The Vice-Chancellor's
Public Engagement with Research Awards Guidelines

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Introduction

Following the success of the inaugural Vice-Chancellor's Public Engagement with Research Awards in 2015–16, the call for the 2016-17 Awards is now open for entries.

These awards recognise and reward those who undertake high-quality Public Engagement with Research and/or have contributed to building capacity in this area. Entrants can be at any level in their career and activities of any scale are welcome.

Public Engagement with Research describes the many ways that the public[1] can be involved at any stage of the design, conduct and dissemination of the research process. High quality engagement involves interaction between researchers and the relevant public audiences (which can be local, regional, national or international), with the aim that there is benefit to both parties and the ultimate goal of enhancing the quality and impact of research.

The awards process is co-ordinated by Research Services, with the support of colleagues across the University, and overseen by the University's Academic Champion for Public Engagement with Research, Professor Alison Woollard.

The winning entries receive recognition for their achievements at the Vice-Chancellor's Public Engagement with Research Awards Ceremony, which will take place on Wednesday 28 June 2017. One overall winner will be announced at the ceremony and will receive a prize of £1,500.

Details of previous winners

Further information on the 12 winning entries for 2016.

These awards are supported by the University of Oxford's RCUK Catalyst Seed Fund and Higher Education Innovation Funding (HEIF) to improve institutional support for Public Engagement with Research.

There are three categories of Award:

1. Public Engagement with Research Award – Projects

For which there are three themes:

- Public Engagement with Research Award for Communication: for projects that have informed and inspired the public about research.

- Public Engagement with Research Award for Consultation: for projects that have engaged in two-way conversations about research and listened to public views.

- Public Engagement with Research Award for Collaboration: for research projects that have involved collaborating with the public, including co-creation, co-production of knowledge and citizen science.

- Up to six winners will be selected for this category.

For further information on the different types of Public Engagement with Research (communications; consultation and collaboration) go to: bit.ly/PER_why-engage

2. Public Engagement with Research Award – Building Capacity

Recognises divisions, departments, faculties, research groups, museums, libraries, collections, colleges or platforms and programmes that have encouraged, facilitated and supported high-quality Public Engagement with Research to take place. This can be via positive changes to Public Engagement with Research practice, policy and/or procedure. Up to three winners will be selected for this category.

3. Public Engagement with Research Award – Early Career Researcher

This award recognises researchers at the early stages of their career. Up to three winners will be selected for this category.

Selection criteria

The focus of the judging panel (which includes academics and professional service staff and may include public engagement experts external to the University) will be to identify activities of the highest quality utilising the following criteria:

1 **Purpose**: Demonstration that the purpose of the activity (ie what you set out to achieve) and the target audience/s had been carefully thought through; and that the chosen method of engagement is/ was appropriate.

2 **Benefit**: Clear evidence provided of the benefits to both the researchers involved or their research and the engaged publics; and demonstration of other outcomes or impacts.

3 **Links to research**: How well the activities enabled researchers to engage the public with their own research projects.

4 **Evaluation**: Demonstration that the appropriate level of reflection/evaluation took place.

5 **Support**: Contribution to creating a positive culture of embedded, engaged research. For example: by encouraging or facilitating others to become active or sharing learning and expertise.

6 **Legacy**: The legacy or sustainability of the project/activities.

Eligibility

Public Engagement with Research – Project Awards and Building Capacity Awards

1a The Project Awards are open to individuals or groups, but group entries must name the lead entrant who will also be the key contact for the Entry. Other team members can be acknowledged in the Project Team section.

1b The Building Capacity Awards are only open to departments, divisions, research groups, GLAM* institutions and other platforms. Entries must name the lead individual who will be the key contact for the Entry. Other team members can be acknowledged in the Project Team section.

2 The Lead Contact must be a current staff member employed by the University of Oxford and expected to still be in post on 31 July 2017. Graduate students may also apply with the approval of their supervisor.

3 Other individuals that were integral to the project/activities should also agree submission of the entry and be acknowledged (in the Project Team section of the form).

4 The Project Team can include staff (researchers, academics, teaching staff, and professional service staff such as research facilitators, public engagement officers and curators) or graduate students at the University of Oxford or individuals from outside the University. Please note that the number of invitations to the VC's Public Engagement with Research Awards Ceremony per winning entry will need to be limited.

5 At least one academic or researcher from the University of Oxford must be named as the Lead Contact or included within the Project Team.

6 All external partners that were integral to the project/activities should also agree entry and be acknowledged (in the Partner section).

7 The Lead Contact is required to inform, and if appropriate, seek approval, from relevant senior staff within their department (or otherwise) regarding submission of the Entry.

8 The activity/ies must either be on-going or have been completed within the last two years (i.e. since April 2015).

9 Projects that received Awards last year are not eligible for entry to this year's Awards unless significant progress has been made.

10 Projects/ activities submitted last year that were not selected can be submitted this year, however the proposal must be recognisably different from last year's submission (for example – providing stronger evidence in regard to the selection criteria re: benefits to researchers/ participating publics; the outcomes and impacts of the activities).

11 Where appropriate, Entries must articulate the type of engaged public[1] audiences or participants. Those that aimed to engage the 'general public' or where the primary purpose was to increase student applications to the University of Oxford will not be taken forward.

12 Entrants must agree that information about the winning entries can be made public via internal and external communication channels. All content will be sent for approval to the Lead Contact, prior to publication.

13 Only online Entries will be considered.

14 Incomplete Entries will not be taken forward.

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1. Research Councils UK defines the 'public' as individuals (young people; adults or families), groups or communities who do not currently have a formal relationship with a Higher Education Institution (HEI) through teaching, research or knowledge transfer, but who may have a general or vested interests in these activities.

*Gardens Libraries and Museums

Public Engagement with Research – Early Career Researcher Awards

1 These Awards are open to Early Career Researchers employed at the University of Oxford and expected to still be in post on 31 July 2017.

2 Entrants require the support of a Referee and line manager approval.

3 Entrants must demonstrate development and delivery of a number of activities or sustained programme of activity – single interventions/ taking part in one-off events will not be sufficient.

4 Where appropriate, Entrants must articulate the specific public audiences or participants engaged. Those that aimed to engage the 'general public' or where the primary purpose was to increase student applications to the University of Oxford will not be taken forward.

5 Early Career Researchers who received Awards last year are not eligible to enter for this Category unless other significant activities/programmes have been delivered.

6 Early Career Researchers who submitted an entry last year but were not selected can send their entry this year, however the proposal must be recognisably different from last year's submission (for example – providing stronger evidence in regard to the selection criteria).

7 Entrants must agree that information about winning entries can be made public via internal and external communication channels. All content will be sent for approval prior to publication.

8 Only online Entries will be considered.

9 Incomplete entries will not be taken forward.

Key Dates

27 March 2017	Closing date for entries. Entries must be completed and submitted online by deadline.
April 2017	Entries sent for review
Late April/ Early May 2017	Judging Panel
Mid May 2017	Entrants informed of the results
24–25 May 2017	Feedback sessions for unsuccessful entrants
28 June 2017	Vice-Chancellor's Public Engagement with Research Awards Ceremony

How to Enter

Download the Word template of the Entry Form to use it as your working document and once complete, transfer the information to the online form and submit. To note: once you start your online entry form, you will not be able to save your work and submit later. Once you submit, you will receive a confirmation by email with a PDF version of your entry for your records.

Public Engagement with Research Award – Projects

- Word template: Projects.docx
- Online: Entry Form for Projects

Public Engagement with Research Award – Building Capacity

- Word template: BuildingCapacity.docx
- Online: Entry Form for Building Capacity

Public Engagement with Research Award – Early Career Researcher

- Word template: EarlyCareerResearcher.docx
- Online: Entry Form for Early Career Researcher

Contact us

For any queries please contact Dr Silvia Verdolini, Public Engagement with Research Facilitator, Research Services via publicengagement@admin.ox.ac.uk

FAQs

What do you mean by a high-quality PER 'Project'?

This can either be a specific Public Engagement with Research project or a set of engagement activities related to a research theme/ topic.

Why can't the target audience be the 'General Public'?

We're asking all entrants to be as specific as they can about their target audiences – this can of course include 'mixed audiences' but it will be important to break down who is included for example a festival audience could be: 'adults, young people and families from the Oxfordshire region'.

PER Projects Award for communications, consultation or collaboration – what if our Public Engagement with Research activities incorporate all three?

Many public engagement activities have elements of communications, consultation and collaboration with the public. Just select the one that you feel is the 'strongest' and state in the proposal that the activities/ project included aspects of all three.

Do the activities need to be completed or can ongoing activity be included?

Both are welcome; for activities that have ended – these need to have ended within the last two years to be eligible (but could have started at any time).

Who can apply?

Open to all staff across the Collegiate University - established senior academics; mid and early career researchers; DPhil students; professional services and academic support staff; curators and other museum, libraries and collections staff; college staff.

How can smaller initiatives possibly compete with large high-profile activities?

Activities of any scale are welcome and will be judged according to the outputs, outcomes and impacts in relation to the resource that is/ was available to make the activities happen.

Why do I have to submit online?

We would like to improve and evaluate our work. Online entry applications will facilitate data collection, management, and review of the entries.