Public Engagement Seed Fund
Application Guidelines

What is Public Engagement?

"Public engagement describes the myriad of ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit."

National Coordination Centre for Public Engagement

The University of Dundee is in receipt of renewed ISSF funding from Wellcome (Oct 2016 – Sept 2021). ISSF funds are to be used to lower the barrier for active researchers by providing seed funding that fosters cross-disciplinary activity in collaboration with artists, animators, writers and scientists, for example.

General Guidance:

Please see the information below. If you have further queries or would like advice on your proposal please email SLS-PublicEngagement@dundee.ac.uk

What types of proposed activity will be funded?

• The activity proposed must be linked with an area of focus highlighted by Wellcome:
  https://wellcome.ac.uk/about-us/our-strategy
  https://wellcome.ac.uk/what-we-do/our-work/our-planet-our-health
  https://wellcome.ac.uk/what-we-do/our-work/improving-science-education
  https://wellcome.ac.uk/what-we-do/our-work/diversity-and-inclusion
  https://wellcome.ac.uk/what-we-do/our-work/drug-resistant-infections
• We encourage applications that target hard to reach groups.
• Details of previous awardees are listed on ISSF Public Engagement Seed Fund webpage.
• If you are unsure if your idea would be in scope, please email us on SLS-PublicEngagement@dundee.ac.uk and we will be delighted to help.
**Who can apply?**

Awards are open to all University staff and students. If you are an undergraduate, please include the name of a University staff member who has agreed to act as your advisor. The work proposed must not form part of an assessed piece of coursework.

We encourage collaborations between different Schools in the university and with external partners (include a letter of support from external partners).

**How much can I apply for?**

There is a limit of £5,000 per application but in exceptional circumstances more can be requested after discussion and consultation with the Chair of the Public Engagement Seed Fund Committee.

**Need any help with your application?**

If you would like to discuss your ideas we can meet you to provide initial support and guidance in your application and planning:

PE administration SLS-PublicEngagement@dundee.ac.uk for general enquires

Chair n.r.stanleywall@dundee.ac.uk for out of scope enquires

UoD Public Engagement team engage@dundee.ac.uk for University-wide collaborations

Erin Hardee e.hardee@dundee.ac.uk for all schools-related outreach

Amy Cameron a.x.cameron@dundee.ac.uk for outreach and publicity

Morag Martin m.c.martin@dundee.ac.uk for art-science linked opportunities

**What additional supporting material is required?**

- The application must be accompanied by an evaluation plan, for help please see: https://www.publicengagement.ac.uk/plan-it/evaluating-public-engagement

- Evidence of the skills required for the project need to be included as supporting documents and listed in Section 4. For example we strongly encourage you to include a CV or letter of support from external partners (as appropriate) with your submission.

- If you need to include further detail on specific aspects of the application please include it as a supporting Document and list it in Section 4.
Conditions of Award:

- All activities must have an appropriate risk assessment: see template on website.
- A report must be provided within 4 weeks of project completion and should include a copy of your evaluation data. Inclusion of photos is desirable and should be accompanied by a permission form.
- If you do not provide a report, you will not be able to apply again.
- In preparation of your project we help with marketing, publicity and materials. Please include any plans in your initial application; remember to credit funding appropriately and include logos wherever possible.
- Where possible materials and resources generated will become available to the University for use in future events.
- Transport for facilitators and/or participants can be included in application request. Post-award contact SLS-PublicEngagement@dundee.ac.uk for booking requests.

The University of Dundee Seed Fund Committee:

The Seed Fund Committee will review all applications.
- Prof. Nicola Stanley-Wall – Chair
- Dr. Jon Urch – UoD Public Engagement & Major Events
- Dr. Gillian Smith – School of Medicine
- Dr. Morag Martin – School of Life Sciences
- PhD student representative
- PDRA representative
- Ad hoc representative(s) as required for topic of grant application

Related Documents:

- Risk Assessment – link on the ISSF PE website
- Photography/Videography Permission Template Form – link on the ISSF PE website
- Report Template – link on the ISSF PE website

https://www.lifesci.dundee.ac.uk/research/issf/schemes-available-through-issf/public-engagement-seed-funds