**ScotPEN Wellcome Engagement Award**

**(SWEA)**

**Application Checklist**

*Please submit this checklist along with the application form.*

This document aims to help Public Engagement Professionals (PEPs) to monitor alignment of applications with SWEA and institutional guidelines and ensure quality of project. Please refer to guidance notes and supplementary information for further details; <https://www.scotpen.org/swea-call-for-applications>

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| **Operational checklist** | **YES** | **N/A** | **Follow up notes** |
| Eligibility of lead applicant and their grant scheme  |  |  |  |
| Internal deadline is set and communicated to prospective applicants |  |  |  |
| Coordination sought with other PEPs in same institution who may be supporting applications |  |  |  |
| Co-applicants are Wellcome-funded |  |  |  |
| Costs have been checked with research finance colleagues and are eligible for funding (including payment of staff) |  |  |  |
| Costs are appropriate to project and timeline  |  |  |  |
| Project will be completed before the research grant end date |  |  |  |
| Applicant has considered ethical issues that may arise from the project  |  |  |  |
| Institutional ethical review process has been followed – confirmation from relevant department will be requested |  |  |  |
| Applicant has considered if IP may develop and sought support from relevant department |  |  |  |
| Application does not exceed word limit |  |  |  |
| One/two-page supplementary information is not used as a continuation of main application text |  |  |  |
| Application has support from senior management |  |  |  |
| Letters of support from project partners included. |  |  |  |
| **Quality checklist** |  |  |  |
| Clear aims and outcomes |  |  |  |
| Audience, participants, partners and collaborators are all appropriate for project outcomes |  |  |  |
| Project is about engagement not science communication or knowledge exchange |  |  |  |
| Project aligns with [Wellcome approach](https://wellcome.ac.uk/what-we-do/our-work/public-engagement) |  |  |  |
| Aligns with institutional strategies and priorities |  |  |  |
| Evaluation plan is appropriate for project outcomes |  |  |  |
| Letters of support from project partners included |  |  |  |