Public Engagement with Research Leadership Scheme
Guidance Notes

Applications are welcome at any time until the Closing Date on Thursday, 25 July 2019 at 5pm

1.0 Overview

1.1.   This scheme is for researchers/ academics to take on a leadership role in a culture change project for their departments and faculties to enhance support Public Engagement with Research (PER).

1.2   The scheme is designed for researchers and academics who have a strong interest in Public Engagement with Research; who want the opportunity to enhance and demonstrate their leadership skills within an academic environment; and to explore new ways of working through facilitating change.

1.3   Up to eight researchers will be offered the opportunity to take part in this Public Engagement with Research Leadership scheme (August 2019 – July 2020) with up to £5k each of funding.

1.4   In addition to receiving funding, the cohort of PER Leaders will also take part in a programme of sessions and events in which they will explore, discuss and debate Public Engagement with Research, culture change and leadership approaches; and to develop their plans to better support engagement within their departments.

1.5   The closing date for applications is 5pm, 25 July 2019; decisions will be announced in August 2019.

2.0 Public Engagement with Research (PER)

2.1   Proposals are sought from researchers to lead, support and facilitate PER culture change within their departments; with the aspiration that PER becomes an increasingly valued and recognised activity for research staff and research students to undertake.

2.2   The range of possible strategic activities that can better support Public Engagement with

Research (PER) culture change is varied and may include one or more of the following activities:

- development of a PER strategy/ plan
- demonstration of PER leadership
- reward and recognition
- provision of PER training
- raising understanding of PER and its value through communications activities
- encouraging buy-in from senior-staff
- provision of PER seed funding
- scoping to better understand the successes, challenges, barriers and enablers to conducting PER
- facilitating opportunities for staff to take part in PER activities and events
- development of PER resources or activities for staff to use
- setting up of a PER network/ Community of Practice.

This list is not exhaustive and PER Leaders are welcome to try out new ideas for fostering a culture in which PER can flourish.

2.3   The PER Leaders will be supported to develop their departmental PER Culture Change plan by taking part in the PER Leadership programme sessions. Researchers are not required to propose a fully developed action plan at the time of application but are required to explore and articulate the current Strengths, Weaknesses, Opportunities and Threats ('SWOT analysis') with regard to their department's current support for PER.

2.4   Please note that this Leadership Scheme is for strategic activity and is not for PER Leaders to develop their own engagement activities and projects; funding for this is provided by the University's PER Seed Fund (click on the Funding Tab).

2.5   Definition: Public Engagement with Research refers to a wide range of ways of engaging members of the public with the design, conduct and dissemination of research. The societal and research benefits of public engagement are varied but include collaborative approaches (e.g. involving members of the public affected by the issue being studied as active research collaborators); consultative approaches (e.g. seeking public views on research findings or forecasts); and informative approaches (e.g. reaching new public audiences through various forms of media or events).

2.6   The 'public' is defined as those **without a professional interest in the research** (for example, policy makers and industry are excluded) but this may include individuals (young people; adults or families), groups or communities who have general or vested interests in the research. Widening access and encouraging individuals to consider applying to Oxford does not come under the remit of Public Engagement with Research at the University of Oxford.

3.0   Funding, Eligibility & Participation

3.1   Up to £5k of funding is available to support each PER Leader for direct project costs and activity expenses focused on better supporting Public Engagement with Research within their departments and faculties. Ineligible costs include overheads or indirect/estates costs, general office supplies and computer hardware.

3.2   An applicant must be an employee of the University and be an independent researcher (i.e. conduct independent research; has secured their own grant funding/ fellowship funding) and ideally, expected to still be in post until at least July 2021. Applicants without independent status will be considered, but further details and a justification is required.

3.3   Applicants must commit to taking part in the PER Leadership programme of sessions, events and workshops – please see the section 4.0 below and the Guidelines for further details.

3.4   Applicants must have the support of their department/ faculty and have the necessary permission to participate in this PER Leadership scheme.

3.5   If the department already has an existing role for public engagement (such as Academic Public Engagement Leads/ Champions or Public Engagement Facilitators), the applicant is expected to work alongside this/these individual/s and explore how their contribution as a PER Leader will enhance, not duplicate, existing activity in this area.

3.6   Applicants can assign their time for this PER Leadership programme as part of their Continuing Professional Development (CPD). If required, up to 50% of the costs may also be put towards hourly paid research or teaching assistance.

3.7   A supporting letter from the Head of Department is required. Agreement from other senior staff may also be required, such as the applicant's research group leader or equivalent.

4.0   PER Leadership Programme

4.1   In addition to funding, a key part of this programme is participation in a number of sessions and workshops throughout the year. The sessions will include discussion and debate amongst the PER Leadership cohort, as well as interacting with a mix of engaging internal and external speakers; trainers and facilitators with in-depth expertise of Public Engagement with Research; culture change; evaluation and leadership.

4.2   The programme will provide support and development opportunities and will also create a space for participants to be challenged and to experiment.

4.3   The details of the programme are as follows:

When	What	Why
August/ September 2019	EDGE analysis	PER Leaders will conduct an [EDGE analysis](#) for their department/ faculty which is a technique used to self-assess the support for PER within their department (or to conduct a review of the EDGE analysis if one has already been completed).
September 2019	**Session 1** (full day): Engagement	Review EDGE analyses and explore PER and culture change in greater depth; an introduction to leadership; start making departmental PER Culture Change plans.
October 2019	Planning	Develop departmental PER Culture Change plans, with other colleagues as appropriate, to better support PER in your department.
October 2019	**Session 2** (full day): Culture Change	Share and discuss activity plans to influence departmental culture change; explore PER, culture change, profile raising and leadership in greater depth.
November 2019 – March 2020	Development and delivery	Develop and deliver the activities as laid out in your PER culture change plan.
March 2020	**Session 3** (full day): Review	Review progress; discuss challenges and successes re: PER, culture change and leadership; think about legacy/ sustainability.
March – July 2020	Development and delivery	Develop and deliver the activities as laid out in your PER Culture Change plan.
June/July 2020	**Session 4** (half-day): Reflections	Evaluation and an opportunity to reflect on progress made; explore legacy opportunities and next steps.
June/July 2020	PER Leadership event	A celebratory event with senior leaders from the University.

5.0   Application Process

5.1   Applications are submitted via the University's Internal Research Award Management

System (IRAMS).

5.2   This is a two-part process:

- Complete the IRAMS online application form; your Case for Support (Word.Doc) and secure your letter of support from your Head of Department (HoD) or equivalent.

- Merge the Case for Support and HoD supporting letter into one PDF and upload it onto IRAMS.

5.3   The online application form requests a financial breakdown of the project. The total amount to be requested is £5,000; if required, please insert any costs you intend to put towards research or teaching assistance (up to £2500) and provide a justification; list the remaining costs (up to a total of £5000) as the Culture Change activity costs. The breakdown for the latter will be finalised at a later date once the plans have been developed.

5.4   All funds must be spent by 31 July 2020 so all costs should be attributed to Year 1 only.

5.5   Applications are automatically submitted to your department. Subject to departmental approval, your application will be reviewed and the decisions will be made by an internal panel of Oxford academics and PER staff.

5.6   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 delay.

6.0   Selection criteria

- The benefits to you
- The benefits to your department or faculty
- The potential of the department or faculty to undergo a step-change with regard to positive and lasting culture change for PER
- The level of evident support and commitment for your proposal and for PER culture change from your department or faculty
- Where appropriate, how you will work with existing colleagues that have a role in embedding public engagement into the department

Award holders will hold the title of 'Public Engagement with Research Leader' for the duration of this project.

7.0   Contact & Further Information

7.1   Enquiries are welcome at any time; please email publicengagement@admin.ox.ac.uk or contact a member of the Public Engagement with Research team on 01865 289938 or 01865 616571.

7.2   Applicants may also wish to discuss their applications with their Divisional public engagement leads.

7.3   Further information:

7.3.1: University of Oxford' Public Engagement with Research programme of activities: www.ox.ac.uk/research/public-engagement; which includes a link to the University's Strategic Plan for Public Engagement with Research.

7.3.2: University of Oxford's Final Report re: the UKRI Catalyst Seed Fund project to facilitate PER Culture change at Oxford.

7.3.3: Further background and context re: PER culture change in UK universities from the National Coordinating Centre for Public Engagement.