

STFC Public Engagement Large Awards

The 2016 call for applications to the STFC Large Awards in Public Engagement is now open for applications. The call closes at 4.00pm on Thursday 3rd November 2016.

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We Want To

- Encourage and support a range of high-quality ideas for public engagement activities that highlight STFC's science and technology
- Create a network of highly-skilled practitioners of public engagement with STFC science and technology who inspire and involve colleagues, students, and the public, in their activities
- Introduce STFC science and technology to new audiences
- Highlight the achievements of STFC science and technology, demonstrating the excitement of research and the value of STEM to the UK
- Encourage partnerships, such as those between scientists and educators, industry and professional communicators

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1.0 STFC Large Awards in Public Engagement – Overview

1.1 Applicant Eligibility

Almost anyone can apply for a Large Award, the quality and impact of the project are the most important things and so STFC welcomes applications from museums, schools, science facilities, universities, colleges, etc.

The applicant will need to be able to demonstrate that the project can be completed on time and to budget. The organisation will need to be able to demonstrate that it has audited accounts.

STFC is unable to accept applications from organisations that are not based in the UK or applications for projects whose target audience(s) are not UK residents.

1.2 Previous Applicants

STFC is happy to receive applications from previous applicants whether they have been successful or not. Previous applicants that have been unsuccessful may wish to contact the Public Engagement unit for advice. Previous successful applicants who still have projects running from previous STFC funding round should submit project reports with their new application. They may use evaluation and feedback from the previous project to support the new application.

1.3 The Project Team: STFC-linked Researcher

It is mandatory for the project to include at least one researcher who is involved with STFC-related science or technology. The researcher is expected to act as an advisor on current science and is not required to take an active role in the delivery of the project. Please note that the researcher does not necessarily have to be currently funded directly by STFC to be eligible.

1.4 Scheme Remit

Engagement programmes must broadly focus around the remit of the STFC core science programme (astronomy, solar and planetary science, particle physics, particle astrophysics, cosmology, nuclear physics and accelerator science) or the work of STFC's national and international laboratories and facilities.

Applications that highlight the social, ethical, and economic benefits of research are welcomed.

Applicants are encouraged to propose novel or innovative approaches towards engagement as part of their Large Award, as long as these are demonstrably well-planned.

We encourage applications that propose engagement with audiences considered to have low 'science capital'. Applicants may choose which audiences to engage with, and the methods of engagement. These must be outlined in the Case for Support.

Large Awards will not be awarded for the sole purpose of authorship and publication of books and novels, though proposals in which the production of a book is an output of a longer programme will be considered.

1.5 Scheme Value & Costings

The scheme comes under the Full Economic Costs (fEC) framework. The maximum value that may be sought by organisations covered by fEC is £125k, with the maximum payable by STFC would be £100k. For non-fEC organisations, the maximum that can be applied for (and awarded) is £100k.

1.5.1 Important Note for fEC Organisations

The stage 1 form doesn't refer to fEC so please ensure the costs you enter in the form are the 80% calculations. If you are selected to submit to stage 2 you can enter the full fEC costs and the system will do the calculations.

1.5.2 Fund Headings

The Public Engagement Large Awards scheme falls under the Full Economic Costs (fEC) framework for organisations covered by the fEC framework. Therefore, all costs that contribute to the fEC of the proposal should be included under the cost headings as shown in the '[Applying for a grant](#)' section of the STFC Research Grants Handbook. **Please note that, as the scheme has no capital budget, applicants cannot request funds under the Equipment heading.**

1.5.3 Use of Funds

There are no set restrictions on the type of costs that may be applied for. For example, costs of salaries, materials, and travel & subsistence are eligible. Awards may be made to pay an individual's salary full-time (or part-time for a longer period) to enable any named person to undertake special work on communications projects.

1.5.4 What the scheme will not fund:

- Fees or honoraria to people already in paid employment to visit or give talks at schools, societies etc. where such activities would reasonably be undertaken as part of their normal duties
- Bids where the budget is not clear or costings do not appear to be based on valid estimates
- Single items of equipment over £10,000. Contact the office to discuss this if you have such items of equipment
- Projects where it is clear that the whole project would go ahead even without STFC funds
- Retrospective funding, including those projects with a start date after the closing date but before the funding decisions are announced
- Contingency funds
- Infrastructure/building costs – STFC can fund the scientific content of a new building but not the actual 'bricks and mortar' of it
- Trips to CERN – Please contact the [STFC National Schools Officer](#) for more details about supporting trips to CERN

1.6 Large Award Duration and Award Start Dates

Applications can vary in duration but would normally be expected to be for up to 36 months in duration. The earliest start date for an application submitted to round 1 of the scheme would be 1st April in the following calendar year.

1.7 Scheme Flexibility

STFC intends this scheme to be flexible and reserves the right to deal, as it thinks fit, with application of unusual character and to waive any rule at its absolute discretion.

1.8 Scheme Conditions & Features

STFC Public Engagement Large Awards are governed by the grant conditions as set out in the [Research Grants Handbook](#), unless otherwise stated. Applications are accepted and awards are

made on the understanding that research organisations and award holders agree to observe the terms and conditions and the scheme requirements set out in this document and any amendments issued.

1.8.1 Scheme Related Rules

- Awards can only be given to organisations with audited accounts, and the STFC reserves the right to ask for copies of the most recent such accounts. The principal applicant must be part of such an organisation (university, school, company, trust, etc.)
- Some projects are funded from several sources including the generation of income through sales, sponsorship or other grant applications. Income also includes in-kind contributions e.g. office costs from the host organisation. Applicants must provide information about applications they have made to other sources (e.g. ScienceWise, Universities, and Local Authorities) or to other STFC Award schemes for the project or linked projects.
- Any Award we make to you will not exceed the maximum amount payable, and will include any VAT payable.
- Target Audience(s) - Let us know the details of any 'other' audience, especially if you are targeting a specific group (e.g. 'children with special needs')
- Target Audience(s) - We are interested in the direct numbers rather than indirect - we are well aware potential 'multiplier effects'. You can describe any multiplier effects in your Objectives
- The audience(s) must include at least one of the STFC's 'key audiences'
- STFC is keen to ensure that the project has relevant links to current research hence it is mandatory that the project team includes a current researcher in an STFC-funded area of science and technology. Please note that the researcher is expected to act as an adviser on current science and need not take an active part in delivering the project. If you do not know a suitable researcher, please contact the Public Engagement Unit and we will suggest people who you may wish to approach.

1.8.2 Movement between Institutions

Applicants must take up the award at the host institution identified in the application. STFC will not allow a Public Engagement Large Award holder to change their host institution prior to taking up an award. Consideration will be given to requests during the course of an award to relocate the grant to a different institution for scientific or domestic reasons. The agreement of the institutions concerned will be required before seeking approval from STFC. Movement between institutions will not normally be allowed during the first year of a Public Engagement Large Award.

1.8.3 Reporting & Liaison with STFC

Public Engagement Large Award holders will be required to provide reports of activities to the [STFC Public Engagement Team](#) when requested. STFC reserves the right to request periodic information or to visit the Public Engagement Large Award holder.

The Large Award holder may also be asked to attend meetings to exchange information and ideas with others undertaking STFC Public Engagement activities. The Public Engagement Large Award holder must make all reasonable efforts, if so invited, to respond to requests for information or to

attend events or activities organised by the Research Council concerning the research undertaken. Such events may be held after a grant has finished.

Public Engagement Large Award holders will be expected to attend an annual meeting of all STFC Public Engagement Large Award holders.

Public Engagement Large Award holders are expected to regularly update the record of their grant using the Research Council reporting tool, ResearchFish. This enables STFC to easily extract data regarding the impact of the work of our award holders whenever required, and serves as a database of outcomes and impacts for an award holder's own reference.

1.8.4 Publication, Resources & Acknowledgement of Support

Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from STFC, quoting the grant reference number if appropriate.

Resources produced as a result of any grants should acknowledge STFC as the funding source using the standard format agreed by funders and publishers and detailed in the additional information accompanying this grant.

In order to ensure appropriate coordination and opportunities to increase the impact of engagement, external media activity produced as a result of this award must be signed off by the STFC Media team before the activity takes place, or is published. This includes press releases, online videos and media briefings. Award holders are responsible for giving STFC sufficient notice in advance of activities such that STFC can advise on content, and/or build the activities of grant holders into our own communications and engagement programmes.

It is the responsibility of the research organisation, and all engaged in the research, to make every reasonable effort to ensure that the intellectual assets obtained in the course of the research, whether protected by intellectual property rights or not, are used to the benefit of society and the economy. Outcomes and resources should be disseminated and/or made available to both research and more widespread audiences - for example to inform potential users and beneficiaries of the research.

Unless stated otherwise, the ownership of all intellectual assets, including intellectual property, and responsibility for their application, rests with the organisation that generates them.

STFC may, in individual cases, reserve the right to retain ownership of intellectual assets, including intellectual property (or assign it to a third party under an exploitation agreement) and to arrange for it to be exploited for the national benefit and that of the research organisation involved. This right, if exercised, will be clearly set out in an additional grant condition.

There should be suitable recognition and reward to researchers who undertake activities that deliver benefit through the application of research outcomes. The research organisation must ensure that all those associated with the research are aware of, and accept these arrangements.

1.8.5 Organisational Support

Funding is provided in order to enable to undertake specific public engagement activities, free of some or all of the restrictions imposed by their normal employment. Awards are made on the understanding that the Fellow's work and progress are subject to the same monitoring and appraisal procedures as those of other academic staff within the host research organisation. Furthermore, awards are made on the presumption that there are adequate facilities at the host organisation to support the proposed programme of work.

1.8.6 Liability

It is a condition of every grant that STFC accepts no liability for the manner in which the work in connection with the grant is undertaken, and the research organisation and Large Award holder will be responsible in all respects for the work and the consequences of it.

1.8.7 Termination of Awards

A grant may be terminated, or its conditions varied, at any time at the absolute discretion of STFC. Should the Fellow leave their institution for another research organisation or an alternative type of employment, they must notify the [Public Engagement Team](#) immediately. If it is not possible to transfer the grant then STFC will terminate payments from the day immediately after the Large Award holder leaves the host institution. Failure to submit reports will result in termination of the award unless there are mitigating reasons.

2.0 How to Apply

2.1 Submitting an Application

Applications for Public Engagement Fellowships are submitted *via* the Research Councils' [Joint Electronic Submission \(Je-S\) system](#). If you have not previously used the Je-S system to submit an application, please ensure that, well in advance of the closing date, that you have set up an account. Guidance for completion of the application is provided through the Je-S help text, available from the Je-S front page, and context-sensitive help throughout the system.

Applicants from HEIs are advised to contact their host organisation's Research Administration **as soon as possible**; they will be able to give advice about costing your proposal and internal procedures relating to submitting an application through Je-S. Your Public Engagement Large Award application must be costed and submitted by the host organisation.

As the stage 1 form doesn't refer to fEC please ensure the costs entered in the form are the 80% calculations. If you are selected to submit to stage 2 you can enter the full fEC costs and the system will do the calculations. The page limits outlined below will be strictly enforced by STFC. If any of the supporting documents exceed the specified limits, only the pages within the limits will be considered. The documents must be submitted as .pdf attachments in 11 point Arial font and have a minimum 2 cm margin.

2.2 Completing the Je-S Application Form

The application form question-by-question with related rules

Creating the form

- Login to [Je-S](#)
 - Click on Document link
 - Click on New Document
 - Select STFC as the Council
 - Select Standard Proposal as the Document Type
 - Select Public Engagement Awards as the Scheme
 - Select Public Engagement Large Awards 2016 Stage 1 as the Call Project Details
 - Enter your organisation, department, reference (of your choice), title of project, choose the Large Awards from the drop down box, and enter start date and duration
 - Provide a clear, explanatory but concise title. This title will be used on publicity and further communications.
 - Applications for periods of up to 36 months are usually accepted. If you are running a 'pilot' project or wish to extend the project then you are welcome to apply for further funding if it is successful. Please state this in your 'Aims' and the 'Summary'.
- Related rule: Awards can only be given to organisations with audited accounts, and the STFC reserves the right to ask for copies of the most recent such accounts. The principal applicant must be part of such an organisation (university, school, company, Trust, etc.).

Principal Applicant

- Click Add new principal applicant button, click select and search for your name.
- The post must outlast project so tick yes
- Each application needs to have a principal applicant (the person mainly responsible for the project and who will be the main contact for the STFC).
- If you wish to claim a salary add your costs to the Staff heading of the Expenditure Section

Co-Applicant

- You can have as many co-applicants as you wish, and remember that we do encourage partnerships.
- If you wish to claim a salary add your costs to the Staff heading of the Expenditure Section

Resource Summary

This is a summary of the funds you are requesting from STFC. This is a read only section for your information.

Expenditure

Enter costs here that are being requested from STFC solely.

- Staff – Click search to see if person is in the system. If they are not in the list click the Add New Person button to add them to the database so you can select them. Fill in all fields ensuring the total cost field is completed

- Travel – Click Add New Travel Item, enter description and cost
- Other – Enter all other costs here. Use the same method as above
- o Related rule: Any Award we make to you will not exceed the maximum amount payable, and will include any VAT payable.
- o The costs of the elements of the projects should be clearly defined and costed at best value for money.

Income

A free text box where you can list any other sources of funding if the total budget exceeds the amount requested from STFC. If this is the case it must be made clear what STFC are paying for.

- o Related rule: Some projects are funded from several sources including the generation of income through sales, sponsorship or other grant applications. Income also includes in-kind contributions e.g. office costs from the host organisation. Applicants must provide information about applications they have made to other sources (e.g. ScienceWise, Universities, and Local Authorities) or to other STFC Award schemes for the project or linked projects.

Classifications

- Target Audience – Enter how many people you intend to reach and provide a breakdown (in %) on the different age ranges. – If you tick primary school please state the age of pupils.
- Research Area – Tick the STFC grant funded research area box(es) that apply
- Facilities – Tick the STFC facility box(es) that apply
- Peer Review Preferences – Tick Science in Society Panel
- Source of information – tick the button that applies.
- o Related rule – Target Audience - Let us know the details of any 'other' audience, especially if you are targeting a specific group (e.g. 'children with special needs').
- o Related rule – Target Audience - We are interested in the direct numbers rather than indirect - we are well aware potential 'multiplier effects'. You can describe any multiplier effects in your Objectives
- o Related Rule: The audience must include at least one of the STFC's 'key audiences'

Aims

A free text box where you can enter the aims of your project (4000 characters max)

- The aim of your project should be stated in terms of the impact you wish to have on your audience and the potential legacy of the project (e.g. to inform and enthuse the public about a particular piece of research, or to motivate school students to study physics beyond 16).
- Your aims and objectives needs to be consistent with the overall aims of the Large Awards Scheme (see Part 1) and the STFC Public Engagement programme

- You will be asked to provide a report which includes an evaluation of your project and its impact on the audience. Your aims and objectives need to be clear enough for you to assess the extent to which they have been achieved.

Objectives

A free text box where you can list (as bullets) the objectives of your project (4000 characters max)

- The objectives should be specific about what you wish to achieve (e.g. hold a public event attended by an audience of at least 100, or produce a curriculum resource to be distributed to secondary schools).

Summary

A free text box where you can add the summary of your project (4000 characters max)

- Please provide a thorough description of the proposed project giving a clear idea of what you intend to do.
- The summary should include a realistic assessment of practical issues such as copyright, insurance and health and safety issues.
- When submitting your application, in your email you can attach the equivalent of up to two sides of A4 for further text, drawings, etc. Any other material you send us will not be copied to the judges.

Project Personnel

A free text box where you can enter the personnel on your project (4000 characters max)

- You should include the names of the key personnel, and you should also identify personal contributions from those who will not receive any salary payments as part of this (for example, a university scientist may be working on the project as part of his/her general professional duties).
 - Please indicate the skills and expertise that they will bring to the project team.
- o Related Rule: STFC is keen to ensure that the project has relevant links to current research hence it is mandatory that the project team includes a current researcher in a STFC-funded area of science and technology. Please note that the researcher is expected to act as an adviser on current science and need not take an active part in delivering the project. If you do not know a suitable researcher, please contact the Public Engagement Unit and we will suggest people who you may wish to approach.

Related Activities

A free text box where you can enter any other projects that you're aware of that are similar to your project (4000 characters max)

- Let us know what other related activities are going on in this field and what contact you have with others. In the UK there are a lot of science communications initiatives and we encourage applicants to have some knowledge of what else is going on. The lists of winners of Large Awards which we publish in each Round includes project details to help raise awareness and to encourage 'networking' between people promoting STFC science and technology.

Other Public Engagement Awards

- Click on the 'Add New Other Public Engagement Awards Item' button if you or your Co Applicants hold any other current STFC Public Engagement Awards.
- If you hold any current awards please ensure you attach a progress report in the attachments section.

Related Grants

- Click on the 'Add New Research Grants Item' button if you or your Co Applicants hold any current STFC research grants.

Previous Support

- If you or your co applicant have sought or received any other funding in the past three years please click on the Add New Previous Support button and complete the fields
- If you haven't then click on the box that applies
- Related rule: If you currently hold any other STFC Award for Public Engagement with Science, you must submit a progress report on it along with your present application.
- Related rule: If you or any of your co applicants hold any current STFC research grants please state the reference number and title.

Awareness Raising, Dissemination and Networking

A free text box where you can explain the marketing, awareness raising and other such aspects of your project (4000 characters max)

- There are two important parts to this question. Firstly let us know how you plan to distribute or market any product, resource or service you will produce in the project. Secondly let us know how you will inform other scientists, educators, communicators, and 'Public Engagement' people of your project and of the resources you may have produced. (As noted above, there are a lot of 'Public Engagement' and educational initiatives around the UK, and we encourage as much 'networking' as possible between practitioners).
- Related rule: the STFC also reserves the right to circulate information about successful projects to all other applicants, general audiences and the media, for the purposes of ensuring 'good networking' of ideas and publicising the scheme.

Monitoring and Evaluation

A free text box to detail what your evaluation plans are for your project (4000 characters max)

- To enable us to monitor and report on the impact of our programmes there are certain data we require from all award holders. We will provide all successful applicants with details of the metrics and data that we would like you to include in your final report. In addition we would like you to indicate how you will monitor the progress of the project and whether your objectives are being met, and how you will evaluate outcomes. In particular, you should explain what evidence you will gather.

- Research Councils UK have published Practical Guidelines on Evaluation which you may find helpful in drawing up your evaluation plan
- When your project is completed you will be asked to submit a Final Report via ResearchFish.

Reviewers

- Click the Add New Reviewer button to search for your nominated reviewer. If they are not in the list click the Add New Person button to add them to the database so you can select them.
- As we may not know you at all, please let us have the name and contact details of a referee who knows your work. They must not be connected with any part of the project, nor related to you. STFC and the Judging Group reserve the right to contact your nominated referees if necessary.

Attachments

- Click Add New Attachment, choose Case for Support from the drop down list and add your 2 page case for support.
- This is a mandatory attachment. However If you feel you have described your project sufficiently in the sections above and have nothing further to add you can simply add a blank word document to override the validation rule.
- You must also attach a one page document that clearly justifies the resources you are requesting.
- Once all mandatory sections are complete you will be able to submit the document to your approver/submitter pool.
- It is important to note that when you press submit it doesn't mean that the application has been submitted to STFC - the application will be in your approver/submitter pool for you/your organisation to submit to Council. You can see where your application is by clicking the Document Actions button and choosing Show Submission Path.
- For further details on filling in the form please contact the Je-S helpdesk on 01793 444164 or e mail JeSHelp@rcuk.ac.uk

2.3 Project Partners and Statements of Support

STFC public engagement awards are often partnerships between the grant holders (who apply for and receive financial support from STFC) and 'project partners'. Such partnerships are not a requirement of STFC support, but can strengthen a case for funding when they are deemed well-planned and important for delivery of an impactful programme.

Before an application is made, STFC requires that applicants create proposals that commit the involvement of all parties required to make the proposed programme a success. If an organisation wishes to receive funds from STFC, it must be a listed applicant on the grant. If an organisation will not receive funds from STFC but will have an integral role in the proposed programme, that

organisation is a project partner. We encourage applicants to create these partnerships in advance of submitting an application for funding, and to include details of the partnership in the application. Well-constructed partnerships strengthen proposals by providing complementary skills and knowledge, additional staff time, and additional cash or ‘in-kind’ support.

As part of the application process, project partners are invited to provide a ‘statement of support’ alongside the main body of the application. This statement is read alongside the proposal’s Case for Support, and is considered as part of the peer review process. A well-written statement of support will confirm the organisation’s commitment to the proposed project by articulating the benefits of the collaboration, its relevance to the partner and the potential impacts of the programme in the eyes of the partner. The statement of support should also identify the period of support, and detail the range of ‘in-kind’ and financial contributions offered by the partner.

Statements of support can be **up to two sides of A4 in length**, and must be submitted on headed paper. A statement must be dated clearly, within six months of the submission date of the application. To provide assurance that the project partner has authorised the proposed contribution or commitment, the statement should be signed by a named contact, stating the capacity in which they are providing the sign-off. Statements of support are submitted electronically alongside the grant application, *via* the Je-S system.

Statements of support must show meaningful contribution to the proposed public engagement programme – statements featuring supportive language but offering no contributions to the project are of little-to-no value, and should not be included.

Should an applicant state in their proposal that the involvement of a party or organisation is important to increase the chances of success of their proposed programme, these organisations must be included as either applicants or project partners. Applications received without these collaborations in place by the point of submission will not be supported.

STFC National Laboratories and Employees as Project Partners

STFC employs hundreds of scientific and technical staff, alongside our own team of public engagement professionals based at our laboratories across the UK. Applicants for public engagement funding are welcome to seek to include STFC as project partners on public engagement applications where relevant, subject to the guidance above. **Applicants must contact STFC staff at least four weeks in advance of the submission deadline** if they consider STFC involvement to be important in making their proposal a success.

Should applicants wish to discuss the ability of STFC to participate in their proposal, the following individuals are appropriate first points of contact for the major national laboratory sites:

| Rutherford Appleton Laboratories | Daresbury Laboratories | UK Astronomy Technology Centre |
|--|---|--|
| Sophy Palmer Public Engagement Manager | Phill Day Public Engagement Manager | Olivia Johnson Public Engagement Manager |
| ✉: sophy.palmer@stfc.ac.uk ☎: 01235 445 950 | ✉: phill.day@stfc.ac.uk ☎: 01925 603 231 | ✉: olivia.johnson@stfc.ac.uk ☎: 0131 668 8263 |

STFC reserves the right to choose not to participate in proposals at our own discretion. Please note that applications involving STFC as a project partner are treated no differently to other applications in the peer review and funding decision process.

2.4 Assessment Process Overview

Public Engagement Large Award applications are submitted via Je-S.

Stage 1 Panel Decisions

We aim to advise all applicants of the outcome of their Stage 1 application within 6 weeks of the closing date of the round. Applicants who are successful at Stage 1 will receive feedback on their application and will be invited to submit a second application, via the Je-S system, for consideration under the Stage 2 review process. Unsuccessful applicants will be advised of the outcome and provided with feedback. The decision(s) of the Panel are final.

2.4.1 Stage One – Application Sift Panel

All applications are initially discussed by an independent panel of peer reviewers. The peer review panel will have a range of expertise in outreach, engagement, education and communication of science and technology. The panel will also have knowledge of STFC facilities and grant funded research.

The panel selects a number of applicants to go forward to stage 2 of the scheme. The panel uses the **stage one assessment criteria** as the basis for selection for interview:

- Relevance to the STFC Programme
- The likely and potential impact of the project
- The planning for the delivery of resources
- The timeliness and/or fit to a current strategic development
- How cost effective the project is
- What is the Added Value – will STFC funding add to something that is already happening?
- What audience(s) does the project reach? Are these STFC's key audiences?
- Is there a strong evaluation plan to measure the effectiveness of the project?

Applicants short-listed on the basis of their written application will be provided with feedback on any aspect of the application that the panel would like to explore further at the interview. Feedback will also be provided to applicants who were unsuccessful *via* Je-S.

2.4.2 Stage Two – Guidance for Stage 2 Application

All applications must be completed and submitted through the [Je-S system](#).

2.4.2.1 Required Documents

- A statement of support from your Head of Department (or appropriate administrative authority), that they can accept the Award
- Detailed Case for Support
- Justification of Resources/Financial Plane (1 page of A4)

Case for Support

This should be concise and not exceed SIX sides of A4 in minimum size 11 font. It should contain the following sections:

- **Background.** Outline the context of your proposal, and what has previously been done in this area of communications
- **Rationale.** Explain why the project is needed, and how this need was established, including how you consulted your intended target audience. Mention any 'fit' with national policies or initiatives with national 'themes', or with major STFC-funded projects
- **Objectives.** What are the objectives of the proposal?
- **Impact.** What is your target audience? What numbers do you expect to reach? What impact will your project have on them?
- **Project and Plan.** Please give a full description of the project, making clear how it will achieve your objectives. Include key planning milestones and target dates
- **Expertise.** Give the names of key personnel in your consortium, and demonstrate that your team has all the expertise needed. See bullet B above
- **Publicity and Marketing.** How will the project be publicised and marketed? How will any activities be marketed? What resources will be generated? If relevant, how will they be marketed and distributed?
- **Evaluation.** STFC require award holders to gather certain basic data that enables us to report on the impact of our funding schemes such as numbers reached, gender, ages and ethnicity profiles. In addition to this it is important that you have developed a robust plan for evaluating the impact of your project against your stated objectives. This plan will demonstrate how you intend to collect information on usage/take up of the resources/activities/events and to determine the impact of the project on your target audiences. You should include:
 - What information you will gather
 - When and how you will gather it
 - Your success criteria and how these relate to your objectives
 - Opportunities for medium and longer term evaluation as well as immediate feedback
 - How you will know that these have been achieved

If funded, you will be assigned an experienced mentor to advise you on best practice.

RCUK also has practical guidelines on [evaluation](#).

- **Networking plan.** How will you tell other scientists and communicators of the project and its resources, so that ideas and resources can be shared?
- **Future.** Please outline the future of the project in the longer term; developments, follow-up, sustainability and long-term funding
- **Justification of Resources/Financial Plan**
 - This should include tables of income and expenditure, by year or half-year, with breakdown by type (e.g., equipment, travel & subsistence, materials, subcontractors, salaries and overheads). Please justify major salary items.
 - The budget should contain all costs necessary to carry out the project. Please include costs relating to the evaluation of the project.

- Please show the complete budget for the entire project. Include other sources of income - indicate if this is assured.
- Please show anticipated revenue from any sales, with justification of figures and clear statement of your assumptions about sales volume.

2.4.3 Stage Two – Scheme Specific Notes

- Approved ‘Research Organisations’ (RO’s - mainly, Universities) will be taken under the Full Economic Framework, and will receive 80% of the funding requested and approved.
- Other organisations (i.e. non RO’s) would receive 100% of the funding requested and approved.
- Specific guidance for Non-RO’s on costings: When you are filling in the Je-S form and you want to enter an amount of money, you will see an ‘Exceptions’ box. Please ensure you tick this box as this will ensure you are applying for 100% of the costs rather than the standard 80% that RO’s apply for.
- There is a section within the form that says ‘Resource Summary’. It is here that you can see what the FEC cost is (100%) and what the Research Councils contribution would be if you were a RO.
- The maximum amount STFC will pay to an organisation under the Large Award Scheme, whether under FEC or not is £100,000
- RO Cost – FEC Max. you can apply for: £125,000; Max. STFC will pay: £100,000
- Non RO – Not FEC Max. amount you can apply for: £125,000; Max. STFC will pay: £100,000

Instructions on creating a Je-S form.

Go to <https://je-s.rcuk.ac.uk>

Enter your login details where prompted

If you have forgotten your login details please contact the helpdesk on 01793 444164.

Once you have logged in click on the documents link then select Create New Document.

You will then be presented with 4 drop down menus. Simply select each box as detailed below:

- Council = STFC
- Document Type = Standard Proposal
- Scheme = Public Engagement Large Awards
- Select Call/Type/Mode – Public Engagement Large Awards 2016 Stage 2

For help filling in the Je-S application form please call the [JeS Helpdesk](#) on 01793 444164 or email: JesHelp@rcuk.ac.uk

For help on any policy issues or for advice on the content please contact the [Public Engagement Team](#):

2.4.4 Stage Two – Written Peer Review

For applications that are short-listed in stage one, written peer review comments will be sought; these peer reviewers are selected from those that the applicant has nominated, and those identified by the Public Engagement Team. Applicants will be given the opportunity to respond to the comments made by reviewers, through the PI Response process.

Peer reviewers are required to comment on the **stage two assessment criteria**:

- **Relevance** How well the proposal matches the aims of the STFC Large Awards scheme and whether the need for the project is clearly established
- **Impact** Whether the audience been clearly defined and what is the likely impact upon the audience. What is the quality and feasibility of the impact?
- **Planning & Delivery** If the planned delivery of the project is appropriate to the stated objectives, whether there is a clear financial plan and whether the team has the necessary range of expertise
- **Cost Effectiveness** The overall cost-effectiveness of the proposed work, taking account of the target audience numbers and likely impact
- **Publicity & Marketing** If there a clear plan for publicising the project and marketing the proposed activities/resources to the target audience(s) and whether the proposal show how the outcomes of the project would be disseminated to other scientists and communicators
- **Evaluation** Whether there stated criteria for the success of the venture and quantitative and qualitative means of evaluating them

2.4.5 Stage Three – Panel Interview

Applicants are required to attend a panel interview, during which they will have an opportunity to give an overview of their proposal, followed by detailed questioning from the panel members. Applicants are welcome to bring along other members of the project team who may wish to contribute to the presentation and the question and answer session .

The interviews will be held on a single day, usually in mid to late March. Interviews typically comprise of a ten minute presentation from the applicant, followed by a question and answer session of around thirty minutes. Aspects of the application that had been raised in the earlier peer review comments or feedback provided can be addressed in either part of the interview.

The panel will make final recommendations for funding on the day of the interviews, based on the Stage Three assessment criteria:

- Does the applicant have a suitable track record of research?
- Has the applicant demonstrated a track record in outreach and/or communication work?
- Does the applicant have the necessary expertise to carry out the proposed programme of work effectively?
- Does the proposed programme match the aims of the STFC Public Engagement programme?
- Is there a need for the proposed programme?
- Is the proposed programme of work likely to achieve the declared objectives?
- Will the proposed programme make a significant impact in terms of the numbers reached and the effect made on the audience?
- Is there a plan for publicising the outreach activities and marketing any resources/activities produced?
- Is there a plan for evaluating any proposed activities?

2.4.6 Stage Four – STFC Funding Decision

Based on the recommendations from the interview panel, STFC will then take decisions regarding which applications are funded. The STFC Public Engagement Team will then prepare feedback for all applicants. Once this is approved by the panel Chair, it will be added to the Je-S system and applicants notified officially of the outcome of their application. It is the intention that this process is completed within two weeks of the stage three panel interview meeting.

2.5 Process Timetable

| Call Activity | Indicative Timetable |
|--|---|
| Call announced | 25 th August 2016 |
| Call closes | 3 rd November 2016, at 16:00 |
| Stage One panel short-lists applicants for interview | Mid-December 2016 |
| Stage Two independent reviewer comments requested | December 2016 |
| PI responses to reviewer comments | January 2017 |
| Stage Three Interview panel | February/March 2017 |
| Awards Announcements | March 2017 |
| PE Fellowships start | From 1 st April onwards |

3.0 Contacts and Enquiries

Before submitting your application you are encouraged to contact [Elizabeth Cunningham](#) in the Public Engagement Team to discuss your ideas. Her direct number is 01793 44 2175. General enquiries relating to the scheme can also be sent to the [Public Engagement Team](#)