

**APPLICATION FOR FUNDS (STUDENT PRIZES)**

Please ensure you have read the [general](https://www.ciht.org.uk/media/4762/ciht_foundation_-_critieria_and_guidance_aug_16.pdf) CIHT Foundation Guidance note before completing.

|  |  |
| --- | --- |
| Name of university or organisation applying for student prize(s): | |
| Address: | Post code: |
| Name of contact: | Post held: |
| Tel (Day): | Tel (Eve): |
| Web address: | Email: |
| CIHT Research & Innovation Partner?  Yes No | |

**Request for funds**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Type of prizes | Number of prizes requested (please specify below) A maximum of two awards within the calendar year may be requested per university or organisation. | | Final Year Project - £500 |  | | MSc or MEng Student - £500 |  | | Degree Apprentice - £500 |  | | PhD Student - £2,000 |  |  * Please see description of prizes in Appendix |

**Criteria**

It is for the teaching team to decide on the most appropriate criteria for awarding the prize in their institution, but it is expected this will include a focus on one or more of these topics: sustainability and decarbonisation, equality diversity and inclusion, accessibility and integration, active travel, and the safe systems approach.

|  |
| --- |
| What criteria will be used to decide which student(s) will be awarded the prize(s)? |

**Declaration**

To the best of my knowledge, all the information that I have provided in this application form is correct and I have understood and accepted the award criteria provided in the appendix.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return the completed form to:**

Email to [foundation@ciht.org.uk](mailto:foundation@ciht.org.uk)

Or

Peter Connolly

Director of Corporate & Business Services

CIHT Foundation

119 Britannia Walk

London N1 7JE

**Privacy Notice**

The personal information you have provided by completing this form will be used by the CIHT to process your grant application. If your application is successful, summary information (name of individual / organisation and brief project description) will also be included in the CIHT’s website and promotional materials.

The CIHT’s Privacy Statement can be found at [www.ciht.org.uk/privacy-statement](http://www.ciht.org.uk/privacy-statement)

Any questions relating to Data Privacy with CIHT or this Policy should be sent by email to [governance@ciht.org.uk](mailto:governance@ciht.org.uk) or by writing to the Data Protection Officer at CIHT, 119 Britannia Walk, London, N1 7JE

Revised March 2023

Appendix

**Student Prizes open to Research & Innovation Partners**

CIHT’s [Research & Innovation Partners](https://www.ciht.org.uk/become-a-member/partnerships-network/research-innovation-partner/) are invited to submit requests for funds from [CIHT Foundation](https://www.ciht.org.uk/about-us/about-ciht/ciht-foundation/), to offer awards to their students under the given criteria.

**CIHT Foundation**

The Foundation was created by CIHT to receive charitable donations from collections and other appeals to distribute to activities and projects that we can support as part of our charitable aims. The focus is on educational or innovative proposals that advance the art and science of highways and transportation. The funds raised go into a restricted CIHT account so that they can only be used strictly for this purpose.

**CIHT Awards for Students**

As a Research & Innovation Partner, the following four categories of student awards are available. Each R&I Partner may submit a request for up to two awards within the calendar year.

# The CIHT Prize for the Best Performance in a Highways or Transportation Related Final Year Project - £500

To be awarded to the final year (level 6 SCQF L10) student who, in the opinion of the teaching team, has delivered the best dissertation in a topic directly related to highways and transportation.

# The CIHT Prize for the Best Performance by a Highways or Transportation Apprentice in a Degree or Graduate Apprenticeship - £500

To be awarded to the final year (level 6 or SCQF L10) degree or graduate apprenticeship student employed in the highways and transportation sector who, in the opinion of the teaching team, has delivered the best dissertation or project.

# The CIHT Prize for the Best Performance by an MSc or MEng Student in Highways or Transportation - £500

To be awarded to the MSc or MEng student (level 7 SCQF L11) who, in the opinion of the teaching team, has delivered the best overall performance in a highways or transportation related dissertation or assignment.

The student should have been enrolled on a highways or transportation related module and undertaken an independent individual piece of work with a clear emphasis on highways and transportation OR have undertaken individual research specifically in highways or transportation.

# The CIHT Prize for the Best Performance by a PhD Student in Highways or Transportation - £2,000

To be awarded to the PhD student (level 8 or SCQF L12) who, in the opinion of the teaching team, has delivered an outstanding piece of work in a highways or transportation related PhD thesis and undertaken an independent, individual piece of research with a clear emphasis on highways and transportation.

**Award Criteria**

It is for the teaching team to decide on the most appropriate criteria for awarding the prize in their institution, but it is expected this will include a focus on one or more of these topics: sustainability and decarbonisation, equality diversity and inclusion, accessibility and integration, active travel, and the safe systems approach.

It will be up to the teaching team’s discretion to choose which piece of work they deem to be outstanding and the student(s) that deserve recognition.

Students should be advised of the prize at the earliest opportunity to maximise their awareness of CIHT, and the awarding criteria (as agreed by the teaching team) to ensure transparency.

Students should be made aware of the opportunities to contribute to CIHT. They need to understand that they may be approached to give a presentation of their work at a regional meeting, to the CIHT Council or another committee group or event. Their final output upon which the prize was given, may be used by CIHT in the communications to members and/or be absorbed into the resources of CIHT that are accessible to CIHT members.

The Research & Innovation Partner will be expected to promote the opportunities the CIHT prizes present, to ensure their students are aware of how their final output could be used by CIHT. They should also provide information about CIHT to their students about the membership benefits and qualifications; this will be supported by CIHT staff either through the membership team delivering a presentation and Q&A session or a set of slides to be provided for an internal presentation to be delivered.

**Process for applying for student prize funding**

1. A representative from the Research & Innovation Partner will need to complete the CIHT Partnerships Network Student Prize form. Maximum two prizes in total, in a calendar year, for each R&I Partner. ([*Current List of R&I Partners*](https://www.ciht.org.uk/become-a-member/partnerships-network/research-innovation-partner/)*)*

The signed and completed form should be emailed to [foundation@ciht.org.uk](mailto:foundation@ciht.org.uk).

1. The CIHT CEO and Vice President review all the requests that are received and will either approve the application or return it with comments. We will advise you of the decision and provide further information and resource for how to promote what CIHT can offer with regards to career development and membership support to those building a career in highways and transportation. (Form 2)
2. When the Research & Innovation Partner has decided which student(s) will receive the prize(s), a representative will need to inform CIHT ([foundation@ciht.org.uk](mailto:foundation@ciht.org.uk)).
3. A short overview of the winning work will be requested and the key reasons for awarding the work. This will inform how CIHT can raise awareness of and promote the winning work. We will also request permission for direct contact with the student to discuss their potential involvement in promoting their work. (Form 3)
4. A short summary of activities that were carried out to promote CIHT will need to be provided. (Form 3)
5. The payment to the student(s) will be organized and the student(s) will be contacted to discuss how CIHT can make use of their work.