

ARCadia 2022 - Call for ideas

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What is ARCadia?

ARCadia is a festival that will celebrate the public opening of the Advanced Research Centre (ARC), a flagship new building for the University and the people of Glasgow.

The festival's public programme will run from **16 September to 30 September 2022**, coinciding with [Doors Open Day Weekend](#), the September Weekend and [Explorathon](#).

What are we looking for?

This is an open call for events and activities that will showcase, celebrate and engage the public with the fantastic diversity of research and innovation happening in Glasgow today. We want to bring the ARC to life and create a welcoming, inspiring space for everyone, inside and outside of the University. This is a unique opportunity to be a part of this major celebratory event.

We are particularly keen to support ideas that involve:

- Collaboration between the university and non-academic groups
- Engaging traditionally marginalised groups, or groups who experience barriers to accessing the university e.g. those with protected characteristics under the Equality Act 2010
- Engaging communities local to the ARC (postcodes G11, G3, G12)
- A mix of disciplines or sectors, from the arts to social, physical and life science
- Creative approaches to engagement

Events from all disciplines are welcome and encouraged.

Is there funding available?

If your event requires funding (e.g. for materials, speaker/performer costs), you are invited

to apply for the **Festival Fund**. Two tiers of funding are available:

- **Small grants, up to £250**
- **Large grants, up to £2,000**

The funding application is embedded as part of the proposal form. Interested groups outwith the university can apply to the fund in partnership with staff or students. Applications will be judged according to the criteria described above.

Where will events take place?

We anticipate that most events will take place in the ARC. However, this is a Glasgow-wide celebration and so proposals for 'satellite' events outside of the building, or online are also welcome. We understand the value of events that take place in the heart of communities for building relationships and trust.

Is there support to help develop my idea?

For university staff or students, we would recommend speaking with your [local public or community engagement advisor](#) for support with developing your event. Training in planning and evaluating public engagement is available to book via CoreHR - [find out more](#).

We will also be programming bespoke training sessions throughout the summer to offer guidance and support with planning, delivering and evaluating your event. These will be open to all.

Can I view the questions for this form before I complete it?

You can download a copy of the questions at this link.

I am not part of the University of Glasgow but would like to contribute to this festival. How can I get involved?

We would love to hear from you! You are welcome to submit your idea via this form. However, we would also encourage you to contact the ARC Festival Manager Zara Gladman: zara.gladman@glasgow.ac.uk to discuss your idea and how we can support you to get involved.

I would like to be part of the festival but I don't know the full details of my event yet.

That is absolutely fine - even if your idea is not yet fully formed, we encourage you to submit it here. We will contact to you to discuss, develop and finalise details during the summer.

How long will this form take to complete?

Depending on the scale of your proposal and whether or not you wish to apply for funding, we anticipate this form will take between 10 and 30 minutes to complete.

What is the deadline for proposing an event?

The deadline for submitting a proposal is **Tuesday 31 May 2022**. We will be in touch during the summer to communicate the outcome of your proposal, as well as training and support opportunities.

Privacy notice

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to the ARC Launch Festival. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data in order to plan and communicate with you regarding the ARC Launch Festival, happening in September 2022. We will only collect data that we need in order to provide and oversee this service to you.

Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. This data will be shared internally at the University of Glasgow for the purposes of planning the ARC Launch Festival.

How long do we keep it for

Personal data will be retained by the University for six months after the survey has concluded. After this time, personal data will be securely deleted.

What are your [rights](#)?*

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@gla.ac.uk.

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

Please indicate your consent before proceeding with this survey * *Required*

☐ I consent to the University processing my personal data for the purposes detailed above

Your contact details

Name * *Required*

Email address * *Required*

Please enter a valid email address.

Are you: * *Required*

- ☐ University of Glasgow
- ☐ Not part of the University of Glasgow

Please describe

University of Glasgow staff and students - details

How would you describe your job role? * *Required*

- ☐ Undergraduate student
- ☐ Masters student
- ☐ PhD student
- ☐ Early career researcher
- ☐ Researcher
- ☐ Professional services/support staff
- ☐ Technical staff
- ☐ Other (please state)

Other

College * *Required*

- ☐ College of Arts
- ☐ College of Medical, Veterinary & Life Sciences
- ☐ College of Science & Engineering
- ☐ College of Social Sciences
- ☐ University Services
- ☐ Other (please state)

Other

School or Institute

- ☐ School of Life Sciences
- ☐ School of Medicine, Dentistry and Nursing
- ☐ School of Veterinary Medicine
- ☐ Institute of Biodiversity, Animal Health and Comparative Medicine
- ☐ Institute of Cancer Sciences
- ☐ Institute of Cardiovascular & Medical Sciences
- ☐ Institute of Health & Wellbeing
- ☐ Institute of Infection, Immunity & Inflammation
- ☐ Institute of Molecular, Cell and Systems Biology
- ☐ Institute of Neuroscience & Psychology
- ☐ Not applicable
- ☐ Other (please state)

Other

School or Institute

- ☐ School of Critical Studies
- ☐ School of Culture & Creative Arts
- ☐ School of Humanities | Sgoil nan Daonnachdan
- ☐ School of Modern Languages & Cultures
- ☐ Not applicable
- ☐ Other (please state)

Other

School or Institute

- ☐ School of Chemistry
- ☐ School of Computing Science
- ☐ School of Engineering
- ☐ School of Geographical & Earth Sciences
- ☐ School of Mathematics & Statistics
- ☐ School of Physics & Astronomy
- ☐ School of Psychology
- ☐ Scottish Universities Environmental Research Centre (SUERC)
- ☐ Institute of Neuroscience & Psychology
- ☐ Not applicable
- ☐ Other (please state)

Other

School or Institute

- ☐ Adam Smith Business School
- ☐ School of Education
- ☐ School of Interdisciplinary Studies
- ☐ School of Law
- ☐ School of Social & Political Sciences
- ☐ Other (please state)
- ☐

Other

Are you an ARC-based researcher?

☐ Yes

☐ No

How would you like to be involved?

Are you interested in: * *Required*

- ☐ Contributing an activity as part of a larger event e.g. family/community day
- ☐ Organising a stand-alone event
- ☐ Sponsoring an event

Propose an activity

Activity title (can be a working title) * *Required*

Activity description * *Required*

Your answer should be no more than 1600 characters long.

Target audience * *Required*

- ☐ Families
- ☐ Schools
- ☐ Adult non-academic audience
- ☐ Other specific community (please describe)

Please describe

Preferred date(s) for your activity. Please note that dates will overlap and be cross-promoted with other initiatives e.g. Doors Open Weekend (16-18); September weekend school holidays (24-27); Explorathon / European Researchers' Night (26-30) * *Required*

- ☐ Fri 16 September
- ☐ Sat 17 September
- ☐ Sun 18 September
- ☐ Mon 19 September
- ☐ Tue 20 September
- ☐ Wed 21 September
- ☐ Thu 22 September
- ☐ Fri 23 September
- ☐ Sat 24 September
- ☐ Sun 25 September
- ☐ Mon 26 September
- ☐ Tue 27 September
- ☐ Wed 28 September
- ☐ Thu 29 September
- ☐ Fri 30 September

If you require funding for your activity, would you like to apply for a small grant (up to £250) through the Festival Fund? * *Required*

- ☐ No
- ☐ Yes

Propose a stand-alone event

Event title (can be a working title) * *Required*

Event description * *Required*

Your answer should be no more than 1600 characters long.

Target audience * *Required*

- ☐ Specific community (please state)
- ☐ Non-academic adult audience
- ☐ Families
- ☐ Schools

Please state

Does your event target traditionally marginalised groups, or groups who experience barriers to accessing the university? e.g. those with protected characteristics under the Equality Act 2010; socio-economically disadvantaged; ethnic minorities, refugees; people with disabilities * *Required*

- ☐ No
- ☐ Yes

Please provide details

Does your event involve collaboration between the University of Glasgow and a non-academic group? * *Required*

- ☐ No
- ☐ Yes

Please provide details of the collaboration

Does your event involve more than one discipline or sector? * *Required*

- ☐ No
- ☐ Yes

Which discipline or sector(s)?

Does your event involve or target communities local to the ARC? (postcodes G11, G3, G12) * *Required*

- ☐ No
- ☐ Yes

Please provide details

What steps are you taking in your event design to ensure balance, representation and accessibility in your event? e.g. panels, participation, content and attendance * *Required*

Where would you prefer to host your event? * *Required*

- ☐ In the ARC
- ☐ Other venue on University of Glasgow campus
- ☐ Non-university venue
- ☐ Online
- ☐ No preference / I am flexible

Which venue?

Preferred date(s) for your event. Please note that dates will overlap and be cross-promoted with other initiatives e.g. Doors Open Weekend (16-18); September weekend school holidays (24-27); Explorathon / European Researchers' Night (26-30) *

Required

- ☐ Fri 16 September
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- ☐ Sun 25 September
- ☐ Mon 26 September
- ☐ Tue 27 September
- ☐ Wed 28 September
- ☐ Thu 29 September
- ☐ Fri 30 September

Estimated event duration e.g. two hours

Would you like to apply for a grant through the Festival Fund? * *Required*

- ☐ No
- ☐ Yes

Festival Fund

Which funding would you like to be considered for? * *Required*

- ☐ Small grant - up to £250
- ☐ Large grant - up to £2000

Small grant application

Amount requested in £ (up to £250) * *Required*

Please describe how you intend to spend this money * *Required*

Can your activity go ahead without funding? * *Required*

Large grant application

What is the objective(s) of your event? i.e. what do you want to change as a result of your event? * *Required*

Amount requested in £ (over £250 and up to £2000) * *Required*

Please provide a break-down of how you intend to spend this money * *Required*

Have you secured funding or sponsorship from any other sources? If yes, who is providing this funding and how much are they contributing? * *Required*

Why is this funding needed? Can your event go ahead without funding? * *Required*

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Sponsor an event

Do you have any preference for the kind of event you wish to support? Please provide details. * *Required*

How much do you wish to contribute? * *Required*

Final details

Is there anything else that you would like to tell us about your activity, event, partners or sponsorship?

Would you like to be added to the engagement mailing list to keep up to date with opportunities, funding, training etc.? [View the mailing list privacy notice at this link.](#) *
Required

- ☐ Yes
- ☐ No / already subscribed

Final page

Thank you for submitting a proposal for the ARCadia.

Applications close on 31 May 2022. We will be in touch with the outcome of your proposal in June.

If you have any questions, please contact ARC Festival Manager Dr Zara Gladman:
zara.gladman@glasgow.ac.uk
