**The Charted Institute of Building Services Engineers:** Application for the Ken Dale Award Bursary 2023

The Ken Dale Travel Bursary has been established by CIBSE to commemorate Ken Dale’s contribution to the Institution and the building services profession. The bursary will allow the winner to travel and research areas of particular interest and application to the challenges facing the Institution.

The award is the subject of an open competition among CIBSE members and has an annual closing date. The CIBSE panel will generate a short list of applicants based on their proposals and final selection will take place following presentations by the short-listed candidates at interview.

If shortlisted for interview, you will then be asked to provide an estimate of the amount of money you would require undertaking this project. If you are applying for or have obtained funding from elsewhere, please inform us at this stage. Please note that we cannot pay for secretarial assistance, computers, stationery, and replacement staff costs or for unpaid study leave while you are undertaking the study.

***The quality, not quantity, of this information and its presentation will be an important part of the selection process.***

Please submit your completed application and proposal by **Monday 1 May 2023** to membership@cibse.org.

**Interviews will take place in May/June 2023**

Shortlisted candidates will be expected to make a short presentation of their proposal, based on the information requested within the application during the interview process.

Interviews will be conducted virtually over Microsoft Teams

**Report findings Q3 2024 and President’s prize dinner October 2024**

The winner/s will be invited to present the findings of their report to CIBSE Council in Q3. They will also be invited to attend the October 2024 President’s Prize award dinner where they will collect their award.

**Terms and Conditions of the Ken Dale Travel Bursary:**

Please read the following terms and conditions carefully before completing the application:

* The successful candidate will travel for research connected with the applicant’s field of work and which will benefit CIBSE, their employer, their clients, and the profession
* The amount awarded depends on the scope of the project to be undertaken, its length and the country or countries proposed for the study, but will not exceed £4000
* A written report of 5000 -10,000 words, based on the research and travel experience, will be produced, and its findings presented at the next October President’s Prize dinner. A further, more detailed presentation to CIBSE council may also be conducted.
* A certificate presentation will be made at the President’s Dinner in October to the successful applicant
* The awards are administered by the Chartered Institution of Building Services Engineers (CIBSE)
* The report will be the property of CIBSE
* The candidate’s employer may supplement the award, but there must be no restriction on open disclosure and comment of all matters covered by the study/research for which the award was granted.

**Application Form for the Ken Dale Travel Bursary 2023**

**Please complete the following form electronically. All sections are mandatory. Please send a completed copy by email to** **membership@cibse.org** **by Monday 1 May 2023.**

**SECTION A: Contact and general details**

|  |  |
| --- | --- |
| **Surname** |  |
| **First name** |  |
| **Title (e.g. Mr/Mrs/Ms/Miss/Other)** |  |
| **Date of birth** |  |
| **CIBSE Membership Number** |  |
| **CIBSE Membership Grade** |  |

***It is essential that all the above details be correctly given to enable us to check your membership of CIBSE***

|  |  |
| --- | --- |
| **Place of birth** |  |
| **Nationality** |  |
| **Home address** |  |
| **Home telephone number** |  |
| **Home email address** |  |
| **Present appointment**  |  |
| **Work address** |  |
| **Work telephone number** |  |
| **Work email address** |  |
| **Education history, please list qualifications with date of award and institution** |  |
| **Professional qualifications** |  |
| **Summary of relevant engineering experience** ***(Maximum of 150 words)*** |  |

**SECTION B: Referees**

***All applications must complete the following section. Please note that one of the nominated referees should be your current employer and the other an engineering (or related) professional who is aware of your proposed project:***

|  |  |
| --- | --- |
| **Reference 1** (Current Employer)**:** | **Reference 2** (Mentor/Advisor)**:** |
| **Name and title** | **Name and title** |
| **Address (including post code)** | **Address (including post code)** |
| **Email address** | **Email address** |
| **Telephone number** | **Telephone number** |

**SECTION C: Study proposal**

***Please ensure that the entire proposal does not exceed 1,500 words. In addition, it must contain your research objectives, itinerary of places to be visited, people who have been contacted (include responses if any), and a statement of expected costs***

**Title of Study:**

**Research objectives:**

**Anticipated benefits of the study to CIBSE, your employer, your clients and your self-development:**

**Country or countries and/or centres to be visited:**

**Rationale for places chosen:**

**Expected length of visits:**

**Anticipated Costs:** *(a brief estimate is all that is necessary at this stage, should you be shortlisted for interview a more detailed estimation will be required)*

**Proposals to disseminate the knowledge and experience acquired:**

**Possible contacts:**

**Any other relevant information:**