**MVLS Engagement with Research Fund**

**Section A: Application**

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Please answer **all** of the questions.

Return completed forms at any time the fund is open to: [MVLS-Engage@glasgow.ac.uk](mailto:MVLS-Engage@glasgow.ac.uk)

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| **Title**  To identify your application |  | |
|  | **Small Award up to £250** | **Award up to £2,500** |
| **Funding requested (£)** |  |  |
| **Contact details for**  **lead MVLS applicant**  Please include Name, Email, Job title / level of study and location of school/institute/research group |  | |

For Awards up to £2,500 a greater level of response detail is expected but in all cases when completed Section A should be under three sides of A4 in length.

**Q1. What do you want to do?** Max. 500 words

What is the need for this public engagement application?

What do you hope will change as a result of a successful application? E.g. create resources or systems to support improved engagement delivery, develop skills and knowledge of staff to increase confidence etc.

Please highlight the area of research and include aims, outputs and expected outcomes noting how these align with the fund criteria. See [MVLS Engagement with Research Fund Terms and Conditions](https://www.gla.ac.uk/media/media_547492_en.docx).

This brief summary should be suitable for a non-specialist audience.

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**Q2. Who is the primary audience?**

Who will benefit and what numbers do you hope to engage?

How will you ensure your project reaches your target audience(s)?

Please be specific. Provide details of any community/geographical location, specialist group or target ages for public audiences. For staff indicate if it is a particular subject or research area, career stage.

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**Q3. How will you measure success?**

Describe how your evaluation plans allow you to assess the extent to which you have achieved your aims.

A clear plan should be provided for how you will monitor and evaluate the impact of your idea including the impact on your target audience(s).

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**Q4. What is the total budget for this project or activity?**

Include a breakdown to show what this funding will be spent on.

If you have other sources of funding and/or resources, please describe these and their value**.**  We wish to understand how this fund will contribute to the overall project or activity.

Please review eligible costs in the fund terms and conditions.

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**Q5. Will any part of this project or activity take place if this application is not funded?**

What would this look like?

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**Q6. Who is involved in running the project?**

Please name all MVLS staff and students and include details of any partners and collaborators.

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| **Name** | **Email** | **Institute/School/Company etc.** |
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**Q7. Please provide a brief timeline for this application.**

Include expected start and end dates (after which a report can be produced). Plus any key activity dates you wish those reviewing the application to note.

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**Q8. What, if any, additional MVLS benefits will there be from this application?**

Please consider how you, other MVLS staff/students involved in this application, or MVLS research might benefit from this project longer-term, and how you could share/act on what has been learned.

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| Email confirming support from senior staff member within your  Research Group/Institute/School/College attached |  |

**On completion of Section A please email a copy to** [MVLS-Engage@glasgow.ac.uk](mailto:MVLS-Engage@glasgow.ac.uk)

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**MVLS Engagement with Research Fund**

**Section B: Report**

Completion of Section B: Part 1 Report is a requirement for all funded applications.

Section B: Part 2 only to be completed by those in receipt of Awards up to £2,500.

A deadline for completion of Section B will be agreed on award of funding.

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| **Contact details for**  **lead MVLS applicant**  Please include Job title / level of study and School/Institute/Research Group | *Only required if contact details provided in Section A have changed.* |

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**PART 1**

Please answer **all** of the following questions.

For Small Awards applicants may request to complete Part 1 in discussion with the MVLS Engagement team. Please contact the team to make arrangements.

**Q1. Did any aspect of the application change from the details noted in Section A?**

Please review your original submission and record any substantive changes including changes to project partnerships/collaborations.

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**Q2. From the evidence you gathered, to what extent were the aims met?**

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**Q3. Final project spend**

Please note actual spend – with details of key elements, and any other sources of funding income.

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**Q4. Wellcome ISSF funding acknowledgement**

Please detail how you acknowledged the support of the Wellcome Institutional Strategic Support Fund.

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**Q5. Summary**

Please provide a short public summary of your project/activity suitable for publication on the MVLS website as part of our case studies.

Text should be a maximum of 200 words and may include links to your own web pages with further information.

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**Q6. Images**

Where possible please provide images that can be used on the MVLS University of Glasgow website to illustrate your project. Please ensure you have appropriate permissions for all images. If these images are already stored on University Photo Library please indicate location. Otherwise digital images (300dpi) should be sent by email marked MVLS Engagement with Research Fund to: [MVLS Engagement Team](mailto:mvls-engage@glasgow.ac.uk).

For all submitted images please note the **application title** in the body of the email and provide a title of each image file together with any description and conditions/restrictions of future use. Please also note if the contact point for future use of these images is other than the project applicant listed in Section A/B.

Title to include descriptor – photographer – date e.g. CVROpenDay-CSnaps-12Aug2018

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**Q7. Further information**

Please share any links or titles for other information relating to this application (for example reports, articles, social media, hashtags, web pages), or examples of quotes or feedback from participants/partners.

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**PART 2 -** only to be completed by those in receipt of Awards up to £2,500.

Your responses to the following questions will help us to shape the engagement support and guidance offered to others.

**Q8. What challenges emerged during the project and how were they tackled?**

Specifically, what barriers did you face and how did you overcome them?

Were there any unexpected outcomes (positive or negative)?

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**Q9. What things do you think worked well and why?**

Please think about all aspects of the project/activity.

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**Q10. How have you shared/benefitted from what you have learned?**

Has the project led to any new activity or relationships?

Have you or others involved developed any new skills or increased in confidence?

Have you provided any talks of feedback regarding your project to others?

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**Q11. How many MVLS staff and/or students were involved in this project?**

Considering the project as a whole, please provide any details of the level of staff and student involvement in the project, time commitments, and outline roles undertaken. This information will help improve our guidance on the resources required to deliver similar projects.

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**Q12. What advice would you give someone who was thinking of running a similar project/activity?**

What is your top tip? Is there something you wish you had known at the start?

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**On completion of Section B please email a copy to** [MVLS-Engage@glasgow.ac.uk](mailto:MVLS-Engage@glasgow.ac.uk)