

Provost's Awards for Public Engagement 2019/20 – Eligibility Criteria

These awards recognise the fantastic work that UCL staff, students and their external partners are doing to open up and carry out research and teaching at UCL with the wider world through collaborative engagement.

Completed [nomination forms](#) must be submitted by **5pm on Monday 3 February 2020**.

The Provost's Awards for Public Engagement aim to:

1. Celebrate the outcomes and impact of the public engagement work undertaken by staff, students and their partners outside UCL.
2. Raise the profile of public engagement within UCL, demonstrating both the value UCL places on public engagement and UCL's distinctive take on public engagement.

Awards Criteria

The Awards supports [UCL's Public Engagement Strategy](#) which aims to embed public engagement as an integrated and valued activity for UCL staff and students.

At UCL we want to celebrate Public Engagement activities and projects which have:

- A focus on **collaborative** models of engagement.
- **Involvement** of diverse public groups, particularly those whose voices are heard less often.
- A spirit of **experimentation** from which learning can emerge.

This year we will give three awards to projects that exemplify engagement with these characteristics. We appreciate that many projects will contain all of these, so when applying please either choose the one you think most reflects your projects strengths, or indicate if you'd like to be considered in for more than one award. However, nominations may only win one award and the page count must remain at two sides.

Nominations can be submitted for any of the following three awards:

- **Collaboration Award.**
Nominations for this award should include evidence for as many of the below points as possible:
 - Working with a variety of staff and students within UCL. This could include academics from across all grades from across multiple career stages, relevant professional services staff within the unit / department / faculty / school, students (both undergraduate and postgraduate).

- Clearly defined benefits across all partners involved in the activity or project which emerge from a clear and embedded evaluation process.
 - A bringing together of different groups to make collaborative decisions, thinking and acting together.
 - Engagement that is participative rather than informative and that collaboration has been a core foundation of the work.
- **Respond Award.**
Nominations for this award should include evidence for as many of the below points as possible:
 - Activities or projects which are responsive to the needs of external partners and have a link to UCL research & teaching.
 - External partners representing communities whose voices haven't previously been represented in your research & teaching.
 - External partners from communities whose voices are less often heard
 - A strong focus on the communities'/public participants' needs.
- **Experimentation Award.**
Nominations for this award should include evidence for as many of the below points as possible:
 - Innovative engagement methods for all partners and type of activity or project.
 - Clear learning that has emerged through an embedded evaluative process.
 - The project / activity has allowed others to learn about, and gain experience in, public engagement.
 - An evaluation process that reflects the voices and experience of external partners involved.
 - A clear legacy and capturing of learning from the project.

If you're uncertain of the eligibility of an award or who to include in the nomination please do get in touch with us at publicengagement@ucl.ac.uk.

The definition of public engagement used at UCL

UCL uses the [definition](#) of public engagement developed by the National Co-ordinating Centre for Public Engagement:

“Public engagement describes the many ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit.”

This definition includes, for example, communities or individuals with interests relevant to your research, but excludes students at other universities, alumni, or contacts in industry.

Widening participation work with schools, or work that is intended to recruit students to UCL or higher education more generally, is not covered by these Public Engagement Awards.

Public engagement for the purposes of these awards is characterised by being based in UCL research, teaching, or learning.

Award Eligibility.

- Awards are being given to a Public Engagement project or activity rather than individuals. This can be a singular event, or a long-term project. **The award is shared by all those who contributed to the project or activity.**
- Each nomination requires two **lead contacts at least one who is a UCL Staff or Student and at least one person not employed by UCL.** The Engagement team will communicate with them throughout the process. Additional people who worked on the project or activity are to be listed as an appendix to the nomination.
- Self-nominations from those who worked on the project or activity are allowed. In this case nominators can be one of the lead contacts too.
- Nominations can also come from someone who didn't work on the activity or project but knows the project and its impacts well enough to make the case.

The UCL staff and student team members **can include:**

- UCL Staff and students who are 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.
- Professional Services Staff across the University.
- People who have been unsuccessfully nominated in the past for previous UCL Provost's Public Engagement Awards.
- Past UCL Provost's Public Engagement Awards winners as long as the activity / project presented in the nomination is new or a substantial change from those included in previously awarded nominations.
- Honorary UCL staff and UCL alumni are only eligible in cases where the content of their nomination relates to work undertaken as part of their role as a member of UCL. They do not fill the requirement of those not employed by UCL.
- UCL Staff who have formal responsibilities within their job description for embedding public engagement.

The UCL staff and student team members **CAN NOT include**:

- Staff within the department of UCL Culture.

Please make clear when the work for which you are nominating the team or individual took place. Panel members will particularly focus on work in the current and preceding calendar years, but they will also take into account previous years' activities.

Form and Award Guidance

[Nomination forms can be found here.](#)

[Guidance for nominations can be found here.](#)

Additional Awards

UCL Culture may also give three additional awards to individuals from those people included in all the nominations received. The winners for these awards will need to show exceptional contributions to their Public Engagement activities which are impactful, responsive and innovative. The awards include:

- **Institutional Leadership Award.** This is awarded to a UCL Staff or Postgraduate Student whose contribution to public engagement has had significant impact beyond the scope of their own research and/or teaching.
- **Finding Your Voice Award.** This is awarded to a UCL Staff or Student who is at the start of their engagement journey and shows significant promise in terms of future engagement practice.
- **Community Award.** This is awarded to an external partner to UCL who has made an outstanding contribution to an engagement project or activity.

What happens to your nomination?

By Monday 10 February

- **Nominators** will receive a confirmation within three working days of submitting a nomination. If you have not received a confirmation after this time please do get in touch with the team.
- If the nominator is not one of the **lead contacts**, the lead contacts will receive an e-mail letting them know that their project or activity has been nominated, along with a copy of the nomination. This will also happen within three working days of receiving the nomination.

- The lead contacts then have an opportunity to approve or decline the nomination. We also ask the lead contacts to check the appendix to ensure all those who have been involved and want to be recognised are included.
- During this time an Awards Panel will be assembled, with representatives from across the university (including professional services, students, academic staff) and external partners. Panel members are all from outside UCL Culture staff.

By Monday 3 March

- Once all nominations are received and confirmed the Awards Panel will receive all the nominations. They will then score the nominations based on the information included on the form.
- At the panel meeting, which will take place in late February, the panel will choose the winners for each of the three awards listed above: **Collaboration, Respond** and **Experimentation**. The process will involve ranking nominations and deciding a winner from the highest ranking nominations for each award.
- The panel will also submit recommendations for three additional awards going to individuals, **Institutional Leadership, Finding Your Voice** and **Community Awards**.
- The Director of Engagement, UCL Culture, in consultation with the Panel Chair, will look at recommendations from the Panel, along with additional recommendations from the Engagement team and decide if and who to award for the **Institutional Leadership, Finding Your Voice** and **Community Awards**.

By Monday 10 March

- Lead Contacts will be informed of the outcome of their nominations.
- If the nominator was not the lead contact, they will also be informed of the outcome of their nomination.
- We ask that the result of the nominations are kept confidential.

Before Awards

- **Winners** together with UCL Culture's Public Programming team and their respective Public Engagement Manager collaborate to create materials for the Award Ceremony. This will also include a press pack that winners can use to share their Public Engagement work.

- **Winners** are invited to have lunch with the Provost. (tbc)
- All those **nominated** are invited to submit material for the Awards Ceremony so their stories can also be celebrated.
- **Winners** and all those **nominated** are invited to the Provost's Public Engagement Awards Ceremony which is taking place on **Wednesday 27 May**.