

# STFC Public Engagement Small Awards

The 2016B call for applications to the STFC Small Awards in Public Engagement is now open for applications. The call closes at 4.00pm on Thursday 27<sup>th</sup> October 2016.

All applications must be submitted through the RCUK [Joint Electronic Submission \(Je-S\) System](#).

The full registration process can take up to 4 weeks so please leave plenty of time before the deadline. If you have not previously registered, you can use the Je-S self-registration option that will then enable you to apply to the scheme and fully register only if your application is successful.

Please contact the [Public Engagement Team](#) prior to starting the process in order to confirm your eligibility for the scheme.

If your organisation is already registered, please [email](#) us so we can check that everything is in order for you to prepare your proposal.

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### We Want To

- Engage key audiences with contemporary STFC research, including the role of its world-leading facilities
- Capitalise on the inspirational value of STFC's science areas to a wide range of audiences
- Encourage STFC-funded scientists and users of STFC research facilities to communicate their research to wider audiences
- Provide funding for novel small or pilot projects with the potential to be repeated across a wide area
- Provide partial support for larger projects

- Encourage partnerships, such as those between scientists and educators, industry and professional communicators

## 1.0 STFC Large Awards in Public Engagement – Overview

### 1.1 Applicant Eligibility

Almost anyone can apply, including grant funded researchers, facility users, schools, museums and charities. Please note that we can only issue grants to organisations that have audited accounts; if your organisation does not meet this requirement then you can work in partnership with an organisation that would be able to receive funding on your behalf.

#### 1.1.1 Applications from STFC and Diamond Light Source Employees

STFC and Diamond Light Source staff scientists and engineers are encouraged to engage in Public Engagement activities and are eligible to apply to the current award schemes, subject to the approval of their department and should consult with a member of the Public Engagement team. Your respective contact points are Sophy Palmer (Rutherford Appleton Laboratory), Phill Day (Daresbury Laboratory) or Dan Hillier (UK Astronomy Technology Centre).

#### 1.1.2 Applications from users of STFC Research Facilities

STFC encourages users of facilities, and researchers who engage with the programmes at Rutherford Appleton Laboratory and Daresbury Laboratory, the UK Astronomy Technology Centre, Diamond Light Source and other STFC- supported research facilities to undertake public engagement work. The Small Awards Scheme is appropriate when the role of the STFC facility or programme forms a substantial or major part of the public engagement project content.

### 1.2 Previous Applicants

STFC is happy to receive applications from previous applicants whether they were successful or not. Previously successful applicants are encouraged to submit any evaluation and feedback gathered as part of the previous project(s) to support the new application.

### 1.3 Project Team: STFC-Related Researcher

In order to ensure that the proposed project has relevant links to current research, it is a **mandatory requirement that every application's Project Team includes a current researcher in an STFC-funded area of science and/or 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 Team](#) and we will suggest people who you may wish to approach.

### 1.4 Scheme Remit

Engagement programmes must broadly focus around the remit of the STFC core science programme:

- Accelerator Science
- Astronomy
- Astrophysics
- Computational Science

- Cosmology
- Lasers & Plasma Physics
- Materials Science
- Nuclear Physics
- Particle Physics
- Particle Astrophysics
- Space, Solar & Planetary science

## 1.5 Scheme Value & Costings

Small Awards are given for amounts up to £10,000. As the Small Awards Scheme does not come under the Full Economic Costs (fEC) Framework, the £10,000 is absolute limit.

Schools requesting amounts up to £600 should apply to the [STFC/IOP/IET School Grants scheme](#).

### 1.5.1 Equipment Costs

Please note that, as the scheme has no capital budget, applicants cannot request funds under the Equipment heading; items of equipment dedicated to the project and costing less than £10k should be requested under the 'Other Costs' heading. Please note that any bid for expensive hardware or equipment will not be funded unless they can be shown to be intrinsic to the project.

### 1.5.2 Use of Funds

There are no set restrictions on the type of costs that may be applied for. For example, contributions to salaries (where a named individual will undertake work that would not be considered part of their normal duties), cost of materials, and travel & subsistence are eligible.

### 1.5.3 Justification of Costs

The panel will need to see a detailed breakdown of requested expenditure as a separate attachment to the application.

#### 1.5.4.1 What we won't fund – Instructions to All Applicants

- 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
- Bids for expensive hardware or equipment unless they can be shown to be intrinsic to the success of the project
- 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 (such as a new observatory) but not the actual 'bricks and mortar' of it

#### 1.5.4.2 What we won't fund – Specific Instructions to School Applicants

In addition to the above, applicants from schools are asked to note the following:

- Applications for a piece of equipment for your school alone are not viewed positively, unless the equipment is part of a novel project that could be copied easily by other schools
- School trips to CERN (please contact the [STFC Schools Liaison Officer](#) for more details about supporting trips to CERN) and trips to other laboratories, observatories & science venues unless they are part of a wider project

#### 1.5.5 Applications for Websites

The Panel will take the specific points below into account when assessing applications for websites:

- Does the application have a plan (and budget) for keeping the website sustainable in the future?
- Does the application take into account web accessibility rules and regulations?

#### 1.5.6 Additional Guidance for Teachers

Teachers are advised to take note of the specific points below:

- STFC encourages applications from teachers; however, if your application is for a project which is less than £600 please apply instead to our [school grants scheme](#) which is operated jointly with the Institute of Physics and the Institute of Engineering and Technology.
- The review panel particularly welcomes applications that involve partnerships with other schools or your local community
- Projects must be relevant to the science that STFC supports and the aims and objectives of the scheme
- All costs must be justified in your application
- If the overall cost of the project bid is more than £10,000 you must make it clear what item(s) the STFC funds are being requested for
- A detailed and well thought-out evaluation plan will strengthen an application

#### 1.6 Duration and Start Dates

Applications can vary in duration but would normally be expected to be for up to 36 months in duration. Applications to the 2016B round are not expected to start before 1<sup>st</sup> February 2017.

#### 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 Small 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.)
- Any Award we make to you will be the maximum amount payable, and will include any VAT payable. Applicants from HEIs should note that the scheme does not come under the Full Economic Costs (FEC) system and that the £10,000 upper limit is the maximum amount payable by STFC
- 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
- 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')
  - 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 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 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
- If you currently hold any other STFC Public Engagement award, you must submit a progress report on it along with your application
- If you or any of your co-applicants hold any current STFC research grants please state the reference number and title
- STFC 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

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 – either by self or full registration.. 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 Small Award application must be costed and submitted by the host organisation.

## 2.0 How to Apply

## 2.1 Submitting an Application

Applications for Public Engagement Small Awards are submitted *via* the Research Councils' [Joint Electronic Submission \(Je-S\) system](#). If your organisation is not currently Je-S registered you can self-register via the [Je-S system](#). This will allow your organisation to apply to the call without going through the full registration process. If your application is successful, UK SBS will contact you in order to help you with the full registration process.

The full Je-S registration process can take up to 4 weeks so if you do want to fully register please leave yourself plenty of time before the deadline. Please contact the Je-S helpdesk on 01793 444164 or via [e-mail](#) to get registered. You will need to give the name and contact details of the organisation together with details of the Scheme/Call you are applying for.

E-mailed or hard copy applications will not be accepted.

Please contact the [Public Engagement Team](#) prior to starting the process in order to confirm your eligibility for the scheme.

## 2.2 Completing the Je-S Application Form

The application form question-by-question with related rules:

### Creating the form

- Login to Je-S - <https://je-s.rcuk.ac.uk>
- 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 Small Awards 2015B as the call

### Project Details

- Enter your organisation, department, reference (of your choice), title of project, choose the small awards from the drop down box, and enter start date and duration.
  - o Provide a clear, explanatory but concise title. This title will be used on publicity and further communications.
  - o *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.).
  - o We normally accept applications for periods of up to 36 months duration. 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'.

### Principal Applicant

- Click Add new principal applicant button, click select and search for your name.
- The post must outlast project so tick yes
  - o 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).
  - o 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.
  - o 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 only the costs that are being requested from STFC.**

- *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

### **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:* Any Award we make to you will be the maximum amount payable, and will include any VAT payable. Applicants from HEIs should note that the scheme does not come under the Full Economic Costs (FEC) system and that the £10,000 upper limit is the maximum amount payable by STFC.

o The costs of the elements of the projects should be clearly defined and costed at best value for money.

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)

## Objectives

A free text box where you can list (as bullets) the objectives 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 Small Awards Scheme and the [STFC Public Engagement programme](#)

- You will be asked to provide an evaluation of your project and its impact on the audience, via ResearchFish. Your aims and objectives need to be clear enough for you to assess the extent to which they have been achieved.
- The objectives should be specific about what you wish to achieve (for example 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 are 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 Small Awards which we publish in each Round includes project details to help raise awareness and to encourage 'networking' between people promoting STFC science. An overview of previously funded projects can be found on the [Small Awards Scheme homepage](#).

### **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.
  - o 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/Current 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
  - o *Related rule:* If you currently hold any other STFC Public Engagement award, you must submit a progress report on it along with your application.
  - o *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)

- o 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).
- o *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)
  - o 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.

### **Reviewers**

- o 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 required to submit a Final Report via the ResearchFish reporting tool.
- 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.
  - o 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.

**Please note that when you press submit, the application doesn't go directly to STFC; it will be sent to your organisation's approver or submitter pool (depending on how you have set up your organisation's Je-S account). 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](mailto:JeSHelp@rcuk.ac.uk)

### Case Studies

Details of [current and previous Small Awards](#) are available for reference are available from the Small Award scheme's homepage..

### 2.3 Project Partners

Partnerships, such as those between scientists and educators, industry and professional communicators are encouraged.

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
✉: <a href="mailto:sophy.palmer@stfc.ac.uk">sophy.palmer@stfc.ac.uk</a> ☎: 01235 445 950	✉: <a href="mailto:phill.day@stfc.ac.uk">phill.day@stfc.ac.uk</a> ☎: 01925 603 231	✉: <a href="mailto:olivia.johnson@stfc.ac.uk">olivia.johnson@stfc.ac.uk</a> ☎: 0131 668 8263

### 2.4 Assessment Process Overview

Applications are collated and assessed by the Small Awards Panel. This Panel is made up of members from a variety of areas, the membership has a broad and in-depth knowledge of the Public Engagement landscape.

Applicants will be advised of the results via the Je-S system, this will usually be around 10 to 12 weeks after the closing date of the call. The decision of the panel is final.

## 2.5 Process Timetable

<b>Call Activity</b>	<b>Indicative Timetable</b>
Call announced	September 2016
Call closes	27 <sup>th</sup> October 2016, at 16:00
Application volume to Panel	November 2016
Panel assessment meeting	Mid-December 2016
Awards Announcements	January 2017
PE Small Awards start	From 1 <sup>st</sup> February 2017 onwards

## 3.0 Contacts and Enquiries

Before submitting your application you are encouraged to contact [Andy Thompson](#) in the Public Engagement Team to discuss your ideas. His direct number is 01793 442098. General enquiries relating to the scheme can also be sent to the [Public Engagement Team](#).