



The Institution of Fire Engineers
The International Organisation
for Fire Professionals



Fire Service Research and Training Trust (FSRTT)

Scholarships & Educational grants - Guidance for Applicants

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Grant applications should contain relevant information for the Steering Group Panel to consider and should preferably follow the headings shown below, taking account of the notes shown below those headings:

Background

This section should describe the background to the submission, in particular explaining why the scholarship or educational grant is needed.

Purpose

This should be a statement of the overall objectives of the proposed works, paying particular attention to expected and achievable outcomes. Successful submissions will be designed to make a significant quantified contribution to the *objectives of the Trust*.

Outcomes

Submissions should specify definable outcomes, describing who will benefit from the grant and how the outcome relates to the *objectives of the Trust*.

Planning and reporting

Successful applicants will be expected to produce a written paper on aspects of their work, findings and conclusions. Applicants will work on their own initiative, prepare details of their project, make their own contacts in the location of any visit and to organise any necessary travel and accommodation arrangements.

Applications should contain a preliminary outline of the project plan. It should be as concise as possible whilst containing enough information to convince the Steering Group Panel of the specific and reasonable outcomes. It should also highlight any risks to the project or the delivery of the outcomes. An endorsement by an academic body, professional association or public agency will be taken into account by the Steering Group Panel when applications are being considered.

The precise timing of these papers will be subject to the type of project; however, reports may be required at the completion of project phases and the release of grant funding may be subject to the satisfactory completion of such reports. For longer, ongoing projects, an annual summary report may be appropriate.

A final report, summarising the work and its achievements in terms of the *objectives of the Trust*, suitable for publication on the IFE and Trust websites, will be required for all projects. The Steering Group Panel will specify the reporting requirements when grants are approved.

Person specification

This should contain a brief synopsis of the skills, experience, competencies and qualifications of those applying for the grant. It should also highlight any other relevant work they have undertaken and any potential conflicts of interest.



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Resourcing

The grant is intended to cover or assist towards the cost of completing an educational course or scholarship including the cost of travel where necessary. Other expenses will be considered on their merits e.g. travel within an area being visited and any equipment specified. All resourcing costs should be fully specified. It may be an advantage if an application has attracted some form of match funding and if this is the case should be detailed.

The cost of any travel insurance will be regarded as part of the amount awarded and should be taken out by the applicant concerned.

Any grant awarded will be paid directly to the successful applicant and must be so used.

The expenses involved must not include members of the applicants' family, travelling companions and is in no way transferable.

Eligibility

A scholarship or educational grant is open to all fire-related professionals, members of fire-related 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 material and prepare the results in such a manner that subsequent publication would be of benefit to other members of the fire profession.

Applications

Completed application forms should be sent for the attention of:

Institution of Fire Engineers
IFE House
64-66 Cygnet Court
Timothy's Bridge Road
Stratford-upon-Avon
Warwickshire
CV37 9NW

Selection approval

Examination of the applications received and selection of the successful applicants will be undertaken by a Steering Group Panel set up by the Institution of Fire Engineers, with the approval of the FSRTT.

The decision of the Steering Group Panel 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.



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Award

Successful applicants will be notified of the decision by the Steering Group Panel by post.

All successful applicants' grants will be payable by cheque to the nominated applicant on behalf of the FSRTT and it may be paid in installments, or as otherwise decided by the IFE.

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 IFE.