



Scholarship and Research Projects Guidance to Applicants



On behalf of the Fire Service Research and Training Trust

SCHOLARSHIP AND RESEARCH PROJECTS

Purpose

The Fire Service Research and Training Trust has awarded a financial grant to the Institution of Fire Engineers to enable them to offer a number of research scholarships and research grants each year.

The purpose of the scheme is two-fold. i). To enable fire professionals in the United Kingdom who have already secured an appropriate professional or educational qualification, and/or have had comparable experience in their particular field, to further their studies by carrying out some particular research into an aspect of Fire, Fire Engineering, Emergency Planning, Risk Management, Community Safety or Environmental Protection; ii). To stimulate and increase the interchange of knowledge and ideas between individual members within the profession.

Successful applicants will be expected to produce a written paper on aspects of their work, research and the findings or conclusions. Applicants will work very largely on their own initiative, to prepare details of their project, make their own contacts in the location of any visit and to organise any necessary travel and accommodation arrangements. The Institution would be prepared to advise candidates and issue letters of authority, if necessary, but they cannot become involved in the detailed arrangements.

The grant is intended to cover, or assist towards, the cost of completing the project including the cost of travel and daily living where necessary. Other expenses will be considered on their merits, e.g. travel within an area being visited and any equipment required. Applicants will be covered against accident, medical expenses and loss of baggage while they are away. The cost of this insurance will be regarded as part of the amount awarded and should be taken out by the applicant concerned and reimbursement claimed when accounting for the whole project to the Institution. The award will be made to the successful applicant personally and must be so used. The expenses involved must not include members of the applicant's family, traveling companions etc. and is in no way transferable.

Eligibility

The Scholarships are open to all fire professionals, members of fire research organisations and the fire engineering profession in its widest sense that are employed in the United Kingdom. Applicants must have proved themselves by qualification and experience to be persons who would benefit from further study, be able to evaluate the subject of their research, and prepare the results in such a manner that subsequent publication would be of benefit to other members of the fire profession. The copyright of any material for publication shall be vested in the Institution of Fire Engineers. No material produced as a result of the scholarship scheme shall be published without the authority of the Steering Group appointed by the IFE.

Applications

Completed application forms should be sent to the Professional Development Officer of the Institution of Fire Engineers, London Road, Moreton in Marsh, Gloucestershire, GL56 0RH.

Selection

Examination of the applications and selection of the successful applicants will be undertaken by a Steering Group set up by the Institution. Eminent persons may be invited to assist the steering group in its task. The decision of the Steering Group in each case will be final, and no correspondence or discussion about the reasons for acceptance or rejection of any particular application will be entered into.

Award

Successful applicants will be notified by post. It is expected that the period of visit outside the UK for which a scholarship or research grant is granted will not exceed **one month**. Successful applicants will be required to give an undertaking in writing to complete their project and submit a report to the Professional Development Officer of the Institute within **twelve months** of the award being made.

The grant will be paid by the Institution who will disburse it on behalf of the Fire Service Research and Training Trust and it may be paid in installments or as otherwise decided by the Institution.

An applicant, having been granted an award and then deciding not to proceed with or to complete the project, may be required to refund all, or part of the award to the Institution.

Certificate

On the successful completion of each project the Board will evaluate the results of the research and may award a Scholarship Certificate. The Certificate will remain the property of the recipient and may be displayed by him.

Acknowledgement

The Institution of Fire Engineers wish to record their thanks to the Fire Service Research and Training Trust for making the Scholarship and Research Project Scheme available.

THE SUBMISSION OF THE PROJECT REPORT OR RESEARCH REPORT

1. The submission must be in the English language and should normally not exceed 10,000 words (excluding appendices) in length.
2. If written specifically for this purpose, the submission must be typed or printed on A4 paper, in double spacing, one side only. Where appropriate, the text should be illustrated with sketches or diagrams and a reference list should be provided if use is made of any source material. All pages after the contents page should be numbered.
3. Top, bottom and right hand margin should be at least 30mm. The Project should be securely bound (including any pullout charts, tables, diagrams, appendices etc.) and have a front and back cover. The front cover should contain the title and name of the author.
4. The applicant will be expected to offer an ordered and critical exposition of some aspect or aspects of the research project, defining the problems or development aims involved and demonstrating their resolution or achievement by the application of fire related principles and knowledge.
5. In some cases, the submission will consist of reports or design studies (published or unpublished) which may be accompanied by drawings and calculations. In this case, the applicant's paper must provide a commentary and connecting dialogue setting the material into the appropriate perspective.
6. The submission may, alternatively, take the form of a single specialty project based on a design project or on a report of original work.
7. Applicants should note that it is their own responsibility to secure any necessary clearance from employers or others to whom information contained in the submission may be considered confidential. Special arrangements can be made in cases where security needs to be preserved.
8. Three copies of the Project, each securely bound in a separate folder, must be submitted and be accompanied by a signed declaration clarifying exactly which parts of the submission are the applicant's own work.
9. The submission will be judged by a group of assessors appointed by the IFE and they will judge whether the applicant has demonstrated sufficient understanding of the principles and subject matter to which the submission relates. This judgment will be made by considering the applicant's ability as demonstrated in the submission.