

## Train and Engage – Guide for Applicants

The aim of the Train and Engage grant scheme is to increase activity, skills and understanding of public engagement among postgraduate students in UCL's School of Life and Medical Sciences (SLMS).

The Train and Engage grant scheme is a one-off fund that we hope to operate again in future years. The maximum award for each application is **£750**. The scheme is funded by The Wellcome Trust.

The grant scheme is administered by UCL's Public Engagement Unit and priority will be given to applicants who are SLMS postgraduate students and who have participated in the Train and Engage training sessions.

Please read these guidance notes carefully before you complete your application.

### Applications must:

- Be related to a particular type of public engagement project or activity. Examples include:
  - Creating knowledge in collaboration with communities and interest groups outside the university.
  - Taking part in dialogue about the direction of your research and/or teaching.
  - Encouraging people outside the University to contribute their research and knowledge to your work.
  - Nurturing a society in which the next generation want to take part in research, teaching and learning.
  - Supporting communities with your expertise.
  - Telling public groups about your work.
- Be led by a postgraduate student from one of the following UCL faculties:
  - Faculty of Brain Sciences.
  - Faculty of Life Sciences.
  - Faculty of Medical Sciences.
  - Faculty of Population Health Sciences.
    - Please note you can check your faculty here: <http://www.ucl.ac.uk/departments/faculties>
- Represent good value for money.
- Build upon research/learning.
- Be for activities that will be **completed by December 2013** (although they may be part of a larger ongoing/longer term project).

### Possible projects supported could include:

- Running workshops with special interest groups.
- Co-curating an exhibition with the public.
- Developing an innovative model of open day.
- Organising a participatory design competition.
- Guided tours of a place or building.
- Organising a festival.
- Running a series of evening cultural events.
- ...any other ideas you have!

## Application process

Fill in the application form and submit it to Kimberley Freeman, Public Engagement Co-ordinator (SLMS) - [kimberley.freeman@ucl.ac.uk](mailto:kimberley.freeman@ucl.ac.uk) by **5pm, Friday 19<sup>th</sup> July 2013**. Applications may only be submitted electronically.

Your application will be considered by a small grants panel made up of UCL staff (including a member of the UCL Public Engagement Unit) and students with significant public engagement experience. This panel will decide whether to fund your application.

The panel will consider:

- The quality of the idea behind the application.
- Whether they think the project can realistically be delivered within cost and time constraints.
- The potential impact of the project on the public.
- The potential impact of the project on staff/students involved.
- Whether the evaluation of the project has been effectively planned and organised.

The panel's decisions will be communicated to applicants by the end of August 2013. Please submit all applications to [kimberley.freeman@ucl.ac.uk](mailto:kimberley.freeman@ucl.ac.uk) by **5pm, Friday 19<sup>th</sup> July 2013**.

## Additional information:

What is public engagement? This scheme will use the definition of public engagement developed by the National Co-ordinating Centre for Public Engagement (<http://www.publicengagement.ac.uk/what>):

“Public engagement describes the many ways in which higher education institutions and their staff and students can connect and share their work with the public. Done well, it generates mutual benefit, with all parties learning from each other through sharing knowledge, expertise and skills. In the process, it can build trust, understanding and collaboration, and increase the sector's relevance to, and impact on, civil society.”

And a definition of ‘public’ developed from that provided by HEFCE:

“The ‘public’ includes individuals and groups who do not currently have a formal relationship with an HEI through teaching, research or knowledge transfer.”

## Filling in the form:

For the purposes of this application we use the term ‘project’ to describe the activities you take part in that require funding. We do recognise that there are all sorts of things that you might use a grant for.

At the top of the form we ask for basic information about you, your studies and your proposed project. Please fill this in as completely as possible.

**Question 1** Please provide a short description of what will happen as a result of you receiving the Train and Engage funds. There is space further down for you to explain what the aims of the project are. If you are funded, you will be given an opportunity to make changes to this description before it is used on our website.

**Question 2** Please include a rough timescale for your project. The easiest way of doing this is to list the major milestones in the project and the month that they will take place.

**Question 3** If you'll be working with other people, whether from UCL or not, please tell us who they are, what they do, and what involvement they'll have. Please give a very short description of people's experience, making sure that it's relevant to the project.

**Question 4** This question is intended to focus your thoughts on the people outside of your project team who will be involved. If you're putting on an event, what sorts of people are likely to come along? Will they be defined by age group, profession, or a shared interest? Where will they come from? If you're working with a specific community group, who are they? Please also say something here about how you will contact this audience and let them know about the activities. How will you make sure they want to participate?

**Question 5** Please provide a budget listing each item or group of items (for example, catering, materials, travel) to be paid for. You can apply for funding for running costs of your project. This can include: training, materials, venue hire and equipment, resources for participants, stationery, and travel. All costs must be related to your project. This means that we will only provide funding for what you need in order to achieve your aims and objectives. Please also include a brief note of any costs that will be covered by other funding. You should also note anything being provided free of charge (such as venues or volunteers' time). Including these details allows the panel to get a better picture of everything that will happen.

**Question 6** This question is all about your reasons for doing the project. Are you trying to develop your own skills? Are you hoping to inform people about your work? Are you planning to help people using your specialist knowledge or skills? What do you hope will be the effect on the project team? What do you hope will be the effect on the audience?

Please note that value for money isn't simply judged by the number of people involved in your project. For example, a project that creates a meaningful relationship with 10 people may have more value than one that has a small impact on 100.

**Question 7** Please describe how the project links to your studies or research area.

**Question 8** This question allows you to show the panel how you'll know that you've achieved your aims. How will you assess whether your project was a success? We don't expect an in-depth evaluation, but we expect you to be clear about what success looks like. If your objectives, as laid out in Question 6, are easy to understand, and genuinely measurable, you should be able to express how you'll measure and reflect on them here.

**Question 9** Since the grants are relatively small, we're aware that you might want to use them to make an existing project better, or to allow it to be spread to a wider audience. This question lets the panel know how much of a difference the grant will make. It's also a chance to describe your plan B – if a grant isn't forthcoming, what will you do instead?

**If you're successful:**

All project leaders who are awarded funding will be asked to:

- 1) Attend group sessions to share their learning and experiences with the other Train and Engage project leaders.
- 2) Present at, or attend, a public engagement symposium to an audience of UCL staff and students.
- 3) Complete a short project learning and evaluation report at the end of their project, reflecting on the project. Completing this in is a requirement of accepting the Train and Engage grant.