**Provost’s Awards for Public Engagement: Additional guidance on eligibility**

**Who and what is eligible for the awards?**

UCL staff and postgraduate research students are eligible for the awards, as are community partners for the Community Award.

To be eligible for nomination, staff or postgraduate students must be either employed by UCL or registered as a student at UCL, at the point of nomination or have been employed by UCL, or registered as a student at UCL, within the calendar year preceding nomination deadline date.

Community partner nominations must relate to work that took place with staff or students who meet the same timescale criteria.

Honorary staff are only eligible in cases where the content of their nomination relates to work undertaken as part of their role as a member of the UCL community. Staff of UCL Culture are not considered for these awards. Nominations are welcome for people who have been unsuccessfully nominated in the past. Individuals cannot win twice in the same category.

Please make clear when the work took place. In most categories, the judges will particularly focus on work in the current and preceding calendar years, but they will also take into account previous years’ activities.

If you’re uncertain of the eligibility of an individual, or into which prize category they should be entered, please do get in touch with us at publicengagement@ucl.ac.uk.