PWO Publications:DESIGN STUDIO:*Design Assets:Logos:*Oxford Brand:Logo Positive versions:ox_brand_cmyk_pos.epsThe Vice-Chancellor’s   
Public Engagement with Research Awards

Case for Support – Building Capacity Category

**Closing Date for Entry: 1700 hrs, Tuesday 02 April**

Please submit this document (in PDF format) as your ‘case for support’ via [IRAMs](https://irams.ox.ac.uk/LandingPage/LandingPage) by the closing date. If you encounter any problems with the online submission please contact [publicengagement@admin.ox.ac.uk](mailto:publicengagement@admin.ox.ac.uk).

These awards recognise and reward 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.

Winning entrants will receive recognition for their achievements at the Vice-Chancellor's Public Engagement with Research Awards Ceremony that will take place on **10 July 2019**.

Please refer to the **VC PER Awards Guidelines** before completing this entry form.

1. **Entry for:**

|  |  |
| --- | --- |
| **Division/ Department/ Faculty/ Unit/ Platform or otherwise** |  |

1. **Lead Entrant Details - please note that you must be a current member of staff at the University of Oxford. Additional project team members can be added on IRAMS.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **First Name** |  | **Surname** |  |
| **Post held** | |  | | | |
| **Department, Faculty or College** | |  | | | |
| **Role in the Project** | |  | | | |

1. **Case for the Award - please refer to the judging criteria in the VC PER Awards Guidelines before completing this section and only include activities that are ongoing or have been completed within the last two years (i.e. since February 2017).**

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| --- |
| **Details of the activities (< 750 words)**  Please describe:   1. What activities have taken place to encourage, facilitate and support Public Engagement with Research? 2. How many and what types of researchers, or other staff, have participated in the activities? 3. Describe the benefits, outcomes and impacts on the researchers and other staff [for example, provided opportunities to participate; gained public engagement skills]. 4. How the activities were resourced? [Please include details of any funding received and the key source of funding] |
|  |
| **Lessons learnt (<500 words)**   1. How did you evaluate and reflect upon the capacity building activities? 2. What key lessons have been learnt in terms of capacity building for Public Engagement with Research? |
|  |
| **Engaged publics (< 500 words)**  Please provide further information on:   1. The publics that have been engaged as a result of the building capacity activities. [where possible, include both reach and types of public/ demographics] 2. The benefits, outcomes and impacts on the publics that have been engaged. |
|  |
| **Supporting materials (< 250 words)[Optional]**  Please use this section to include any additional information or links to supporting materials that could strengthen this entry for an award. This could include:   1. Up to 3 links to relevant films/ film footage of the project 2. Up to 3 quotes from researchers, project partners or public participants involved in the project 3. Links to any other material in support of your entry |
|  |
| **Additional information (<250 words)[Optional]**  Please use this space to include any key additional information that you were not able to include in other parts of the form. |
|  |

1. **Please provide details of your Head of Department or another relevant senior staff member [who will be invited to the Ceremony, in the event of an Award being made]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **First Name** |  | **Surname** |  |
| **Post Held** | |  | | | |
| **Dept/ Faculty/ Unit** | |  | | | |
| **Email** | |  | | | |

Please tick to demonstrate that the appropriate approval has been attained for the submission of this Entry

**If available, please also provide the personal/executive assistant contact details of the person you specified above.**

|  |  |
| --- | --- |
| **Email** |  |

1. **Departmental (or otherwise) Communications Officer/ Manager Contact**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | **First Name** |  | **Surname** |  |
| **Post Held** | |  | | | |
| **Email** | |  | | | |

1. **Do you want to subscribe to the PER Digest: the University of Oxford’s monthly Public Engagement with Research Newsletter?**

|  |  |  |
| --- | --- | --- |
| Yes | No | Already subscribed |

1. **Privacy Notice**

Please check the relevant boxes below to state whether you consent to the Research Services Public Engagement with Research (PER) Team using the personal data and other information you have provided in this form and on IRAMS to process your entry to the VC’s PER Awards and for internal assessment and communications purposes regarding the scheme, the Awardees and the Awards ceremony.

If you wish to receive the PER Digest, please tick the relevant box below regarding the use of your personal data (email address only) provided in this form to be used for the management of your subscription. If you wish to unsubscribe from the mailing list at any time, email ‘STOP PER Digest’ to [publicengagement@admin.ox.ac.uk](mailto:publicengagement@admin.ox.ac.uk).

You can read the privacy notice associated with this application [here](https://www.ox.ac.uk/sites/files/oxford/Entry%20privacy%20notice.pdf).

**Vice Chancellor’s PER Awards**

I DO wish to submit my personal details and the information provided in this form for the purpose of processing my entry, internal assessment and communications.

I DO NOT wish to submit my personal details and the information provided in this form for the purpose of processing my entry, internal assessment and communications.

**PER Digest**

I DO wish to submit my personal details provided in this form for the purpose of subscribing to the PER Digest mailing list

I DO NOT wish to submit my personal details provided in this form for the purpose of subscribing to the PER Digest mailing list

Thank you for entering the Vice Chancellor’s Public Engagement with Research Awards.