Science and Technology Facilities Council

Public Engagement - Large Awards Scheme – *Round 2012*

For projects in Public Engagement with Science & Technology

- ***Stage 1 Closing date – 08 November 2012 at 16:00 (Je-S form available from 17 September 2012)***
- ***Stage 2 Closing date – end of January 2013 at 16:00***
- ***Interview/presentation date – early March 2013***

Notes for Guidance, Terms and Conditions part 1: Essential information

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE RCUK JOINT ELECTRONIC SUBMISSION (JE-S) SYSTEM. FOR FURTHER DETAILS ON THIS PLEASE GO TO PAGE 3.

Aims of the Large Awards Scheme

- To promote and explain frontier research science and technology, including, in particular, work supported by the Science and Technology Facilities Council (STFC). STFC grant funding supports research in particle physics; nuclear physics; space, planetary, ionospheric and solar-system science; astronomy; astrophysics & cosmology. STFC has research groups in many scientific areas including particle physics, nuclear physics, nanotechnology, computational science, biology and medicine, energy and space science. STFC's research facilities include synchrotron light sources, pulsed neutron and muon sources, lasers, telescopes and observatories and particle accelerators both in the UK and overseas.
- To capitalise on the inspirational value of these subject areas for many national audiences, including the general public, schools, young people and other groups
- To encourage STFC-funded scientists to communicate their research to wider audiences and to debate issues with non-specialists
- To provide funding for those projects whose costs exceed the funding limits for Small Awards (£10,000). It is intended that projects considered for funding under the Large Award scheme would have a greater reach and impact in promoting the Council science than those funded with a Small Award.
- To encourage partnerships, such as those between scientists and educators, industry and professional communicators.

Funding quantities

Large Awards are for amounts from £10,001 to £100,000. Other award schemes are available such as:

- The Small Awards Scheme – funds up to £10,000
- The School Grants Scheme – Funds up to £500 (Open to Schools only)
- STFC Public Engagement Fellowships – funds up to £100,000

For further details please visit the funding for public engagement section of the STFC website

Eligibility

Who can apply?

Almost anyone can apply, including the research community, schools, museums etc. but we will need to be assured that the project team has the necessary abilities to complete the project as described, on time and to cost. Please bear in mind that we can only issue money to organisations that have audited accounts. If this does not describe your organisation we recommend that you work in partnership with an organisation that can receive the funding on your behalf.

Unfortunately we are not able to accept applications a) from organisations that are not based in the United Kingdom or b) for projects whose target audiences are not primarily UK residents.

Do you have a STFC linked researcher as part of your project team?

It is important that project teams include a researcher involved with STFC related science, even if such a researcher only has an advisory role. If this requirement presents you with any problems please contact the STFC Public Engagement unit (details below) before submitting your application.

Applications from Higher Education Institutions (HEI) and other Research Organisations (RO):

Universities and other Research Organisations fall under the Full Economics Cost framework (FEC). An organisation that comes under FEC is able to apply for up to £125,000 under this scheme, but STFC is only able to provide up to £100,000 in funds, as the maximum amount you can receive under FEC is 80% of the actual cost.

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.

Applications from non-HEIs:

Organisations which are not Higher Education or Research Organisations do not generally have to worry about the FEC framework and should fill in the application form without reference to the notes pertaining to FEC.

Applications from STFC employees:

STFC encourages staff scientists and engineers to engage in Public Engagement activities. Staff are eligible to apply to the current award schemes, but if you are an STFC employee and you wish to do so, please consult with a member of the Public Engagement team first. Your contact points are Neville Hollingworth (Swindon office - neville.hollingworth@stfc.ac.uk), Jo Lewis (Rutherford Appleton Laboratory – jo.lewis@stfc.ac.uk) Tony Buckley (Daresbury Laboratory – tony.buckley@stfc.ac.uk) or Dan Hillier (UK Astronomy Technology Centre – dan.hillier@stfc.ac.uk) or your project's communications officer.

Applications from users of STFC research facilities:

STFC encourages users of facilities, and researchers who engage with the programmes at Rutherford Appleton and Daresbury Laboratories and the Astronomy Technology Centre, to undertake public engagement work. The Large Awards Scheme is appropriate when the STFC facility or programme forms a substantial or major part of the public engagement project content.

When the research is grant funded by bodies other than STFC (e.g. Wellcome Trust) and the role of STFC research facilities is a minor part of the public engagement activity content, there may be funding opportunities offered by your grant funder. For example, details of funding schemes across the Research Councils can be found at www.rcuk.ac.uk Public Engagement – Support for Researchers - Funding

Previous applicants:

We are 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 feedback. Previous successful applicants who still have projects running from a 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.

What can the funding be used for?

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.

We 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
- Bids for expensive hardware, equipment or buildings, 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

The Application Process

Submitting your application:

The deadline for applications for the 2012 Round is 08 November 2012 at 16:00. Please note that we cannot accept applications for retrospective funding, including those projects with a start date after the closing date for applications but before the funding decisions are announced.

For the 2012 round please do not apply for funding for a project expected to start before 1 April 2013. If a start date is entered earlier than the 1 April 2013, the application will be returned to you.

Please note that all applications MUST be submitted through the RCUK Joint electronic Submission (Je-S) System. Please go to https://je-s.rcuk.ac.uk to complete the online form. E mailed or hard copy applications will not be accepted. If you are not registered for the Je-S system please contact the Je-S helpdesk on 01793 444164 to get registered. Please note that this should be done four weeks prior to the closing date.

In order to submit your application your organisation must also be registered. To register your organisation please contact jeshelp@rcuk.ac.uk giving the name and contact details of the organisation together with details of the Scheme/Call you are applying for. The registration process can take up to 4 weeks so please leave plenty of time before the deadline.

If you are unsuccessful at stage one:

Applicants will be advised of the results by the middle of December. The Panel's decision is final. Feedback will be sent out with the confirmation e mail.

If you are successful at stage one:

You will receive notification by the middle of December. You will then be asked to submit a second stage application through the Je-S system the deadline for which will be the **beginning of January 2013 (TBC)**. Second stage applications will be sent to referees (one of your nominate choices and two of our choosing) for comment prior to the meeting of the judging panel. All second stage applicants will be asked to make a presentation to the judging panel.

The documents that you will receive and what must be returned if you are funded.

Applicants will be advised of the results via e mail usually within 5-6 weeks of the Stage 2 closing date. The Judging Group's decision is final.

Awards will be given in the form of a contract from STFC to the principal applicant's organisation. Standard Conditions of Contract can be obtained on request, and will be supplied along with formal notification of any award. The offer letter will be sent to the organisation's Je-S account and it is their responsibility to forward the information to you. The organisation will have to accept the award through the Je-S system which will in turn generate a starting confirmation document which will need to be returned by the organisation via the Je-S system as soon as you incur expenditure on the project. One this has been done the grant becomes active and the quarterly payments profile is created

Payment will be by BACS transfer only, hence successful applicants will be asked to submit their bank account details when registering for a Je-S account, which will be treated in the strictest confidence.

Receiving Payments
Your organisation will receive payment at quarterly intervals throughout the duration of the project (March, June, September and December). To trigger the final payment you will have to submit a Final Report and your organisation will have to complete a Final Expenditure Statement (on Je-S) which is due 3 months after the end date of the project.

The final payment will be a reconciliation between what has been spent and what has been paid to date.

A minimum of 20% of the approved funding will be withheld by STFC until completion of the Contract and submission of the final report.

The Reporting Process

Three events will trigger the need for successful applicants to supply documents to STFC:

- on completion of the project - a Final Report
- for projects lasting more than one year you must send a progress report every 12 months; or,
- if you make any other application to a STFC-run 'public engagement' scheme

Applicants must agree to provide STFC with access to completed materials generated by their projects, at the Final Report stage, and a means by which to make such materials publicly available wherever possible.

Data Protection:

The information required will be treated as confidential and used by the STFC, in accordance with the Data Protection Act 1984 and as amended by the Data Protection Act 1998, to promote the public understanding of science and technology. STFC is committed to uphold the eight Data Protection principles of good computer practice.

Notes for Guidance, Terms and Conditions part 2: How awards are judged

How your application will be judged:

We receive many applications so it is not possible to fund every project. Unfortunately many essentially worthy projects do not stand up well against others because the applicant's intentions or planning are not clear. The Large Awards Scheme is 'peer reviewed', in other words it is not marked by us but is referred to a panel of judges who consider it against certain criteria (see 'selection criteria' below). The judging panel is made up of researchers with a strong interest in science engagement, and science communications professionals. Each application is judged independently by the panel. Though the judges are highly experienced, please bear in mind that they may not be familiar with what you are trying to achieve so fill in the form accordingly.

Selection criteria:

Proposals need to demonstrate that they meet most or all of the criteria below.

1) **Relevance to STFC-funded areas of science and related technology.**

Proposals which can demonstrate a clear link to STFC-supported research projects (e.g. the Large Hadron Collider, space missions such as Herschel and Planck, new results from neutron or light sources) are more likely to be funded.

2) **Key Audience Included**

The audience must include at least one of the STFC's key audiences. These are: young people aged 10-18 and their teachers; the science-inclined public; opinion formers; audiences not previously engaged with science.

Projects aimed at young people are generally more likely to be funded if they target the 10-16 age groups.

We encourage applications that fit in with the Government's inclusion agenda including, for example, addressing new audiences, ethnic minorities etc.

3) **Quality of Planning and Delivery**

Proposals should demonstrate that the project team has the appropriate range of skills to carry out the project successfully. Plans should be realistic and clearly linked to the desired objectives.

4) **Impact and Cost Effectiveness**

Proposals which are likely to have a large impact (either reaching a large audience or having a significant impact on a smaller one) in relation to their cost are more likely to be funded.

Projects where there is evidence of a 'multiplier effect' (for example projects which inform or train science advisers and providers of in-service training) will be viewed positively.

Joint funded applications (where projects are receiving funding from other bodies) are viewed positively.

5) **Timeliness**

Projects relating to topical themes (Crystallography Centenary, LHC, Cosmic Rays, Exoplant discoveries, Herschel and Planck space missions etc.), or current initiatives in education and other relevant fields are desirable.

6) **Innovation/Proven Success**

Innovative projects and pilot schemes are encouraged, particularly if there is likely to be a sustainable outcome. When a STFC-funded activity proves successful, we are willing to consider continued funding, provided that a clear forward plan is provided.

We are happy to accept project submissions that are necessarily one off (e.g. because they relate to a specific event such as a Solar Eclipse) particularly if there can also be a sustainable outcome.

Projects where it is clear that there will be no possibility of sharing the idea with others are not desirable.

7) **Quality of Evaluation**

Projects which include a strong and realistic evaluation plan, commensurate with the size of the project are viewed positively.

Previous projects:

An overview of previously funded projects can be found here

Your contacts at STFC:

We are here to support you during the application process. If you have any questions please contact Chris Woolford or Neville Hollingworth at:

Chris.Woolford@stfc.ac.uk - 01793 442098

Neville.Hollingworth@stfc.ac.uk – 01793 442175

Notes for Guidance, Terms and Conditions part 3: 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 Large Awards 2012 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.
    - Let us have a clear, explanatory but concise title. This title will be used on publicity and further communications.
    - *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).
    - We normally accept applications for periods of up to 36 months. 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
    - 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 only 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

- *Equipment* – Only enter something here if it exceeds £10,000. All other single purchases should be added under the other costs heading.

- *Travel* – Click Add New Travel Item, enter description and cost

- *Other* – Enter all other costs here. Use the same method as above

    - *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.
    - 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.

    - 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.

    - *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').

    - *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
    - *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 Small 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. It may help you to look at the Final Report Form .

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.
  - *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 at www.stfc.ac.uk/PandS/Fund/Sml/SmallWin.aspx

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 SiS 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 complete a Final Report form so you may also find it helpful to refer to this now.

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. **Please remember that when you press submit it doesn't go direct to STFC; 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