Departmental Public Engagement with Research Seed Fund Application Guidance

Rolling deadline – from January 2021

Introduction

1. This Seed 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 January 2021 on a rolling basis until the grant scheme funds are spent.

5. All the funds in the awarded grants must be spent by 30 July 2021.

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

What can be applied for

6. 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.

7. 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).

8. 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

9. 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).

10. 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.

11. 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.

Application Process

12. Applications are submitted via the University's Internal Research Award Management System (IRAMS).

13. 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); which should be saved to PDF before submitting.

14. 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 30 July 2021.

15. 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.

16. 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 Departmental PER Seed Fund EDGE Guidance for guidance on how to complete this.

17. 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, selected for the relevance of their expertise to your specific application). 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.

18. 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.

19. 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.

20. Applicants applying on behalf of Oxford-based Wellcome centres should contact Dr Hanna Smyth, Grants Officer (PER team, Research Services), before proceeding with their application; hanna.smyth@admin.ox.ac.uk.

21. 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; and are strongly advised to involve their departmental public engagement professional services staff, if their department has such staff posts.

Selection criteria

22. 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

23. 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.

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

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

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

27. 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 Officer, PER team (Research Reserives); 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.

For advice and support on the development of your proposal plans and ideas, please contact your Divisional Public Engagement Lead:

- Humanities Division: Dr Victoria McGuinness (Head of Cultural Programming and Partnerships)
- Mathematical, Physical and Life Sciences Division: Dr Michaela Livingstone-Banks (Public Engagement Facilitator)
- Medical Sciences Division: Brian Mackenwells (Public Engagement Coordinator)
- Social Sciences Division: Aileen Marshall-Brown (Senior Research Impact Facilitator)