

Public Engagement Co-Creation with Students Fund

Terms and Conditions

General Terms

Awards under this scheme will be made on the basis that:

- Funds will be spent according to an agreed profile and any underspend will not be available to use for other purposes or in future years;
- The host department(s) will provide suitable workspace and IT equipment for the employed students;
- The host department(s) will provide a named line manager for the employed students;
- Each student employed will work up to a maximum of 30 hours;
- Any over-spends (e.g., as a result of a student working for more than 30 hours) will become the responsibility of the host department(s);
- Expenditure must be in line with the university [Financial Regulations](#). Eligible costs for this Fund are the employment of students through Unitemps, and the payment of travel and subsistence expenses they incur in the course of carrying out their jobs.
- WIE will be consulted prior to travel and subsistence expenses occurring in order to check that they are eligible. Students' expenses claims will be processed by WIE, not the host department.
- WIE will be consulted prior to the delivery of public engagement activity. This is because a maximum of 4 hours per student can be spent delivering public engagement activity as part of the test and refinement of activity creation.
- All expenditure will be complete by the end of the financial year (31st July 2027). The deadline for students to finish working is **Wednesday 20th June**. Expense claims must be submitted within three months of an expense occurring and by **Wednesday 30 June** at the latest.
- All engagement activity should be carried out ethically. Certain areas of public engagement and involvement have different requirements and may need research ethics approval. You must ensure you have the appropriate approvals in place for your activity before you begin. If in doubt, please contact the Research Governance Team at researchgovernance@warwick.ac.uk.
- Any data (including photography) collected as part of the project will be captured, processed and stored in line with GDPR regulations.
- You agree to conduct onboarding and offboarding meetings with student co-creators. Advice can be found in the ['Working Effectively with Students'](#) section of the [Student Engagement Toolkit](#).
- You will report on your project within one month of the students' employment ending. See below for details.

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- You will allow students time within their final week of employment to complete a report on their experience of the project. WIE will provide the students with a reporting form.

Reporting Requirements

Reporting enables us to evidence the value of running the fund and ensure it continues in the future. To that effect we will need you to report back to us on the following information **within one month** of the students' employment ending:

- Number of hours worked by staff working on the project with the students. **We recommend keeping a log of this during the project.** Remember to include time spent preparing the job description, reviewing and interviewing candidates and meetings that take place with co-creators.
- Number of hours worked by students employed through the fund (easily checked through Unitemps; WIE can show you how to do this)
- Reflections on the experience of working with the employed students
- Reflections on the work undertaken and the impact
- Brief information about your intended next steps
- If the project involves co-creation of a module, additional information such as student numbers and feedback
- If the project involved the creation of engagement materials, the number of activities created and what sort they were

WIE will remind you when this report is due and provide a reporting form through which you can do this.

We will also send you a short form **6 months after** the project has been completed. This will allow us to track if the work produced by co-creators has had a longer-term impact on your project.

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Non-Compliance

Should you fail to follow the Terms of this fund, you will be barred from applying for further funding schemes at WIE and may be deprioritised when applying to attend our training programme.