

EPSRC Centre for Doctoral Training in Agri-Food Robotics:  
AgriFoRwArdS

# AgriFoRwArdS Outreach and Dissemination Fund

## Application Guidelines

*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.*

## What is the AgriFoRwArds Outreach and Dissemination Fund?

Engaging the public and wider society in the research produced by the AgriFoRwArds CDT is a vital part of the research process and is a requirement of EPSRC funding. The AgriFoRwArds Outreach and Dissemination Fund is to be used to support creative initiatives that will make a targeted impact with selected public audiences through meaningful, two-way engagement.

Applications of £100-£1000 are welcomed.

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

## Who can apply?

The fund is open to all AgriFoRwArds CDT students, and supervisors on behalf of AgriFoRwArds CDT students.

Applications as part of collaborations with external groups, organisations or individuals are welcome and highly encouraged, however, the lead applicant must be a currently enrolled AgriFoRwArds CDT student.

## Is my initiative eligible for funding?

We are looking to fund creative proposals which will utilise fun and interactive methods of supporting and delivering high quality engagement between our students and their audience.

All proposals 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 as 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.

## What types of initiatives can be funded?

### Initiatives which can be funded (including but not limited to)

- Co-produced short 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
- Interactive exhibitions and displays

### Initiatives which cannot be funded

- Projects whose primary audience are AgriFoRwArdS CDT students or other internal groups at the three partner Universities.
- Activities targeted at student recruitment
- Research studies where the public are only participants for the purposes of data collection

### Examples of outreach activities

- Video/podcast
- Students interviewing other students about their experiences
- Students interviewing industry partners about their projects
- Students recording encouragement for school-age students to consider university/sciences
- Workshops at science festivals
- Hackathons
- Collaboration with University Outreach Teams to engage with the wider community
- Question and Answer sessions with student's old schools
- Basic programming challenge for schools
- Press activity
- Contribution to media and programmes (such as the Farming Programme on Lincs FM)
- Articles in Journals (such as the Journal of Field Robotics, IEEE Transaction on Robotics, Robotics and Automation Magazine)

## What can the funds be used for?

Students and/or supervisors may request any sum between £100 and £1,000.

Due to the extent to which public engagement can vary, we understand that one initiative 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 initiative.

These can be, but are not limited to:

- Travel expenses
- Materials, resources and consumables
- Digital resource subscriptions (e.g. 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

*Funds cannot be used to pay for AgriFoRwArdS student or staff time.*

## What additional support can AgriFoRwArdS provide?

If successful, you will have access to continuous support and advice from the AgriFoRwArdS Delivery Team through the lifetime of your initiative. You will also have the support of your supervisory team.

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

- Advice on planning and development
- Signposting to contacts and resources which may be relevant to your needs
- Advice on promotion and the general publicity need of your project
- Basic support with events logistics

The AgriFoRwArdS Team will always be on hand to help you work through any issues and challenges which may arise throughout your project.

## How are applications assessed?

All applications will be reviewed by the institutional AgriFoRwArdS Delivery Team, with funding decisions made by the Academic lead.

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

### Quality of engagement

To what extent will the proposed initiative create effective and meaningful, two-way engagement between students 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 initiative, 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 initiative benefit the AgriFoRwArdS student, their research and/or the wider research community within AgriFoRwArdS 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 initiative propose to evaluate the impact of its activity and outputs? Are evaluation plans appropriate for the scale and scope of the initiative and well incorporated into the plans?

### Budgeting and Costs

Has the initiative been appropriately and effectively costed within the remit of the funding and the initiative?

### Overall Planning and Feasibility

Is the 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?

## How to apply

Please complete all appropriate sections of the AgriFoRwArdS Outreach and Dissemination Fund Application Form and submit to your institutional AgriFoRwArdS Delivery Team (email addresses can be found below).

All funding applications must have the support of your Primary Supervisor (Personal Tutor for MSc Students) and institutional AgriFoRwArdS Academic Lead.

Please detail all expected expenditure and obtain quotes as necessary.

If your expenditure is approved, please submit an Expenses Claim Form with receipts, to your institutional AgriFoRwArD'S Delivery Team. Expenses claims must be accompanied by a short reflective report on the activity undertaken.

Please note that if an expense claim is more than 5% of the sum applied for, it may be subject to re-approval.

For more information regarding the funds, what they can be used for, and how to apply, please contact.

Lincoln students/supervisors – [agriforwards.cdt@lincoln.ac.uk](mailto:agriforwards.cdt@lincoln.ac.uk)

Cambridge students/supervisors – [agriforwards-cdt@eng.cam.ac.uk](mailto:agriforwards-cdt@eng.cam.ac.uk)

East Anglia students/supervisors – [agriforwards.cdt@uea.ac.uk](mailto:agriforwards.cdt@uea.ac.uk)