

ENRICHING ENGAGEMENT: Guidelines

Closing Date: 5pm, Friday 20 September 2019

Introduction

1. This grants scheme (*Enriching Engagement*) is piloting a new way of awarding [Wellcome Public Engagement Enrichment](#) Funding 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 Principle Investigator of the *Enriching Engagement* application must be the awardee or the grant holder (either the Principle 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 – July 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 only exception to this is researchers that are part of the [Wellcome-University of Oxford Africa-Asia programme](#) (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).
6. 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.
7. All potential applicants are **strongly encouraged** to attend at least one of the 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.

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

9. The closing date for applications is 5pm on the 20 September 2019.

10. Two levels of funding are available:

- The **Small Awards** (£10k - £30k; < 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*) are 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 up until the main Wellcome research grant ends; *Enriching Engagement* grants must be coterminous with the main Wellcome research grant.

11. 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 (such as research users; patients etc).

12. *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 specialist audiences, 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.

13. 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

14. 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 IRAMS and once complete, save as a PDF and upload the document as your 'Case for Support'.
- iii. All applicants will be invited to discuss their proposal with the funding panels, which take place on:

Tuesday 1st October 2019

Tuesday 8th October 2019

Please state on your Case for Support which date(s) you can attend.

IRAMS Application Form

15. 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.

16. Once you enter the 'Purpose' for three budget lines – more budget lines will become available on the online form.

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

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

19. Applications are automatically submitted to your Department or Faculty, via IRAMS.

20. 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

21. Your proposal must identify the 'type' of 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.

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

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

To consult and listen to public views: To inform researchers on the public's views or concerns about the direction of research, and also an opportunity to hear fresh perspectives

and insights. Possible techniques include: public debates; online consultations; panels and user-groups.

To collaborate with the public: 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

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

24. 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.

25. 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 feedback their experience of participating in this pilot scheme.

Selection criteria

- 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 for 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 publicengagement@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](#)

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.