STFC Leadership Fellows in Public Engagement

The 2020/21 call for STFC Leadership Fellows in Public Engagement is now open for applications. The call closes at 16:00 on 1st October 2020.

We Want To

- Support the very best scientists, engineers and technical staff within STFC’s community to undertake extended programmes of high quality, innovative public engagement.
- Encourage and support leadership and capacity building for public engagement activities within organisations.
- Contribute to the wider community of highly skilled practitioners of public engagement with STFC science, technology and facilities who inspire and involve colleagues, students and members of the public, through their engagement programme and leadership.
- Highlight the achievements of STFC science, technology and facilities, demonstrating the excitement of research and the value of STEM to the UK.

Our Expectations of Our Leadership Fellows

**Leadership**

- Act as academic leaders for engagement within their organisation.
- Build strengthened capacity and networks for public engagement activities within their organisation.
- To raise the profile of public engagement within their host institution and professional community, including sharing best practice and developing new talent.

**Engagement**

- To deliver a prolonged, thematic and an appropriate programme of high-quality public engagement, covering multiple different events and activities during the lifetime of the fellowship.
- Promote and champion STFC science, technology and facilities, including the impact of science and technology on society.

**Networking**

- To regularly interact with STFC’s public engagement and communication teams, including STFC networks, events, grant holder meetings and advisory structures when requested.
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1.0 STFC Leadership Fellows in Public Engagement – Overview

1.1 Scheme Remit
STFC Leadership Fellows in Public Engagement undertake high quality programmes of engagement and outreach while concurrently acting as champions for the value and practice of engagement with research in their host institution and research community. STFC Leadership Fellows in Public Engagement are expected to remain ‘research-active’ during their Fellowship: the scheme is designed to support those individuals who wish to champion and lead high-quality public engagement as a core component of a high-quality research or technical career.

1.1.1 Demonstrating Leadership & Capacity Building
STFC requires Leadership Fellows in Public Engagement to play a prominent role in creating the conditions where high quality public engagement can thrive either in their host department, institution, and/or wider research community, and to champion the value of excellence in public engagement with research.

A substantial proportion of every Leadership Fellowship must be devoted to activities the applicant considers to be focused on Public Engagement leadership and capacity building. Applicants should demonstrate that they will devote a minimum of 25% of their Leadership Fellowship time to these activities.

Applicants are required to draw on previous engagement examples and relevant evidence, to demonstrate clear understanding of the needs and requirements of their proposed public(s) and audiences in order to develop activities tailored to their working environment or community networks. Applicants must explain why such approaches are appropriate. Where evidence exists as to an institution or community’s existing attitudes towards engagement, this should be cited.
1.1.2 STEM Engagement Activities

Proposed engagement programmes must clearly focus around the remit of the STFC science and technology programme (astronomy, solar and planetary science, particle physics, particle astrophysics, cosmology, nuclear physics and accelerator science) or clearly and demonstrably align to the science and technology work of STFC’s national and international laboratories and facilities, for example: CERN, Boulby Underground Laboratory, The Hartree Centre at Daresbury, RAL Space and the UK Astronomy Technology Centre.

Fellowships will not be awarded unless there is a strong and demonstrable link between the proposed activities and STFC science, technology and facilities. We welcome proposals that emphasise a strong inter-disciplinary connection to STFC’s remit.

1.1.3 General Points

Applicants should use their Case for Support to clearly explain how their Leadership Fellowship will further the aims of the STFC Public Engagement Strategy.

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

STFC Leadership Fellowships in Public Engagement are not intended to fund single, ‘one-off’, activities. For such engagement activities, applicants should consider alternative funding sources, including other STFC awards.

At the time of opening the call the UK is under strict social distancing restrictions pertaining to the Coronavirus. The continued extent and duration of these restrictions are not currently known. We appreciate this will impact on applicants’ ability to engage partners and plan engagement delivery in the usual level of detail. It is hoped that the situation will have become clearer by the application submission date in October, and the STFC PE team would be happy to discuss the evolving situation as applicants develop their submissions. Applicants are encouraged to continue to engage and liaise with potential partners to the fullest practical extent and develop their application accordingly. Where applicants have faced difficulties in building and evidencing partnerships we encourage early contact with the STFC PE team to obtain up to the minute advice regarding their application.

1.1.4 Leadership Fellowships and STFC’s Wonder Initiative

Applicants are encouraged to submit Leadership Fellowship applications that include work with the Wonder target audience and/or those considered to have low science capital.

The Wonder initiative is about giving ‘under-served’ communities an equal voice by listening, understanding, and responding to what people want to know about science and technology. Wonder marks a long-term commitment by STFC public engagement to move our focus towards audience-driven public engagement with communities in the most socioeconomically-deprived areas of the UK.
The focal audience for Wonder is defined according to Indices of Multiple Deprivation. Specifically, STFC are interested in supporting particularly those 8-14 years old, plus their families and carers, from the 40% most socioeconomically-deprived areas of the UK.

STFC defines the 40% most socioeconomically-deprived areas of the UK as those areas listed in the bottom two quintiles of the Indices of Multiple Deprivation for their respective part of the UK.

1.2 Host Institution
Applicants are advised to contact their proposed host department as early as possible, and certainly well ahead of the deadline for submission of applications. Departments may have internal processes to select which candidates to support and the deadlines for these may be several weeks in advance of an STFC closing date.

Research Organisations – via a Head of Department or equivalent – must provide a host institution statement to accompany any application. This statement must outline how the department will recognise and support the Leadership Fellow and the aims of their Fellowship, should they be successful in their application.

Research organisations must:
- consider Public Engagement Leadership Fellows as a core part of their research capability and ensure that their work is integrated into the host department as part of the research organisation’s strategic and operational activities.
- recognise and value Public Engagement Leadership Fellows as highly valued staff who play an important and substantial role in encouraging engagement within their host institution
- provide Public Engagement Leadership Fellows with the commensurate level of assistance and support required to make the fellowship a success

1.3 Applicant Eligibility
STFC Leadership Fellows in Public Engagement are open to any applicant who can demonstrate a strong track record of leadership in their field and public engagement, appropriate to career stage, in an STFC-funded area of science and technology, or can demonstrate a strong track record of leadership in their field and public engagement that has been clearly underpinned by use of STFC’s national or international laboratories and facilities.

Applicants must have a demonstrable record of success in planning, delivering, and evaluating public engagement activities to a wide range of audiences, again commensurate with career stage.

Applicants should also be able to satisfy the criteria set out in section 2.3 ‘Eligibility of Applicants’ of the Research Grants Handbook.

1.3.1 Applicant Employment Status
Leadership Fellows in Public Engagement may be based at any eligible UK research organisation as set out in the STFC Research Grants Handbook. This includes STFC’s own national laboratories.
At the time of application, applicants must have a contract of employment at the UK research organisation that wholly covers the duration of the Fellowship. Leadership Fellows must be in the employment of their host research organisation when the Fellowship commences. Institutions who wish to support an applicant currently in a post-doctoral research associate position (or equivalent) must guarantee that applicant’s employment for the duration of the award, should they be successful in securing a Leadership Fellowship. This must be stated, in writing, as part of the host institution statement (section 2.2).

Anyone who wishes to apply for a Leadership Fellowship but is not employed by an approved research organisation should approach an appropriate research organisation to explore arrangements for that research organisation being willing to host the Fellowship. In this case, the hosting research organisation will need to confirm as part of their host institution statement that they are in a position to accept the Fellowship when it commences.

1.3.2 Applicant Career Stages
The STFC Leadership Fellows in Public Engagement is a single funding scheme that can support individuals at different stages of their career. The table below highlights some of the ways in which we would expect approaches and evidence documenting applicants’ engagement and leadership experience at early and more advanced career stages. These are illustrative examples and we recognise that individuals’ skills and experience will differ.

Early Career Researchers may be considered to be those who have completed their highest level of academic qualification within the ten years prior to the point of application (not including any career breaks). Applicants in post-doctoral research associate positions are entitled to apply for a Leadership Fellowship, subject to their contract being commensurate with the length of their proposed fellowship duration. Applicants who do not meet the Early Career Researcher technical requirements will be considered as Established Career Researchers, however personal circumstances, career breaks and similar will also be taken into account and we encourage applicants from all career stages to consider how the scheme could support them lead and embed public engagement in their work.

Candidates will be asked to specify which career stage they consider themselves to belong to as part of their application. STFC reserves the right to make a final decision as to which career stage it considers an applicant to fit for the purposes of peer review decisions.

1.3.3 Applicant Person Specification
Irrespective of an applicant’s career stage, as with all funding STFC expects to support only the highest-quality candidates who can demonstrate outstanding personal qualities relative to their level of experience. To determine the suitability of an applicant, we assess applicants according to the following ‘person specification’, which forms the basis of our peer review requirements and assessment criteria.

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<tr>
<th>Personal attribute</th>
<th>Early career requirement</th>
<th>Established career requirement</th>
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<tr>
<th>Research or technical expertise</th>
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<td>o Has a proportionate and high-quality track record of research or technical achievement and makes clear efforts to increase the likelihood of impact occurring from their work.</td>
<td>o Has an outstanding track record of research or technical achievement, including evidence of impact arising from their work.</td>
<td>o Demonstrates clear evidence of national and/or international standing within their field.</td>
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<th>Engagement expertise</th>
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<td>o Demonstrates an advanced understanding of what constitutes high-quality public engagement planning, delivery, and evaluation.</td>
<td>o Clearly demonstrates evidence of a deep and nuanced understanding of what constitutes high-quality public engagement.</td>
<td>o Shows evidence of leadership/management in planning and delivering public engagement activities.</td>
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<td>o Shows evidence of leadership/management in planning and delivering public engagement activities.</td>
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<td>o Clear evidence of having led and/or coordinated complex or large-scale programmes of engagement.</td>
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<th>Strategic vision</th>
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<td>o Can demonstrate experience in identifying and developing opportunities and presenting those opportunities in a strategic context.</td>
<td>o Clear evidence of a skill for identifying and developing opportunities and presenting those opportunities in a strategic context.</td>
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<td>o Demonstrates an awareness of how to work in order to realise such opportunities.</td>
<td>o Can demonstrate how they have motivated and mobilised individuals, groups and teams from one or more organisations to deliver against a shared vision.</td>
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<th>Collaborative working</th>
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<td>o Demonstrates evidence of having worked in collaborative teams effectively.</td>
<td>o Provides evidence that they can create and maintain conditions under which collaborations and teams thrive.</td>
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<tr>
<td>o Provides evidence of the benefits of team-working on their own practice.</td>
<td>o Clear evidence of fostering successful collaborative projects.</td>
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<td>o Capable of self-reflecting on their own role in a team, and how to increase the effectiveness of a team in which they work.</td>
<td>o Evidence of taking a key leadership role to ensure effective team working.</td>
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### Influence and Leadership

- Can provide evidence of effectively influencing their peers and colleagues.
- Can demonstrate leadership of projects of moderate size or ambition.
- Able to provide evidence of effective leadership. Applicants may find it helpful to reference the [NCCPE Leadership resources](#).

- Can demonstrate leadership of large-scale, ambitious, and/or complex projects, including effective delegation.
- Provides evidence of effectively influencing senior leaders in their field and/or institution.
- Has participated in the leadership of programmes of culture change.
- Clearly connected into and aware of the national PE landscape, and valued for their experience.
- Able to provide evidence of effective leadership. Applicants may find it helpful to reference the [NCCPE Leadership resources](#).

### Planning and Implementation

- Demonstrates experience of project planning, management and evaluation approaches, and has evidence of applying such a structure to their work.
- Demonstrates excellent time management and prioritisation abilities.

- Has extensive experience of rigorous planning, management and evaluation approaches that deliver complex projects successfully.
- Demonstrates excellent time management and prioritisation abilities.

### 1.4 Scheme Value & Costings

The maximum value that may be sought is £200K. As the scheme comes under the Full Economic Costs (FEC) framework the maximum payable by STFC would be £160K.

#### 1.4.1 Fund Headings

The Leadership Fellows in Public Engagement scheme falls under the Full Economic Costs (FEC) framework. Therefore, all costs that contribute to the FEC of the proposal should be included under the cost headings as shown in section 5 of the [STFC Research Grants Handbook](#). Please note that, as the scheme has no capital budget, applicants cannot request funds under the Equipment heading.

#### 1.4.2 Administration/Logistical Support

STFC encourages applications to include requests for administrative/logistical support of up to 50% FTE equivalent to directly support successful applicants. The funds awarded are not required to be used to support a single individual and this resource can be flexibly deployed through the duration of the fellowship.

### 1.5 Fellowship Duration and Award Start Dates
The time commitment and duration of a Leadership Fellowship is flexible; a typical Fellowship would be for between 20%-40% of a Leadership Fellow’s time for a period of up to 36 months. Leadership Fellows can commence their award at any time after the 1st February 2021.

1.6 Scheme Conditions & Features
STFC Leadership Fellows in Public Engagement are governed by the grant conditions as set out in the STFC Research Grants Handbook, unless otherwise stated. Applications are accepted and awards are made on the understanding that research organisations and Leadership Fellows agree to observe the terms and conditions and the scheme requirements set out in this document and any amendments issued.

Awards are made on the understanding that the Leadership Fellow’s work and progress are subject to the same monitoring and appraisal procedures as those of other academic staff within the host institution.

1.6.1 Reporting & Liaison with STFC
Leadership Fellows in Public Engagement 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 Fellow. Leadership Fellows will be expected to meet with the STFC Public Engagement grants mentor a minimum of twice a year.

The Leadership Fellow will also be asked to attend meetings to exchange information and ideas with others undertaking STFC Public Engagement activities and contribute to networking and peer learning. The Leadership Fellow 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.

Leadership Fellows in Public Engagement will be expected to attend an annual meeting of all STFC Leadership Fellows and other engagement grant holders.

Leadership Fellows in Public Engagement are required to regularly update the record of their Fellowship using the Research Council reporting tool, ResearchFish, in line with the STFC Public Engagement Evaluation Framework. There are additional questions for STFC public engagement grant holders. This enables STFC to easily extract data regarding the impact of the work of our Leadership Fellows whenever required and serves as a database of outcomes and impacts for an award holder’s own reference. To assist with their ResearchFish return, Leadership Fellows in Public Engagement are also required, throughout their award, to collect data relevant to their activities in the STFC Public Engagement metrics spreadsheet, and send it to the Public Engagement Team once a year. Guidance on how to fill in the Public Engagement questions on ResearchFish, and the metric spreadsheet, are available on the STFC website.

1.6.2 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.

1.7.9 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 Leadership 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.

1.7.10 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 Leadership Fellow will be responsible in all respects for the work and the consequences of it.

1.7.11 Termination of Awards
A grant may be terminated, or its conditions varied, at any time at the absolute discretion of STFC. Should the Leadership 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 Leadership Fellow 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

To create the document in Je-S you will need to select the following options:

- Council: STFC
- Document Type: Fellowship Proposal
- Scheme: Public Engagement Fellowships
- Call: Leadership Fellows in PE 2020/21

Applications for Leadership Fellows in Public Engagement 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 are advised to contact their host organisation’s Research Administration as soon as possible; they will be able to advise about costing your proposal and internal procedures relating to submitting an application through Je-S. Your Leadership Fellow in Public Engagement application must be costed and submitted by the host organisation.

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 or your organisation to submit to the Research Council. You can track your application in Je-S by selecting the option, ‘Show Submission Path’. This shows the submission process set up by the research organisation, where the application is currently in the process, and the individuals who receive a system-generated email when the application has been submitted.

Emailed or hard copy applications will not be accepted and 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 and should conform to the font and margin guidelines in the Je-S Helptext.

2.2 Documents Required

Together with your completed Je-S application form, you will need to provide the following mandatory attachments, in .pdf format:
Personal Statement – maximum of two sides of A4, please submit this as the CV attachment type option available in Je-S. The personal statement should be written as address the six personal characteristics listed in the applicant person specification (section 1.3.2). Applicants should also:

- Clearly indicate which career stage they consider themselves to fall within, with a short description of their career history to justify that categorisation.
- Summarise any STFC public engagement awards held (currently or previously) and any similar public engagement awards.
- Not provide a comprehensive list of publications.

Case for Support – maximum of eight sides of A4. The Case for Support must include the following:

- A rationale for the Fellowship, showing the overall aims, anticipated outcomes and how activities will contribute to meeting the stated aims of the STFC Public Engagement Strategy;
- An indication of the different engagement activities the applicant intends to undertake during the Fellowship, including production of any resources. Where reasonably possible, applicants should provide details of their plans to deliver these activities, including audience insight, relevant experience, potential risks and mitigation strategies;
- A plan for the delivery of appropriate leadership & capacity building activities the applicant intends to undertake during the Fellowship. Where reasonably possible, applicants should provide details of their plans to deliver these activities, including relevant experience, evidence of need, potential risks and mitigation strategies;
- An evaluation plan showing details of how the outputs, outcomes, and reach of the activities – and the Leadership Fellowship as a whole – will be captured and evaluated;
- A dissemination plan detailing how resources, learning outcomes, outputs, etc. will be made available to wider audiences.

Justification of Resources – a maximum of two sides of A4 (of the eight total for the Case for Support). This document justifies the requested funds applied for in an application. A Justification of Resources should:

- allow reviewers to make an informed judgement on whether the resources requested are appropriate for the proposed programme;
- explain why the resources requested are appropriate for the programme proposed taking into account the nature and complexity of the proposal. It should not be simply a list of the resources required as this is already given in the Je-S form.

All items requested in the Je-S form must be justified, this includes the administrative/logistical support component of the scheme.

Any proposals requesting items that would ordinarily be found in a department, for example non-specialist computers, should include justification both for why they are
required for the project and why they cannot be provided from the research organisation’s own resources (including funding from indirect costs from grants).

The Justification of Resources is a free-text document. So that you don’t miss any costings from the Je-S form or any justifications for the items requested, we recommend that you match the costs to the proposal headings below (where appropriate). Further details of how costs should be justified can be found in section 5.11 of the STFC Research Grants Handbook.

- A host institution letter of support for the proposal from the applicant’s Head of Department/School, this must include statements describing:
  - How the institution will support the candidate to achieve the aims of their fellowship
  - The percentage FTE dedicated to the proposed fellowship and a commitment to release equivalent time from the applicant’s duties to enable the fellowship to be effective
  - How the STFC funded administrative/logistical resource will be deployed to support the fellowship
  - The envisaged lasting impact on support for public engagement within the department.

- Letters of support from any project partners (see section 2.3)

- Names of two reviewers, independent of the applicant’s organisation – one or both of whom will be asked for reviewer comments if the applicant is called for interview

### 2.3 Highlighting alignment to the Wonder initiative

As outlined in section 1.1.4, STFC is inviting Leadership Fellowship applications that propose programmes of engagement that work with the target audience of the Wonder initiative. Applicants who wish to undertake such work should use their Case for Support and project partner letters of support to highlight how their application aligns to Wonder in the following ways:

- The rationale for the Leadership Fellowship should clearly indicate how the aims and desired outcomes have been developed in partnership with audience group(s) selected.
- The rationale should also indicate why the target audience has been selected and provide a summary of the audience in a way that clearly indicates alignment to target audience outlined in section 1.1.4.
- The plan for engagement activities should show clear evidence of being designed in partnership with the target audiences.

Letters of Support (see section 2.4 will ideally be obtained from partner organisations that will work with the target audience as part of the Leadership Fellowship, detailing how their contribution will help to support a successful programme.
2.4 Project Partners and Letters 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 may 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. 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 and, additional staff time. Project Partner contributions in cash or in-kind should be seen as additional to the Research Councils' contribution and are not considered part of the FEC of the project.

At the time of opening the call the UK is under strict social distancing restrictions pertaining to the Coronavirus. The continued extent and duration of these restrictions are not currently known. We appreciate this will impact on applicants’ ability to engage partners and plan engagement delivery in the usual level of detail. We hope the situation will have become clearer by the application submission date in October, and the STFC PE team would be happy to discuss the evolving situation as applicants develop their submissions. We encourage applicants to continue to engage and liaise with potential partners to the fullest practical extent and develop their application accordingly. Where applicants have faced difficulties in building and evidencing partnerships we encourage early contact with the STFC PE team to obtain up to the minute advice regarding their application.

Any substantive project partners are required to provide a ‘letter of support’ alongside the main body of the application. This letter is read alongside the proposal’s Case for Support and is considered as part of the peer review process. A well-written letter 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 letter of support should also identify the period of support and detail the range of ‘in-kind’ and financial contributions offered by the partner.

Letters of support should follow the format set out at section 5.11.7 of the Research Grants Handbook.

2.4.1 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:
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.

2.5 Assessment Process Overview
Public Engagement Fellowship applications are submitted via Je-S.

2.5.1 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 engagement, outreach, 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 the interview stage of the scheme. The panel uses the panel assessment criteria as the basis for selection for interview:

**Personal characteristics**
- Does the applicant demonstrate the necessary influencing, capacity building and leadership capabilities?
- Does the applicant demonstrate suitable research or technical expertise?
- Does the applicant demonstrate suitable engagement expertise?
- Does the applicant demonstrate sufficient strategic vision?
- Does the applicant demonstrate sufficient evidence of collaborative working?
- Does the applicant demonstrate the necessary planning and implementation capabilities?

**Project characteristics**
- Does the application make clear how the proposed programme aligns with the aims of the STFC Public Engagement Strategy?
- Has the applicant clearly described how they plan to play a prominent role in building the capacity for public engagement within their institution or research community?
- Has the applicant clearly described the different engagement activities planned as part of the Leadership Fellowship?
- Has the applicant clearly identified their rationale for the proposed programme, provided suitable evidence of the need for such work and how this approach would be appropriate within their working environment?
Has the applicant demonstrated the clear planning required to achieve the declared objectives of the Fellowship?

Has the applicant proposed an effective and suitable plan for evaluating the outputs, outcomes, and reach of all proposed activities?

Has the applicant proposed a suitable plan for publicising the outcomes of the Fellowship, and disseminating any resources/activities produced to wider audiences?

**Institutional and partnership characteristics**

- Is the proposal accompanied by a strong Letter of Support (see section 2.4) from the applicant’s Head of Department/School?
- Are the institutional actions outlined in support of the applicant appropriate to achieving the aims of the fellowship?
- Do any Letters of Support from project partners indicate strong buy-in to this application?

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, via Je-S, to applicants who were unsuccessful.

### 2.5.2 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 **written assessment criteria**:

- **Experience**: The research experience of the applicant and their track record in engagement.
- **Expertise**: Whether the application has the necessary expertise and/or access to any necessary expertise to carry out the proposed programme of work effectively.
- **Relevance**: How well the proposal matches the aims of the STFC Public Engagement programme.
- **Impact**: Whether the proposed activities would make a significant social and/or economic impact in terms of the numbers reached and/or the effect on the audience.
- **Planning & Delivery**: If the planned delivery of the project is likely to achieve the declared objectives.
- **Evaluation**: Whether there are appropriate stated criteria for the success of the Fellowship and quantitative and qualitative means of evaluating them.
o Overall Assessment Comments relating to the proposal that have not been made elsewhere.

2.5.3 Stage Three – Panel Interview

Applicants are required to attend a panel interview, during which they will have an opportunity to give a brief overview of their proposal, followed by detailed questioning from the panel members. The interviews will be held on a single day, approximately three to four months after the closing. 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 have been raised in the earlier peer review stages, 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 their assessment of the applicant’s interview performance against the panel assessment criteria and the written peer review.

2.5.4 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 meeting.

2.6 Process Timetable

<table>
<thead>
<tr>
<th>Call Activity</th>
<th>Indicative Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call announced</td>
<td>11th May 2020</td>
</tr>
<tr>
<td>Call closes</td>
<td>1st October 2020</td>
</tr>
<tr>
<td>Stage one panel short-lists applicants for interview</td>
<td>Week Commencing 2nd November 2020</td>
</tr>
<tr>
<td>Stage two independent reviewer comments requested</td>
<td>Week Commencing 9th November 2020</td>
</tr>
<tr>
<td>PI responses to reviewer comments</td>
<td>Week Commencing 4th December 2020</td>
</tr>
<tr>
<td>Stage three Interview panel</td>
<td>Week Commencing 11th January 2021</td>
</tr>
<tr>
<td>Awards announced</td>
<td>January 2021</td>
</tr>
<tr>
<td>Leadership Fellowships in PE start</td>
<td>From 1st February 2021</td>
</tr>
</tbody>
</table>
2.7 Process Flowchart

Leadership Fellowships in Public Engagement 2020/21
Indicative Timetable

11th May 2020
Je-S submission window opens

1st October 2020
Je-S Submission window closes

October 2020
Scheme eligibility checks

Week of 2nd November
Short-listing of interviewees

Week commencing 9th November
Independent reviewer comments requested

Week commencing 4th December
PI Responses for reviewer comments requested

January 2021
Interviews & funding decisions

January 2021
Award announcements

November 2020
Feedback prepared & agreed for all applicants

November 2020
Invitations to interview sent to applicants

November 2020
Rejection letters sent to unsuccessful applicants

November 2020
Feedback prepared & agreed for all applicants

November 2020
Rejection letters sent to unsuccessful applicants

Important Information:
Submission to STFC is a two-stage* process
The PI submits the application to their organisation’s submitter pool via Je-S, the application is then submitted to STFC via Je-S.

Applicants are able to check the status of their application by using the 'Show submission Path' facility in Je-S.

*some applicants may have a three-stage process, if their organisation has chosen to have an approver pool in addition to the submitter pool.

3.0 Contacts and Enquiries
Before submitting your application you are encouraged to contact the Public Engagement Team to discuss your ideas.