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# Application Guidelines

## PEARL Activity Grants 2021-22

*Public Engagement for All with Research at Lincoln*

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*The following guidelines have been written to support you in writing your application.*

*Please ensure you read this document in full before submitting your application.*

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## About PEARL Activity Grants

The PEARL Activity Grants scheme is an annual small grants scheme designed to support the development and delivery of projects which seek to **engage public audiences with University of Lincoln research**.

Engaging publics and wider society in the research produced by universities is an increasingly vital part of the research process. The University of Lincoln's public engagement unit (PEARL – Public Engagement for All with Research at Lincoln) has established this grants scheme in order to support **creative new projects and initiatives** that will make a **targeted impact** with **selected public audiences** through **meaningful, two-way engagement**.

If you have any queries about the grants scheme, application process, or wish to discuss your application before submission, please do not hesitate to contact us at [pearl@lincoln.ac.uk](mailto:pearl@lincoln.ac.uk)

### Important dates

1. Applications open to submissions on **Monday 8<sup>th</sup> Feb 2021**.
2. Submission deadline is **5pm Friday 12<sup>th</sup> March 2021**.
3. All applicants will be informed of the outcome of their submissions **between 24<sup>th</sup> and 26<sup>th</sup> March 2021**.

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## Public Engagement During the Pandemic

### Activity grants advice surgery

We understand that the changes to the way we work, live and interact as a result of this pandemic has resulted in particular challenges when it comes to planning and delivering public engagement activities and events that still provide meaningful and impactful engagement whilst utilising new tools and methods. *To support staff and students in developing their project proposals, we will be running a series of one-on-one Activity Grant Advice Surgeries during this application period.*

- Advice surgeries will be taking place on **Tuesday 16<sup>th</sup> Feb, Tuesday 23<sup>rd</sup> Feb** and **Tuesday 2<sup>nd</sup> March**, where 30-minute meeting slots will be available to prospective applicants to discuss their project idea how they can make their plans work effectively using a range of online and distanced tools and methods.
- To book an Activity Grants Advice Surgery Slot, please go to the Doodle Poll to select your preferred timeslot. Once selected, you will be sent an Outlook invite for an MS Teams meeting. [Book here](#).

### Other pandemic-relevant considerations

While national rules and guidelines are constantly in flux, all applicants should be aware of current rules with regards to external visitors coming onto campus. If you have not yet, please familiarise yourself with the [University's Visitor Policy](#). **At the time of writing, it is unlikely that external visitors will be allowed onto any of the university campuses, including for any public engagement activity, for at least the remainder of 2021.**

In response to pandemic-related restrictions and our experiences of public engagement over the last 10 months, all applicants must note the following **BEFORE** submitting an application:

- *All applicants, through their applications, will be required to demonstrate that restrictions imposed by the pandemic and wider social distancing/lockdown measures have been taken into account in their planning, as much as possible.*
- *Any project proposal whose activity is intended for or can only be carried out in a “near normal” or “pre-pandemic” environment will NOT be considered for funding.*

## Who can apply?

This scheme is open to all **University of Lincoln staff** (research, teaching or any professional services) and **postgraduate students**, only.

Applications as part of collaborations with external groups, organisations or individuals are welcome and highly encouraged, but the lead applicant for each application must be a formal member of the University of Lincoln in one of the above stated capacities.

## What activity do we fund?

For this grant scheme, we are looking to fund creative proposals that will utilise **fun and interactive methods** of supporting and delivering **high quality engagement** between researchers and their audience. For inspiration and ideas, and to see some of the previous projects we have previously funded, please see Discover [Issue 1](#) and [Issue 2](#), our annual review publication of Public Engagement activity from across the university.

The assessment panel is keen to see applications from **interdisciplinary teams** making use of **multiple specialisms and skillsets**, as well as those demonstrating **new and creative approaches** to engagement, especially given the current reduced capacity for direct, face-to-face interactions at present. All projects must meet the basic eligibility criteria, detailed below, in order to be considered for funding.

### Basic eligibility criteria:

- Proposals must **focus on a specific, identified piece/area of research**.
- Comprise a **formally organised activity or series of activity**.
- **Involve a specified public audience or audiences** in genuine, meaningful, **two-way engagement**.
- **Engage at least 10 members of the public** (If fewer, please justify).
- Deliver an **identified benefit to society**.
- Seek to **enhance the quality of the base research** through its activity.
- Include a clear evaluation strategy for collecting data on the event’s impact and feedback on its success
- All main project activity & budget expenditure must be **planned to be completed within 12 months**.



## Types of activity we will fund are, but not limited to the following:

- Co-produced research projects
- Citizen science projects
- Online, physical and mixed format events and activities
- Interactive online, workshops, guided experiences and similar
- Workshop series with local schools or community interest groups
- Engaged research projects
- Performance and arts-based activities
- Interactive exhibitions and displays

Despite this scheme being open to a very broad range of projects and ideas, there are some types of activity that we will not fund.

## Types of activity we will not fund are:

- Projects whose primary audience are UoL students or other internal, university groups.
- University open day and related activities
- Any activities targeted at student recruitment
- Research studies where the public are only participants for the purposes of data collection.

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## What can grant funds be used for?

**Applicants may request any sum between a minimum of £100 and a maximum of £1,000.**

Due to the extent to which public engagement projects can vary, we understand that one project can have very different requirements to another. With that in mind, funds can be used to pay for any appropriate costs that are necessary to develop and deliver a high quality, impactful project.

These can be, but are not limited to:

- Travel expenses
- Materials, resources and consumables
- Digital resource subscriptions (i.e., Zoom)
- Hire costs for external venues
- Refreshments and catering
- Inconvenience allowances for audience time and effort
- Professional fees for external professionals or third-party collaborators.

Grant funds cannot be used to pay for University of Lincoln staff time.

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## What additional support can PEARL provide?

If successful, you will have access to continuous support and advice from PEARL through the lifetime of your project.

We want to ensure that you have all the tools necessary to make your project the best it can be. Types of support we offer are, but not limited to:

- Public engagement skills training.
- One-to-one advice on planning and development.
- Advice and guidance on recruiting and managing students and volunteers.
- Signposting to additional contacts and resources that may be relevant to your needs.
- One-to-one guidance on enhancing your evaluation strategies and project delivery.
- Advice on promotion and the general publicity need of your project.
- Basic support with events logistics.

While we cannot commit personnel time to physically carry out any part of your project for you, the PEARL team will always be on hand to help you work through any issues and challenges that may arise throughout your project.

## How are applications assessed?

All applications will be scored by our four-person assessment panel, with all funding decisions made jointly by all members. The assessment panel for the 2021 round of funding will include PEARL Public Engagement Manager, *Dr Matt Young*; Professor for the Public Understanding of Research, *Prof Carenza Lewis*; Senior Lecturer in Psychology, *Dr Kay Ritchie*; and Member of The Public, Local Professional and PEARL Steering Group Member, *Ruth Kent*.

Each application is assessed based on how well they meet the following criteria:

### Quality of Engagement

- To what extent will the proposed project create effective and meaningful, two-way engagement between researchers and the public? Is the type of activity proposed suitable for the defined audience?

### Wider Benefit of The Project

- What are the outputs of the project, both immediately and in the long-term? What new knowledge will be shared or generated, what skills will be gained, attitudes changed, or what new partnerships, collaborations or resources will be made, etc?

### Contributions to Quality or Scope of Research

- How will the project benefit the researcher, their research and/or the wider research community in Lincoln or beyond? Will new ideas and insights be developed? Will any new partnerships be established, or new research inputs/outputs be generated?

### Effectiveness of Evaluation

- How effectively does the project propose to evaluate the impact of its activity and outputs? Are evaluation plans appropriate for the scale and scope of the project and well incorporated into the plans?

### Budgeting and Costs

- Has the project been appropriately and effectively costed within the remit of the grant scheme and the project?

### Overall Planning and Feasibility

- Is the project proposal feasible and realistic given the budget, time and constraints? Have social pandemic-related restrictions been taken into account and will the project be appropriate to run in the current climate?

## Requirements for successful applicants

### Ethical approval

All grant holders will be required to briefly discuss details of their project with the university's Research Ethics team. In a small number of cases, depending on your project, you may be required to seek ethical approval before you commence any of your activity. For further information, please visit the [Research Ethics & Integrity webpage](#), or contact [ethics@lincoln.ac.uk](mailto:ethics@lincoln.ac.uk).

### Reporting requirements

- **Update meetings**

After accepting grant awards, successful applicants and their teams will be invited to their first project meeting with the Public Engagement Manager to discuss the first steps and to address any immediate issues or concerns. Following the initial project meeting, all grant holders are required to keep the Public Engagement Manager updated on their project through regular update meetings, with a minimum of 1 every 3 months.

- **Interim Update report**

All grant holders are required to provide one brief, written update report, due half-way through the grants cycle.

### Project completion

The main period of activity and budget spend must be complete within 12 months of the start of the project. After 12 months, or on completion of the project (which-ever comes first), all grant holders will be required to submit the following:

- **Final report**

- A final evaluation report of your project and an anonymous experience questionnaire will need to be completed. These forms will be provided to you at the relevant time.

- **Annual PEARL conference**

- You will be invited to give a short presentation about your work at the next annual PEARL conference, which now takes place in June each year, to share your work and experience with the local engagement community.

- **Article for Annual Public Engagement Review**

- You will be asked to write a short article about your project for inclusion in the next issue of Discover, the university's annual review of public engagement activity at Lincoln.

- **Update staff directory profile**

- All staff will need to update the Public Engagement with Research tabs on their staff directory profiles with details of their project.

## How to Submit Your Application

This year, all applications will need to be submitted via the online submission form which can be found [here](#).

The application form is separated into two sections. The first asks for details about you and any co-applicants. The second asks for details about your project.

**PLEASE NOTE:** The submission form will not save any answers until you have clicked submit. Please ensure you prepare your answers to section 2 in a word document beforehand.

## Application Questions

In the online application, you will be asked to answer the following questions about your project. We have included them here in this document to allow sufficient chance to prepare your answers.

**1. Project title**

**2. Proposed start and finish dates**

*The proposed period of activity for your project must encompass all aspects of work involved, from research and development time, through actual activity delivery and including evaluation and reporting time. (i.e., Mid-April 2021 to Late-November 2021)*

**3. Please provide a brief overview of the project (100 words max)**

*This short description should enable someone understand the general idea and purpose of the project.*

**4. What are the aims and intended outcomes of this project? (100 words max)**

*Aims should reflect changes the project intends to make (i.e., to improve, to develop, to enable, to reduce, etc.), whereas outcomes are the actual products of the project (i.e., series of collaborative, interactive workshops, an open-air exhibit and online resource archive.)*

**5. Please briefly describe the research subject matter that underpins this engagement project. (200 words max).**

*What is the research that you are seeking to engage your audience with and why?*

**6. Please describe the nature of the actual engagement activity of this project (200 words max)**

*What will your engagement with your audience look like? What will the activity/activities involve?*

**7. Who is the intended audience of this activity & how many people do you expect to engage? (150 words max)**

*With which specific public group are you looking to engage? (i.e., retirees aged 60+ within the Lincoln city area with an interest in the outdoors and their local parks.) If your project will engage less than 10 members of the public, please provide a brief justification.*

**8. How will the audience, researcher, university and research benefit from this project's activity? (200 words max)**

*Outline how the different stakeholders in this will benefit from their involvement, where applicable.*

**9. How will you evaluate your engagement activity to show you have met your aims? (200 words max)**

*What methods do you plan to use to assess and demonstrate the impact your project's activity will have on those involved and to what extent you will have met your project aims.*

**10. Total amount of funding requested**

**11. Has any other funding been granted or requested for this project from other sources, including match-funding commitments? If yes, you will be asked to provide details.**

**12. Please upload your document detailing your project timeline and budget breakdown.**

*In a single document, please provide a detailed timeline for your project (as a Gantt chart or other appropriate format) and a clear budget breakdown showing what items you intend to spend your grant funds on, their projected costs, and a brief justification for each. The upload document can be either a PDF, MS Word, MS PowerPoint or MS Excel file.*

All applications must be submitted via the online submission form, [HERE](#).

**Deadline for all submissions is 5pm, Friday 12<sup>th</sup> March 2021**