ENRICHING ENGAGEMENT: Guidance Notes
Closing Date: noon, Tuesday 12 May 2020

Introduction

1. Enriching Engagement is piloting a new way of running the Wellcome Public Engagement Enrichment grants scheme by the provision of devolved funding to the University of Oxford to allocate as internal grants.

2. Enriching Engagement is open to Wellcome grant holders and awardees (across all disciplines) at the University of Oxford, to develop and deliver Public Engagement with Research projects. These projects must engage the public with the research within the main Wellcome research award or grant.

3. The Principal Investigator of the Enriching Engagement application must be the awardee or the grant holder (either the Principal Investigator or named Co-Investigator) of the main Wellcome research award or grant. Enriching Engagement co-applicants can include other researchers, public engagement officers and other professional services staff and external partners.

4. For the pilot period (July 2019 – September 2020), all Wellcome-funded researchers at the University of Oxford can no longer apply to Wellcome directly for this funding; they must instead apply to the University’s Enriching Engagement scheme. The exception to this is researchers that are part of the Wellcome-University of Oxford Africa-Asia programme (including MORU; OUCRU and KEMRI). In this case – please get in touch with your key contact at Wellcome in the first instance.

5. There are also some schemes from which you cannot apply for Enriching Engagement funding (see page 5). If you have a Strategic Award, please contact Dr. Hanna Smyth (Grants Officer, hanna.smyth@admin.ox.ac.uk) to discuss your eligibility.

6. The Enriching Engagement pilot period (July 2019 – September 2020) involves two separate funding rounds. Round 1 closed in September 2019, with awards made in autumn 2019 for projects lasting until 2021. Round 2, the current round, opened 3 February 2020 and closes 12 May 2020. The projects it funds may extend as far as 2023. The allowable project length depends on whether you are applying for a small or large award, and length of main Wellcome grant – see point 11 below.

7. A key part of this pilot scheme is providing support and guidance to increase the quality of proposals and impact of the resulting funded projects. There is significant expertise on
offer from the University’s Public Engagement staff (based in Research Services and the Divisions) to support applicants in developing their ideas and shaping their plans through workshops and one-to-one meetings.

8. All potential applicants are strongly encouraged to attend at least one of the pre-application workshops or a one-to-one surgery to discuss and develop their proposal ideas and plans. This will also avoid considerable time being invested into a proposal that is out of scope or ineligible.

9. Applications from those that are new to or experienced in Public Engagement with Research are welcome.

10. The closing date for applications is noon on Tuesday 12 May 2020.

11. Two levels of funding are available:

   - The **Small Awards** (£10k - £40k; < 2 years*) are aimed at those that wish to develop smaller-scale high-quality projects; or to pilot a new and innovative idea; and for those who are new to Public Engagement with Research.

   - The **Large Awards** (£50k - £100k; < 3 years*) will be aimed at those that have at least some public engagement experience and wish to embark on a larger scale and longer project; this may be a new activity or to scale-up and enhance a successful pilot activity.

   *or until the main Wellcome research grant ends; *Enriching Engagement* grants must be coterminous with the main Wellcome research grant.

Please note that the *Enriching Engagement* award size you apply for does not have to be commensurate with the size of your main Wellcome grant/award. Those holding relatively small Wellcome grants may apply for *Enriching Engagement*’s Large Awards (noting that these are aimed at those with existing public engagement experience); and those holding relatively sizable Wellcome grants are welcome to apply for an *Enriching Engagement* Small Award if they are new to public engagement with research or wish to pilot a new idea.

12. In terms of Public Engagement, the ‘public’ is defined as individuals (young people; adults or families), groups or communities **who do not have a professional purpose for engaging** - but who may have general or vested interests in the research.

13. *Enriching Engagement* grants cannot be used for

   - engagement activities that are essential to carrying out your research in an ethical way, for example consulting with community advisory panels or communicating research findings to research participants;

   - engagement with those that are engaging with a professional purpose, for example policy makers, scientists, healthcare professionals and public engagement professionals, without the involvement of public voices;
• engagement with undergraduate students, or those where the primary purpose is to increase student applications to the University of Oxford (or other Universities).

If you work with patients as part of your main Wellcome grant research, and you wish to apply for funds to conduct PPI (Patient and Public Involvement) please contact Brain Mackenwells (brian.mackenwells@medsci.ox.ac.uk) in the first instance, as some PPI activities are out of scope.

14. The Enriching Engagement grants scheme is developed and delivered by the Public Engagement with Research teams in Research Services and the Medical Sciences Division.

How to apply

IRAMS

15. Proposals are submitted via the University’s Internal Research Award Management System (IRAMS).

i. Complete the online application form on IRAMS.

ii. Download the Case for Support template [Word.doc] that is available from here and once complete, save as a PDF and upload the document as your ‘Case for Support’.

iii. Applicants whose applications are eligible and in scope will be invited to discuss their proposal with the funding panels, which will take place on Thursday 28 May and Wednesday 3 June. Please state in your Case for Support which date(s) you can attend. Please note that in the event a large number of applications are received, shortlisting may occur before the funding panel stage.

IRAMS Application Form

16. The online IRAMS application form requires a financial breakdown of the project. For each budget line please describe the costs being requested in the corresponding ‘Description’ field, and if appropriate, a justification.

17. Once you enter the ‘Purpose’ for three budget lines, more budget lines will become available on the online form.

18. All direct costs required to develop, deliver and evaluate the project are allowed. Further information on eligible costs are provided on pages 5-6.

19. A University cost centre is needed to host an award and funds must be managed through a Department or Faculty.

20. Applications are automatically submitted to your Department or Faculty, via IRAMS.
21. Applicants are advised to consult with their departmental approver prior to applying to ensure their application will be approved, and once submitted that the application is approved in a timely manner to avoid unnecessary delays.

**Case for Support**

22. Your proposal must identify the target public audiences or public participants that the project aims to engage. You can define your target group by a range of demographic factors. This could include by age, location, gender; socioeconomic status or a particular community. Target groups can also be defined by their interests, attitudes or views. Please note that projects that aim to target the ‘General Public’, are unlikely to be funded.

23. Applicants are also required to identify the key Purpose of the activity:

*To inform and inspire the public about your research*: Researchers informing and inspiring public audiences about their research. Possible techniques include: participation in festivals; interactive talks and shows; films and animations.

*To consult and listen to public views about your research*: To inform researchers on the public’s views or concerns about the direction of research, or an opportunity to hear fresh perspectives and insights. Possible techniques include: public debates; online consultations; panels and user-groups.

*To collaborate with the public on shaping, defining or carrying out your research*: Whereby researchers and the public work together on projects or help define future research direction, policy or implementation of research outcomes. Possible techniques include: crowd-sourcing; citizen science; co-production of knowledge.

**Communication and Reporting requirements**

24. Summary details of the Awards made will be published via internal and external communication channels.

25. Please note that successful Awardees will be required to submit a more detailed evaluation plan for their project at the beginning of the project development phase. Support and guidance will be available.

26. Awardees are required to provide details of their lessons learnt, the outcomes and impacts of their project through reporting and other means; and will be requested to give feedback on their experience of participating in this pilot scheme.

**Privacy and Confidentiality**

27. The University of Oxford and the funder, Wellcome, are committed to safeguarding your personal information in accordance with data protection law.
28. We will use your information for: monitoring and reporting purposes; evaluating and reporting purposes; and research, learning and reporting purposes to Wellcome. We will share information about your application for these purposes with individuals and organisations outside of the University of Oxford. These include Wellcome and external evaluation consultants who have been commissioned by the University of Oxford and Wellcome to evaluate the effectiveness, efficiency and impact of the funded projects and overall funding scheme. Your application will also be sent in full to the members of the funding panel who will be assessing it - these are internal and external academics and public engagement professionals.

29. As part of the evaluation of the grant scheme, you may be contacted by the evaluation consultants commissioned by the University of Oxford and Wellcome, to take part in evaluation activities to explore your experiences of applying for this grant scheme.

Selection criteria

30. Selection criteria for the *Enriching Engagement* awards are as following.

- The potential for the project to enhance your research or its impact in some way. *For example this could include one of the following: shaping research direction; providing new perspectives; raising debate and dialogue on social and cultural contexts of the research; public participation in collecting or analysing data through Citizen Science; sharing the research findings to enable cultural enrichment or empowering people through increased knowledge and understanding.*

- The potential for the project to result in benefits to the engaged publics.

- Clear evidence that the purpose of the engagement and target public audiences or public participants have been carefully thought through and articulated; and that the chosen way to engage is compelling and appropriate to reach the target groups and achieve the objectives.

- How well the project relates to the specific research within the main Wellcome research grant.

- The potential to build capacity for high-quality Public Engagement with Research through enhancing the public engagement skills, knowledge and experience of Wellcome-funded researchers.

- The appropriateness of the budget, justification for the costs and value for money.
Contact & Further Information

- For enquiries, please email Dr Hanna Smyth, Public Engagement with Research Grants Officer, on the Research Services team – hanna.smyth@admin.ox.ac.uk.

- Read about the most common areas in which applications to this scheme could be improved, in the following guide produced by Wellcome: Research Enrichment – Public Engagement: ten common pitfalls [PDF 273KB].

- For further information on how to plan high-quality Public Engagement with Research activities; toolkits; guidance; resources and examples of best practice, go to: www.ox.ac.uk/research/public-engagement

- You can also read about Wellcome’s approach to engaging the public: https://wellcome.ac.uk/news/wellcomes-approach-engaging-public-going-change

APPENDIX

Who can't apply?

- Biomedical Vacation Scholarships
- Doctoral Studentships
- Engagement Fellowships
- Four-year PhD Studentships in Science
- International Master's Fellowships
- Master's Studentships in Humanities and Social Science
- PhD Training Fellowships for Clinicians
- Public Engagement Fund
- Seed Awards in Humanities and Social Science
- Seed Awards in Science
- Small Grants in Humanities and Social Science
- Sustaining Excellence Awards
- The Hub Award

If you have a Strategic Award, please contact Dr. Hanna Smyth (Grants Officer, hanna.smyth@admin.ox.ac.uk) to discuss your eligibility.

What costs can be applied for?

Funds can be used for a range of costs including:

- Dedicated salaried posts, where justified

  We will provide costs for staff who will coordinate and support the development of your public engagement programme if you have a public engagement programme with substantial reach and impact.
We don't cover the salaries of staff already funded by their organisation.

- Other personnel costs directly related to the programme, including salary replacement or cover, eg teaching staff
- Consultancy costs and project management fees
- Direct activity and production costs, including venue costs, equipment and materials relevant to public engagement, training and development for you and any staff employed on your grant
- Travel costs

We will provide travel costs for you to: attend relevant training or public engagement conferences; visit audiences and collaborators; develop and deliver your public engagement activities; support the involvement of collaborators and audiences.

You can also ask for costs to cover caring responsibilities if you or any staff employed on your grant attend a conference. This includes childcare and any other caring responsibility you have, provided:

- Wellcome is paying your salary
- the conference is directly related to your public engagement programme
- the caring costs are over and above what you’d normally pay for care
- the conference organiser and your employing organisation are unable to cover the costs
- you can ask for up to £1,000 per person for each conference

- Evaluation, including formative/development costs
- Administration costs that are not already covered by other funding
- Marketing and publicity costs for events and activities
- Enhanced Disclosure and Barring Service (DBS) checks

We will provide costs for enhanced DBS checks (formerly Criminal Records Bureau checks) for applications in the UK. If you are a scientist, these are free if you register to be a Science and Engineering Ambassador (opens in a new tab).

- Contingency costs, as long as these are reasonable and you can justify them
- VAT on fees where the VAT can't be reclaimed.