



Royal Academy  
of Engineering

Leaders in Innovation  
Fellowships



Newton  
Fund

# LIF Community Grant programme

## Applicant Guidance Notes

**Applications open: 17 December 2020**

**Applications close: 20 January 2021, 2.00pm GMT**

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# Introduction

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The Leaders in Innovation Fellowships (LIF) programme is co-delivered and co-funded by the Royal Academy of Engineering and in-country partners, as part of the UK Newton Fund which, through a variety of science and innovation activities, supports the economic development and social welfare of developing countries. There are now over 1,000 innovators who have taken part in the [LIF programme](#) since 2014, joining us from 17 countries around the world and form part of our global alumni network.

The pilot round of the LIF Community Grant programme, was launched in 2020 and a total of [17 community projects](#) from 10 countries were awarded as a result. Building on the first iteration of the programme, we have taken forward lessons learned and developed the next iteration of **LIF Community Grant Programme**.

The LIF Community Grant Programme supports past and present LIF participants to build and deliver high impact, collaborative community projects or activities that demonstrate the development of LIF participants networks, nationally and internationally.

This small grant scheme was designed in response to multiple requests from awardees for more regular activities in-country that would facilitate network building and peer-to-peer support.

**Projects must be no longer than 6 months and must start in March 2021. Projects must finish on or before 30 September 2021.**

# Overview

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## Grant Programme Objectives:

Under this call, we will support proposals that contribute to the following programme's aims:

**1. Develop local or regional/international communities of LIF participants which offer peer support and collaborations within the network.**

**2. Create opportunities for networking and partnerships with relevant business or innovation support networks or organisations that can help LIF participants commercialise their innovations or multiply their impact.**

Applicants are invited to think creatively about ways these aims can be achieved. The impact of this grant scheme will be measured in terms of new and qualitative business connections created within the LIF network and outside it, numbers of LIF participants engaged in activities and taking leadership roles within their sector or communities, as well as the establishment and recognition of the LIF network at national or regional levels.

The beneficiaries of the proposed projects should be past and present LIF participants.

### Award value:

**Stream 1: Country-level projects**

**£5,000**

**Stream 2: Regional or international projects**

**£7,000 to  
£10,000**

# Stream 1: country-level projects

**Award value:** £5,000

**Number of awards:** Up to one award per participating country

Country-level project applications should show clear contribution to the following outcomes:

1. Development of local LIF participants' network(s) by meeting on a regular basis to share insights, apply entrepreneurial mindset and address the challenges of LIF participants in commercialising their innovations
2. LIF participants take on leadership role(s) within their sector or innovation groups
3. Creation and development of new relationships or strengthening of existing relationships between LIF participants
4. Increase in formal and informal collaborations or partnerships with key actors in the local entrepreneurial and innovation ecosystem

## Tips for applicants:



- ✓ For the duration of 6 months, we found that projects that include no more than 3 to 4 activities that bring together the entire local LIF community work best.
- ✓ We recommend you involve participants from different LIF generations (LIF 1 to 6) in your project team, as a diverse team is more likely to engage the wider LIF community.

Examples of projects include:

- Further consolidation of local networks of LIF participants by formalising roles, creation of specific themed groups led by LIF participants and providing these groups with expertise, tools and regular meetings to address identified needs and challenges of the groups
- Supporting the scaling-up of market ready innovations of LIF participants, by providing exposure, local mentoring, identification of possible partners and help to reach growth milestones.

# Stream 2: regional or international projects

**Award value:** £7,000 to £10,000

**Number of awards:** Multiple awards

Regional or international project applications should show clear contribution to the following outcomes:

1. Increase in formal and informal collaborations or partnerships with key stakeholders/organisations in the regional and/or UK entrepreneurial and innovation ecosystem.
2. Development of regional/international networks of LIF participants to address common challenges in commercialising their innovations.
3. Facilitate access and new market entry for LIF participants' innovations into participating countries.

## Tips for applicants:



- ✓ For stream 2, we recommend partnering with national/international organisations that have the right expertise and networks to help applicants achieve their shared project outcomes, such as National Chambers of Commerce, UK Catapult Network, Sectoral Bodies, Regional Trade Associations, or Innovation Centres, etc.
- ✓ Carefully consider the available channels for engaging alumni across multiple countries of your project, a digital channel or platform for communication is essential for connecting internationally.

Examples of projects include:

- Bringing together groups of LIF participants (via virtual tools) working in the same sector and looking to address a set of common challenges through collaboration, peer-learning, resource sharing and bringing in external key partners.
- Facilitating access to a new country market for groups of LIF participants looking to expand into a specific country(-ies).

## Stream 2: regional or international projects - continued

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- Building closer regional ties between local LIF communities, through regular virtual meetups themed around common needs and aims.
- Projects that support LIF participants from a number of countries to build partnerships or business collaborations with key actors in the UK innovation ecosystem.

The lists of examples are non-exhaustive, and we encourage other ideas.

Our priority is to support high-impact community building activities that address the varied needs of multiple LIF participants (not just the project team) and show a clear pathway to the long-term sustainable development of the LIF network.

Under this grant, we are **NOT** looking to support activities such as:

- Conducting a research collaboration with a few other participants with the goal of advancing an innovation or business.

*Reason: This is a community-building programme so activities should benefit the wider LIF community.*

- Projects focused on other local communities (researchers in one university, innovative startups based in a region, local students, etc.), rather than on the community of LIF participants.

*Reason: As mentioned earlier, the beneficiaries of the proposed projects should be past and present LIF participants.*

Any projects that focus on the above will be **ineligible**.

# Examples of past funded projects

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**LIFting Mexico** aims to facilitate relationship building between members of the LIF community in Mexico, through three key topics and activity areas:

- Fellowship building: Create a LIF-Mexico database to use for promoting network events.
- Leaders Training: Develop education courses and talks from experts, as well as encourage mutual learning among LIF Mexico members.
- Investment in innovation: Investor meetings and participation in pitch contests.

**The Jordan Leaders in Innovation Club (JLIFC)** is a club for Jordanian LIF participants providing members with access to professional training focused on commercialisation, entrepreneurship, and scientific research. The JLIFC also helps researchers establish their own start-up companies by connecting them with venture capital funds and accelerators in Jordan and across the MENA region.

**Uno a Uno** is a curated and gamified collaborative network of individuals, entrepreneurs, companies and universities that share the common interest of further development of technology-based solutions to tackle the sustainability challenges in Latin America. In this network every LIF participant commits to give back to the community by helping a peer with their specific challenge/particular need for support, and any support provided is rewarded with network points that can be exchanged for services, exposure and mentorship opportunities.



# Eligibility criteria

## Lead applicant (project lead) person specification:

1. Must have completed the Leaders in Innovation Fellowships Programme or be currently participating in the programme.
2. Actively working and residing in one of the following Newton Fund partner countries: Brazil, Colombia, Jordan, Kenya, Malaysia, Mexico, Peru, South Africa, Thailand, Turkey and Vietnam. Participants from India are invited to join the regional projects stream as co-applicants.
3. Be competent in oral and written English, so that project activities and its outputs can be disseminated with the Academy, other LIF champions and LIF participants from other countries.
4. Applicants must be able to sign an individual contract with the Academy, and to receive and manage their grant award from their personal bank account (verify with your employer/university if you are able to receive and manage funds as an individual).

*Other partner countries may join this grant call at a later date. Please keep an eye on the [LIF Community Grant webpage](#) for updates on eligibility.*

## Proposed project specification:

1. Must meet the LIF Community Grant programme objectives.
2. Must meet [ODA guidelines](#) and be designed to positively impact or contribute to the sustainable economic or social development and/or welfare of one of the Newton Fund partner countries.
3. Must not be deemed closed and exclusive to a few LIF participants – should be open to as many LIF participants as possible and practical.

## Eligibility criteria specific for Stream 1 projects:

- The country that your project will primarily focus on is one of the following Newton Fund partner countries: Brazil, Colombia, Jordan, Kenya, Malaysia, Mexico, Peru, South Africa, Thailand, Turkey and Vietnam.
- The project team must include in addition to the project lead at least two other LIF participants from the project country and at least one representative of each sex.
- Can be an extension of an ongoing local community building project, however, the lead applicant must be different from the lead applicant in the pilot grant programme, to ensure ongoing commitments and activity deadlines are being met by the current LIF champions.

# Eligibility criteria - continued

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## Eligibility criteria specific for Stream 2 projects:

- The countries that your project will primarily focus on are from the list of our partner countries: Brazil, Colombia, India, Jordan, Kenya, Malaysia, Mexico, Peru, South Africa, Thailand, Turkey and Vietnam.
- The project must include two or more participating countries.
- The project team must include in addition to the project lead, at least one coordinator from each participating country and at least one representative of each sex.
- The project lead will be accountable for managing the award budget on behalf of all participating countries.

For projects including participants from **India**, your proposal should meet the following additional requirements:

- One of the partner countries in your proposal should be different to India.
- Outputs should be openly accessible on the LIF Online Community and could be applied to benefit other developing countries in the region or internationally.
- Activities should address global development challenges relevant either generally to developing countries or to specific communities outside of India.

Examples of such activities could include thematic series of relationship building events (for example on “solar energy”, “waste management”, etc.) that bring together LIF participants from other countries and have a regional or global impact/or route to impact.

*If you think you should be eligible but fall outside of this list, please [contact us](#) to discuss your particular case.*

# Diversity

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We are committed to diversity and inclusion and we welcome 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, gender and sexual orientation.

For more information, please visit:

[www.raeng.org.uk/publications/other/academy-diversity-policy](http://www.raeng.org.uk/publications/other/academy-diversity-policy)

Before you commence your application, you will be asked a few diversity monitoring questions. The answers will not be visible to the reviewers and will not impact your chances of having your application selected. 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.

# Cost and funding guidelines

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## Eligible costs under this scheme:

Up to 100% directly incurred activities costs:

- virtual events management and collaboration software subscription
- costs related to event logistics (venue hire, AV hire, catering)
- travel costs (reasonable economy class) and any basic accommodation necessary for activities participants to attend activities
- project specific consumables (printed materials, paper, etc.)
- professional services, such as translation or expert training services, but only if offered by registered companies or organisations and can be accounted for by providing receipts and copies of invoices.

Other costs specific to the project activities:

- Website design and hosting, social media or advertising.
- Reasonable design costs for marketing materials.
- Internet allowance or connectivity equipment(s) under £400, where internet access may be a barrier to LIF participants engagement in virtual activities.

Match funding is encouraged, where appropriate and available. This will be acknowledged in any Academy communication about the grant.

## The following costs are **NOT** eligible:

- Indirect costs, including overheads, administrative or staff costs. For example, salaries or stipends for individual LIF awardees, or administrative interns are **NOT** eligible.
- Purchasing of equipment(s) with a total cost of more than £400.
- Research costs.
- Purchasing of alcohol.
- Any expenditure that only benefits the project team or a single individual.

You will need to provide the rationale and justification for all requested costs in your application form. If you have any affiliation with the providers of any services you are requesting you must detail this in your application.

# Beyond the funding: what to expect

The Academy team is on hand throughout the award period and beyond to signpost additional opportunities, networking opportunities, and further funding options. Examples of how the Academy will support LIF champions include:

## Network building

- Where appropriate, the Academy can make introductions between LIF participants and our networks.
- Monthly calls with the LIF Community Team and other LIF champions to coordinate and share learnings and best practices.

## Promotion and support materials

- LIF champions have the opportunity to input into the LIF Community updates and may request space to share upcoming activities.
- When champions have exciting news to share, related to their community building activities, it can be shared through the LIF Online Community and the Academy's social media channels helping to build their profile.
- The Academy has developed three toolkits to support LIF champions in implementing their projects:
  - 1) Event planning toolkit.
  - 2) Media and Communications toolkit.
  - 3) Monitoring and Evaluation toolkit.
- We are hopeful that being a LIF champion will be regarded prestigiously and act as an indicator of excellence. If there are other ways we can support our network of champions, we will remain open to suggestions!

# Beyond the funding - continued

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## Your commitment

- As a lead applicant you will act as the point of contact for the Academy in relation to all activities included in your grant application, you will be the one signing the contract, receiving, and managing the grant funding.
- Updates and coordination: you will provide monthly updates and share any challenges at the LIF champions coordination calls monthly.
- Reporting: You will submit an **initiation report** at the start of your project and a **final report** on both the finances and achievements at the end of your grant.
- In addition to monthly coordination calls, you are encouraged to stay in regular contact with the LIF Community Team, strive to be a role model to others across the LIF Community and engage with peers around the world.
- Awards will begin in March 2021 and run for six months until September 2021.

## General award terms

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- An initial payment of 70% of the total grant will be disbursed upon receipt and acceptance of the project initiation report. The final payment of 30% of the total grant will be disbursed at the end of project, upon receipt and acceptance of the final report and full financial and expenditure report.
- Lead applicants will be asked to provide a summary of their project to be used by the Academy for communications about the programme.
- The lead applicants will attend the monthly LIF champion calls throughout the duration of the contract.
- At the end of the contract, a final report will be due two weeks after the project end date. The Academy will offer a template for final reporting and the lead applicant will need to provide a complete financial expenditure report, including receipts for any expenses over £50.

# Key dates

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<b>Open call for applications</b>	17 December 2020
<b>Deadline for the submission of proposals</b>	20 January 2021, 2:00pm GMT
<b>Review of submitted proposals</b>	20 January – 3 February 2021
<b>Decision announcement and contracting</b>	3 – 28 February 2021
<b>Contract commencement</b>	March 2021
<b>End of contract</b>	September 2021

# How to apply

The application form has **five main sections** and should take around one hour and a half to complete, assuming you have written your answers to the questions offline and merely need to enter the information, rather than compose it.

After logging in to the online system and selecting "**LIF Community Grant Round 2**" you should be presented with the 'Instructions' screen. Here you will see some general instructions on how to use the system as well as the following list of the five sections of the application form (see right).

At any stage in the application process you can save your progress and return to the application later. You can answer the questions in any order you like so it is possible to skip some sections and return later.

All applications must be submitted via the Academy's online application system at

**<https://grants.raeng.org.uk>**

The lead applicant must first register with the system (most LIF participants have an account since their application to participate in the LIF programme) and provide some basic log-in details to create a profile.

## **Application form sections:**

- 1. Lead applicant details**
- 2. Project summary**
- 3. Project plan, team and expected outcomes**
- 4. Project resourcing**
- 5. Lead applicant declaration**

If you have any questions about the application process or the online system, please contact the [programme team](#).



# Application questions

## 1. Lead applicant details

	Question	Guidance
1.	<b>Contact details of the lead applicant*</b>	<p>The lead applicant will be the main contact person for the Academy throughout the contract if the application is successful.</p> <ol style="list-style-type: none"><li>First name</li><li>Last name</li><li>Contact number</li><li>Email address</li><li>Address details</li></ol>
2.	<b>What is your country of work and residence?*</b>	<p>Remember you must be working and residing in one of the following Newton Fund partner countries: Brazil, Colombia, Jordan, Kenya, Malaysia, Mexico, Peru, South Africa, Thailand, Turkey and Vietnam.</p> <p>If you are working and residing in India, you are not eligible as lead applicant, but are invited to join the regional projects stream 2 as co-applicants.</p> <p>Other partner countries may join this grant call at a later date. Please keep an eye on the <a href="#">LIF Community Grant webpage</a> for updates on eligibility.</p>
3.	<b>Which year of the LIF programme did you participate in?*</b>	<p>Remember you must have completed or be completing the LIF programme to be eligible to apply.</p>
4.	<b>Please share the link to your updated LIF Innovation Profile.</b>	<p>All published Innovation Profiles are listed on the <a href="#">LIF Community</a>. If you haven't got one, go ahead and create it from <a href="#">your account</a> on the community.</p>
5.	<b>Have you received any other grant funding from the Academy (excluding the LIF programme)?</b>	<p>Provide a list of any other grant funding from the Academy that you have directly received, or been a collaborator on, if applicable.</p>

Questions marked with a \* are mandatory, which is typically the majority of the questions.

# 1. Lead applicant details

	<b>Question</b>	<b>Guidance</b>
<b>6.</b>	<b>Which stream of the LIF community grants do you intend to apply for?*</b>	<p>Pick one of the two streams of projects: Stream 1: Country level projects Stream 2: Regional or international projects</p> <p>Please note each stream has separate eligibility requirements and different award values.</p>
<b>7.</b>	<b>Why do you want to lead on the LIF community-building project? *</b>	<p>Tell us why you're the right person for this role and job! Outline what aspects of your expertise and experience that will make you a good leader for this project and tell us what you believe you will get from this project. (Max 400 words).</p>
<b>8.</b>	<b>Letter of support or reference*</b>	<p>Please upload a letter of support or reference. This could be issued by a business partner, funder, head of department or other relevant parties (with no conflict of interest) who knows you well enough to provide suitable commentary on your administration experience and skills. We accept documents in the following formats: .doc, .pdf, .jpg, .png.</p>
<b>9.</b>	<b>CV*</b>	<p>Upload your CV as a pdf. Please ensure the CV is no more than two pages, we will not review after the second page.</p>

## 2. Project summary

	Question	Guidance
1.	<b>Project title*</b>	This is the title we will use to advertise your initiative to the LIF Community and to Academy stakeholders, so please ensure it is no more than 10 words long, it is clear and accurately represents your initiative.
2.	<b>Abstract*</b>	Summarise the project purpose and main goal in no more than 400 words.
3.	<b>Project start date*</b>	Start date should be no sooner than 15 March 2021 and no later than the end of March
4.	<b>Project end date*</b>	This must be within 6 months of the start date listed above (Projects must finish on or before 30 September 2021).
5.	<b>Total project cost*</b>	Estimate in GBP the total project cost including any in-kind contributions or external funding.
6.	<b>Total funding sought from the Academy*</b>	This should state the exact amount of funding contribution sought from the Academy within this grant. The funding sought must be <b>£5,000</b> for stream 1: country-level projects, and between <b>£7,000 and £10,000</b> for stream 2: regional or international projects.
7.	<b>Official Development Assistance (ODA) - how does this project meet the ODA guidelines?</b>	<p>Briefly outline how your proposed activities will promote the economic development and welfare of the specific countries your project will focus on. <a href="#">Refer to the “What is ODA” page for more details.</a></p> <p>Please articulate the challenges, needs and opportunities being met by your project. As much as possible please give data and evidence to support your contextual analysis and give the baseline of the intervention. You have up to 500 words to answer this question.</p>

## 2. Project summary - continued

	Question	Guidance
	<b>For stream 1 projects:</b>	
<b>A</b>	<b>Select the country that your project will primarily focus on*</b>	<p>Only projects focused on the following Newton Fund countries should apply for stream 1: Brazil, Colombia, Jordan, Kenya, Malaysia, Mexico, Peru, South Africa, Thailand, Turkey and Vietnam.</p> <p>If your project involves India, please consider your project for Stream 2 type of project.</p>
<b>B</b>	<b>Is your project an extension of the community-building project funded by the pilot community grant scheme? If yes, please share the name of the project.</b>	Indicate name and country of the project, if applicable. Skip this question if not.
	<b>For stream 2 projects:</b>	
<b>C.</b>	<b>Please select two or more participating countries for your project</b>	Please select the two or more countries that your project will primarily focus on from the list: Brazil, Colombia, India, Jordan, Kenya, Malaysia, Mexico, Peru, South Africa, Thailand, Turkey and Vietnam.

### 3. Project plan, team and expected outcomes

Question	Guidance
<p>1. <b>Please indicate your project objectives, expected outcomes and how you intend to measure success *</b></p>	<p>Project objectives are broad statements about “what” your project will accomplish. Expected outcomes are what you expect to achieve through your project activities, they should link to your project objectives and where possible they should be specific, measurable, achievable, realistic, and time-bound (SMART)</p> <p>Please indicate in the provided table how you will measure the success of your expected outcomes, including your key performance indicators, expected impact and the tools you will use to capture impact.</p>

Project Objective	Expected Outcome	Measures of success
<p>PO 1</p>	EO 1.1	
	EO 1.2	
	EO 1.3	
	EO 1.4	

<p>2. <b>Project plan*</b></p>	<p>Please provide your project plan outlining the programme of work, activities and timeline for implementation against your expected outcomes. The project plan template is provided for reference on the grant application system.</p>
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### 3. Project plan, team and expected outcomes

<b>3.</b>	<b>Project team and their roles*</b>	<p>Please name all the people you expect to work on this project with you as part of the core project team and highlight what they will contribute to the project, their expertise, and their discipline.</p> <p>Please note that at least two other members of your core project team must be participants of the LIF programme from your country and your team should include at least one representative of each sex.</p> <p><b>For stream 2</b>, please ensure you have a country coordinator from each of your participating countries and your team should include at least one representative of each sex.</p>
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Title	Name and current job title and current place of work	LIF community role (LIF alumni, external to LIF)	Country of work and residence	Email	Role in this project	Description of role and what they will contribute to the project (Max 100 words)
<i>Ms.</i>	<i>Ana Rodriguez Senior Project Manager</i>	<i>LIF alumna</i>	<i>Mexico</i>	<i>...@gmail.com</i>	<i>Project manager</i>	<i>The project manager will ensure...</i>

### 3. Project plan, team and expected outcomes

<b>4.</b>	<b>External partners or third-party network involvement (if applicable).</b>	If you are partnering or collaborating with a third-party network or organisation, you are asked to complete the table with their details, role and contribution to the project.
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Contact name	Organisation or network name	Organisation or network address	Description of organisation or network and their role or contribution to this project
			<i>(Max 150 words)</i>

<b>5.</b>	<b>LIF participants expression of interest*</b>	Please list below all LIF participants (excluding your project team) that you have already approached about your project and who have indicated their interest to participate in the activities you are proposing.
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Name	LIF role (LIF1 - 6 participant)	Country

### 3. Project plan, team and expected outcomes

6.	<b>Please provide details of how your project will bring added value to the LIF community and how it will benefit LIF participants*</b>	Explain how you will engage LIF participants and detail the key benefits your project will have for them. Please add details about how you will advertise your project activities or reach LIF participants.
7.	<b>Please outline any risks associated with this project and how you intend to overcome them?*</b>	Explain the risks that might arise during or as a result of your project and your plan to mitigate them.
8.	<b>Opportunity to scale-up or sustainability of the project*</b>	Please use this section to describe any opportunities to roll out the project to a wider group, to engage other country or regional LIF networks, the sustainability of the project and any other relevant features.



## 4. Project resourcing

Question	Guidance
1. <b>Detailed budget</b>	Detail how you have costed your project and what you propose to spend the funding sought from the Academy on. Please refer to the Applicant Guidance Notes for details of eligible costs under this scheme. Please do not include in the table below the use of any in-kind contributions or third-party budgets.

Core project activity	Cost categories	Description	Total planned cost
Meetup 1, Workshop, etc.	Select from categories provided: Accommodation, Conferences/Seminars/Events (including venue hire and catering), Equipment, Health and safety, Professional services, Travel, Website/IT/internet allowance, Other costs	Provide details around the planned spending, including clarify if it's "other costs" category what it would entail. I.e. Travel for 10 alumni, Accommodation for 5 speakers, etc.	£1,500

2. <b>Please indicate that you have researched the above costs and identified suppliers and service providers to present an accurate budget breakdown*</b>	Check the tick box to indicate the budget is based on researched costs.
3. <b>Do you have any other comments to support your project budget breakdown?</b>	Add here any other comments. In case you have secured any in-kind contributions or funding from third parties, indicate here how they will be used to support the proposed project. (Max 100 words)
4. <b>In addition to the community grant, what further support or resources would you need to achieve your aims, and how do you intend to access these resources? (if applicable).</b>	In maximum 200 words, detail any other resources you would need, this could include: <ul style="list-style-type: none"> <li>• Human resources – Skilled staff, mentors or advisors, etc,</li> <li>• Physical resources – access to facilities and infrastructure, etc.</li> <li>• Additional financial resources, etc.</li> </ul>

## 5. Lead applicant declaration

Details provided in this section should confirm that the Application is correct and has all necessary approvals. Once your application is complete a “submit application” button will become available at the top of this page. In this section you be asked to declare that:

- You understand that should this application be successful you will be required to sign a contract based upon the terms and conditions of the LIF Community Grant programme.
- You confirm that you have the ability to sign a contract with the Academy as an individual and you are not dependent on signatures from another institute or organisation.
- You confirm that you will be able to receive and manage the grant award from your personal bank account.
- You have the permission of any person or persons you have included contact details for, to share their details with the Royal Academy of Engineering for the purposes of administering this application.
- The information you have provided is accurate at the time of submission, and you will update the Academy of any material changes which may affect the project.
- You confirm the costs submitted in the application are correct and sufficient to complete the project as envisaged.
- You confirm that any necessary contracts, financial processes, and other necessary arrangements will be in place before the start of the project.
- You understand that you will be expected to attend monthly calls with the Academy and provide the necessary reports to the Academy when required and on time.
- You will allow the Royal Academy of Engineering to share your application with its Fellows, Funders and subcontractors for the purposes of LIF Community Grant programme administration and reporting.
- You have read, understood, and agree to the Royal Academy of Engineering's [Privacy Notice](#)

All participants in the programme will join a global network of innovators and technology entrepreneurs - [LIF Online Community](#). As part of this network, we will endeavour to maintain contact with all participants in the programme and may periodically offer further opportunities for international networking and mentoring.

Finally, you will need to indicate the name and position of the person who has made the declarations above (who should be the lead applicant).

# Assessment process

The evaluation and selection of successful applicants is naturally the most critical point in the grant making programme. It will be guided by the following key principles:

1. equal access and fair competition,
2. objectivity and unbiasedness,
3. transparency.

Please be assured that the Academy requests that anyone involved in reviewing applications must treat them as confidential and declare any conflicts of interest. The Academy does not contact any third parties listed in the application, and all details are handled confidentially.

## **Stage 1: Qualification - eligibility checking**

Applications will first be checked for eligibility by the Academy staff. The application will be checked against the criteria on page 8.

## **Stage 2: Expert review and short listing - capability checking**

Eligible applications will be checked for capability by two reviewers. The application will be checked to ensure the potential grant holder has the ability to deliver the project/activity, based on expertise and experience, including track-record (as demonstrated in the application).

The reviewers will provide comments against the overall quality of the applications, ODA compliance, and the following assessment criteria:

- Quality of the collaboration i.e. how many local or regional/international alumni are you intending to reach; what external partnerships have been secured to support project implementation.
- Whether the project is challenge-led and seeking a specific outcome which will promote the welfare or economic development of a country or countries on the DAC list.
- Ability for the project to address the identified challenge effectively and efficiently.
- Quality of the proposed project – including the quality of the vision, programme of work, relevance of the project outcomes and outputs.
- Whether the vision and requested resources are appropriately targeted and scaled.
- Impacts beyond the project period/likelihood of sustained impact

# Assessment process - continued

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## **Stage 3: Review panel meeting**

Once all applications have been reviewed, they will be considered side-by-side and ranked in a review panel meeting, chaired by a Fellow of the Royal Academy of Engineering. Following the panel meeting, decisions will be communicated to project teams via the lead applicants.

## **Stage 4: Contracting**

The process of ensuring contract terms and conditions for the basis of formal contractual agreement. Finalisation of the contract will be a practical matter.

## **Further Guidance and FAQs**

For more information on [eligibility](#) and [frequently asked questions](#), please follow the links to the website.

## Contact details

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For more information on the Leaders in Innovation Fellowships programme, please visit the website: [www.raeng.org.uk/lif](http://www.raeng.org.uk/lif)

If you have any questions about your eligibility, the [LIF Community Grant](#) programme, or problems with your application, please contact:

Cristina Lisii, LIF Community Manager

[info-lif@raeng.org.uk](mailto:info-lif@raeng.org.uk)

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