



**THE QUEEN'S  
ANNIVERSARY PRIZES**  
FOR HIGHER AND FURTHER EDUCATION

**Entry Document  
for the Fourteenth Round 2020–2022**

*A national honour for the contribution by UK universities  
and colleges to educational, economic and social progress*

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**The Prizes are granted by HM The Queen in the honours system every two years. They were established in 1994 to recognise outstanding work by UK universities and colleges of further education which is making a significant contribution to UK education, economy and society, and in the service of wider human progress and wellbeing.**



HRH The Prince of Wales, with HRH The Duchess of Cornwall, presents The Queen's Anniversary Prize to Birmingham City University at Buckingham Palace, on 20 February 2020.

By agreement with the Palace The Queen's Anniversary Prizes are administered by an independent charity, the Royal Anniversary Trust. Following an assessment process the Trust makes recommendations for the award of Prizes for the approval of The Queen on the advice of the Prime Minister. By custom the Prizes are presented by a senior member of the Royal Family at

an investiture ceremony at Buckingham Palace. The Prize is non-monetary and takes the form of a Prize Medal and accompanying Prize Certificate signed by the Sovereign. Prize-winning universities and colleges benefit from being able to publicise the award of the honour online, through the media and in other ways, and to cite it in support of their activities and plans.

# Invitation to enter

Every two years since it started in 1994 The Queen's Anniversary Prizes scheme has invited UK universities and colleges to put forward an aspect of their work for recognition in the honours system. The scheme looks for achievement – in any subject area – which is outstanding in quality, innovative or ground-breaking and above all is producing clear and active public benefit. Your institution is invited to participate in this round of the scheme.

Entries must be received by the Trust on or before the **closing date of Monday 10 May 2021.**

The Prizes are the highest national honour awarded to UK universities and colleges for the contribution they make to education and for the wider benefit they bring for people. The scheme encourages institutions to look at their work in broad terms of quality and value. As the honour is conferred on a college or university as a whole, irrespective of the subject matter put forward, it supports the reputation and profile of the entire institution. It is often the catalyst for new opportunities and achievement.

In the thirteen rounds of the scheme to date a total of 275 Prizes have been granted by Her Majesty The Queen to 131 individual institutions: 49 colleges of further education and 82 universities.

A Prize-winning entry will persuade reviewers that

- it represents an example of the best the UK is doing in the particular field;
- it is genuinely distinctive in terms of comparable or similar work being done elsewhere in the UK;
- it is bringing identifiable benefits to the educational activity of the institution;
- it is delivering clear and verifiable benefits in the wider world.

Assessment of entries is carried out under a well-established and independent process managed by the Trust for the Palace. On average in each round upwards of a hundred entries have been received and twenty Prizes granted.

The Trust is happy to provide advice and guidance at any time on any aspect of the Prizes scheme and how to take part.

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# 1

## How the Prize can help your institution



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*The award of The Queen's Anniversary Prize in 2017 coincided with the School of Environmental Science's 50th anniversary. Since the award the School has seen a 40% increase in the number of students applying. Also, two substantial funding grants were received in the year following the award in the School's area of work. This will support a global research hub to study urban disaster risk in S. America, E. Africa, the Middle East and S. Central Asia, and a new research centre for Climate Change Transformations.*

University of East Anglia 2019

View towards HMS Queen Elizabeth. HoS Jeremy Gough and 3D database co-ordinator Alan Mercer on the 'Northumbria' full mission bridge simulator.

**The Queen's Anniversary Prizes are unique in the UK honours system in being the only award presented, at an investiture ceremony, to an institution rather than to an individual. The Prize is an opportunity for a university or college to promote its achievement and raise its profile, and to encourage pride and motivation among its staff and student community. It is very often a deciding factor in the leveraging of new funding and the winning of new business, new work and future success.**

# 2

## How to enter

Entries are submitted in the name of the Head of Institution, who should sign the Application form and the Summary sheet (listed below).

**Entries should be sent to the Trust as separate PDF attachments to [info@royalanniversarytrust.org.uk](mailto:info@royalanniversarytrust.org.uk) by the closing date of Monday 10 May 2021.** Entries received after that date cannot be considered.



*The Prize was a great morale boost for the staff and there is now a more productive cross-over of ideas between the Down Syndrome Vision Research Unit and the Eye Movement Group in the School of Optometry and Vision Sciences. The award has raised awareness of our work among parents of children with Down syndrome and professionals, and given an additional push to the number of volunteers taking part in the research and to requests for eye examinations in our Special Assessment Clinic.*

**Cardiff University 2019**



*What sets this award apart is its recognition of the efforts and contribution made by everyone at the organisation. Staff and students have found it hugely motivating to have shared in the recognition for the parts they played in delivering our global programme of drug discovery. We see the Prizes as a kite-mark of quality and use it to support our communication and fundraising.*

**The Institute  
of Cancer Research  
University of London 2019**

### 1. Application form (one page)

Download from the Trust web site  
[www.queensanniversaryprizes.org.uk/how-to-participate](http://www.queensanniversaryprizes.org.uk/how-to-participate)

### 2. Summary sheet (one page)

Download from the Trust web site  
[www.queensanniversaryprizes.org.uk/how-to-participate](http://www.queensanniversaryprizes.org.uk/how-to-participate)

### 3. Main narrative (not more than ten A4 pages)

The narrative is the story of your selected work. It may include images and/or graphics to illustrate its nature and its effect. The form of the narrative is not prescribed but **it should clearly demonstrate, with evidence, how the work meets the four criteria for the award of a Prize:**

- **excellence;**
- **innovation;**
- **benefit to your university or college; and**
- **benefits in the wider world.**

The criteria are expressed in ‘plain English’ and the narrative should be accessible to an informed reader. Technical points should be included as relevant to the case and will be referred to appropriate specialist sources for opinion and comment.

The narrative should not refer to your university or college by name. Instead please use the terms ‘the university/college/institution’. This is to minimise, as far as possible, the recognition of an institution by Readers in the initial stages of assessment.

An entry may be about any activity or field of work, be multidisciplinary or have a more general theme. It may involve collaboration with other universities, colleges or local businesses and with public, governmental or non-governmental bodies or international organisations.

**Entry documents are available at**  
[www.queensanniversaryprizes.org.uk/how-to-participate](http://www.queensanniversaryprizes.org.uk/how-to-participate)

# 3

## The assessment process

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*The Prize generated significant coverage in local, regional and national media which underlined the College's success in enabling learners with Special Educational Needs and Disability to gain employment. This has been particularly important with apprenticeships and the interpretation of the Apprenticeship Framework to meet individual needs.*

**Weston College 2019**

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*Honours such as The Queen's Anniversary Prize shine a light on the critical work that goes on at universities that is often missed in traditional academic awards. The Prize will help us win support and leverage funding for future plans, and is an important reminder of the value of pulling together in a time of crisis.*

**London School of Hygiene and Tropical Medicine 2019**

The assessment process is independent and overseen by the trustees. Around 250 individual reviewers (Readers) covering a wide range of experience and expertise support the Trust in the process. The Trust also seeks advice from specialists and UK government departments. The opinion of reviewers and other sources is given on the basis of confidentiality and anonymity. The Prizes scheme has no categories or 'quotas' as regards type of institution, subject matter or geography. NB although this round has coincided with the coronavirus pandemic, there is no expectation or priority

in this respect: all entries will be assessed equally according to the criteria.

Each entry is given the best possible opportunity to make its case against the four criteria guiding recommendations for recognition. Normally around twenty entries per round are recommended for the award of Prizes, and upwards of a hundred entries may be received in a round. The scheme is therefore competitive.

The key stages of the assessment process for round 14 are described below:

<b>Monday 10 May 2021</b>	Closing date for receipt of entries by the Trust
<b>Mid May 2021</b>	Each entry sent to four Readers for an initial opinion, with a recommendation for further review if judged appropriate
<b>Early June 2021</b>	Entries for further review sent to two additional Readers
<b>June 2021</b>	Points reported for clarification by assessors referred to institutions for comment
<b>Late June to early September 2021</b>	Entries under consideration referred to UK governments, specialist, technical and non-government sources
<b>Late July 2021</b>	Awards Council of the Trust (see back cover for membership in round 13) reviews a long list of entries
<b>Late August 2021</b>	Confidential background checks requested from UK governments to confirm no impediments to an award being granted
<b>Late September 2021</b>	Awards Council reviews a short list of entries and makes recommendations for the award of Prizes for approval by HM The Queen on the advice of the Prime Minister

# 4

## Rules and conditions for entry

Entries must be endorsed and signed off on the Application form and Summary sheet by the head of the institution;

Only one entry per institution may be submitted;

A Prize may be awarded for the qualitative development of work previously entered which did not win a Prize;

Prizes are not awarded for the work of individuals or small groups of researchers, or for research that has yet to deliver beneficial results in the outside world;

An entry about work undertaken in a consortium or partnership, or in association with another educational institution must confirm that the institution submitting the entry has the lead for the purposes of recognition in the Prizes scheme;

The assessment process is confidential and the decision of the Trust as regards recommendations for Prizes is final;

Prize-winning universities and colleges will be expected to attend the formal honours ceremony (expected to be held at Buckingham Palace in February 2022) and the Prize-winners Dinner (customarily held at the Guildhall in London by the Trust the evening before);

Prize-winners will be asked to discuss with the Trust their plans to promote their award, taking account of guidelines which will be provided by the Trust to all Prize-winners;

Prize-winners will be expected to update the Trust, on request, on the progress and development of the work for which they have been awarded a Prize;

Confidential feedback on entries that did not win a Prize will be provided to institutions on request.

Students get hands-on experience at Coventry University's Institute for Advanced Manufacturing and Engineering.



Further information about The Queen's Anniversary Prizes can be found at [www.queensanniversaryprizes.org.uk](http://www.queensanniversaryprizes.org.uk)



## THE ROYAL ANNIVERSARY TRUST

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### **Trustees**

**Sir Damon Buffini – Chairman**

**Sir Martin Donnelly KCB CMG**

**Dame Lin Homer DCB**

**Sir Frank McLoughlin CBE**

**Mrs Heidi Mottram CBE**

**Sir Richard Mottram GCB**

**Professor Dame Shirley Pearce DBE**

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### **Awards Council in Round 13**

#### **Trustees plus**

**Roger Dawe CB OBE**

**Leslie Evans**, Permanent Secretary Scottish Government

**Professor Dame Lynn Gladden DBE FRS FREng**, Shell Professor of Chemical Engineering at the University of Cambridge and Executive Chair at EPSRC

**Dame Shan Morgan DCMG**, Permanent Secretary Welsh Government

**Jonathan Slater**, Permanent Secretary Department for Education

**David Sterling**, Head of the Northern Ireland Civil Service

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### **The Royal Anniversaries Trust**

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**Website:** [www.queensanniversaryprizes.org.uk](http://www.queensanniversaryprizes.org.uk)

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**Chief Executive**

**Peter J. Chenery**

**Director of the Prizes Office**

**Alan Lawson**

[designbysoapbox.com](http://designbysoapbox.com)

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