



ROYAL
ACADEMY OF
ENGINEERING

ENTERPRISE **HUB**



Enterprise Fellowships: **Training and support for founders**

Applicant guidance notes 2018

Stage 1 deadline: 1 September 2018

Stage 2 deadline: 1 October 2018



Introduction

Enterprise Fellowships

Our Enterprise Fellowships support innovative, creative entrepreneurial engineers who have demonstrated an exceptional innovation in engineering which they want to develop further.

The programme focuses on equipping the awardee with the confidence, skills, experience and network of expert advisors necessary to enable them to develop their innovation.

The most successful awardees will then serve as role models to inspire the next generation of aspiring entrepreneurs, passing on the skills they have gained and fostering a more entrepreneurial culture in the UK.

- **Researchers** wishing to spinout a company, from a university or research institute
- **Recent graduates** wishing to create a company
- **International PhD students** wishing to spinout or startup

To date we have provided training, mentoring and £4.5million seed funding to 73 Enterprise Fellows. Full details on how you can access this support and become part of the Hub are given below.



Overview

The core aims of the Enterprise Fellowships are:

1. To bring engineering innovations to market for wider public benefit
2. To improve the skills of the awardee, through training and application
3. To develop role models of entrepreneurship
4. To develop a wider alumni network to further the aims of the Hub

The Academy believes training is most effective when there is ample opportunity to deploy the new learning. Awardees are therefore expected to establish and lead a business based on their innovation and will be expected to spend the vast majority of their time pursuing the objectives of the award, as this is a full-time award.

Applicants must show commitment to the objectives of the scheme and may only use the award to establish a business that develops an innovative product or service emerging from their past research or projects. Applicants must have appropriate intellectual property rights to utilise the innovation as envisaged.

Hub Membership

If you are successful in your application, you will become a Hub member. This means you'll receive an exceptional package of support, including:

Primary

- Equity-free pre-seed funding of up to £60,000
- Tailored mentoring and training
- PR, marketing and promotion
- Access to the Taylor Centre, our professional drop-in workspace in a prestigious central London location

Additional

- Access to our network of investors, experts and advisors
- Access to a network of like-minded individuals to discuss challenges and share best practice with
- Public and members-only meetings, conferences and events for networking, exposure to markets and upskilling
- Sustained support after your Fellowship year has ended –

Hub membership is a lifetime award

£60,000
funding

For researchers

We support outstanding entrepreneurial engineers, working at a UK university or research intensive institute (such as a Research Council Institute or National Laboratory), to spin out a business based upon their research, or the research of their team.

Funding includes:

- £35,000 for a year of salary support,
- £25,000 for the continued development of the innovation and associated spin-out company

Eligibility criteria

- Must be **working in research** at a UK Higher Education Institute (HEI) or Research intensive Institute (RI), in an engineering department (or engineering focussed research area).
- All Higher Education Institutions are eligible, as are research institutes that are able to sign up on similar terms to universities. Non-HEIs should see the [eligibility](#) and [FAQ](#) on our website, and then get in touch with the Academy to confirm their eligibility.
- Applicants must have a **PhD or equivalent experience**. PhD students are eligible to apply, but must receive their PhD before they start the Fellowship or the offer will be withdrawn
- All Enterprise Fellows must be employed directly by the HEI or the RI for the full duration of the award
- **All levels** of academic/researcher are eligible, from PhD student through to Professor/Director
- The Host Institution must be committed to transferring and exploiting the technology via a spin-out, in which the Enterprise Fellow will be playing a leading role (CEO/COO)
- Technology must be **Technology Readiness Level 4** or above – i.e. it has been shown to work under test conditions, and is not just a theory
- Must be an engineering or technology invention or innovation which the applicant helped develop.

“The Royal Academy of Engineering Enterprise Hub’s resources and training are without doubt the best in the UK. I cannot recommend this enough!”

**Dr Matt Murray, Ultramatis
Enterprise Fellow, 2014**

£50,000
funding

For recent graduates

These awards support recent engineering and design graduates
To learn how to start a business and make it a success.

Awardees will focus on developing their innovation, developing their skills through training and implementation, and on passing on the skills they have learned by acting as role models to inspire others.

The Fellowships are generously funded by the Royal Commission for the Exhibition of 1851 and by the ERA Foundation.

Awardees shall be known as '1851 Royal Commission Enterprise Fellowships' and 'ERA Enterprise Fellowships.' Additionally Awardees will have access to further support and networking activities from their respective funder, through participation in events and access to their extensive alumni networks.

Eligibility criteria

- Must be based in the UK
- Must be currently studying for, or have been awarded their **very first degree**, no earlier than **1 January 2013**. The degree must be in engineering, design, IT, or a related discipline.
- Undergraduate students are eligible to apply, but must receive their degree before they start the Fellowship or the offer will be withdrawn.
- Technology must be **Technology Readiness Level 4** or above - above – i.e. it has been shown to work under test conditions, and is not just a theory
- Must be an engineering or technology invention or innovation
- The Fellowship is intended for applicants who lack the support structure provided by well-established employers. You may apply while employed by such an established organisation, but must leave the organisation prior to commencing the award. You may be employed by the start-up business to which the application relates, although it must still be in the start-up phase.
- You may have been through an accelerator programme, but should not be on one during the award.

£60,000
funding

for International PhD Students

These awards support international PhD students who are currently studying at a UK university who following the completion of their PhD wish to either spin out from the university, or to start up a company in the UK.

Applicants should choose the application route which is most appropriate to their situation. Applicants through both routes will receive up to £60,000.

- If you will be employed by a UK university during the Fellowship and make use of intellectual property owned by the university to create a spinout, part owned by the university, then you must apply as a **university-based researcher**, and follow all such related guidance
- If you will not be employed by a university and the university will not have any stake in business or intellectual property rights, and you wish to start a company in the UK, then you should apply as a **recent graduate**, and follow all such related guidance.

Eligibility criteria

The eligibility criteria given on pages 3 and 4 will continue to apply, except for the criteria relating to date of graduation, which is not applicable here. Additional criteria are given below.



- Must not be a UK citizen
- Must be eligible to work in the UK for the entire period of the Fellowship – we cannot assist with visa applications
- Must be studying for a PhD at a UK Higher Education Institute or research intensive institute, in an engineering department, or related research area.
- Awardees must receive their PhD before they start the Fellowship or the offer will be withdrawn.

Eligible costs for all Enterprise Fellowships

Allowable costs:

- Travel, equipment, consultancy fees, project specific consumables, legal costs, accountancy costs, prototyping, product testing, marketing, advertising, trademarks, copyright, website, training, conferences.
- If funds are to be spent on patents, detail how/if this will affect the ownership of related IPR
- Any individual piece of equipment must have a value of less than £10,000.
- We will cover your travel and accommodation costs incurred attending our compulsory training days, so do not include such costs.

Disallowed costs:

- Salary costs of anyone other than the Enterprise Fellow
- Manufacturing costs, other than prototypes
- Rent and utilities.

University Enterprise Fellowships only

- Please note the salary support element **does** cover income tax, national insurance, pensions, or maternity/paternity/sick pay, up to the £35,000 limit. If your net salary costs exceeds £35,000 the remainder should be covered by other means, normally the host institution.
- Full economic costs (FEC) are not payable under this scheme.
- Research costs, administration costs or running costs of the Host Institution are not allowable.

Strengthening Places

In addition, we have partners who are keen to support Enterprise Fellowships that contribute to economic vitality in particular places within the UK. The Reece Foundation have pioneered this approach, generously supporting one extra Fellowship committed to establishing a new business in the North East of England.

Applications to either Fellowship scheme who have a commitment to a particular place should make that clear in the application so that the Academy can decide whether it is appropriate to associate that award with a particular place-based commitment.



What to expect

Training and mentoring

- Awardees will be provided with a Mentor, usually a Fellow of the Academy with extensive business and technical experience. They will provide support and guidance throughout the Fellowship.
- Approximately 12 training days will be provided by the Academy over the course of the Fellowship, through a combination of one-week residential courses and full day training events. Topics covered may include business modelling, pitching, negotiations, investment readiness, leadership, marketing, etc. Awardees are required to attend all training days.



Reporting

Awardees are expected to submit updates and reports on their progress. The types of reporting include:

- Weekly update email
- Monthly catch up call
- Quarterly progress report
- Follow-up reports on an annual basis

The reports tell us what help you need, and will form the basis of your business plan.

Signposting

The Enterprise Hub team will also be on-hand throughout the award period and beyond to assist by signposting additional opportunities.

- Providing networking opportunities with and through the Academy's Fellowship and events programme.
- Signposting opportunities for additional support.
- Providing opportunities to pitch to potential investors at Academy hosted events, and some external events.
- Making introductions to Angel and venture capitalist groups.
- Building a public/media profile.

Application process

There are two stages to the application process. Both must be completed before an application can be assessed by the Selection Panel.

Stage 1

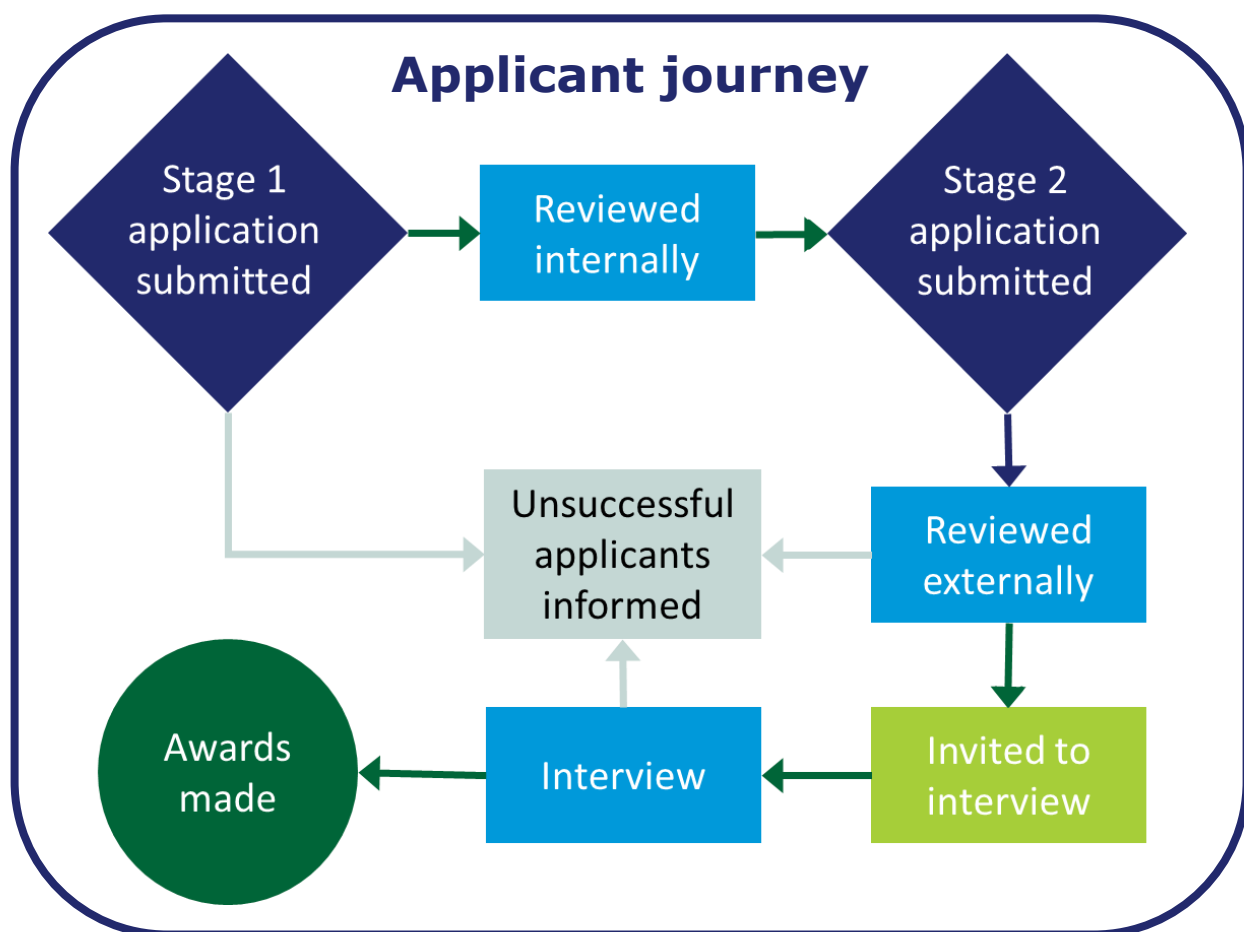
This short application gives you the chance to tell us about you and your business. If the idea is suitable for the type of the support we offer and you are a good fit for the programme, we will invite you to complete a stage 2 application.

This stage does not assess how good the idea is, but whether it is suitable for our programme.

Stage 2

This part of the application is more detailed and will consider how good the idea is, and your potential to lead a start-up.

You will need to provide more information about yourself, the technology and the business model. This part of the application will be reviewed by a panel of experts and, if successful, you will be invited to interview.



How to apply

All applications must be submitted via the online system, available here: <https://grants.raeng.org.uk>. All applicants must first register with the system and provide some basic log-in details to create a profile. The select 'start application' from the list of available funding programmes.

The application is in two stages and will require a response from us (Stage one), followed by input from your colleagues, team and advisors (Stage two). Please allow at least four weeks from start to finish to ensure you have sufficient time to consider your responses and to obtain the necessary input from other parties.



All the questions are listed in the next few pages, and inserted into the application form is additional guidance on what to include in your answers.

If you have any questions about the application process or the online system, please contact the Programme Manager.

At any stage in the application process you can save your work, log-off and return to it at a later time.

University Enterprise Fellowships only - The university's Technology Transfer Office and your Head of Department will be required to submit information in support of the application, so contacting them as early as possible is advised. The below guidance also covers their sections, so please pass this document on to them.

Graduate Enterprise Fellowship applicants can ignore sections four and five, and are instead expected to obtain up to two letters of reference, akin to a job reference. The letters must be written by someone who is independent to the applicant, and should comment on your entrepreneurial potential, the business model, and the innovation.

Please ensure you answer the 'Application type' and 'Subject area' questions first because your response to these questions changes the content of the application form.

Questions: Stage 1

The questions on the Stage 1 application form are listed below. Additional information and tips on how to answer can be found on the application form itself. Stage 1 applications are reviewed internally to determine your eligibility and suitability for the programme.

1. Summary

	Question	Type
1	Applicant contact details	
2	What is your status?	Check box
3	What problem are you solving?	Textbox (100 words)
4	What is your solution to this problem?	Textbox (100 words)
5	How is your solution better than current methods?	Textbox (100 words)
6	Tell us about the market size and competition	Textbox (100 words)
7	How well developed is the technology?	Check box
8	How soon will you have a product to sell?	Check box
9	How can the technology be protected?	Check box
10	What have you completed so far?	Check box
11	Where did you first hear about the scheme?	Check box

Assessment of stage 1

Academy staff will undertake a high-level assessment of the application as to whether the proposal is broadly suitable to receive Academy support, covering subject area, nature of the innovation, size of market and whether the project is sufficiently advanced to make best use of the type of support the Hub provides.

Applicants will be given feedback on what areas can be improved, and may be invited to submit a Stage 2 application.

Questions: Stage 2

Those applying for Graduate Enterprise Fellowships do not need to complete sections 4 and 5.

We recommend questions 1 and 4 are completed first as different questions will be shown according to the answer given.

Additional information and tips on how to answer can be found on the application form itself.

1. Abstract

	Question	Type
1	Which type of Fellowship are you applying for?	Dropdown menu
2	Project title	Text box (6 words)
3	Project duration	
4	What is the broad subject area of the proposal? <ul style="list-style-type: none"> • Biomedical and Biotechnology • Energy and cleantech • ICT • Materials 	Dropdown menu
5	Summary	Text box (200 words)
6	Pitch deck	File upload
7	'Elevator pitch' video (2 mins)	Video link
8	Summary of the status of the business <ul style="list-style-type: none"> • Current Technology Readiness Level • Grant funding raised to date • Equity funding raised to date • Estimated funding required to get to market • Estimated time to market • Has the business been incorporated • How long have you worked on this idea for 	Table
9	Justification of Technology Readiness Level	Text box (100 words)
10	Additional info on status of business	Text box (100 words)

2. The Applicant

	Question	Type
11	Applicant and institution/company details	
12	When did you receive your PhD / first degree	Date
13	Why do you want to become an entrepreneur?	Text box (200 words)
14	Why are you seeking our support?	Text box (200 words)
14	Collaborations	Table
15	Team, partnership, connections	Text box (200 words)
16	Commitment to place	Text box (200 words)
17	CV (2 pages maximum)	File upload

3. The Project

	Question	Type
18	The innovation	Text box (300 words)
19	Regulatory approval - Bioengineering applications only	Text box (200 words)
20	The market	Text box (300 words)
21	Business model and finance	Text box (400 words)
21	Project plan	Table
22	Costs table	Table
23	Costs details (see next page for eligible costs)	Text box (200 words)
24	Confirmed additional funding	Table
25	Equity distribution - Graduate Enterprise Fellowships only	Table
26	External reference - Graduate Enterprise Fellowships only	File upload

Note: These last two sections are for University Enterprise Fellowship applicants only.

Sections 4 and 5 are to be completed by the Technology Transfer Office and Head of Department of the applicant respectively (or equivalent roles for non-HEI applications – see FAQ for guidance).

The applicant has read-only access to these sections, and both sections must be completed before the applicant can be submitted.

4. Support – Technology Transfer Office

The questions below must be completed by the **Technology Transfer Office**.

	Question	Type
27	Existing Intellectual Property Rights (IPR)	Text box (200 words)
28	Licencing and royalties	Text box (200 words)
29	Equity distribution	Table
30	Why the TTO supports the application	Text box (300 words)
31	How the TTO will support the project	Text box (300 words)

5. Support – Head of Department

The questions below must be completed by the **Head of Department**.

	Question	Type
32	The applicant	Text box (300 words)
33	The project	Text box (300 words)
34	Department support	Text box (200 words)

Assessment – stage 2

The Selection Panel is composed primarily of Fellows of the Academy, plus additional investors and knowledge transfer experts. Each application will be reviewed by at least two panel members, who will lead the panel through a discussion of the merits of the application. All Panel Members will have access to the application and can contribute to the discussion, before a score is agreed. Candidates with the highest scores will then be invited to interview in **November 2019** (exact date to be confirmed).

Applicants are assessed on their fit with the scheme's aim, and on the below:

1 – The Applicant

- Nature and level of past achievements,
- The expected benefits the Fellowship would bring to the awardee,
- Level of commitment to and fit with the aims of the Fellowship,
- Evidence of their entrepreneurial potential, business awareness, potential to act as a role model, vision, and commitment
- Their plans for enhancing their skills through training, Mentoring and Hub support,
- Their identification of any areas in which they lack expertise,
- Their longer term career plans.

2 - The Technology

- How effective and innovative the technology / product / service is
- The market need
- The inherent 'value' in a non-monetary sense - is it worth pursuing,
- The potential for benefits to UK economy and expected benefits to the wider public.

3 – The Team

- The structure of the team and the role of the applicant,
- The fit of the team with their assigned roles,
- The level of commitment of the parties,
- Expertise / positions which are noticeably absent,
- Level of support from the university / Tech Transfer Office or other organisation.

4 – The resources required

- Protection of and access to Intellectual Property Rights,
- Additional funding already secured, and plans for funding sought,
- Non-financial resources already secured, and plans for acquitting additional resources,
- Access to necessary facilities

5 – Commercial credibility

- Quality and potential of the innovation;
- Commercial credibility of the business model
- Expected benefits to UK economy and/or expected benefits to wider public
- Quality and potential of the Applicant including: entrepreneurial potential, business awareness, market awareness, potential to act as a role model
- The overall likelihood of success

About us

The Enterprise Hub

At the Royal Academy of Engineering Enterprise Hub, we believe the brightest people have the power to change our world for the better.

We transform engineering entrepreneurs with high-potential ideas into the business leaders of tomorrow, empowering them to build bold and disruptive enterprises that have a positive impact on society.

The Hub forms part of the Academy's commitment to stimulate excellence and encourage creativity and innovation in engineering by identifying and supporting the founders and leaders of tomorrow's high-tech companies. It provides money-can't-buy bespoke support and one-to-one mentoring from its Fellowship, which is composed of some of the country's most successful engineers from across academia and industry.

The Royal Commission for the Exhibition of 1851

The Graduate Enterprise Fellowships scheme is funded through the generous support of the 1851 Royal Commission as part of their wider programme of promoting excellence in science and innovation. The Commission's aim is to 'make a difference' through supporting pure research in science and engineering, applied research in industry, industrial design and many other projects. The Commission is particularly interested in supporting projects involving disruptive innovations from early career entrepreneurs, and welcomes high-risk high reward applications. A representative of the Commission will be involved in the assessment process and interview panel.

Further information can be found here:
www.enterprisehub.raeng.org.uk

Information

Key dates

The **Stage One submission deadline** is 4pm (GMT) Monday 3 September 2018. Note that the earlier you submit the sooner you will be granted access to the stage two application form.

The **Stage Two submission deadline** is 4pm (GMT) Monday 1 October 2018.

All Fellowships will start on 1 March 2019. If you are living outside of the UK, you will need to relocate to the UK to start the award on this date. The Fellowships will formally end on 28 February 2019.

Applicants must be able to attend the interview in person (or by Skype if living abroad) to be considered for an award. The interviews will be held in central London in November 2018.

Contact

If you have any questions about your eligibility, the programme, or problems with your application, please contact one of the Programme Managers:

Angus Baker +44 (0) 20 7766 0650 | angus.baker@raeng.org.uk

Sarah Gummer +44 (0) 20 7766 0624 | sarah.gummer@raeng.org.uk

FAQs

For more information on [eligibility](#) and [Frequently Asked Questions](#), please follow the links to the website.

Visa Requirements

The Academy cannot take any responsibility for applying for the visas/work permits required and cannot provide advice. Applicants must be able to remain and work legally in the UK for the duration of the Fellowship but there is no restriction on applicant nationality.

Successful applicants will be eligible for the 'accelerated endorsement process' in Stage 1 of the Tier 1 (Exceptional Talent) visa, if they choose the Academy as the Designated Competent Body to assess for endorsement prior to the Home Office assessment. For more information please see the [guidance document](#) for eligibility criteria or contact the Academy's International team at international@raeng.org.uk