 

**Departmental Public Engagement with Research Seed Fund**
**Case for Support**

The Departmental Public Engagement with Research (PER) Seed Fund is accepting applications from January 2021 onwards on a rolling basis until the scheme funds are spent, welcoming proposals between £1.5k - £4k. This Seed Fund is an internal grant scheme to support building capacity for PER at the departmental level. Applications can be made by either academics or professional services staff, on behalf of their department / faculty (referred to as ‘department’ from here on).

Please also refer to the [Application Guidance](https://www.ox.ac.uk/research/public-engagement/support-researchers) before completing this Case for Support.

**1. Your details (‘Principal Investigator’ as entered on IRAMS application)**

Full name, including title:

Post held:

Department:

Name and email of Department finance contact:

Any further details you wish to provide regarding the co-applicants you have listed on your IRAMS application form:

**2. Your department - contextual information**

Please provide contextual information about your department. e.g. remit, numbers of staff/students, division affiliation.

**3. Your department – EDGE analysis**

All applicants are required to complete an EDGE analysis as part of the proposal; this easy-to-use tool enables you to self-assess the current support for PER in your department to explore where additional support and activities would be beneficial. Please see the [Departmental PER Seed Fund EDGE Guidance available on the Oxford PER website](https://www.ox.ac.uk/research/public-engagement/support-researchers) for further details on how to complete an EDGE analysis.

Copy and paste your completed EDGE analysis matrix below. Please include the names of any colleagues you consulted or collaborated with to develop your EDGE analysis.

An EDGE analysis may already have been completed for your department and if so, you may include it here – there is no need to repeat the exercise unless that is preferred. In this case, please also provide details of the original author and year it was created.

**4. Description of proposed activity**

Please provide further details below on your proposed activities/ project for this funding scheme, including:

a) Objectives/ aims

b) Description of the activity/ project

c) The target number and type of staff (researchers/ professional services) or research students that will participate. What will the benefits/ outcomes on these participants be and how?

d) Initial thoughts on how you plan to evaluate the activity (additional support will be available to awarded projects)

e) Brief project plan/ timeline

f) Describe the project’s potential legacy

**5. Justification for Costs**

Where appropriate, you can use this section to provide more details of your proposed budget that you have provided via the IRAMS application form.

**6. Covid-19 contingency plans**

Please outline contingencies you will put in place, should face-to-face interactions be planned in your proposal and then not be possible or require social distancing due to Covid-19 measures. (Up to 200 words).

**7. Publicity summary**

If awarded, this summary of your proposed activity will be published online. (Up to 200 words)

**8. Head of Department approval**

Please confirm in writing here that your Head of Department (or equivalent, or other senior departmental role) is aware of and supports your application; please include their name and job title and the date confirmation of support was received.

**9. PER Digest**

Would you like to receive the PER Digest? A monthly internal email newsletter with updates on Public Engagement with Research opportunities, news and calls for funding.

**(yes/no/already subscribed)**

