

Formula Student Award

Guidance Notes for completing an Application for a Formula Student Award

You should remember that you are requesting a large amount of money to be given to you. Consequently, you should make sure that you understand what information is required, that you have completed the application form as requested and that you have included all information that you believe will boost the possibility of your application being successful. Ask yourself whether you believe a Financial Institution would give you money based upon the application that you have submitted.

Following these steps may help you in your application process:

- The application form is available for download at <https://www.imeche.org/careers-education/scholarships-and-awards/education-awards/formula-student-award>.
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- The application form should be completed in line with the notes included within the form. There should be no deviation or changes made to the form itself although separate attachments may be included. Having said that, attachments must be relevant and interesting but not too detailed or lengthy.
- The Team's Structure requests an organisation diagram as well as a written description (note the word count). The organisational diagram can be an attachment. It should, at a minimum, include all the names on the Key Team Members Roles and Responsibilities List.
- What would you spend the money on – we would expect you to specify something here which you have not presently included in your project. It would typically enable you to really improve upon your reliability and performance whilst failure to receive an award would not preclude the completion of your vehicle and restrict attendance. We would expect to see confirmation of whether this was achieved or not in the report that you submit after the event.
- Funding Sources – we expect to see this sort of detail. The different funding sources should add up to your total expected expenditure. If you expect a shortfall then you should have plans in place to cover it. Remember, giving you an award is intended to allow you to do something extra; not to make up your shortfall. An IMechE Formula student Award should **not** be included as a Pending application.
- References – choose your referees wisely. Team members **cannot** be referees. University staff members are good as are sponsor contacts. We expect to see an indication of the level to which Formula Student is integrated into the curriculum.
- Talk to your referees so that they know what is expected of them and when it is needed. Include the referees' statements with your application when you send it in. IMechE will not chase references and if they are not received you will not be considered.

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- Key Team Member Roles and Responsibilities – these are two different things hence the two headings. Team Role can be a two-word title but Responsibilities should give a little detail of what the individual does in the team.
- To benefit from an award all Key Team Member are required to be members of IMechE. Accordingly, if you are successful in your application, IMechE will check your membership numbers.

So, what else might you include in Further Information.

- Include any promotional documents that you may use to promote your involvement in the event but do not just quote a web link as it is not our responsibility to research your data for you.
- Which years and which faculties participate in the team?
- How do you keep your sponsors informed of what you are doing?
- How does the team communicate internally and how do you resolve conflicts?

Post Application Interview

In Formula Student 2023, The Committee have introduced a virtual interview into the process which will allow the opportunity to ask questions about the team and their application prior to awarding the Formula Student Award. Guidance will be issued in due course around what the interview will include.

These notes are only for guidance when submitting applications for Formula Student Awards. They are not all inclusive. Only you can decide what is relevant and what to include. You are competing against many other applications, so you need to stand out.

If you are successful, the preferred payment method is via Electronic Payment and a payment details form will be provided. It is imperative that the payment details are completed accurately. A promotional cheque for the amount awarded will be delivered to the team at the university by a member of the Awards Committee or a local IMechE representative.

Remember also, if you are successful, you must submit a report to the Committee by September 1st after the Silverstone event. There are guidance notes available which will inform you of what is expected in the report. Failure to submit the report by the due date may mean your team is excluded from any future awards. Think of it as borrowing money from the bank. If you do not fulfil your payment obligations, it can seriously affect your credit rating.

Formula Student Awards Committee