|  |
| --- |
| **Public Engagement Proof-of-Concept Award**  **Application** |

Applicants should be aware that within the ISSF3 peer review process all applicant names and identifiers will be anonymised. This applies to all PIs and Co-Is, however this does not apply to external collaborative partners, sponsors (e.g. consolidator scheme) and named postdoctoral researchers that would deliver the project that are not PIs or Co-Is. **Please write your applications with this anonymization in mind and where at all possible please write without using individual identifiers and gender specific references e.g. individual names, he / she, his / her etc.**

The rationale behind this anonymization is our aim to make the peer review and grant award process within ISSF3 as robust, fair and transparent as possible. In our efforts to embed good practice with regards to E,D&I and account for any potential unconscious bias in the review process we test trialled the anonymization of applications during the last round. This was well received by our panels who felt this approach allowed more focus on the project quality. Exceptions such as external project partners are included so that the panel have a good overview of the project team and research environment. When talking about team members and their roles and responsibilities, please use identifiers such as PI and Co-I 1, 2, 3, for example and discuss skill sets that add value to the project team.

Please specify in the application the disciplines being brought to bear on the research question and the novelty of the approach, rather than a focus on School association. References can be made to the involvement of individuals from different Schools or Colleges to demonstrate cross-disciplinary working and the diverse skill sets that are being applied to the challenge area within the application text, however we will anonymise which is the lead School for our reviewers to focus on overall team composition.

|  |
| --- |
| Grant title *(max 20 words)* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date\*: |  | Total grant cost (max £7.5K): |  |
| Duration\*: |  |

|  |
| --- |
| **\*IMPORTANT INFORMATION:**  **All projects must be completed no later than 30th June 2021. No cost extensions will not be accepted for projects needing to exceed this date.** |

|  |  |
| --- | --- |
| Lead applicant *(the lead applicant is required to be from the College of Biomedical and Life Sciences):* | |
| Name |  |
| Post |  |
| Department |  |
| Institution |  |
| Telephone |  |
| E-mail |  |
| Skills you will bring to this project *(75 words max)*: |  |
|  | |
| Co- applicant (1): | |
| Name |  |
| Post |  |
| Department |  |
| Institution |  |
| Telephone |  |
| E-mail |  |
| Skills you will bring to this project *(75 words max)*: |  |

|  |  |
| --- | --- |
| Co- applicant (2): *Please add in further co-applicants as required by copying and pasting this section* | |
| Name |  |
| Post |  |
| Department |  |
| Institution |  |
| Telephone |  |
| E-mail |  |
| Skills you will bring to this project *(75 words max)*: |  |

|  |
| --- |
| **Lay summary** - To be published externally on the Cardiff University ISSF 3 website *(200 words max)* – Please write for a non-technical audience, and ensure the importance of the activity is clear. For guidanc on how to write lay summary, please click [here](http://www.dcc.ac.uk/resources/how-guides/write-lay-summary). |
|  |

|  |
| --- |
| **Public engagement outline** - Briefly describe your public engagement using the following headings: *nature of the public engagement activity, aim & objectives, target audience, delivery plan and expected outcomes (500 words max).* **Please provide a timeline for delivery of key components of the engagement activity in an Appendix (e.g., Gantt Chart).** |
| * *Nature of the public engagement activity* * *Aim and Objectives* * *Target Audience* * *Delivery Plan* * *Expected outcomes* |

|  |
| --- |
| **The public engagement need -** Briefly describe the rationale behind the planned engagement using the following headings: *Research landscape underpinning the public engagement, public engagement need and new insight enabled by the public engagement activity* (*500 words max*). |
| * *Research landscape underpinning the public engagement* * *Public engagement Need* * *New insight enabled by the public engagement activity* |
| **Strategic alignment** *-* Strategic importance to the College of Biomedical and Life Sciences and existing areas of research expertise with consideration of strategic alignment to Cardiff University’s ‘Way Forward’ Civic Mission strategy and with this funder. (200 words) |
|  |

|  |
| --- |
| **Targeted community, communication and engagement** –Please provide information about how you will explore appropriate publics, communicate and engage with the target public using the following headings: *Target audience engagement plan, communications plan* (*200 words max*). |
| * *Targeted community engagement plan* * *Communications plan* |

|  |
| --- |
| **Monitoring and evaluation** - Briefly describe the methodology put in place to capture the outputs and outcomes of the engagement activities using the following headings: *Methodology to capture outputs and outcomes, benchmarking methods, monitoring and evaluation plan* (4*00 words max*). **Please include the monitoring and evaluation framework you have used to formulate a monitoring and evaluation approach (e.g., Logic Model, Theory of Change etc.) as an appendix.** |
| * *Methodology to capture outputs and outcomes* * *Benchmarking methods* * *Monitoring and evaluation plan* |

|  |
| --- |
| **Sustainability of the engagement activity –** How do you see this award benefitting the targeted audience for engagement? Describe the potential legacy of the public engagement activity for recipients. Detail how the proof-of-concept idea will be sustained beyond the ISSF3 via external public engagement funding. Please use the following headings: *Legacy of public engagement for recipients and External funding plans* (*400 words max*).  *Please note, the panel is looking for applicants to identify a specific pathway to sustainability rather than outlining a range of potential funding schemes. The outcomes you provide here will be monitored to measure success of your award, and so should be realistic and achievable. If help is required around potential funding opportunities, please contact* ISSFPE@cardiff.ac.uk |
| * *Legacy of public engagement for recipients* * *External funding plans* |

|  |
| --- |
| **Academic promotion and enhancing research careers** -How will this award help progress your future research career? Please describe the new skills sets and experience that you will develop. Describe how future plans for grants, training fellowships, outreach/engagement awards, career establishment applications etc. would be enhanced by this public engagement award *(200 words max).*  *Please consider the* [*Wellcome Trust ISSF career framework*](https://www.cardiff.ac.uk/colleges/biomedical-life-sciences/research-and-innovation/institutional-strategic-support-fund/current-opportunities) *in answering this question* and use the following headings: *Future research career progression and Skill set and experience developed.* |
| * *Future research career progression* * *Skill set and experience developed* |

|  |
| --- |
| **Early career researchers** -How will you use your award to benefit career opportunities for early career researchers, such as involvement in delivering the award and skill enhancement? *(200 words max)* |
|  |

|  |
| --- |
| **Equality, diversity and inclusion** -How will you address equality, diversity and inclusion in relation to involvement of the public, staff, public engagement management and monitoring and evaluation of outcomes related to your award? *(200 words max)* |
|  |

|  |
| --- |
| **Justification of resources -** Please provide a detailed breakdown and justification of the costs associated with this public engagement, using the below headings (deleting when not relevant). *Note, applications that do not outline their costs in sufficient detail will not be considered at the ISSF Panel.* |
| **Engagement Activities:**   * *Workshop/ venue costs* * *Event materials* * *Pre-event materials (e.g. surveys, leaflets)* * *Costs of travel and subsistence* * *Accommodation (e.g., for individuals from outside Cardiff contributing to the public engagement or if delivering the public engagement outside of Cardiff)* * *Speaker Fees* * *Food and refreshment* * *Other* |

|  |
| --- |
| **ISSF project association or resubmission** - Have you previously been or are you currently directly associated with any active ISSF3 Public Engagement projects or previous applications? (please refer to guidance to ensure eligibility within scheme groupings). |
| Yes  No   1. **If yes, was this successfully funded?**   Yes  No   1. **If funded, what is the title and the scheme?** 2. **If directly associated with any previously funded ISSF3 Public Engagement projects or previously submitted proposals, please provide an overview in broad terms how this application substantially differs. *(100 words max)*** |

Please tick to confirm that your application has been subjected to the normal internal peer review (e.g., review of the application by at least one grant-knowledgeable researcher) and costings procedures within your School

|  |
| --- |
| **Peer-review:** Please provide the name of the individual(s) who have peer-reviewed this application on your behalf. |
|  |

*Please note that applicants should* ***not*** *apply to more than one funding scheme within each Wellcome Trust ISSF 3 career stage per call. For example, an applicant submitting a Mobility & Skills Training Award would not be permitted to apply for a Consolidator Award within the same call.*

|  |  |
| --- | --- |
| I confirm that I wish to apply for the WT ISSF fund. The information given in this application and any accompanying material is accurate to the best of my knowledge. | |
| Signature: | Date: |

|  |  |
| --- | --- |
| **Head of School statement** | |
| I declare that:   * the academic purpose and content of the proposal are satisfactory; * the likely outcomes are realistic; * the School can underwrite the cost of the absent member of staff for the proposed period; * the proposal is aligned with the School’s long-term research strategy and is in accord with the agreed career development plan of the individual; and * the proposal accords with existing research expertise of the School. | |
| Head of School |  |
| Signature: | Date: |

**Submission checklist**

* Application form
* CAP form
* Equality, Diversity & Inclusion form
* Any additional documents e.g., letters of support, Gantt chart, Logic model etc.