

Notes on applying for a Provision for Public Engagement within your research grant

We expect all of our major research groups to engage with the public about their work. To support this, we are providing ring-fenced funds for public engagement within our research grants. We invite you to plan how you will inform, consult and collaborate with the non-academic public over the lifetime of your research project and cost for this appropriately at the time of your application or post-award.

The Provision for Public Engagement has the following objectives:

- to strengthen capacity and provide opportunities for researchers to engage the public with Wellcome Trust biomedical science and health research
- to stimulate dialogue and debate to enable public aspirations and concerns to be considered through the life cycle of the research project
- to promote sustained collaboration between researchers and community or public organisations and cultural partners.

For further information please contact the Grants Information Desk.

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Who is eligible for this funding?

- 1.1 You can only apply if you are the Lead Applicant on the research grant.
- 1.2 If you are a current grantholder you must have at least two years' funding remaining at the time of your application (Research Resources grantholders must have at least six months' funding remaining.)
- 1.3 If you are located within a research group or Centre that already holds a Provision, you are still eligible to apply but we would expect to see evidence that your new proposal is linked to a wider public engagement strategy, is in addition to the group or Centre's own programme, and is specific to your research project.
- 1.4 The following postdoctoral research funding schemes are eligible for a Provision:
 - Collaborative Awards
 - New and Senior Investigator Awards
 - Senior and Principal Research Fellowships
 - University Awards (in Humanities and Social Science)
 - Sir Henry Wellcome Postdoctoral Fellowships (post-award only)
 - Wellcome Trust–Massachusetts Institute of Technology (MIT) Postdoctoral Fellowships (phase 2 only)
 - Research Career Re-entry Fellowships
 - Research Career Development Fellowships in Basic Biomedical Science
 - Intermediate Clinical Fellowships
 - Postdoctoral Research Training Fellowships for Clinicians
 - Research Fellowships in Humanities and Social Science
 - Training, Intermediate and Senior Fellowships in Public Health and Tropical Medicine
 - Research Resources (in Humanities and Social Science)

What is the scope of this funding?

2.1 The Provision will support a programme of activities during the lifetime of the research grant with a focus on developing the researcher's practice in public engagement. These activities must meet the objectives for the Provision.

2.2 Public engagement is a term that is widely used in a variety of sectors – from arts and heritage to science policy and local government. Public engagement activities can be looked at in terms of the levels of engagement involved and in terms of the purposes that they serve:

Levels of engagement

'Must-do'

Some public engagement activities may be essential for the conduct of your research, such as to secure ethical compliance or recruit study participants. These count as part of your research methodology and should be included in the core research grant – not the Provision for Public Engagement.

This could include:

- community advisory forums to promote understanding and discussion around the priorities and agenda of the research
- consultation of communities directly affected by a particular piece of research to inform the research process
- building the capacity of communities affected by research to identify and communicate their needs and priorities around health
- lay or patient members of project advisory boards
- patient information leaflets and newsletters
- communicating with study participants about the research findings.

'Smart-to-do'

Some public engagement activities are useful to your research project: they add value to or enhance it by providing direct benefits to the research or to you as researchers. These can be included in a Provision for Public Engagement.

This could include:

- participating in festivals and events, working with museums, galleries or cultural venues, and collaborating with artists to stimulate interest, excitement and debate about biomedical science or gain new perspectives on your research
- involving the public as researchers (e.g. citizen science experiments or patient involvement)
- dialogue with the public and wider stakeholders to ensure research informs changes in policy and practice
- training to strengthen the capacity of researchers to communicate to and engage with the public.

'Wise-to-do'

Some 'big picture' public engagement activities help to foster a society in which research can flourish. These can be included in a Provision for Public Engagement.

This could include:

- workshops with schools and the professional development of teachers to inspire the next generation of researchers
- collaborating with producers of factual, comedy and drama programmes and films or games, to ensure research is part of the broad cultural conversation.

Purposes that engagement can serve

Informing: Inspiring, informing and educating the public, and making the work of research more accessible.

Consulting: Actively listening to the public's view, concerns and insights.

Collaborating: Working in partnership with the public to solve problems together, drawing on each other's expertise.

Engagement activities can of course serve two or all three types of purpose. Any or all of these can be included in a Provision for Public Engagement.

(Adapted from the National Co-ordinating Centre for Public Engagement)

2.3 The following activities are not in scope:

- 'Must-do' public engagement that is essential for the conduct of the research; this should be part of your research methodology and included within your core grant.
- Symposia or other communication aimed at the academic community.
- **Open access costs.**
- PR and press activities to communicate research to the public through the news media (e.g. press releases, TV and radio news programmes, Twitter, blog posts).
- Policy engagement activities that do not also engage with the public or involve the input of public perspectives.
- Activities where the primary purpose is to generate approval or acceptance of an institution or activities that are designed specifically to increase student applications to an institution.
- Support and teaching for undergraduates.
- Women in Science or diversity initiatives.
- Websites not clearly aimed and marketed at a public audience.
- Health promotion or public health campaigns.

PROVISION FOR PUBLIC ENGAGEMENT

How does the provision relate to other available funding?

- 3.1 The Provision is distinct from the Trust's **Engaging Science awards**, which provide funding for discrete innovative public engagement projects and are not necessarily linked to Trust-funded research.
- 3.2 Applications for discrete projects (for example, an artist-in-residence post) should continue to be made to the **Engaging Science award schemes**. Researchers with Provision will be able to apply for an **Engaging Science grant** if they want to develop a discrete project outside the remit of their Provision plans.
- 3.3 Researchers are also not precluded from taking part in other public engagement activities. We will, for example, continue to involve our researchers in our direct activities such as our public programmes and 'seasons' and offer bespoke training.

How much can I apply for?

- 4.1 As the lead applicant, you are invited to develop a programme of activities that is appropriate for your research project and scale of your award and to cost for this. There are no fixed limits on the amount that can be requested but all costs need to be reasonable and justified and will undergo cost challenge.

What can I use the funds for?

- 5.1 All costs must be justified in your application. We would expect you to request the following types of costs:
- dedicated salaried posts (where justified)
 - other personnel costs directly related to the programme, including salary replacement or cover, e.g. teaching staff, consultancy costs, project management fees
 - direct activity and production costs, including venue costs, equipment and materials
 - relevant training and development for Principal Investigator and those employed on the grant
 - travel costs, including attendance at relevant conferences
 - evaluation (including formative/development) costs
 - administration costs where these are not already covered by other funding
 - marketing and publicity costs for events and activities
 - Enhanced Disclosure and Barring Service (formerly Criminal Records Bureau) checks for applications in the UK (scientists can get these free by registering to be a Science and Engineering Ambassador – see **STEMNET** for details)
 - contingency and inflation – as long as reasonable and justified
 - VAT on fees where the VAT cannot be reclaimed.

- 5.2 Funds cannot be used for:

- full economic costs
- core overheads of the applying organisation not related to the project, e.g. heating, rent, etc.
- salary costs of staff who are already funded by their organisation (*Please note: for schemes where the Trust does not pay salaries, the Lead Applicant should include time spent on public engagement within the number of hours proposed for the research project*)
- expenses incurred in submitting an application (including attending interviews)
- academic courses or research such as Master's degrees or PhDs
- costs arising prior to the start date of the project.

- 5.3 As part of our monitoring processes, we may request transaction listings relating to expenditure against the Provision for Public Engagement budget.

How and when can I apply?

- 6.1 If you are a new research applicant you are encouraged to apply as part of your research application (there is a specific question in the application form on WT Grant Tracker). Alternatively, you can apply after you have received your award.
- 6.2 If you are an eligible current grantholder you can apply throughout the year. The form is available on WT Grant Tracker. Your application will be considered at the next deadline for the scheme you are funded under. The dates are available on our website for schemes in **biomedical science** and **humanities and social science**.
- 6.3 If you have already applied to the Trust for research funding, you should wait for the decision on your proposal. If your application is successful, you can then apply for a Provision as a current grantholder.

How many times can I apply?

- 7.1 New applicants: As Lead Applicant you can apply when applying for your research grant. If your research is then funded but you are unsuccessful in securing a Provision, you can re-apply as a current grantholder with a revised programme of work.
- 7.2 Current research grantholders without a Provision: If you have been unsuccessful once before in securing a Provision (either at the research application stage or since your research grant has been awarded), you can apply one further time with a revised programme of work. Whether you have applied previously or not, you must have at least two years of research funding left at the time of your application.

7.3 Current grantholders with a Provision: If you already have a Provision within your grant, you can apply mid-award for additional funding only to support a new programme of work. If you are unsuccessful at this point, you can come back once more, but you will need to submit a revised proposal and you must have two years of research funding left at the time of submission. Requests for funds for additional discrete projects should come under Engaging Science awards.

What is the assessment process and what are the criteria for funding?

8.1 All applications for a Provision will be reviewed (using external peer review as appropriate) and only high-quality applications will be supported. If you are applying for a Provision within a new research grant application, the public engagement aspects will be reviewed in parallel to the scientific proposal and the results will be made available to the interview panel/selection committee.

8.2 The assessment criteria are as follows:

a. People

- track record of public engagement, communication and/or education of the people involved in the proposal (including consultants)
- feasibility of the proposal and the quality of the project management
- extent to which the proposal would promote collaboration between researchers and community or public organisations and cultural partners

b. Programme

- extent to which public engagement activities are integrated into the research (i.e. do they draw on research themes, involve funded researchers and take place along the duration of the research grant?)
- potential of the activity to strengthen capacity of researchers in public engagement with biomedical and health research
- potential of the activity to stimulate dialogue and debate (health education and health promotion would not be supported)
- appropriateness of intended reach
- relevance/suitability of the activity to the target audience/participants and the likely impact
- quality of the proposed activities (i.e. to what extent are they drawing on existing good practice?)
- extent and appropriateness of evaluation plans
- value for money

c. Place

- availability of support for the researchers involved (e.g. reducing lecturing or other commitments or admin support)
- extent to which the institution values, recognises and supports public engagement

d. Proportionality

- appropriateness of the plans in scale for the size of the research project
- extent to which the programme is integrated and complements engagement strategies and/or activities at the departmental, institutional or local level.

8.3 Applicants are required to follow their institution's ethical review process, health and safety, and child protection policies. See **this guidance** on ethical issues to consider when developing a public engagement programme.

8.4 The Trust strives to reach diverse publics from all sectors of society through its funded public engagement activities. The strongest applications are able to define their target audience(s) and/or participants, tell us why a project is likely to be of interest to them and how they will be targeted. The Trust is particularly interested in supporting activities that reach members of the public currently underrepresented in our public engagement funding, where this may be relevant to your aims. Our current focus is on socio-economically disadvantaged groups, people from Black, Asian and Minority Ethnic (BAME) backgrounds and rural or geographically isolated communities.

How will the provision be monitored and evaluated?

9.1 We will request you to report on progress as you would for any other aspect of your grant. This will be through your usual reporting tool (for example WT e-VAL). Submissions will be monitored by the Adviser for your research grant.

9.2 We will also run a programme of 'dipstick' testing of grantholders. The provision was reviewed in June 2015 and will complete a full evaluation in 2018.

Wellcome Trust

The Wellcome Trust is a global charitable foundation dedicated to improving health. We provide more than £700 million a year to support bright minds in science, the humanities and the social sciences, as well as education, public engagement and the application of research to medicine.

Our £18 billion investment portfolio gives us the independence to support such transformative work as the sequencing and understanding of the human genome, research that established front-line drugs for malaria, and Wellcome Collection, our free venue for the incurably curious that explores medicine, life and art.

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