

Public Engagement Small Grant Scheme

Summary

Doctoral students and research staff¹ are invited to apply for a small grant of up to £1000 to deliver a public engagement activity. **Awardees are expected to complete the delivery of the activity or programme within 12 months of the award.**

Aims of the scheme

- *To support staff and Doctoral students to develop their ability to engage audiences outside King's with research.*
- *To enable a wider community of people to interact with King's research at all stages.*

The Public Engagement small grant scheme is funded by Research Talent (the Doctoral College and Centre for Research Staff Development) and will only fund new or novel public engagement (PE) or patient-public involvement (PPI) activities and is not intended to support long-term projects or top-up larger scale activities.

Priority will be given to projects which facilitate **two-way communication (dialogue)**: for example, activities which enable audiences to share their views on the future direction of research in a particular area. The primary audience(s) for activities should be non-specialists, e.g. families, school children, community groups. Please note that activities such as podcasts or talks with limited scope for input from the target audience represent dissemination rather than engagement.

Applicants

Applications will be accepted from any King's postgraduate research student or member of research staff in any research area. A member of research staff will be considered to be anyone who conforms to the following definition established by the Centre for Researcher Development:

Research Staff at King's are technical staff (research & teaching technicians), teaching fellows (including those on the Advanced Education Pathway not yet permanent), postdoctoral staff, and research assistants. In fact, all those other than Doctoral students who are engaged in research and who do not yet have an independent, permanent academic or managerial position.

Any member of staff may be a co-applicant.

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Training

Applications submitted by Doctoral students or research staff who have attended public engagement [training workshops](#) (at King's or elsewhere) will be given preference over those from Doctoral students or research staff who have not. [King's Engaged Researcher Network \(KERN\)](#) also runs regular PE events and training and their upcoming sessions can be found here: [Events and Training – KERN](#). All applicants are encouraged to consider who else might support them and contribute expertise to the delivery of the project.

[Stephen Roberts](#) and [Edward Mushett Cole](#) are available to have informal discussions with potential applicants about their projects.

Evaluation and dissemination of learning

Successful applicants are required to support the evaluation of the scheme and ensure dissemination of learning, both locally, and at the department/faculty level. This includes:

- 1) Completing a self-assessment questionnaire, both before and after the activity has taken place, to help us understand how the scheme helped you to develop your public engagement skills and expertise.
- 2) Writing a reflective blog post on what happened and what you learned, which will be posted on the [KERN blog pages](#).
- 3) Submitting a report detailing actual activities and how your understanding of public engagement has developed as a result of the project. This will enable activities to be tracked and recorded, and to facilitate reporting to external funders. Awardees will be supported to publicise their activities and learning through relevant communications channels.

Funding

Grants of up to £1000 will be awarded. A clear budget is required in the application, and funds can only be used for items that are required for the project.

Funds **can** be used for:

- Equipment
- Standard class travel
- Catering
- Resources
- Stationery
- Compensating participants (ideally following UKRI guidelines)
- Commissioning specialists (e.g. facilitators, evaluation experts).

Funds **cannot** be used for:

- Project team members' salaries

Your application will be assessed on whether it provides value for money but also on its feasibility. You should include full costings for everything needed to deliver the project. If other sources of funding have been sought to cover some costs, please indicate this in your application. Please ensure you provide sufficient detail in the breakdown of your proposed costs.

If delivering your project requires the use of re-usable equipment, please query about borrowing this internally (e.g. department/faculty/IT Services) in the first instance. In the case equipment is not available internally, any equipment costing £100 or more must be approved by the panel beforehand and all equipment will remain property of King's College London. On completion of your project the equipment shall be given to your department/faculty. Please remember to account for the cost of returning the equipment to the College in your budget if necessary. We would also encourage you/your supervisor to liaise with your local finance officer to ensure your purchase is feasible and follows the College guidelines.

The Application Process

Applicants must complete a short application form, which should be submitted via Microsoft Form which can be found on the associated webpage: <https://www.kcl.ac.uk/study/postgraduate-research/doctoral-experience/doctoral-support/public-engagement-small-grants>. For any support submitting your application please contact: doctoraltraining@kcl.ac.uk Applications can be submitted at any time, however, the small grants panel meets twice a year:

Round	Deadline
1	17:00 GMT on Thur 21 November 2024
2	17:00 GMT on Thur 27 March 2025

The approximately 5 awards will be made in 2024/25

Application Proposals

Projects must:

- Be delivered within the lifetime of the applicant's contract or studentship at King's and within 12 months of the award
- Have clear aims and objectives
- Have a clear budget
- Demonstrate two-way engagement between the researcher and the audience
- Have a clear, feasible project plan
- Detail the steps that will be taken to evaluate the success/impact of the activity

Please note that it is possible for applicants who have been successful in previous rounds to re-apply, however, any follow-on applications are expected to either 1) be completely different or b) significantly build on/learn from evaluation of earlier project(s).

Proposal Assessment

The selection panel will be comprised from the members of the Doctoral College, Centre for Researcher Development and public engagement experts:

- Stephen Roberts, Research Engagement Manager, Research Management & Innovation Directorate
- Dr Alex Pavey, Doctoral Student Development Manager
- Dr Jamie Dorey, Public Engagement Manager, Science Gallery London
- Melanie Davies, Public Engagement Manager, Impact & Engagement Service

The assessment criteria are equally weighted and as follows:

- 1) Clarity and pertinence of objectives (including achievability)
- 2) Audience definition and fit (for example your skills to engage)
- 3) Value for money and appropriateness of budget
- 4) Potential for innovation, impact, skills development and novelty

Outcomes will be announced approximately three weeks after the closing date.

Example projects

1. Attitudes survey: designing and conducting a survey of public attitudes to potential developments in a particular area of research.
2. School workshop: preparing and delivering a series of science club workshops at a secondary school.
3. Royal Society Summer Science Exhibition: developing exhibits/interactive elements for a stand at the Royal Society's Summer Science Exhibition.

Useful links

- King's Engaged Researcher Network (KERN)
<https://kingsengagedresearchblog.wordpress.com/>
 - National Co-ordinating Centre for Public Engagement
www.publicengagement.ac.uk
 - NCCPE Guide for digital engagement
https://www.publicengagement.ac.uk/sites/default/files/publication/creating_and_running_virtual_events_-_april_2020_v1.pdf
 - Involve
www.participationcompass.org
 - British Science Association
www.britishtscienceassociation.org
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