Institution of Gas Engineers & Managers

EngTech Development Grant

Application

The EngTech Development Grant supports the education and professional development of our Engineering Technician members and their involvement in the engineering sector, the gas industry and the wider community.

Put yourself forward by outlining your development goals and how this grant will help you build your skills and knowledge. Successful applicants could receive up to £1,500 to invest in professional development activities such as technical workshops, distance learning or further education that supports your future ambitions.

When completed, please email this form saved as a PDF to funding@igem.org.uk with supporting documentation. (Please note the maximum file size of your emails should not exceed 10MB).

If you **DO NOT** receive an acknowledgement within seven working days, please email **funding@igem.org.uk** or telephone **+44 (0)1509 678 166** to ensure that the team have received your application.

CLOSING DATE: 31 May

INTERVIEW STAGE: 1-19 July

Eligibility:

- Applicants must be an EngTech member of IGEM at the time of applying
- IGEM employees are not eligible to apply

APPLICANT: Please complete the form below

Section 1. Applicant details
1.1 Personal details

Title	Full name
Address (to be used for all correspondence). Please remember to keep IGEM informed of any change of address between now and September.	
Date of Birth	IGEM membership no
Tel no	
Email	

How did you learn of the scholarship? **(Please tick the appropriate box)**

☐ Work ☐ IGEM Website ☐ Publicity material ☐ Social media

☐ Other (Please state)

Section 1.2 Education

Please provide details of all qualifications you have achieved since 16 years of age starting with your highest qualification in reverse chronological order (latest first).
(Further information may be given on separate sheets if necessary):

Subject	Level (e.g. MEng, BEng, A-level, IB, GCSE)	Grade (Please state whether achieved or expected)	Place of study	From	To

Section 1.3 Employment (including work experience/placements)

Please state your current and previous employment since completing any studies / leaving school, college or university (include any work experience and any industrial placements undertaken):

Job title	Brief description of duties	Type of employment (e.g. placement, part/full time)	Employer name	Start date	End date

Section 2. Application
2.1 Personal statement (maximum 1000 words)

Please provide a short statement explaining why you should be awarded an EngTech Development Grant

You can submit this in one of the following formats:

Written statement
Provide a separate attachment of no more than 1000 words.

Video statement
Alternatively, you may submit a video personal statement of no longer than five minutes.

To submit a video, please email funding@igem.org.uk for details on how to transfer the file.

Your personal statement should outline:

- ☐ **About you:** A brief description of yourself, including your interests, achievements and commitment to engineering. Please also explain why you chose a career in the gas industry and provide a short summary of your career history, including your progression and development.

- ☐ **Use of the grant:** How you would use the development grant. This could include activities such as IGEM training courses, safety qualifications, technical qualifications, or attendance at industry events or workshops.

- ☐ **Why you should receive the grant:** Explain why you believe you should be awarded the development grant.

- ☐ **Impact on your development:** The impact the grant would have on your professional development and how important the funding support would be in helping you achieve your goals.

- ☐ **Supporting information:** Include any additional information that supports your application, such as charity, community or voluntary work you have undertaken, particularly if it has involved encouraging young people into engineering. You may also wish to include any past, current or planned engagement with IGEM, such as involvement with committees, panels or regional Sections, mentoring others, promoting the industry and careers within it, or encouraging professional registration.

2.2 Professional Development

IGEM supports and encourages professional development of all members and organisations in the gas industry and engineering profession. Applicants applying for membership and/or professional registration are required to demonstrate structured or other professional development activity, and a plan for future professional development.

Some professional development activities include:

- Attendance/contribution to work meeting
- Delivering/developing a presentation
- Project work
- Voluntary work
- New challenges in work roles, both technical and personal
- Institution activity or committee work
- Mentoring
- Any relevant training course

Continuing Professional Development (CPD) log (past 12 months):

Date	Activity	Lessons Learnt

2.2 Professional Development (continued)

Please outline your plan for future development (up to the next three years):

Target competence or skill development	Development activity and resources or support needed to achieve it	Desired outcome and success criteria	Target completion date	Status

Section 3. References

All applications require support from a minimum of one referee.

NOTE: The referee should be someone who has known you for three years or more and can provide a view on your personal qualities and characteristics (this person should not be a family member).

Personal reference details:

Full name	
Organisation	Job title
Tel no	
Email	
Full address (including postcode)	

Please download and send each referee the reference request form. The referee needs to send this back to us directly by **31 May**, using the details provided on the form.

Section 4. Declarations

I, the undersigned, can confirm that I have read, understood and agree to the following:

- ☐ I hereby declare that all questions contained in this form have been fully and truthfully answered to the best of my ability
- ☐ In accordance with the GDPR, I hereby explicitly consent to permit IGEM staff to process and retain the data provided in this form and in all other communications from me to IGEM in connection with my application
- ☐ I understand that deliberately providing any false, incomplete, and/or misleading information on this form may disqualify my application
- ☐ I confirm my acceptance to contribute to IGEM's publicity material
- ☐ I confirm that I have attached my written Personal Statement SAVED AS A PDF format **OR** I have made arrangements with IGEM to transfer a recorded Video Statement, as detailed in Section 2.1
  **Arrangements to send recorded Video Statements can be made by emailing funding@igem.org.uk*
- ☐ I confirm that I have forwarded a copy of the appropriate reference request forms to the persons named in Section 3

If successful in the EngTech Grant application I agree to meet the terms and conditions and observe IGEM's Professional Code of Conduct, Royal Charter and By-Laws.

Signature			
Printed name		Date	

Application Process for IGEM Scholarships, Grants and Awards
CLOSING DATE FOR APPLICATIONS: 31 May

1. **Acknowledgement of application form**

   You will be sent confirmation from the Scholarships, Grants and Awards Panel upon receipt of your application.

2. **What happens next?**

   Your application and reference forms will be assessed by the Scholarships, Grants and Awards Panel.

   The Scholarships, Grants and Awards Panel meets in June to select candidates to invite to interview.

   Candidates who are short-listed will be contacted by email. Candidates who have not been short-listed for an interview will be informed by email, after the meeting in June.

   Please note: applicants will be expected to show their interest in/awareness of the industry and IGEM, particularly if they progress to the interview stage.

3. **Interviews**

   Interviews for short-listed candidates will be arranged during the period of 1-19 July. We regret that alternative dates cannot be arranged.

4. **What happens at the interview day?**

   Those short-listed will be invited to attend an in person interview with members from the Scholarships, Grants and Awards Panel. The interview will last approximately 45 minutes and will be based on your application submitted.

   If you have any additional requirements to assist you to attend your interview, please notify us in advance so that we can organise the necessary arrangements. In certain circumstances the interview may be undertaken virtually, subject to agreement with the Scholarships, Grants and Awards Panel.

5. **After the interview**

   Following the interview, the Scholarships, Grants and Awards Panel will notify applicants of the outcome of the interview via email.

6. **Successful applicants**

   Successful applicants will be sent an offer by email outlining the amount agreed by the Scholarships, Grants and Awards Panel. This will include a reminder of the conditions attached to the scholarship i.e. when they will be required to provide their report(s).

   Successful applicants are required to notify IGEM in writing that they still require the scholarship and accept the conditions of supplying a report on the date determined by the Scholarships, Grants and Awards Panel. Upon receipt of the confirmation, IGEM will arrange for payment.

7. Grant conditions

Failure to comply with these conditions may result in the Scholarships, Grants and Awards Panel seeking to recover any amounts paid.

8. IGEM Membership

Grant holders must hold and maintain the appropriate grade of IGEM membership throughout the application and award process.

9. Continuing Professional Development (CPD)

Grant holders must carry out and evidence continuing professional development relevant to their course, the institute and / or the gas industry.

11. Annual report

Grant holders must provide a written report at the end of the award year and include a summary of Continuing Professional Development activities conducted over the course of that year. Reports shall be provided by 31 August and reviewed by the Scholarships, Grants and Awards Panel with feedback, and if appropriate industry support and direction given to the grant holder.

The role of IGEM must be acknowledged in any publication arising from the award of the grant.

Grant holders will be expected to provide input into the Gas International journal and seek opportunities to showcase their work.