

MVLS Engagement with Research Fund

Terms and Conditions

Funding at two award levels (Small Awards up to £250, and Awards up to £2,500) is available to MVLS staff and postgraduate research students to develop, deliver, evaluate or support engagement activities, or to provide skills development and capacity building in support of college public engagement with research.

Funding is currently available ending 31 July 2020.

Funding criteria

1. Applications should focus on helping engage the public with MVLS research, and supporting staff to develop and improve their engagement skills.

This could involve:

- Creating or developing public engagement activities, events or resources
- Specialist help to develop engagement ideas or skills
- Building relationships with a public audience of interest
- Designing or sharing public engagement learning/training
- Collaborating with internal or external partners.

Strong applications will:

- Improve or extend MVLS public engagement with research
- Develop engagement skills and knowledge
- Show how success and impact will be monitored and evaluated
- Demonstrate the sustainability and long-term effects of the application
- Disseminate outcomes or learning to benefit others within MVLS and the wider University.

Our Small Awards are intended to recognise that not all MVLS institutes or schools have local dedicated resources to support public engagement, and that small awards can make a significant difference to the presentation and success of activities. These awards could involve creation of materials, displays or supporting logistics associated with activities.

2. It is the responsibility of the applicant(s) to ensure that all proposed activities are in accordance with all relevant [University standards, guidelines and codes of ethics](#) including adopting guidance principles from the [Concordat for Engaging the Public with Research](#).
3. Applications should complement (rather than duplicate) existing activities; demonstrate they can realistically be delivered within proposed costs and time constraints, and represent value for money. See website for previously funded projects.
4. This fund **cannot** be used to support research, or for academic conference attendance, or to organise an academic conference or seminar series that is purely research-related. See **Eligible Costs** below.

5. Applications should ideally be of benefit to groups, rather than to one particular individual. .
6. Applications should cover a single bid and indicate which level of funding is sought. Bids should not exceed £250, or £2,500 as appropriate and all applications must acknowledge support from the [Wellcome Institutional Strategic Support Fund](#).
7. Those who have already received funding during the current funding year should contact the [MVLS Engagement Team](#) before making any further applications.
8. Successful staff applicants must have completed mandatory University of [Glasgow equality and diversity training](#) before receiving their funding.

Eligibility of Applicants

The MVLS Engagement with Research Fund is open to **all MVLS staff and postgraduate research students**. Collaborative applications involving other University of Glasgow staff/students or external partners are welcomed but the lead applicant must be part of MVLS College.

How to Apply

Applications are invited at any time **before 31 July 2020**

Before submission, you are invited to discuss your idea with your school/institute public engagement local contact and/or contact the MVLS Engagement Team.

As part of a commitment to develop public engagement skills across the College the MVLS Engagement Team are happy to work with applicants to help develop applications. They can talk you through the funding criteria, give advice on costings, or help put you in touch with others who may have undertaken similar projects, activities or events.

Application forms are available online: [MVLS Engagement with Research Fund Form](#) or can be requested from the [MVLS Engagement Team](#).

All questions in **Section A** must be completed.

For Small Awards up to £250, a light touch application process is in place – see application form.

Please ensure that applications are written in clear English and are suitable for a non-specialist audience. Bullet points are welcome.

Applications must be accompanied by an email of support from a senior staff member within your MVLS research group/Institute/School/College.

Completed applications should be submitted to MVLS Engagement Team at MVLS-Engage@glasgow.ac.uk

Decision Process

Decisions are made by the MVLS Engagement Team and when required invited engagement advisers from across MVLS and University of Glasgow.

A response will be provided within **10 working days** of acknowledged receipt of a completed application.

Feedback will be provided on all applications to the MVLS Engagement with Research Fund.

Payments – a new budget center will **not** be established for this funding award. Payment options will be discussed and agreed with successful applicants.

Reporting procedures

If your application is successful, and following the completion of your activity/project, you will be required to complete **Section B - Part 1** of your original MVLS Engagement with Research Fund Form.

Completing Section B to reflect on what was achieved is a requirement of accepting funding. This section requests a short project summary, and where possible supporting images, to allow public reporting on the MVLS website.

It should be submitted no later than one month after the agreed project end date or, at a date agreed by both parties upon the funding award. For Small Awards applicants may request to complete this in discussion with the MVLS Engagement team.

For Awards up to £2,500 applicants are requested to also complete **Section B – Part 2**. These questions ask you to reflect on any challenges and learning gained from your project or engagement activity.

Eligible Costs

This funding is designed to be flexible and can cover items such as:

- Consumables
- Small equipment items e.g. displays
- Travel
- Workshops and Seminars
- Specialist sub–contractors

But **does not** cover staff costs, or fund research or overheads.

All spend must be in line with the University of Glasgow procurement guidance. You must use University approved suppliers wherever possible and ideally specify suppliers in your bid.

Bids should be accurately costed to the best of your ability. If there are changes to your budget, after you have received funding, you must discuss these with the MVLS Engagement Team before committing or spending any money.

This Fund is supported by the [Wellcome Institutional Strategic Support Fund](#) who are working with the College of Medical Veterinary and Life Sciences at the University of Glasgow to help embed and expand a culture of public engagement.