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| ISSF3 Public Engagement Co-production Award Guidance for Applications |

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| **1. Background – Public Engagement Awards (up to £15k)** |
| **IMPORTANT INFORMATION:** **To help balance our portfolio of projects and deliver on Wellcome Trust grant expectations, this new scheme for ISSF3 will be the only planned launch of the ISSF3 Public Engagement Co-production award.****ISSF3 was awarded in 2016 and will continue to operate as a programme until 2021. The programme successfully completed its mid-term review to unlock the full £7M allocation from Wellcome Trust. However, the programme must complete its project spend within the programme period (30 June 2021) and so funded projects need time to recruit, implement and deliver project outcomes. As a result, the budget is profiled to commit the remaining resources by this stage of ISSF3.** Following on from the College’s successful award of a third round of the Wellcome Trust Institutional Strategic Support Fund (ISSF), funding is available for Wellcome Trust ISSF3 Public Engagement Co-production Awards. Awards must be led by a project lead based in the College of Biomedical and Life Sciences (BLS), but inclusion of applicants from other Colleges at Cardiff University and / or from other external Institutions (such as our GW4 partners) will be viewed positively. Applications must have a permanent member of staff as a lead applicant or co-applicant; non-permanent early career researchers, from postdoctoral research associate upwards, can be leads on applications, but must have a permanent member of staff as co-lead who will also support the Public Engagement activity and a public community or group representative as part of the team structure. They also need to provide evidence of agreement that they have time to deliver the award from their current line manager. To support Public Engagement in BLS a Public Engagement Officer and Public Engagement Academic Lead have been appointed. Developing Engagement Workshops are also being run to provide advice for potential applicants and a Public Engagement training programme will seek to boost Public Engagement expertise in applicants and explore contemporary Public Engagement monitoring and evaluation techniques to achieve optimum outcomes. Applicants are strongly advised to consider how to use these new opportunities to ensure a strong submission / relevant expertise aligned to their proposed Public Engagement Co-production Award submission.Public Engagement continues in ISSF3 to help catalyse the College’s aim of developing a community of researchers able to deliver high quality, innovative Public Engagement showcasing research in BLS. We will fund new Public Engagement activities that maximise knowledge exchange and learning between the University and Public Engagement recipients and that feature a clear pathway to sustainable funding. **Summary:** The Public Engagement Co-production Award will fund new and innovative co-produced public engagement with science and health research activities which have the potential to significantly increase public involvement/knowledge exchange in the chosen research area, and enhance training of early career researchers allowing them to develop hands-on Public Engagement experience, boosting their confidence and knowledge.**ROUND A HIGHLIGHT NOTIFICATION – Projects to be completed by 30 June 2021.** We understand there may be Covid-19 related disruption and uncertainty. Whilst there may be some latitude on this project completion date. Where possible, projects should not rely on extensions past this date. |

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| **2. Application Guidance and Top Tips** |
| The application has different sections, which we use to evaluate your Public Engagement activity and complete Wellcome Trust reporting requirements. **Please use the suggested word limit.****Lay Summary** – This new section will be made available to external visitors to the Cardiff University ISSF3 website. Please write for a non-technical audience, and ensure the importance of the activity is clear. For guidance on how to write lay summary, please click [here](http://www.dcc.ac.uk/resources/how-guides/write-lay-summary).**Public Engagement Outline** – To enable comparison between submitted Public Engagement activities, please provide information about your Public Engagement activity using our requested headings:  *Nature of the Public Engagement activity, aim and objectives, target audience, delivery plan and expected outcomes.* These outcomes will be one of the measures of success that we will report back to the Wellcome Trust. **Please provide a timeline for delivery of key Public Engagement tasks in an Appendix (e.g., Gantt Chart).** **The Public Engagement Need** – The College is keen to encourage the use of Wellcome Trust ISSF3 funding for new emerging Public Engagement with research where the collection of pilot data can support submission of subsequent external grant funding. This section provides an opportunity to outline how your Public Engagement activity goes beyond current state-of-the-art and will address a defined community knowledge gap or advance Public Engagement aligned to a key priority biomedical area in the College. Please provide information about your Public Engagement activity using our requested headings:  *Research landscape underpinning the Public Engagement activity, Public Engagement need* and *new insight enabled by the Public Engagement activity.* **Strategic Alignment –** Explore the 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. Alignment to the key societal science and health challenges of current and future generations as detailed by Horizon 2020 (H2020), UK Research Innovation (UKRI), Wellcome Trust or the Wellbeing of Future Generations Act (Wales) aims, goals and themes. **Targeted community, Communication and Engagement** – Via a stakeholder mapping and identification process, you will have identified the most appropriate engagement methods for your activity. You may need to employ a combination of formal and informal engagement processes encouraging strong Public Engagement (e.g. public meetings/focus groups, workshops). You will also require approaches to communicating your engagement throughout the activity, as well as the outcomes afterwards e.g. digital media (newsletters, websites, social media and public displays). Please provide information relevant to this using the requested headings:  *Target audience engagement plan and Communications plan.***Monitoring and Evaluation -** Please describe the benchmarking, monitoring and evaluation methods you will use to demonstrate benefits to the targeted audience. This may include surveys, detailed feedback forms and tracking appropriate success metrics through frameworks such as the Logic model or Theory of Change etc. Monitoring and evaluation methods will be covered as part of the BLS Public Engagement Training, if you are unsure about the best approach. In this section, please use the following headings: *Methodology to capture outputs and outcomes, benchmarking methods* and *monitoring and evaluation plan.***Sustainability of the Public Engagement Activity** – Please provide a clear pathway to external funding taking a focused approach to sustainability where you have identified a clear funding opportunity aligned to the strategic priorities of your identified funder and where there is a suitable call within a relevant timeframe of completion of your award. Also provide information about the legacy of the Public Engagement for recipients, information which will be required for a successful external funding application. The information you provide here will be one of the sustainable measures of success for the Public Engagement activity, and provided for monitoring purposes to the Wellcome Trust. Please provide information about your Public Engagement activity using our requested headings: *Legacy of Public Engagement for recipients* and *External funding plans.***Academic Promotion and Enhancing Research Careers** – Our new Wellcome Trust award focuses on enhancing research careers across the academic lifespan. Please tell us why this award is important to you, and to your career ambitions (e.g. skill sets, project management experience). How will this help you transition to the next stage of your career? Please provide information using our requested headings: *Future research career progression* and *Skill set and experience developed.* **Equality and Diversity** – As part of the Wellcome Trust award we are embedding monitoring of equality and diversity throughout all schemes, and wish to learn more about application of equality and diversity with respect to any involvement of researchers in helping delivery of the Public Engagement activity, management of the Public Engagement activity and data. Information you provide here will form part of our reporting around this area to the Wellcome Trust.**Early Career Researchers** – The Wellcome Trust ISSF3 funding creates the opportunity to catalyse and enhance the careers of our ECRs, and we are keen to learn more about how you will use your award to support these future Public Engagement leaders. For example, what activities will you embed in the delivery of your award to build skills in ECRs involved in delivering the Public Engagement activity, and how could the outcomes provide support for their transition to independence? **Justification of Resources** – It is critical to justify your requested finances, and to provide a clear breakdown using the suggested headings. Where finances are not sufficiently detailed, applications will not be considered at the relevant Panel.**ISSF project association or resubmission** – Within the ISSF programme we have specific rules from Wellcome Trust that prevent continuation funding. Within the programme we also aim to ensure that the portfolio of projects does not include double funding or overlapping projects (from overlapping project teams). This question aims to provide applicants with an opportunity to declare associations with other ISSF Public Engagement projects and submissions. If the idea or concept is similar to other ISSF Public Engagement projects of previous submissions, then please clarify how this new project is substantially different and occupies a separate niche. Within ISSF we welcome reformulations of previously submitted grants, however resubmissions should have responded in a significant and substantive way to the previous feedback. This question will ensure the panel are aware of the efforts you have made to position your project and respond to feedback. Please also ensure you are familiar with the eligibility criteria details surrounding applicants not being able to apply for another scheme in the same pillar grouping in the same round i.e. you cannot be a named PI in the same pillar in the same round.**Peer Review** – To support high-quality peer review, we are providing information about call deadlines well in advance to enable appropriate preparation of grants. We have requested information, therefore, about the individual who has peer reviewed your application, and a tick-box to ensure that School peer review and costing procedures have been followed. |

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| **3. Application Process & Review** |
| All applications should be submitted on the appropriate application form, with attention paid to the requirements for each section. Please note that additional information/appendices (beyond our requested timeline, see Project Outline) are **not** allowed and will be excluded from the application at review. Applicants should **not** exceed the permitted word count for each section (including table and figure legends); if they do, the application will not be considered at the Panel. Similarly, a lack of detailed justification of Public Engagement costs will result in the application not being submitted to the Panel. Applicants should **not be Lead PI** on more than one public engagement grant per round. All applications will be reviewed by an experienced and representative panel of Cardiff University staff. For these panels we aim to ensure representation from across the College, both in terms of scientific expertise, diversity and seniority. Early career researchers may attend these panels as observers, and be provided with applications (in confidence) to help them learn more about grant reviewing processes.Alongside assessment of the quality of the Public Engagement activity, and potential to deliver sustainable external funding, the panel will be encouraged to consider alignment with the Wellcome Trust ISSF3 career framework and College Public Engagement priorities. They will also consider the benefit to early career researchers of all applications (e.g., growing skills and capacity in key interdisciplinary research areas).Strategic decisions when applications are tied for funding will be made based on College Public Engagement priority and consideration of current PI-held Wellcome Trust ISSF3 funding. Regarding the latter, we are keen that the Wellcome Trust Funds are used to the maximum benefit for the many talented researchers we have in the College, and researchers should consider carefully which schemes to apply for aligned to their research and Public Engagement aspirations. Similarly, consideration of budgets can mean that the full requested amount of funding may not be awarded. |

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| **4. Governance and Panellists** |
| Wellcome Trust ISSF Schemes are reviewed by separate panels aligned to career stage (currently Training, Consolidation & Independence, Collaboration and Public Engagement). The Co-production Award is considered at the Public Engagement Panel.Our panellists are all experienced at grant reviewing, with each panel including representation from both junior / senior researchers, as well as across all Schools in the College. Panellists undergo equality and diversity training to ensure a fair and transparent assessment process.Panels provide recommended decisions which require ratification by the Wellcome Trust ISSF3 Board. Panellists are not allowed to provide information about outcomes from panel decision-making, similar to external grant reviewing panels. The contact for all queries relevant to applications, panels and outcomes is via ISSFAdmin@cardiff.ac.uk.Due to the high number of submissions to our Wellcome ISSF2 Panels it has not previously been possible for the College to provide detailed feedback to applicants. For ISSF3, we hope to ensure that all researchers obtain feedback from applications to help them develop their skills in grant writing.  |

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| **5. Submission Deadline** |
| All applications should be submitted to ISSFAdmin@cardiff.ac.uk by **17:00 BST, Monday 8 June 2020.** Applications submitted after this time will **not** be accepted. All applications need to be subjected to the normal review and costings procedures within the submitting School. |