

CEA: Bursary, Scholarship & Prize Policy

1 Purpose

To advance education in combustion engineering and related environmental disciplines for the public benefit by providing financial support to students and early-career professionals, in order to improve industrial safety, energy efficiency and emissions performance across the UK and beyond.

2 Scope

This policy applies to all bursaries, scholarships, travel grants, research stipends, prizes (collectively referred to as “awards”) and CEA approved training courses (BOAS, iGAS and Water Treatment), funded in whole or in part by CEA.

3 Definitions

- Eligible course – an accredited engineering, physical-science or environmental-science programme (undergraduate, postgraduate taught or research degree) at a UK Higher Education provider.
- Early-career professional (ECP) – an individual within five years of graduation who is employed in a role demonstrably connected to combustion engineering, boiler or burner technology, process heating or industrial decarbonisation.
- A trainee or undergraduate on an engineering apprenticeship scheme demonstrably connected to combustion engineering, boiler or burner technology, process heating or industrial decarbonisation.

4 Eligibility Criteria

- Applicants must be ordinarily resident in the UK.
- Applicants must be either:
 - enrolled on an eligible course or
 - an ECP employed in a relevant role.
- Awards are open to non-members of CEA.
- CEA encourages applications from groups under-represented in the engineering profession (e.g. women, ethnic minorities, people with disabilities).

5 Advertising & Outreach

- Calls for applications will be published on the CEA website, targeted university portals and CEA social-media channels.
- Outreach presentations will be offered to university combustion-research groups.

6 Application Process

- Applicants complete the CEA Award Application Form and submit by email to awards@cea.org.uk.
- Closing dates: 31 March and 30 September annually.

7 Selection & Scoring

- A Grant Panel comprising ≥ 2 trustees will assess applications.
- Panel members must declare conflicts of interest; conflicted members withdraw from scoring.
- Scoring Matrix (100 points):

Criterion	Weight
Relevance & quality of proposed study/project	40
Academic merit / professional competence	25
Potential public benefit (safety, emissions, efficiency)	20
Financial need	10
Widening participation	5

- Minutes and individual scoring sheets are retained for 6 years.

8 Award Value & Payment

- Typical awards: £500–£3,000; larger sums require Council approval.
- Payments are made to the awardee’s educational centre or UK bank account upon receipt of a signed Award Agreement.

9 Monitoring & Reporting

- Awardees must submit within 3 months of activity completion:
 - a 500-word written report; and
 - a 90-second video summary (mobile-phone quality acceptable).
- Reports are uploaded to the open-access CEA Knowledge Hub.

10 Withdrawal & Repayment

CEA reserves the right to withdraw an award or seek repayment if funds are mis-used or conditions breached.

11 Data Protection & Equality

CEA processes personal data in accordance with the UK GDPR and its Privacy Policy. Selection decisions may be anonymised for equality-monitoring purposes.

12 Governance & Review

- The Council delegates oversight to the Governance Sub-committee.
- This policy is reviewed at least every three years or sooner if required by law or best practice.

Signed



Michael Kaye
General Manager, CEA

Appendix A: Application Form

1 Applicant Details

Field	Your answer
Full name	
Email	
Phone	
UK postal address	

2 Eligibility

Select one	Tick
I am currently enrolled on an accredited engineering / science course	<input type="checkbox"/>
I am an early-career professional (≤ 5 years since graduation) working in a combustion-related role	<input type="checkbox"/>

3 Course or Employment

University & course title or Employer & job title:

4 Summary of Study / Project (max 150 words)

5 How will this benefit public safety, emissions or efficiency? (max 150 words)

6 Amount Requested

Item	Cost (£)
Tuition / course fees	
Travel / accommodation	
Materials / lab costs	
TOTAL	

7 Other Funding (leave blank if none)

Source	Amount (£)	Confirmed? (Y/N)

8 Declaration

I confirm that the information provided is accurate and that any award will be used solely for the purpose stated above.

Signature _____ Date ___ / ___ / 20__