

## ScotPEN Wellcome Engagement Award Supplementary Information

### What activities are in scope?

As outlined in our [guidance notes](#) SWEA funding is usually expected to support a programme of activities during the lifetime of your research grant. These can include 'smart to do' and 'wise to do' activities but not 'must do' engagements.

**'Smart-to-do'** engagement activities are useful to your research project, providing direct benefits to the research or to you as researchers. These could include:

- participating in festivals and events, working with museums, galleries or cultural venues, and collaborating with artists to stimulate interest, excitement and debate about biomedical science or gain new perspectives on your research
- involving the public as researchers (e.g. citizen science experiments or patient involvement)
- dialogue with the public and wider stakeholders to ensure research informs changes in policy and practice
- training to strengthen the capacity of researchers to communicate to and engage with the public.

**'Wise-to-do'** engagement activities look more broadly, helping to foster a society in which research can flourish. These could include:

- workshops with schools and the professional development of teachers to inspire the next generation of researchers
- collaborating with producers of factual, comedy and drama programmes and films or games, to ensure research is part of the broad cultural conversation.

**'Must-do'** engagement activities are essential for the conduct of your research, such as to secure ethical compliance or recruit study participants. These are **not** covered by SWEA funding; they count as part of your research methodology and should be included in the core research grant. For example:

- patient information leaflets and newsletters
- lay or patient members of project advisory boards
- communicating with study participants about your research findings

Other activities that are not in scope for SWEA funding include:

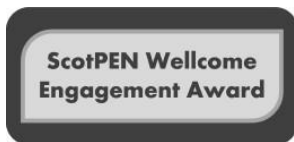
- symposia or other communication aimed at the academic community

- open access costs
- PR and press activities to communicate research to the public through the news media (e.g. press releases, TV and radio news, Twitter, blog posts) – where these are not outputs of two-way engagement with your project's audience
- policy engagement activities that do not also engage with the public or involve the input of public perspectives
- activities where the primary purpose is to generate approval or acceptance of an institution, or to increase student applications to an institution
- support and teaching for undergraduates
- Women in Science or diversity initiatives
- websites not clearly aimed and marketed at a public audience
- health promotion or public health campaigns

### What costs can I use the funds for?

Applicants are expected to develop costings in discussion with their institutional PE and/or Research Support teams. We would expect you to request the following types of costs (with each justified in your application):

- dedicated salaried posts, where proportionate and appropriate (usually large/collaborative awards). We will provide costs for staff who will coordinate and support the development of your public engagement project. We don't cover the salaries of staff already funded by their organisation
- other personnel directly related to the project, including consultancy costs and project management fees
- the cost of a temporary research assistant/lecturer to cover research/teaching commitments
- direct activity and production costs, including venue costs, equipment and materials
- relevant public engagement training and development for you and any staff employed on your grant
- travel costs to:
  - attend relevant training or public engagement conferences
  - visit audiences and collaborators
  - develop and deliver your public engagement activities
  - support the involvement of collaborators and audiences



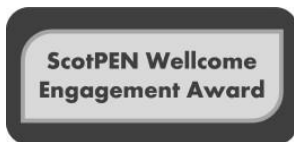
- costs relating to caring responsibilities caused by participating in activities out of normal working hours
- evaluation (including formative/development) costs
- administration costs that are not already covered by other funding
- marketing and publicity costs for events and activities
- contingency and inflation – as long as these are reasonable and justified
- VAT on fees (your institution may not be able to recover all the VAT you pay. Please include any irrecoverable VAT in your budget when you apply, as we may not be able to cover it retrospectively)
- costs for Enhanced Disclosure/PVG for applications in the UK, as appropriate. If you are a scientist, you will receive free PVG certification if you register to be a [STEM Ambassador](#).

You **cannot** use SWEA funds for:

- full economic costs
- core overheads of the applying organisation not related to the project, e.g. heating, rent, etc
- salary costs of staff who are already funded by their organisation (If your Wellcome award does not pay salaries, you should include time spent on public engagement in the number of hours proposed for your research project)
- expenses incurred in submitting an application, including attending interviews
- academic courses or research such as Master's degrees or PhDs
- costs arising prior to the start date of the project.

### Who can be included in a SWEA application?

- The main applicant for SWEA funding should be a Wellcome-funded PI. In exceptional cases, a different named investigator or work package leader within the grant may apply (e.g. because of their specific expertise in engagement or because the engagement project is closely aligned with their area of responsibility).
- **Co-Applicants** must be Wellcome-funded academic staff members such as post-docs, or Wellcome-funded PhD students. Within inter-institutional collaboration, funding can be split between institutions. The “% ownership” is intended to provide semiformal recognition for co-applicant ECRs within



progression and promotion procedures. It should be representative of the role and contribution of the Co-Applicant.

- **Project partners** are non-academic parties with a significant input of time, expertise and/or resources into the planning and execution of the project. Examples could include community groups, science centres, artists or external evaluators. Costs may be attributed to partners (e.g. as consultancy fees) but applicants should be aware that these must be paid by the awardee and recovered in arrears.

## How are applications assessed?

Applications must be submitted via your local public engagement team. The assessment panel will review:

- the main **outcomes** you want to achieve during your engagement project
- **who** you want to engage with, why and how
- the **feasibility** of your project
- how you'll **evaluate** your project and share learning
- how the project will help **build capacity** in public engagement with biomedical and health research

## Detailed criteria and indicators

- the main **outcomes** you want to achieve during your engagement project

The purpose of the project is articulated well (what need it addresses or what change you wish to achieve). It is clear how the proposed activities will lead to this and how those involved will benefit.

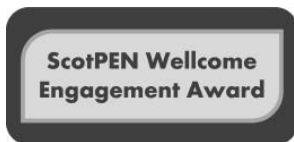
The strongest proposals will:

- *Have appropriate aims and objectives, and include indicators of success*
- *Demonstrate that activities draw on good practice and link well to your research and your intended outcomes*
- *Represent value for money*
- *Articulate the benefits of the outcomes to researcher, audience (and research, if appropriate)*
- *Have potential to stimulate dialogue and debate (health education and health promotion would not be supported).*

- **who** you want to engage with, why and how

The target audience/ participants are well defined and suited to your chosen outcomes. They have an active rather than passive role. Project partners are appropriate and it is clear how applicants, partners and audience will work together.

The strongest proposals will:



- *Identify a specific audience(s) and the rationale for this choice – the intended reach is appropriate to the project*
- *Propose activities and methods suited to the target group/s*
- *Include named partners (internal and/or external) with a clear role and rationale for their involvement. Partners are appropriate and relevant to project - meeting a need for expertise or experience.*
- *Perspectives, insights or knowledge are sought from participants to shape the activities, future engagements and/or research as appropriate.*

- **the feasibility of your project**

Your project is feasible and well managed and is proportionate to the research grant, time and resources available. Applicants have appropriate experience and defined role, and project management is strong.

The strongest proposals will:

- *Present a realistic budget with justified costs*
- *Be achievable within the time frame and costs requested*
- *Reflect the experience, skills and capacity of the applicant and partners*
- *Include suitable support for the researchers involved (e.g. reducing lecturing or other commitments; admin support; professional engagement support)\**
- *Build on institutional seed funding and piloting\**

- **how you'll evaluate your project and share learning**

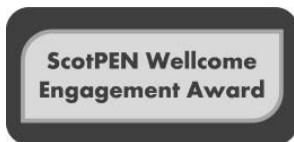
Evaluation plans are appropriate and proportionate, and include information on how learning will be shared.

The strongest proposals will:

- *Propose methods and approaches to evaluation which take place throughout the project (e.g. at the start and during, not just at the end)*
- *Include suitable expertise for evaluation (e.g. named consultant/mentor; critical friend; evaluation training)*
- *Show willingness and intention to learn – both from existing work or knowledge base, and from evaluation undertaken during the project.*

- **how the project will help build capacity in public engagement with biomedical and health research**

The engagement activities are well integrated with the research. They provide opportunities to develop engagement leadership, skills and/or expertise – personally or within your institution or research area.



The strongest proposals will:

- *Be aligned with priorities or strategic goals of the organisations involved and with Wellcome's approach*
- *Provide opportunities for Wellcome-funded researchers to gain experience and/or training in engagement*
- *Show that activities draw on research themes, involve funded researchers and take place along the duration of the research grant. Where relevant, the results can feed into and influence the research and/or the researchers.*
- *Identify specific opportunities to build relationships between researchers/institutions and community or public organisations and cultural partners (including legacy plans where appropriate).*

#### **\*Note on institutional support**

Strong applications will demonstrate sufficient institutional support to enable the work to be successful –in terms of resource, infrastructure and expertise. However, we recognise that institutions differ in the extent and structure of engagement support. Assessment will take this into account and applicants are encouraged to address support requirements in their proposal, e.g. by including external consultancy or evaluation support.

#### **Wellcome's approach and expectations**

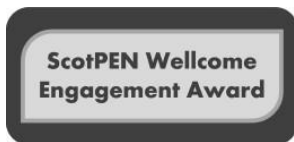
Wellcome aims to support public engagement that:

- Empowers people – helping them access, use, respond to, and create health research and innovation
- Creates people-centred health research – improving our understanding of people's experiences and how we use that knowledge to improve Wellcome's work
- Helps society value our work – bridging the gaps between Wellcome and society so that research and innovation are trustworthy and valued by people, whether or not we work with them.

You can read more about Wellcome's approach and priorities at <https://wellcome.ac.uk/what-we-do/our-work/public-engagement>

Other helpful guidance produced by Wellcome includes a guide reflecting on how applications for engagement support could be strengthened: [Research Enrichment – Public Engagement: ten common pitfalls](#).

SWEA applicants remain eligible for Wellcome's Research enrichment for [open research](#) and [diversity and inclusion](#) funding strands. These do not form part of the SWEA scheme and should be requested directly from Wellcome via the links above.



### **Additional Information - financial review processes**

Please be aware that standard Wellcome terms and conditions stipulate that payment is invoiced in arrears on a quarterly basis via the University of Glasgow. Any payments made upfront will be at the discretion of and remain the sole responsibility of the awardee's institution. These payments cannot be claimed from the Wellcome Trust award via the University of Glasgow until incurred.

The University of Glasgow is required to carry out due diligence on any partners being transferred funds from this award. Please ensure all partners and the value of funds to be transferred to them are included in your application form. Awardees will be expected to support this process by providing any required documentation to the University of Glasgow. Full details will be provided with the award letter but project partners should be made aware at the application stage that documents such as financial statements and policy documents may be requested.