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## Public Engagement Small Grant Scheme

### Summary

PhD students, research staff and academic staff are invited to apply for a small grant of up to £1000 to deliver a public engagement activity. **Awardees are expected to complete the delivery of the activity or programme within 12 months of the award.**

### ***Aims of the scheme***

- *To support staff and PhD students to develop their ability to engage audiences outside King's with research.*
- *To enable a wider community of people to interact with King's research at all stages.*

Priority will be given to projects which facilitate **two-way communication (dialogue)**: for example, activities which enable audiences to share their views on the future direction of research in a particular area. The primary audience(s) for activities should be non-specialists, e.g. families, school children, community groups. Please note that activities such as podcasts or talks with limited scope for input from the target audience represent dissemination rather than engagement.

### ***Applicants***

Applications will be accepted from any King's postgraduate research student or member of research staff. Any member of staff may be a co-applicant.

To be eligible, the lead applicant must be:

<b>Career stage</b>	PhD student or research staff
<b>Research area</b>	Any

### ***Training***

Applications submitted by PhD students or research staff who have attended public engagement [training workshops](#) (at King's or elsewhere) will be given preference over those from PhD students or research staff who have not. [King's Engaged Researcher Network \(KERN\)](#) also runs regular PE events and training. All applicants are encouraged to consider who else might support them and contribute expertise to the delivery of the project. In particular students are encouraged to attend the [Introduction to Public Engagement](#) course run by the Centre for Doctoral Studies.

[Stephen Roberts](#) and [Edward Mushett Cole](#) are available to have informal discussions with potential applicants about their projects.

### ***Evaluation and dissemination of learning***

Successful applicants are required to support the evaluation of the scheme and ensure dissemination of learning, both locally, and at the department/faculty level. This includes:

- 1) Completing a self-assessment questionnaire, both before and after the activity has taken place, to help us understand how the scheme helped you to develop your public engagement skills and expertise.
- 2) Writing a reflective blog post on what happened and what you learned, which will be posted on the [KERN blog pages](#).
- 3) Submitting a report detailing actual activities and how your understanding of public engagement has developed as a result of the project. This will enable activities to be tracked and recorded, and to facilitate reporting to external funders. Awardees will be supported to publicise their activities and learning through relevant communications channels.

### ***Funding***

Grants of up to £1000 will be awarded. A clear budget is required in the application, and funds can only be used for items that are required for the project.

Funds **can** be used for:

- Equipment
- Standard class travel
- Catering
- Resources
- Stationery
- Commissioning specialists (e.g. facilitators, evaluation experts).

Funds **cannot** be used for:

- Project team members' salaries

Your application will be assessed on whether it provides value for money but also on its feasibility. You should include full costings for everything needed to deliver the project. If other sources of funding have been sought to cover some costs, please indicate this in your application. Please ensure you provide sufficient detail in the breakdown of your proposed costs.

If delivering your project requires the use of re-usable equipment, please query about borrowing this internally (e.g. department/faculty/IT Services) in the first instance. In the case equipment is not available internally, any equipment costing £100 or more must be approved by the panel beforehand and all equipment will remain property of King's College London. On completion of your project the equipment shall be given to your department/faculty. Please remember to account for the cost of returning the equipment to the College in your budget if necessary. We would also encourage you/your supervisor to liaise with your local finance officer to ensure your purchase is feasible and follows the College guidelines.

### ***The Application Process***

Applicants must complete a short application form, which should be submitted via Microsoft Forms via [this link](#). For any support submitting your application please contact: [doctoraltraining@kcl.ac.uk](mailto:doctoraltraining@kcl.ac.uk) Applications can be submitted at any time, however, the small grants panel meets twice a year:

Round	Deadline
1	17:00 GMT on Thur 23 November 2023
2	17:00 GMT on Thur 29 March 2024

The total fund for 2023/24 is £14,000, so approximately 14 awards will be made.

### ***Application Proposals***

Projects must:

- Be delivered within the lifetime of the applicant's contract or studentship at King's and within 12 months of the award
- Have clear aims and objectives
- Have a clear budget
- Demonstrate two-way engagement between the researcher and the audience
- Have a clear, feasible project plan
- Detail the steps that will be taken to evaluate the success/impact of the activity

Please note that it is possible for applicants who have been successful in previous rounds to re-apply, however, any follow on applications are expected to either 1) be completely different or b) significantly build on/learn from evaluation of earlier project(s).

### ***Proposal Assessment***

The selection panel will be comprised from the members of the Centre for Doctoral Studies and publicengagement experts:

- Stephen Roberts, Research Engagement Manager, Research Management & Innovation Directorate
- Dr Alex Pavey, Doctoral Student Development Manager
- Dr Jamie Dorey, Public Engagement Manager, Science Gallery London
- Melanie Davies, Public Engagement Manager, Impact & Engagement Service

The assessment criteria are equally weighted and as follows:

- 1) Clarity and pertinence of objectives (including achievability)
- 2) Audience definition and fit (for example your skills to engage)
- 3) Value for money and appropriateness of budget
- 4) Overall impression

Outcomes will be announced approximately three weeks after the closing date.

### ***Example projects***

1. Attitudes survey: designing and conducting a survey of public attitudes to potential developments in a particular area of research.
2. School workshop: preparing and delivering a series of science club workshops at a secondary school.
3. Royal Society Summer Science Exhibition: developing exhibits/interactive

elements for a stand at the Royal Society's Summer Science Exhibition.

***Useful links***

- King's Engaged Researcher Network (KERN)  
<https://kingsengagedresearchblog.wordpress.com/>
  - National Co-ordinating Centre for Public Engagement  
[www.publicengagement.ac.uk](http://www.publicengagement.ac.uk)
  - NCCPE Guide for digital engagement  
<https://www.publicengagement.ac.uk/resources/guide/online-engagement-guide-creating-and-running-virtual-events>
  - Involve  
[www.participationcompass.org](http://www.participationcompass.org)
  - British Science Association  
[www.britishtscienceassociation.org](http://www.britishtscienceassociation.org)
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