

**LONDON’S**

**GLOBAL UNIVERSITY**

**UCL Public Policy Small Grants 2019**

**Expert Engagement - Application Form**

**Application deadline: 5th July 2019**

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| **GENERAL INFORMATION** | | | |
| **Application title** | |  | |
| **Award applied for** | | **Expert Engagement** | |
| **Amount requested (max. £4,000)** | |  | |
| **Project start and end dates**  **(maximum duration of 9 months)** | |  | |
| **Applicant name** | |  | |
| **Role** | |  | |
| **Department/Institute/other** | |  | |
| **Faculty** | |  | |
| **Phone** |  | **Email** |  |
| **Please provide details of your departmental finance contact and confirm you have discussed your application with them** | |  | |
| **Co-applicant name(s)** | |  | |
| **Role** | |  | |
| **Faculty** | |  | |
| **Phone** |  | **Email** |  |
| **Declaration of Interest**  Please refer to UCL’s Declaration of Interest Policy for details.  (delete as appropriate) | | Are you in compliance with UCL’s policy on Disclosure of Conflicts and Declaration of Interest?  ☐ Yes            ☐ No | |
| If relevant, have you disclosed any potential conflicts of interest to UCL?  ☐ Yes            ☐ No | |
| **Ethical Approval**  (delete as appropriate) | | Do you require Ethical Approval for this project?  ☐ Yes            ☐ No  If yes, please provide evidence of approval as soon as possible as funding cannot be awarded until this is confirmed. | |
| **Confidentiality**  (delete as appropriate) | | Does your proposal contain any confidential information that cannot be shared publicly?  ☐ Yes, my application contains confidential information that should not be shared publicly (please provide details).  ☐ No, my application does not contain confidential information and information contained within it can be shared publicly. | |
| **PROJECT DETAILS** | | | |
| **1.** Please provide a short description of your proposal (this will be used on our website if funded, so please keep it brief, relevant, and understandable to a non-specialist, non-university audience). [*Max. 250 words*] | | | |
|  | | | |
| **2.** What are the key aimsof your proposal? | | | |
|  | | | |
| **3.** Who are the main partner(s) / stakeholder(s)? | | | |
|  | | | |
| **4.** How will you maintain any relationships developed over the long term? [*Maximum 250 words*] | | | |
|  | | | |
| **5.** How will you assess whether you have achieved your aims? [*Maximum 250 words*] | | | |
|  | | | |
| **6.** How will your idea contribute towards creating a sustainable policy engagement culture at UCL? (You may wish to mention creating / enhancing relationships; sharing knowledge with UCL staff; developing new mechanisms for engagement; etc.) | | | |
|  | | | |
| **7.** Please provide a brief timeline detailing when the activities will happen if this proposal is funded | | | |
|  | | | |
| **8.** Please provide a spending breakdown of the amount requested. Please also provide details of any funding or resources coming from elsewhere. | | | |
|  | | | |

**Your completed form should be emailed to Olivia Stevenson (**[o.stevenson@ucl.ac.uk](mailto:o.stevenson@ucl.ac.uk)) **no later than midnight on Friday 5th July 2019. Please ensure you put “UCL PP Expert Engagement Grant Application” in the subject line of the email.**

**How to apply**

**What proposals should seek to do**

The small grants scheme is designed to support research staff, students and academics at UCL to increase their engagement with public policy, improve engagement with external policymakers through research expertise, and/or enhance the public policy impact of their research. We encourage applicants to think creatively about how to achieve greater policy engagement and impact, including about possible outputs from their work.

Proposals should include some degree of collaboration with an external policy professional or organisation. If an external policy partner is not included in the application, it will normally be expected that proposals should identify such a partner and state how the applicant(s) will work with them.

Proposals may be for an entirely new piece of work, or for a project as part of an existing activity. If the latter, the proposal should aim to enhance the policy engagement or impact of existing work beyond what may already have been planned.

Applicants are welcome to discuss ideas with UCL Public Policy staff in advance of making their application. It may also be helpful to consult support available from UCL Innovation & Enterprise, UCL Public Engagement, and other knowledge exchange and impact supporting units. You can see previously funded small grants on our website.

**Eligibility**

Funds must be spent by the end of the 2019-20 UCL financial year (31 July 2020), but activities may be part of a larger ongoing project. Funds may only be used to cover direct costs. The funding is not intended to be used for equipment or travel unless there is a clear and specific contribution to policy engagement arising.

**Completing the application form**

* Please be as succinct as possible and focus on directly responding to the questions
* Please ensure the short description of your proposal is written with a non-specialist, non-university audience in mind
* Please state how your proposal will meet one or more of the aims of the funding scheme
* Please be as specific as possible in terms of the planned activities, outputs and outcomes of your proposal, including your stated objectives and how success in meeting these will be evaluated
* You may also wish to consider how the proposal fits with the UCL 2034 strategy and the UCL Public Policy strategy.
* If your application is successful, the award will be transferred to a Project Task Award (PTA) in your department and your departmental finance manager will be responsible for managing the award. At the point of submission, you will need to provide the details of the finance manager and confirm they are happy to do so.

**Reporting and Evaluation**

UCL Public Policy asks applicants to commit to a multiple-stage, light-touch, evaluation of the outcomes of their proposal if funded, comprising a mid-project progress report, an end of project outcomes and impact report, and a follow-up outcomes and impact report 12 months after the end of the project. This information will be shared on the UCL Public Policy website and in UCL Public Policy reports, and UCL Public Policy will endeavour to promote events and activities relating to small grants awards throughout the project life.

**Assessment**

‘Expert Engagement’ applications will be assessed by a panel including UCL Public Policy, academics and policy professionals, following an initial shortlisting by the UCL Public Policy team. Assessment criteria will include:

* The extent to which the proposal supports policy engagement with policy questions or processes
* The potential for delivering additional policy engagement and/or impact from UCL research
* The scope for collaboration with external policy and other partners

**Decisions**

Closing date: 5 July 2019

Panel meeting: Week commencing 15 July 2019

Decisions and awards to successful applications: **by 31 July 2019** - The decision of the panel is final.

Grants to begin: 1 August 2019

**References**

UCL Public Policy Strategy

<https://www.ucl.ac.uk/public-policy/about-us/ucl-public-policy-strategy>

UCL 2034 Strategy

<https://www.ucl.ac.uk/2034>

UCL’s Declaration of Interest Policy

<https://www.ucl.ac.uk/finance/policies-corporate-info/declaration-interest-policy>

Research Ethics at UCL

<https://ethics.grad.ucl.ac.uk>

GENERAL TERMS AND CONDITIONS OF AWARD

1. By using the funds, you agree to abide by the conditions laid out below and in the award letter. All projects should adhere to UCL’s standard best practice and ethical guidance.
2. Funds may only be used for the costs described in the application for the project awarded.
3. Project participants will be required to take part in the monitoring and reporting processes associated with the scheme and the development of case studies. Impacts will be monitored through identifiable and measurable outcomes such as scientific dissemination and follow-on activity (e.g., business start-ups and/or new collaborations with clear potential for intellectual property (IP) development and/or development of longer-term research partnerships).
4. The PI is responsible for ensuring that an appropriate collaboration agreement is in place with any partners, where applicable. This must be arranged via your Department’s Research Services Contracts Manager.
5. The PI is responsible for ensuring any person engaged, employed, or who may volunteer to work on this project (including students, postdoctoral research assistants, sponsored researchers, etc.) complies fully with the UK legislation on right to work throughout any time they are participating on the project. For more information please check the UCL HR website and/or contact your HR Business Partner for assistance.
6. Funds are dispensed using the normal UCL financial regulations and systems. All successful applicants will be issued with an award letter from UCL Public Policy (OVPR), which will provide details of the sum awarded, any specific conditions associated with the project.

* To allow auditing and monitoring, only associated project costs should be charged to the provided dedicated PTA account.
* Funds received from UCL Public Policy (OVPR) should not be transferred to other departmental accounts
* Completion of spend within the approved time frame is necessary, and failure to do so may affect future UCL Public Policy (OVPR) funding to an individual applicant;
* The day-to-day management of the funds and any overspends in expenditure outside the funds awarded will be the responsibility of the PI’s department. It should be noted that it is the responsibility of PIs to monitor the expenditure and budget.

1. Awardees will be required to acknowledge support from UCL Public Policy in any published outcomes (including media communication) associated with the award.
2. Awardees will need to commit to a multiple-stage, light-touch, evaluation of the outcomes of their proposal if funded, comprising a mid-project progress report, an end of project outcomes and impact report, and a follow-up outcomes and impact report 12 months after the end of the project. This information will be shared on the UCL Public Policy website and in UCL Public Policy reports, and UCL Public Policy will endeavour to promote events and activities relating to small grants awards throughout the project life.