
The Harold Samuel Research Prize

2020 Entry Guide

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01 Introduction

University College of Estate Management (UCEM) is the leading provider of supported online education for the Built Environment, with 100 years' experience of providing the highest quality learning opportunities. At any one time, it has in excess of 4,000 students from more than 100 countries benefiting from its qualifications, taught by tutors with extensive industry experience.

UCEM helps to enhance Built Environment professional careers through its accredited property and construction-related programmes, offered at postgraduate and undergraduate levels, including apprenticeships. Currently, UCEM recognises individuals who have made outstanding contributions to the property industry, as well as alumni and students who have demonstrated excellence in their early careers and their studies, respectively, at its annual Property Awards event. To mark UCEM's centenary year, the institution launched a new annual research prize in 2019 which has the potential to spark many exciting opportunities – the Harold Samuel Research Prize.

The inspiration for this prize stems from the Harold Samuel Educational Trust (HSET) which was set up by the late Lord Samuel of Wych Cross – the founder and Chairman for many years of Land Securities PLC (the UK's largest commercial property investment and development company). HSET was established for the promotion, advancement and dissemination of knowledge of surveying, auctioneering, estate management and other areas of

knowledge associated with land. Harold Samuel studied with the then College of Estate Management (CEM) at Lincoln's Inn Fields and his association with CEM lasted throughout his life. Harold left a financial legacy through HSET, established in his name when he died in 1987. The Harold Samuel Research Prize exists therefore to continue his legacy, in line with UCEM's core purpose, for the benefit of the Built Environment and the sector in general.

This guide will take you through the submission process, step-by-step. Please read this guide thoroughly to ensure that your submission is made at the correct time with the required information and in the right format. Please note that judges may have numerous submissions to review and invalid submissions may have to be rejected if these guidelines are not followed.

02 Principal's statement

In July 2018, the Trustees of HSET agreed to execute a Transfer Deed to dissolve the Trust and gift the remaining financial value of the HSET fund to UCEM, as restricted funds, to be used for specific purposes. UCEM and the Trustees subsequently agreed to establish an annual award for research.

The annual prize will award up to £15,000 for a research project, to be undertaken and completed over the following year, on a matter of significance to the Built Environment. An appointed panel of independent professional experts will review and assess the applicant's proposals and determine the prize winner.

Individuals who wish to apply for the prize will need to make a detailed written submission to UCEM. Submissions should focus on economic, social or environmental aspects of the Built Environment and will be assessed according to the criteria listed in section 5 of this guide.

Notwithstanding that the applicant is the initiator and author of the research work and the recipient of the prize, we hope that collaborators or employers will also feel engaged to offer their support, either by providing resources and/or further funds or allowing time off in lieu, for the applicant to undertake the work.

The scope of the research can be as wide-ranging as the applicant chooses. It should aim to solve an issue presently being faced by the sector or that which, based on current trends, could present a threat in the future. The research must demonstrate the potential to have a clear impact by proposing practical

solutions to the issues investigated, and by making recommendations as to how these solutions should be implemented. Applicants are invited to consider how the project can deliver long-term sustainable benefits to the sector through improvements to current practice.

The award of the prize will be announced at the annual UCEM Property Awards event this October, and will be followed by a promotional campaign by UCEM to maximise exposure and impact. Once the prize is awarded, it is expected that the work will be undertaken and completed so that the findings can be produced in report format in September 2021. This would then allow publication and presentations to be made at the UCEM Property Awards. The successful applicant will be assigned a mentor by UCEM during the delivery of the project.

The intent is that the research will be of widespread public interest. UCEM will use its profile in the Built Environment sector to market and distribute the research, and promote the author, firms and/or associated contributors.

We hope that you will find this opportunity of great interest. We believe that this prize will be enormously beneficial to you and any associated firms or organisations, and, most importantly, will make a positive difference to the wider Built Environment.

Ashley Wheaton
Principal

03 Benefits of receiving a research award

Submitting a proposal for a prize of this nature can have huge benefits for individuals and businesses. Winning, or even making it onto the shortlist, is a considerable personal achievement and something that you can reflect in your CV, your position with your current employer and your future career progression. You will enhance your profile in the industry through your initiative, commitment and skill to present ideas for the benefit of the Built Environment.

You, and if applicable your firm and/or collaborators, will receive due recognition in mainstream publications. Marketing and website information will give due credit to those involved through UCEM's online material.

04 Submission and formatting

Entries must be received by 12pm (BST) on Friday 12 June, 2020. Entering the competition is free of charge. Please complete the downloadable application form from the UCEM Harold Samuel Research Prize page www.ucem.ac.uk/news-events/harold-samuel-research-prize and submit to hsrp@ucem.ac.uk

Research Proposal

This is the main part of the submission and the information should be of sufficient detail, format and interest to satisfy the judging criteria set out in Section 5 of this guide. Projects should address one or more of the following three themes, aligned to UCEM's core purpose to contribute to a better Built Environment:

[1] Research focused on any economic aspect of the Built Environment

For example, what are the economic challenges and opportunities facing people and organisations involved in delivering Built Environment projects? How can the sector become more efficient? What opportunities are there for time and cost savings across the supply chain? Do traditional finance/contractual models work and how can they be improved? What can be put in place and how can such changes be implemented? Who needs to be part of this and how?

[2] Research focused on any social aspect of the Built Environment

For example, what are the social challenges and opportunities facing people and organisations involved in delivering Built Environment projects today? How can the sector more successfully attract and retain diverse talent? How does the Built Environment need to change to widen

participation? How can happiness within the sector be increased? How can we better deliver social value? What are the key issues and opportunities of today and how can solutions be created to benefit tomorrow? What can be put in place and how can such changes be implemented? Who needs to be part of this and how?

[3] Research focused on any environmental aspect of the Built Environment

For example, what are the environmental challenges and opportunities facing people and organisations involved in delivering Built Environment projects? How can the sector reduce its carbon footprint and enable change that results in wide-ranging sustainable development? What can be put in place and how can such changes be implemented? Who needs to be part of this and how?

Research that covers more than one aspect of the Built Environment (economic, social and environmental) is especially encouraged.

General formatting guide

In order to make collation and assessment of the entries manageable and comparable, where possible your submission document should:

- not exceed 20MB;
- include 5-10 photographs, where photos are applicable and relevant;
- be of a minimum of Arial 11 font size with black text on a white background.

Visual information is often invaluable when assessing the validity of the submission. The nature and quality of the digital images provided will need to be of a size that can be used in presentations or in print. When

04 Submission and formatting

submitting images, please provide digital photographs (not CAD images).

Low resolution versions - for the judges to view online, please upload thumbnail versions of your images to the following specification:

- size: 800px max width or height along longest edge
- resolution: 72dpi
- colour: RGB Colour
- format: JPEG (.jpg)
- file name: project name with description of image.

High resolution versions - for use on screen at the awards events, for press enquiries and for inclusion in the printed prize winner publication, please upload a single zip file of your project images to the following specification:

- size: 25cm minimum width
- resolution: 300dpi minimum
- colour: RGB Colour
- format: JPEG (.jpg)
- file name: project name with description of image.

Please note: The executive summary and photographs may be published on the UCEM website. Please ensure that the information you provide is accurate, as this will be reproduced digitally and in print.

05 Judging criteria

The applicant should note that the judges will be focusing their attention on the following questions:

- Is the application valid and compliant?
- Are there clear aims and objectives?
- Is the project deliverable?
- To what degree is the proposal innovative?
- Is it original?
- What are the long-term prospects for the proposal?
- Is the proposal a catalyst for economic improvements, whether localised or on a larger scale?
- Will the proposal offer economic, viable and cost-effective solutions?
- Which areas of the sector will benefit and how?
- How is the work to be funded?
- Can the work and potential benefits be measured or quantified?
- Is the project data clear and accurate?

06 How to enter

Enter by completing the application form which can be downloaded from the UCEM Harold Samuel Research Prize webpage at www.ucem.ac.uk/news-events/harold-samuel-research-prize. You should submit your completed application form by emailing to hsrp@ucem.ac.uk

Entries must comply with the Harold Samuel Research Trust terms and conditions outlined in Appendix 1 below, which you will be required to confirm acceptance of on the application form.

Submissions must be received by 12pm (BST) on Friday, 12 June 2020. If you have any questions, please email hsrp@ucem.ac.uk

07 What next?

Valid submissions will then progress to the assessment stage. Submissions will be collated and reviewed during the period 29 June to 24 July and a shortlist compiled for the interview stage.

Interviews will be held between 24 August and 24 September, 2020. Whilst every effort will be made to give as much notice as possible for the interviews, it may be necessary to arrange these at short notice. A final decision will be made in September and applicants informed of the decision on Friday, 25 September, 2020. The announcement and presentation will be made at the UCEM Property Awards on Thursday, 15 October, 2020. UCEM reserves the right not to grant the Harold Samuel Research Prize if, in the opinion of the judges, no entry reaches the necessary standard.

Following the prize announcement, UCEM, through its appointed representative, will liaise with the winner to agree phasing of the prize money in line with the research programme and a plan for monitoring progress and ultimately the format of the completed work. The final completed research report will be due in early September 2021 in order to allow publication and presentations at the UCEM Property Awards event in October 2021.

08 Terms and conditions

By entering this competition, the applicant agrees to be legally bound by the terms and conditions set out below:

1. These terms and conditions apply to all applications for the Harold Samuel Research Prize.
2. The competition for the Prize is open to all aged 18 or over, including overseas applicants.
3. An individual may make multiple applications.
4. UCEM students may not submit applications in relation to their current course or dissertation topic but past UCEM students may submit applications which develops the work they presented while at UCEM.
5. If the application is shortlisted a more detailed proposal may be required, detailing the subject matter of the research project, its purpose and application to the Built Environment.
6. The applicant must ensure that they provide accurate details of his/her credentials, e.g. 'surveyor'. UCEM accepts such credentials in good faith and shall not be responsible for verifying whether such credentials are correct.
7. UCEM does not accept responsibility for:
 - 7.1 any inaccurate information contained within the submission. It is the applicant's responsibility to provide complete and accurate information;
 - 7.2 competition entries that are lost, stolen, mislaid, damaged or delayed in transit, regardless of cause, including as a result of any postal failure, equipment failure, technical malfunction, systems, network, computer hardware or software failure of any kind.
8. The applicant is responsible for ensuring that there are no reasons why the research project cannot be entered for the Prize and any third parties who have an interest in the research project are aware of the application.
9. To help UCEM manage and maintain the reputation of the Prize, the application must include details of any media publications in the preceding 24 months which may be relevant to, or affect, the public image of the applicant and/or the research project. Negative publicity will not mean the application is automatically disqualified but the application will be disqualified if the applicant fails to disclose such information.
10. The application must include:
 - 10.1 an estimate of the costs associated with the research project and details of how and when they will be incurred; and
 - 10.2 a summary description of any matched funding that the applicant expects to receive from any third parties.
11. UCEM reserves the right to reject applications which do not include the required information or if it has reasonable grounds to believe that the applicant has breached any of these terms and conditions.
12. The judges will make their decision, taking into account the judging criteria set out in Section 5 of the Entry Guide. Their decision will be final and awards

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will be made solely at their discretion. If the judges conclude that no suitable application has been received, the Prize will be deferred to the following year.

13. Feedback on individual applications will not be given although the judges may respond to queries from any individual who is shortlisted for an interview.
14. UCEM reserves the right to award the Prize to the winner by the payment of a lump sum or instalments. Any payments by instalments will be conditional upon the winner's progress on the research project.
15. Where the Prize is awarded by instalments, the winner shall consult with UCEM. The winner will provide UCEM with an interim progress report (by telephone or email), no later than four months after the date of the award, to update UCEM as to the winner's progress and the next steps he/she anticipates taking. This could form part of the research mentoring/support provision offered by UCEM's academic team and should help the winner ensure that expenditure on the research project is managed effectively. This will help to preserve the integrity of the Prize and if applicable, related match funding.
16. If the winner does not complete the delivery of the research material by the target date, UCEM reserves the right to reclaim all or part of the Prize.
17. The winner shall complete the research project no later than three weeks before the published date for the following year's Property Award's Lunch. The research project must be presented in a report format which will allow publication and presentations to be made at the following year's Awards.
18. The applicant warrants that the content of the research project and any supporting materials submitted by the applicant shall not infringe the rights, including any intellectual property rights, of any third party.
19. The applicant and his/her licensors shall retain ownership of all intellectual property rights, including any moral rights in the research project and any supporting materials.
20. By making an application, the applicant hereby agrees to grant or shall procure the direct grant to UCEM of a fully paid-up, worldwide, non-exclusive, royalty-free perpetual and irrevocable licence to use, display, publish, transmit, copy, edit, alter, store, re-format and sub-licence any intellectual property rights in the research project and in any supporting materials.
21. UCEM shall ensure that all descriptive literature relating to the winner's research project shall be marked with a notice in the following terms: © Copyright [winner's name] [YEAR] reproduced with permission by UCEM.
22. If the submission includes reference to any third party (for example a co-author of the research project), the applicant shall be responsible for obtaining all necessary permissions from the third party.
23. UCEM may make the winner's research project, details of his/her identity and photographs of him/her available on its website and any other media for the purpose of publicising and promoting the Prize. If the winner

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does not want his/her photographs to be used, he/she must inform UCEM in writing.

24. The winner may be required to participate in reasonable publicity (including taking on ambassador roles and attending events to promote the research project) and hereby acknowledges and agrees to the use of his/her name for publicity and promotional purposes.
25. UCEM undertakes to process the applicant's personal information in accordance with the requirements of all data protection legislation (including GDPR) in force from time to time. UCEM will keep the applicant's personal information for a period of 10 years after the closing date unless the applicant provides his/her consent to being contacted by UCEM and its partners regarding its services, events and offers which may be used for marketing, research or analysis purposes. Further details on how UCEM will process the applicant's personal information is set out in the **www.ucem.ac.uk/privacy**
26. These terms and conditions are governed by English law, and the parties submit to the non-exclusive jurisdiction of the courts of England and Wales.

By entering this competition, the applicant agrees to be legally bound by these terms and conditions.

09 Key dates

Key dates	
17/02/2020	Harold Samuel Research Prize announced
17/02/2020	UCEM website open for applications
12/06/2020	Last date for submissions
29/06/2020 - 24/07/2020	Judging panel assessments
24/08/2020 - 24/09/2020	Interviews
25/09/2020	Judging panel final decision and applicants notified
15/10/2020	UCEM Property Awards luncheon presentation

10 Enquiries

Any enquiries related to the Harold Samuel Research Prize should be addressed to the Harold Samuel Research Prize Team at hsrp@ucem.ac.uk