 

**PER Culture Change Fund 2021-22**
**Application Guidance**

**Rolling deadline: September 2021 to 31 May 2022 or until funds are spent**

**Introduction**

1. This Fund is an internal grant scheme to support building capacity for Public Engagement with Research (PER) at the departmental level.

2. Applications are invited from those representing departments / faculties (hereafter referred to as ‘departments’) and applicants can be from any staff member employed in that department including researchers, public engagement professionals and other staff.

3. The main applicant must be a researcher or professional services staff member at the University of Oxford, affiliated with the department on whose behalf they are applying. Co-applicants are welcome but not required, and can include any other member of the department, including graduate students. Graduate students may be co-applicants but cannot apply independently. Divisional staff are eligible to apply on behalf of or in support of a department.

4. This scheme is open for applications from September 2021 on a rolling basis until the grant scheme funds are spent or by 31 May 2022, whichever comes first.

5. All the funds in the awarded grants must be spent by 31 July 2022.

6. Proposed budgets may be between £1,500 and £4,000.

7. Applications are welcome from applicants whose departments have previously had PER Leadership (2019-2021) or Departmental PER Seed Fund (2021) awardees. These are former funding schemes administered by Oxford’s PER team (Research Services) that have been discontinued and replaced by this PER Culture Change Fund.

**What can be applied for**

8. Funds can be requested to support activities and projects that build research staff and/or research student capacity in Public Engagement with Research and/or for activities that contribute to ongoing departmental support for Public Engagement with Research.

9. The University of Oxford defines Public Engagement with Research as, *“the many ways that members of the public can be involved in the design, conduct and dissemination of research. High-quality engagement is a two-way process with the goal of generating mutual benefit between the public and researchers and ultimately enhancing the quality or impact of research”* (from the [University’s PER Strategic Plan)](https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20-%20Public%20Engagement%20with%20Research%20Strategic%20Plan.pdf).

10. Example activities / projects could include:

* Provision of Public Engagement with Research (PER) training / workshops for researchers / research students
* Development and delivery of PER activities, events and resources that enable a number of staff to participate
* Development of a departmental PER strategy
* PER seminar series
* Provision of PER seed funding
* Departmental PER Awards

11. The activities/ projects must be focus on enabling/facilitating a number of staff to benefit and cannot be used to support an individual researcher-led PER project (which is the purpose of the [PER Seed Fund](https://www.ox.ac.uk/research/public-engagement/engagement-funding/seed-fund)).

12. Please note that proposed activities that aim to reach undergraduate students, or those where the primary purpose is to increase student applications to the University of Oxford, are not eligible for this scheme.

13. Proposed activities that are focused on building capacity for policy or business engagement are not eligible for this scheme and are encouraged to explore the University’s [Knowledge Exchange Seed Fund](https://researchsupport.admin.ox.ac.uk/funding/ke-seed-fund).

**Application Process**

14. Applications are submitted via the University’s [Internal Research Award Management System (IRAMS)](https://researchsupport.admin.ox.ac.uk/applying/howto/irams).

15. This is a two-part process:

i) Complete the online application form within IRAMS.

ii) Upload the Case for Support in PDF format (using the Word template, available for download in the IRAMS application system and [on the Oxford PER website](https://www.ox.ac.uk/research/public-engagement/engagement-funding/culture-change-fund)); which should be saved to PDF before submitting.

16. The online 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. Once you enter the ‘Purpose’ for three budget lines, more budget lines will become available on the online form. Attribute all costs to Year 1 on the budget form – all funding must be spent before 31 July 2022.

17. All direct costs required to develop, deliver and evaluate the project are allowed. This fund will not cover the salaries of staff who are already funded, but replacement/buy-out costs are permitted and costs for freelance public engagement consultants/trainers are also welcome.

18. The Case for Support form for this funding scheme includes a section where you are asked to complete an EDGE analysis for your department. Please see the PER Culture Change Fund Edge Analysis document [on the Oxford PER website](https://www.ox.ac.uk/research/public-engagement/engagement-funding/culture-change-fund) for guidance on how to complete this.

19. IRAMS applications are automatically submitted to your department. After passing departmental approval, your application will be assessed by two reviewers (academic and/or professional services staff). Their review and recommendations will be sent to the University’s PER Academic Champion or a member of the University’s PER Academic Advisory Network to make the final funding decision based on the reviews / recommendations.

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 delay.

21. The applicant’s Head of Department (or equivalent, or other senior departmental role) must be aware of and support the application – there is a section in the Case for Support form where you will be asked to provide details of this.

22. Applicants applying on behalf of Oxford-based Wellcome centres should contact [Naomi Gibson](https://www.medsci.ox.ac.uk/divisional-services/staff/naomi-gibson) (Public Engagement Coordinator, Medical Sciences), before proceeding with their application.

23. Enquiries are welcome at any time; contact details provided at the end of this document. Applicants may also seek support for developing their proposals from the [Divisional public engagement leads](http://www.ox.ac.uk/research/public-engagement/contact); and are strongly advised to involve their departmental public engagement professional services staff, if their department has such staff posts.

**Selection criteria**

24. Selection criteria for this funding scheme are as follows:

* The potential to make a positive change to the PER capacity, culture, and/or confidence of the department and its members, including clear details on the projected benefits to both the staff involved in the activities and the wider department.
* Clear objective(s) for the proposed activities, aligning to demonstrated need, as evidenced by the EDGE analysis provided in the Case for Support.
* Clear evidence that the purpose of the proposed activity has been carefully thought through and articulated; that the purpose and that the chosen type of activity is appropriate to achieve the objectives.
* Justification for the costs and value for money.
* The plans for reflection and evaluation of the project.
* Clear plans for the project’s legacy or aftereffects of some kind.

**Finance and Reporting requirements**

25. Please note that successful awardees will be required to submit a more detailed evaluation plan for their project shortly after being notified of their application’s successful outcome. Support and guidance will be available.

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

27. Awardees are required to provide a final summary of the activity at the close of the award.

28. A University of Oxford cost centre is needed to host an award. Funds must be managed through a Faculty or Department.

29. This funding scheme is supported by the University’s Higher Education & Innovation Fund (HEIF) and the Wellcome Trust’s Institutional Strategic Support Fund (ISSF) grant to Oxford.

**Contact & Further Information**

For enquiries, please contact Dr Hanna Smyth, Grants Coordinator, PER team (Research Reservices); hanna.smyth@admin.ox.ac.uk.

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

For advice and support on the development of your proposal plans and ideas, please contact your [Divisional Public Engagement Lead.](https://www.ox.ac.uk/research/public-engagement/contact)

