

Collaboration and Co-Production Fund

Terms and Conditions

General Terms

Awards under the schemes will be made on the basis that:

- They are non-repayable grants (except in the case of conferences or other events which make a profit);
- Funds will be spent according to an agreed profile, failure to spend will result in a claw-back event;
- There are no significant additional space implications that cannot be accommodated within the Department(s) involved;
- Any over-spends become the responsibility of the host department or departments;
- Applicants may request up to £3,000;
- All expenditure will be complete on or by the end of the financial year (31st July)
- Eligible costs include direct staff costs, some specialist equipment, consumables, travel and accommodation, and all other items required for the project;
- University building and refurbishment costs will NOT be eligible under this scheme;
- Where relevant, public facing events must be publicised with appropriate notice (we suggest 1 month) and all publicity material must be produced professionally in line with Warwick's brand guidelines (please discuss these with our team if unsure) - please allow for this in your budget.
- Awardees will need to check with WIE/ Regional and Community teams for previous attempts to create connections particularly with local groups to ensure same groups are not approached multiple times.
- All engagement activity should be carried out ethically, but we acknowledge that 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.
- You must make the Public Engagement Team aware at the time of application if your activity needs to be flagged under PREVENT duty,
- Any data (including photography) collected as part of this event will be captured, processed and stored in line with GDPR regulations.
- You will be expected to undertake Evaluation of your activities for the purpose of reporting on your project. Please visit [our website](#) for guidance and training.

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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 over the next 3 years in the following format:

Year 1

Your report must be a joint reflection, together with your project partner and must cover:

- Data from your evaluation
- Report on time spent on the project
- Reflections on the activities undertaken and the impact
- Any new or additional activities conducted to build/strengthen the relationship
- Immediate next steps (set against the desired outcomes from the application form)
- Full budget report on monies spent

This report is to be submitted on or by the last day of the financial year in which you were awarded the funds. (31st July)

Years 2&3

The report will need to cover:

- Any new or additional activities conducted to build/ strengthen the relationship
- and/or outcomes in terms of research grants applied for/ engagement activities undertaken.

These reports will need to be submitted on or by the last day of the financial year for 2 years following the initial report.

We will work with you to remind you when these reports are due and provide a **reporting template** to help facilitate the process.