**UCL Public Policy: Rapid Response Policy Advisory Scheme Application Form**

**Deadline: Rolling Deadline**

**Completing the application form**

* 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
* Please **clearly evidence rapid policy demand for your proposal, evidenced by a letter of support from a policy user / partner**
* The scheme will not fund new academic research, public engagement activities or generic administrative support. Nor will it fund excessive amounts of travel.

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| **GENERAL INFORMATION** | | |
| **Application title** | |  |
| **Amount requested (max. £10,000)** | |  |
| **Applicant name** | |  |
| **Role** | |  |
| **Department/Institute/other** | |  |
| **Faculty** | |  |
| **Please include EPSRC project title and award number (if applicable)** | |  |
| **Phone** |  | |
| **Email** |  | |
| **Please provide details of your departmental finance contact and confirm you have discussed your application with them** | |  |
| **Co-applicant name(s)** | |  |
| **Role** | |  |
| **Department/Institute/other** | |  |
| **Faculty** | |  |
| **Phone** |  | |
| **Email** |  | |
| **Declaration of Interest**  Please refer to UCL’s Declaration of Interest Policy for details.  (check box 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**  (check box 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**  (check box 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. |
| **How did you hear of this funding scheme?** | |  |

**1.** Please provide a short description of your rapid response policy advisory proposal including the project you are building upon (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*]

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**2.** What is the policy demand you will be addressing? Please include details of proposed stakeholders and substantiating evidence of demand. [*Maximum 250 words*]

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**3.** Please state the aims and objectives of your proposal. How will this rapid response policy advisory award enhance public policy engagement or impact? [*Max. 250 words*]

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**4.** How does this project fit in with the UCL Public Policy Strategy, UCL Innovation & Enterprise Strategy 2016–21 and UCL2034?

**5.** How will you assess whether you have achieved the aims and objectives detailed in 3? [*Maximum 250 words*]

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**6.** Please provide a timeline detailing when the activities will happen if this proposal is funded.

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**7.** Please provide a brief spending breakdown of the amount requested. Please also provide details of any funding or resources coming from elsewhere.

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**8.** If this proposal is funded, how will it 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.)

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**9.** Do you have any plans for ongoing activity and securing additional funding if this application is successful?

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**10.** Briefly outline how you will embed Equality, Diversity and Inclusion (EDI) in your proposed activity and how you will measure the impact this has had. Examples could include:

(1) Inclusive working practices resulting in widened stakeholder engagement

(2) Enhanced opportunities for underrepresented groups to engage with and contributes to policy outputs.

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**Your completed form and letter of support should be emailed to Olivia Stevenson (**[**o.stevenson@ucl.ac.uk**](mailto:o.stevenson@ucl.ac.uk))**) with the subject header: RRPA Application [Your Name]**

**How to apply**

This Rapid Response Funding scheme is designed to support academic-policy engagement, by addressing known barriers that can prevent it from happening. **The scheme awards Rapid Response Policy Advisory (RRPA) grants to** enable the development/delivery of urgent short-term policy work in response to policy demand. Researchers are responsible for identifying urgent policy demand and completing the application form.

***What’s the funding for?***

* Convening internal or external interdisciplinary meetings, preparing expert comment or policy briefings on emerging policy issues at short notice.
* Small amounts of expenses to enable meetings with policy professionals, attend or organise roundtable meetings, networking *etc*.
* Any opportunity to engage with policy professionals quickly where the ability to do so would otherwise be limited.

*Eligibility*

You are eligible to apply for a Rapid Response Policy Advisory grant if you meet all the following criteria:

* Identified a clear and urgent policy demand that requires a rapid response, supported by a policy contact / partner.
* Applicants from all UCL academic staff will be considered (PIs must have a UCL employment contract in place at point of application that covers the full duration of the award. Note that postdoctoral researchers may be named as PI if they meet this criterion and have approval from their line manager and Head of Department).
* Professional services staff are eligible to apply under HEIF.
* If your subject discipline has a link to the current/recent EPSRC portfolio, please give details where applicable. For EPSRC IAA projects, at least one of the PI or Co-I(s) must have links to the underpinning EPSRC research grant. This person must either be a named investigator on the Gateways to Research page or have approval from a named investigator to link the grant to the project.

Funds must be spent rapidly, but activities may be part of a larger ongoing project. Funds may only be used to cover direct costs and those described in the associated application. The funding is not intended to be used for equipment or travel unless there is a clear and specific contribution to policy engagement arising.

*Costs / activities*

Direct costs (directly allocated or directly incurred, of any type) can be covered.

The following costs / activities cannot be covered:

• Research activity

• Conference attendance (unless exceptionally the project has developed a strategic, targeted intervention to take place during the event aimed at establishing or strengthening a non-academic relationship).

• Public engagement activities that don’t involve a two-way exchange of knowledge (e.g., one-way dissemination or broadcast).

• Indirect, estates and generic administrative costs.

• Costs associated with the protection of intellectual property

*Conflicts of Interest*

All UCL staff are required to recognise and disclose activities that might give rise to actual, perceived or potential conflicts of interest and to ensure that such conflicts are properly managed or avoided. Applicants must be able to confirm that they are in compliance with UCL’s policy on Disclosure of Conflicts and Declaration of Interest and that disclosure of any potential conflicts of interest has been made on the relevant system. Details of the current policy are available at https://www.ucl.ac.uk/finance/policiescorporate-info/declaration-interest-policy. Failure to comply with the published policy will result in disqualification from the award process or withdrawal of any awarded funds.

*Reporting and Evaluation*

You will be required to take part in the monitoring and reporting processes associated with the scheme and the development of case studies. This information will be shared with UCL Innovation & Enterprise and on the UCL Public Policy website and in UCL Public Policy reports. UCL Public Policy will endeavour to promote events and activities relating to awards throughout the project life.

***Assessment***

The Public Policy team will assess the application in consultation with the Public Policy Advisory Committee and come back to applicants within a week of submission (minimum time period), we may ask the applicant to join this discussion and seek input from the relevant academic staff. Decisions will be made on consideration of one or more of the following:

* Meeting the above criteria/eligibility.
* The potential for meeting urgent policy demand and generating policy related impact.
* The possibility to raise the profile of and/or levels of engagement with UCL’s public policy relevant research.
* The potential for developing new partnerships and/or deepening collaborative relationships with policymakers.

***Delivery***

As this is a new funding approach we may make changes to how it is delivered and administered as we understand more about the internal demand and what works.

*Decisions*

Open call with a rolling deadline.

The Public Policy team will assess the application in consultation with the Public Policy Advisory Committee and come back to applicants within a week of submission (minimum time period).

Grants should start within a month of being awarded.

***References***

UCL Public Policy Strategy

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

UCL innovation and enterprise strategy

<https://www.ucl.ac.uk/enterprise/sites/enterprise/files/innovation-and-enterprise-strategy-2016-2021.pdf>

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>

UCL’s Equity and Inclusion Plan (2020-21)

<https://www.ucl.ac.uk/equality-diversity-inclusion/sites/equality-diversity-inclusion/files/edi_plan_20-21_final.pdf>

UCL’s EDI strategy (2015-20)

<https://www.ucl.ac.uk/human-resources/sites/human-resources/files/strategy_2015-2020final.pdf>