The Vice-Chancellor's Public Engagement with Research Awards Guidelines

Introduction

These awards recognise and reward those who undertake high-quality Public Engagement with Research (PER) and/or have contributed to building capacity in this area. Entrants can be at any level in their career and activities of any scale are welcome.

Public Engagement with Research describes the many ways that the public can be involved in the design, conduct or dissemination of the research process.

High-quality engagement involves interaction between researchers and the relevant public audiences or participants (who can be local, regional, national or international), with the aim that there is benefit to both parties and the ultimate goal of shaping or enhancing the quality or impact of the research.

Th VC PER awards is co-ordinated by Research Services, with the support of the Academic Divisions and other colleagues from across the University, and is overseen by the University's Academic Champion for Public Engagement with Research.

The winning entries receive recognition for their achievements at the Awards Ceremony, which will take place on Wednesday 10 July 2019. The winner of the VC's Choice Award will also be announced at the ceremony and will receive a prize of £1,500.

Categories

There are three categories of Award:

1. Public Engagement with Research Award – Projects
For which there are three themes:

- Public Engagement with Research Award for Communications: for projects that have informed and inspired the public about research.

- Public Engagement with Research Award for Consultation: for projects that have engaged in two-way conversations about research and listened to public views.

- Public Engagement with Research Award for Collaboration: for research projects that have involved collaborating with the public, including co-creation, co-production of knowledge and citizen science.

Up to six winners will be selected for this category.

For further information on the different types of Public Engagement with Research (communications; consultation and collaboration) go to: www.ox.ac.uk/research/public-engagement/why-engage

2. Public Engagement with Research Award – Building Capacity

Recognises divisions, departments, faculties, research groups, museums, libraries, colleges or platforms and programmes that have encouraged, facilitated and supported high-quality Public Engagement with Research to take place. This can be via positive changes to Public Engagement with Research practice, policy and/or procedure. Up to three winners will be selected for this category.

3. Public Engagement with Research Award – Early Career Researcher

This award recognises researchers at the early stages of their career, including DPhil students. Up to three winners will be selected for this category.

Selection Process and Criteria

There is a three-stage approval, review and selection process. Entries are:

i) sent for approval to the relevant department via IRAMS
ii) reviewed by a panel of public engagement and/or impact staff
iii) discussed and the winners selected by the VC PER Awards Academic Panel, which consists of a cross-disciplinary panel of academics and researchers from the University of Oxford and chaired by the University's Academic Champion for Public Engagement with Research.

The Selection Criteria are as follows:

1. **Purpose**: Demonstration that the purpose of the activity and the objectives (i.e. what you set out to achieve) and the target public audiences or participants have been carefully thought through; and that the chosen method of engagement is/ was appropriate.

2. **Benefit**: Clear evidence provided of the benefits to both the researchers involved and/or their research and the engaged publics; and demonstration of other positive outcomes or impacts.

3. **Links to research:** How well the activities enabled researchers to engage the public with their own research.

4. **Evaluation:** Demonstration that the appropriate level of reflection/evaluation took place.

5. **Building capacity:** Contribution to creating a positive culture of engaged research. For example: by encouraging or facilitating others to become active in PER or sharing learning and expertise.

6. **Legacy:** The legacy or sustainability of the project/activities.

Eligibility

Public Engagement with Research – Project Awards and Building Capacity Awards

1. The Awards are open to individuals or teams; team entries must have a named Lead Entrant who will also act as the key contact. Other team members can be acknowledged in the relevant sections on IRAMS.

2. The Lead Entrant must be a current staff member employed by the collegiate University of Oxford and expected to still be in post on 31 September 2019.

3. Other individuals and organisations that were integral to the project/activities must also agree submission of the Entry and be acknowledged in the relevant IRAMS section.

4. Co-entrants can include staff (researchers, academics, teaching staff, and professional service staff such as public engagement officers; impact facilitators and curators) or DPhil students at the University of Oxford or external individuals and partners from outside the University. Please note that the number of named individuals on the Awards communications and invitations to the Awards Ceremony per winning entry will need to be limited.

5. At least one academic or researcher from the University of Oxford must be named as the Lead Entrant or included within the Project Team.

6. All external partners that were integral to the project/activities must also agree to the submission of the entry and be acknowledged in the Partner or Co-Entrants section from other organisations in IRAMS.

7. The Lead Entrant must inform, and if appropriate, seek approval, from relevant senior staff within their department or otherwise (such as the Head of Department) regarding submission of the Entry.

8. The activity/ies must either be on-going or have been completed within the last two years (i.e. since February 2017).

9. Projects/ activities that have previously received University of Oxford VC Awards are not eligible for entry to this year's Awards unless significant additional progress has been made. Those projects that were 'Highly Commended' in the 2017 VC PER Awards are welcome to apply and encouraged to demonstrate that additional progress has been made and to provide even stronger evidence against the selection criteria.

10. Projects/activities submitted previously that were not selected for a University of Oxford VC PER Award can send their entry this year, however the entry must be recognisably different from the previous submission and provide stronger evidence against the selection criteria.

11. Where appropriate, entries must articulate the type of engaged public audience/s (see below in FAQS re: "Who are the public?"). Those that aim to engage the 'general public' or where the primary purpose was to encourage student applications to the University of Oxford will not be taken forward.

12. Entrants must agree that information about the winning entries can be made public via internal and external communication channels. All content will be sent for approval to the Lead Entrant, prior to publication.

13. Only entries submitted through IRAMS will be considered.

14. Incomplete Entries will not be taken forward.

Public Engagement with Research – Early Career Researcher Awards

1. These Awards are open to Early Career Researchers or DPhil Students across the Collegiate University of Oxford and expected to still be in post on 31st September 2019.

2. Entrants require a Supporting Statement from a Referee and line manager approval.

3. Entrants must demonstrate the development and delivery of a number of activities or a sustained programme of activity – a single intervention (such as taking part in a one-off event) will not be sufficient.

4. Where appropriate, Entrants must articulate the specific public audience/s engaged. Those that aimed to engage the 'general public' or where the primary purpose was to encourage student applications to the University of Oxford will not be taken forward.

5. Those who have previously received a University of Oxford VC PER Early Career Researcher Award are not eligible to enter for this Category again. Those researchers that were 'Highly Commended' in 2017 are welcome to apply.

6. Early Career Researchers who submitted an entry previously but were not selected can enter again this year, however the proposal must be recognisably different from the previous submission and provide stronger evidence in regard to the selection criteria.

7. Entrants must agree that the information about winning entries can be made public via internal and external communications channels. All content will be sent for approval prior to publication.

8. Only entries submitted through IRAMS will be considered.

9. Incomplete entries will not be taken forward.

Key Dates

02 April 2019 at 1700 hrs	Closing date for ALL entries
Early April	Entries sent for review
Late April/ Early May	Judging Panel
Late May	Entrants informed of the results
June	Printed and filmed case studies of the winning entries produced
Wednesday 10 July	Awards Ceremony

Entry Process

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

2. This is a two-part process:

   i.   Complete the online entry form on IRAMS.

   ii. Download the Case for Support template [Word.doc] for the relevant category and once complete, save as a PDF and upload the document as your 'Case for Support' to IRAMS.

Case for Support templates are available from: http://www.ox.ac.uk/research/public-engagement/flagship-events).

3. The IRAMs online Entry Form has fixed sections that are typically used for grant applications. As such for your VC PER Awards Entry, please note:

Page 1:

Project title: refers to the name of your VC PER Awards Entry.

Your Entry does not require ethical review (but it is required that, <u>where appropriate</u>, your research or Public Engagement with Research activities will have undergone ethical review).

The Start and End Date refers to your PER activities/ project.

Page 2:

The Principle Investigator refers to the Lead Entrant; Co-applicants refer to your Co-Entrants.

4. Entries are automatically submitted to your Department or Faculty for approval.

5. Entrants are advised to inform their departmental approver that they are entering, and once submitted, encourage them to approve the Entry in a timely manner.

Previous awards

Details of the previous winning entries can be found here:

[VC PER Awards 2017](#)

[VC PER Awards 2016](#)

You can also view the short films of the:

[2017 Awards Ceremony](#)

[2016 Awards Ceremony](#)

Contact us

For any queries please contact publicengagement@admin.ox.ac.uk

Coordinating Team

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Acknowledgements

FAQs

Do I need to keep within the exact word count for each section?

Word limits are provided for indicative purposes, but please do not significantly exceed the recommended word count.

For the Project Awards category, what do you mean by a 'Project'?

This can either be a specific Public Engagement with Research project or a set of engagement activities related to a specific research theme, topic or programme.

Who are the 'public'?

For Public Engagement with Research purposes, the term 'public' refers to young people, or adults, families, groups or communities who do not currently have a formal relationship with a Higher Education Institution (HEI) through teaching, research or knowledge transfer, but who may have general or vested interests in the research.

Why can't the target audience be the 'General Public'?

One criterion that helps define excellence in Public Engagement with Research is that the target public audiences or participants have been thought about carefully. That's why we're asking all entrants to be as specific as they can about their target audiences or participants - this can of course include 'mixed audiences' but it will be important to describe who is included. For example, a target audience for a local festival event could be: 'adults, young people and families from the Oxfordshire region'.

Regarding the three themes for the Project Awards (communications, consultation or collaboration) - what if our Project incorporate all three?

A number of public engagement activities have elements of communications, consultation and collaboration with the public. We are asking entrants to select the one that you feel is the 'strongest' and note in your Entry that the activities/ project included aspects of all three.

Do the activities need to be completed or can ongoing activity be included?

Both are welcome; for activities that have ended – these need to have been completed within the last two years to be eligible (but could have started at any time).

Who can enter?

Open to all staff and DPhil students across the Collegiate University of Oxford; individuals (such as members of the public); community leaders and partners external to the University can be included as Co-Entrants.

How can smaller initiatives possibly compete with large high-profile activities?

Activities of any scale are welcome and will be judged according to the outputs, outcomes and impacts in relation to the resource that is/ was available to make the activities happen.

What about the numbers of publics engaged?

High-quality engagement activities can involve either large or small numbers of people. Entrants should describe both the reach of their engagement (i.e. numbers and 'types' of publics engaged) and the significance (such as the 'depth' of the engagement and the outcomes and impacts that resulted).