

# Submitting an Application on the Academy's Online System

1. Enter the website at **https://grants.raeng.org.uk/**

The screenshot shows the website's navigation menu with links for Policy, Get involved, Grants and prizes, Events, Education, and News. A search bar is located in the top right. Below the navigation is a breadcrumb trail: Home > Login. The main heading is "Login". On the left, there are input fields for "Username" and "Password", a "Login" button, and links for "Forgotten your username?" and "Forgotten your password?". On the right, there is a "Register" button. Below the "Register" button, there is an "Email address" input field and another "Register" button. A red box highlights the "Register" button on the right, and a red arrow points from it to a callout box. Another red arrow points from the "Forgotten your password?" link to a second callout box.

1. Register an account by entering your email address

2. After registering and verifying your email address, log in





2. After logging in, select the **RAEng Portal Tab** and choose the application you wish to start

The screenshot shows the RAEng Portal interface. At the top, there is a navigation bar with three tabs: 'RAEng Portal' (highlighted with a red box), 'RAEng Contacts', and 'RAEng Grants'. Below the navigation bar is the Royal Academy of Engineering logo and the text 'ROYAL ACADEMY OF ENGINEERING'. On the right side of the header, there are links for 'My bookmarks', 'My account', 'Log off', 'Admin', and a 'Help' button. The main content area is titled 'Application overview for Royal Academy of Engineering'. Below the title, there is a paragraph of text: 'Below are all of the grants, awards and prizes which you can currently apply for, any applications you have already started, and finally details of any awards you currently hold. Please see the [website](#) for more information.' Below this text is an 'Edit content' button. A red box highlights the text 'Start a new application', with a red arrow pointing to it from the 'RAEng Portal' tab. Below this, there is a card for 'Leaders in Innovation Fellowship 2017/18'. The card contains a table with the following data:

| Closing Date     | Estimated Time |
|------------------|----------------|
| 31/03/2018 16:00 | Two hours      |

At the bottom right of the card, there is a 'Start' button, which is also highlighted with a red box.

# This is the page you should see when you select start

-  My account
-  My contact details
-  My applications
-  Ask a question

## Leaders in Innovation Fellowship 2017/18

### Introduction

Welcome to the Leaders in Innovation Fellowships Programme online application form. We welcome your application for this programme alongside our partner organisation in your country.

This application form is a crucial part of the application process for the Royal Academy of Engineering. You must complete this form in its entirety to successfully have the possibility to participate in the residential training programme.

### Overview of the Leaders in Innovation Fellowships Programme

Working with a select number of partner countries, the objectives of The Royal Academy of Engineering's *Leaders in Innovation Fellowships* (LIF) programme are:

- to build the capacity of researchers for entrepreneurship and commercialisation of their research;
- to create international networks of innovators and technology entrepreneurs.

The programme is aimed at researchers who are about to develop, or are in the process of developing, a business proposition for their innovation. A select cohort of researchers from the same country will benefit from a focused period of training and coaching in the UK, access to expert mentors, and opportunities for international networking. In the short term they will develop, with the support of the programme, a commercialisation plan for their innovation. In the long term they will benefit from access to an international network of peer innovators, in taking their commercialisation plan forward.

The programme builds on the expertise of The Academy in supporting technology entrepreneurs within the UK through a variety of fellowships and prizes. Fellows supported through this programme will benefit from connectivity to The Academy's Enterprise Hub, a network of technology innovators, researcher entrepreneurs, and senior industrialists driving and supporting world class innovation.

The programme is part of the broader UK *Newton Fund* which seeks to build international science and innovation partnerships that promote the economic development and welfare of developing countries.

**Fellowship applications are by invitation only. Please contact the Programme Manager should you have any questions.**

Please direct any queries with respect to your application to [mahmoda.ali@raeng.org.uk](mailto:mahmoda.ali@raeng.org.uk) or telephone 020 7766 0642 (UK business hours only).

I have read and understood the above instructions

Start

# Troubleshooting Guide

If you cannot see certain things on the website, please try the following:

- Delete cookies
- Change browser (the site usually works best in Google Chrome)
- If the 'application overview' is blank, please wait an hour and try again (sometimes there is a delay for the system to acknowledge a new account, which is something we're working on)

When filling in the application form, you are able to paste text from Word by right-clicking in the text box and choosing the 'paste' option.