • Dates the institution has been in existence • Engineering courses offered • Number of students and staff and number in research group • Indicators of track record (rankings, awards etc) • Link to website for engineering faculty For industry partners: • Nature of business and types of products/ services offered • Indicator of size (e.g., number of employees, turnover etc) • Nature of R&D (if any occurs) For UK Universities and Research Institutes:

		• Name of department, institution • Indicators of track record (rankings, awards etc) <u>For other partners</u> • Type of organisation (e.g., not for profit, government body, civil society organisation etc) • Nature of organisation and types of products / services offered. • Link to website or social media
Lead Country University/UK university letters of support	**Section 2** – Applicant, institution, and partnership details	**Letters of support are required from each partnering university or research institution in Jordan/South Africa/Thailand and the UK**. Letters of support should be written by the applicants' respective Heads of Departments (or Heads of Faculty if either of the Applicants is the Head of Department). As a minimum the author should include: • Confirmation of their support for the application • Why they support the project. • How it fits in with the department's aims • What form the matched contribution will take (financial, staff time, guidance, facilities, equipment) The letters should be on headed paper, a maximum of two pages long, signed by the author, and uploaded by the Applicant as **PDFs**. **Please note:** Failure to supply a letter of support from each institution will result in your application being deemed ineligible for consideration.
Industry and other stakeholder partner(s) letter(s) of support	**Section 2** – Applicant, institution, and partnership details	Upload a signed letter of support from the industry partner and any other partners named at the start of the application, confirming their commitment to this application and the proposed collaboration. The letter of support should contain the following: • Confirm commitment to this project and explain why this collaboration is strategically important to the partner and what the anticipated benefits will be. • A brief description of the planned work, and how this fits within the company's or organisation's aims and activities. • Detail what facilities, training and equipment will be made available to the project, and any other contributions they will make to the award. • Affirmation of the contribution of the partner to the project, in terms of cash, facilities, equipment, staff time etc. The letter should not exceed two pages and should be submitted as a **PDF**.

		Please note: Failure to supply a letter of support from each industry partner and any other partner will result in your application being deemed ineligible for consideration. The quality of institutional support is a key factor in the strength of the application and the confirmation of support in the letters is crucial for the Academy to determine the level of commitment from each partner.
Log frame	**Section 4** – Goals, objectives, outcome and impact	Please upload a completed log frame document. The log frame template can be found on the TSP website on the 'how to apply' page under 'Supporting documents': http://www.raeng.org.uk/tsp-2023 The **objectives** column should be completed first and then the rows should be worked across, listing the activities, outputs, outcomes, and indicators for each objective. Please include all the objectives you are hoping to achieve.
Gantt chart	**Section 5** – Project planning and resourcing	Please upload a detailed Gantt Chart outlining your agreed work programme, including a breakdown of milestones, indicators, and target dates for specific elements of the work and the cost breakdown associated with each stage. There is no template and you are free to design this Gantt chart yourself to best illustrate your work programme, but it must be clearly laid out and show how all work packages fit together. **Please upload in PDF format**.
Budget	**Section 5** – Project planning and resourcing	**The form is to be filled in and uploaded in Excel format, (A3 size acceptable).** The Budget template document can be found on the TSP website on the 'how to apply' page under 'Supporting documents': http://www.raeng.org.uk/tsp-2023 Please outline the total costs of your work programme and clearly show the support you are requesting from the Academy and the contribution the partners will offer. The recipients of grant monies will be expected to provide all parties with the grant resources to enable the programme of activities to take place per the programme budget. Additional sources of funding are encouraged and should be included in the budget, but a clear distinction must be made to show how the Academy's contribution will be spent. The Royal Academy of Engineering will provide the grant funding to both the Lead Country university and UK university, respectively. Therefore, please ensure both universities are willing and able to accept payments in GBP (£)

		In your budget, you must clearly distinguish between what is going to the Jordan/South Africa/Thailand side of the project (including to industry and any other partners) and what is going to the UK side (again, including to any industry and other partners) In all cases the recipients of grant monies will be expected to provide all parties in their respective countries with the grant resources to enable the programme of activities to take place as per the programme budget submitted to the Academy
Lead university declaration	**Section 6** – Lead applicant declaration	The purpose of the declaration is to confirm that the application is acceptable in principle to the Lead Country University (located in either Jordan, South Africa or Thailand), and that it has received all necessary internal authorisations. The declaration terms must be transferred to headed paper and be signed by an appropriate officer from the Lead applicant's institution/university. A scanned copy of the letter should be uploaded by the applicant. We do not need the hard copy version to be sent through. **The terms that the declaration must contain are shown below. Please copy these bullet points directly into your Institution's declaration.** • The applicant will be employed by the institution/university for the duration of the award. • The applicant and any co-applicant(s) will be given full access to the facilities, equipment, personnel, and funding as required by the application. • The costs submitted in the application are correct and sufficient to complete the award as envisaged. Any shortfall in funding will be met by the institution/university. • The institution will ensure that the proposed programme of work has been agreed between all institutions involved in the exchange and that all necessary contracts, visas, IPR agreements, financial processes and other necessary arrangements are in place before the start of the exchange. • The institution is satisfied that language will not be a barrier in regard to a successful collaboration and, if necessary, sufficient language support and training will be obtained in advance of travel.