



Train and Engage – Guidance for Applicants

Deadline: Midday, Monday 4th October 2021

The aim of the Train and Engage grant scheme is to increase activity, skills and understanding of public engagement among postgraduate research students across UCL.

The scheme is funded and administered by UCL's Engagement Team and only those who have completed the Train and Engage course delivered by the UCL Engagement Team are eligible to apply for funding of up to £1,000. If you have been funded through this scheme in the past, you are not eligible for this scheme.

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

It is strongly recommended that you talk to the UCL Engagement Team in advance of submitting your application. Please contact the team on publicengagement@ucl.ac.uk. Do note that some of the team will be away on annual leave throughout September, so please get in touch earlier in the process.

Applications must:

a) Be led by:

A UCL postgraduate student or postdoctoral member of staff who has completed Train and Engage delivered by the UCL Engagement Team. Over the last three years Train and Engage has moved online and blended both live sessions and static modules, so ensure you have attended / completed what counts for completion that year to be eligible:

- Train and Engage (pre 2020) – complete three face to face sessions.
- Train and Engage (2020) - completed face to face sessions one and two, online modules one and two and attended an online challenge session.
- Train and Engage (2020) - completed face to face session one, online modules one through to four and attended an online challenge session.
- Train and Engage (2021) – Attended or completed core sessions one through to six (three online modules and three live sessions).

A UCL postgraduate student or postdoctoral member of staff who has not been funded through Train and Engage in the past.

If you are at all unsure about your eligibility, please contact publicengagement@ucl.ac.uk

b) Be related to a particular type of public engagement project or activity. Examples include:

- Using expertise, knowledge, time and resources to support communities and respond to community need.
- Encouraging people outside the university, especially those who do not traditionally do so, to contribute their knowledge to our activities.
- Encouraging conversations between researchers, publics and the university about the direction of our research and teaching.
- Communicating research, especially to specific and more diverse audiences.
- Creating knowledge and changing practice in collaboration with communities and interest groups outside the university.

c) Build upon the candidate's research/learning.

d) Represent good value for money.

- e) Be for activities that will be completed by the end of the 2021/22 academic year (although they may be part of a larger ongoing/longer term project).

Possible projects supported could include:

- Running workshops with appropriate groups
- Developing an innovative model of an open day
- Co-curating an exhibition with the public
- Organising a participatory design competition
- Guided tours of a place or building
- Organising a festival
- Producing a podcast for a particular audience
- Running a series of evening cultural events
- Working with external artists/performers
- Developing sustainable relationships with groups whose voices are less heard
- ...any other ideas you have!

For other ideas, please refer to our [leaflet](#) on your Public Engagement Journey, which focuses on helping you to think about different ways of working with public groups.

Social distancing statement:

We recognise that owing to the changing lockdown situations over the past few years it is possible that social distancing measures may be in place during your Train and Engage funded period. Please do consider this in your application and speak to us if you have any concerns about this impacting your project.

Application process

Complete the application form and submit it to UCL's Engagement Team at publicengagement@ucl.ac.uk by **Midday, Monday 4th October**.

Members of the UCL Engagement Team will offer formal feedback on your application by **Monday 11th October**, and you will then be able to submit a final version of your application by **Midday, Wednesday 3rd November**.

Applications may only be submitted by email as MS Word documents.

Your application will be considered by a small funding panel made up of UCL staff with significant public engagement experience, it will not include any members of the current Train and Engage delivery team. 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 late November/early December

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 myriad of 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.”

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. We ask for some of this information so that we can make a smooth transfer of funds to you if you are awarded a grant. **Please do let your financial contact know you are applying for a Train & Engage Award.**

In addition to this guidance, please refer to your training and the knowledge and slides provided by the Engagement Team following your training.

Question 1:

Please provide a short description of what will happen as a result of you receiving the Train and Engage funding. This is intended for a lay-audience and will be put on our website. This is also a good opportunity to introduce your project to the reviewer clearly and concisely.

Question 2:

Please state the projects aims and objectives. Keep this clear and concise too and use bullet points if it helps. You can go into details of the project later.

Question 3:

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, location, 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 public and let them know about the activities. How will you make sure they want to participate? If the audience for your project is school age children, please talk to a member of UCL’s Engagement Team to discuss your application prior to completing the application form, as your project may be better suited to your university’s Widening Participation agenda.

Question 4:

This question is all about your reasons for doing the project. How will this project help you 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 community or public group?

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 1,000. The best public engagement projects are those run at an appropriate scale for your aims and public groups.

Question 5:

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 plan here, but we expect you to be clear about what success looks like. If your aims and objectives, as laid out in Question 2, are easy to understand, and genuinely measurable, you should be able to express how you’ll measure and reflect on them here. Please get in touch with the UCL Engagement Team for guidance, tools and advice on evaluation publicengagement@ucl.ac.uk and view our toolkits and guides [online](#).

Question 6:

Please describe how the project links to your studies or research area at UCL. Consider the story you are telling and how, as a result of your project, participants will experience a change related to your specific area of research or subject area.

Question 7:

If you will be working with other people or partners, whether from your university or from outside academia, 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 8:

Please include a rough plan and timescale for your project. What will happen, and when? The simplest way of doing this is to list the major milestones in the project and the month that they will take place. We are not expecting a Gantt chart here however you may find it useful to create one prior to submitting your timeline.

Question 9:

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.

Please note that Train and Engage funding cannot be used to pay researchers for their time.

International travel:

Due to the scale of the award, international travel is not ordinarily funded. If your engagement is happening abroad, it is expected that you would align your need to be in that location with times you are already travelling: for instance for field research. If international travel outside of times you are already travelling or to a different location is unavoidable, please talk to the UCL Engagement Team for advice.

Question 10:

We're aware that you might want to use this grant 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 project leaders
2. Share their learning as widely as possible and participate in the UCL Public Engagement Network
3. Stay in touch with the UCL Engagement Team and submit receipts and regular spending reports
4. Complete a short project learning and impact form at the end of their project.

Everyone who receives a Train and Engage award will be required to fulfil all four of the conditions listed above. In most cases, the Train and Engage awardee will receive the Train and Engage grant by transfer into their department.