

The Institute of Fire Safety Managers

Established 1997



Research Scholarship Policy

Version: 2

Summary:	Guidance on the Institute of Fire Safety Manager's research scholarships, setting out who can apply, how to apply and selection.	
Target Audience:	All staff, Council and members	
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Research Scholarships

Research Scholarships

The Institute wishes to encourage and support its members in pursuing their own favourite subjects and topics by offering Research Scholarships to members. The Institute has set aside its own internal funds to support its members who wish to research topics of their own interest and which are related to fire safety management in its broadest definition. This will encompass the roles of fire safety management, life safety management, fire risk management, fire risk assessment, fire engineering and fire safety in its most general terms.

The main focus of any research scholarship will be determined by the individual applicant who will be able to set out their research proposal in their application.

The Research Scholarship will be in the form of a financial grant, the amount of which will be determined from time to time by the Council of the Institution. The Education Sub Group will be responsible for administering the whole process.

Guidance for applicants

The Institute of Fire Safety Managers (IFSM) invite applications from individuals who are working or studying within the field of fire engineering, fire safety management, fire risk management and life safety management and who wish to extend their studies into an area of particular interest or concern.

The grant is intended to cover fully or partially the costs incurred in completing the scholarship including travel, incidental expenses and equipment. Projected costs should be set out in the application form. Insurance cover for travel is the responsibility of the successful applicant and should be taken out as required.

Eligibility

Scholarships are available for individual members of the Institute who are working in fire related fields and the fire engineering profession, in its broadest sense and also for students currently undertaking a fire related field of study. Qualified applicants must prove by experience and qualifications that they would benefit from further study and be capable of publicising their findings in a manner that will be of benefit to other members of the fire profession.

Personal details specific to the ask of carrying out the research

The applicant should provide brief details of experience, competency, and qualifications relevant to the application along with any particular attributes they feel appropriate. They should declare any conflicts of interest as well as any other funding they are or would be receiving for the same research topic.

Application

Applications must contain sufficient information about their project for the Research Scholarship Panel to arrive at a decision. The information provided in this document should be used as a guide to setting out the reasons for wishing to conduct the research on the chosen topic as well as expectations and benefits to the applicant and the fire engineering and fire safety field.

The application should include background information relating to the subject along with the reasons why the scholarship subject is needed. Expectations of final outcomes of the study and the significant contributions and benefits should be clearly identified.

Preparation, planning and layout

The successful applicants will be expected to produce a written paper covering the research carried out and the conclusions of the study. An outline of the research plan should be provided with the application, providing sufficient information for the benefit of the Research Scholarship Panel (This panel is set up by the Council of the IFSM and will be from members of the Education Sub Group). The applicant should, through their own initiative, include in the plan contacts, organisations and visits identified as being willing to assist along with any other relevant detail.

Details of any travel involved, accommodation and insurance cover should also be submitted with the application.

A final report, suitable for publication will be required. Timescale for completion will normally be 12 months from the start of the research project. This date will be determined and agreed between the successful applicant and the Institute. Should a study require a longer period, or should the applicant have trouble meeting the timeline through no fault of their own, then extensions may be granted at the discretion of the Institute. In such cases an interim report may be requested.

Finance

Each year the Education Sub Group will set out the amount of grant that will be available for that year's scholarship. This will be indicated in the scholarship advert so that applicants will know exactly how much they will receive in scholarship funding if they are successful and be able to budget accordingly.

The grant is intended to cover all aspects of the scholarship, including the cost of travel, out of pocket expenses, accommodation and insurance. All projected costs should be included, and details of further funding being sought or already acquired should be shown.

The grant will be paid directly to the successful applicant and must be used solely for the individual. The grant may be paid in stages throughout the scholarship or in a lump sum at the end of the scholarship once it has been completed. Failure to complete the scholarship in any way and without good reason, may carry a financial penalty determined by the Institute's Council.

The grant must not be used for anyone else who may travel with the applicant and is not transferable.

Application

Completed application forms should be sent to the Business Manager.

The closing date for applications will be set by the Institute's Education Sub Group.

Application forms are available for downloading on the Institute's website.

Selection Procedure

The Research Scholarship Panel, after careful deliberation of each application, will make their decision and inform the Council of the Institute. All applicants, including the successful one, will then be informed accordingly.

The decision of the Research Scholarship Panel will be final and no further correspondence with applicants will be entered into.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
15/09/21	H Hilton	2	ALL	Updated formatting, changed Business Support Manager to Business Manager

Reviewers/contributors

Name	Position	Version Reviewed & Date
RD, DW, HH	Management Committee	V2 15/09/21