



Science and Technology Facilities Council

Science in Society - Small Awards Scheme – **Round 2012A**

For projects in Public Engagement with Science & Technology

Notes for Guidance, Terms and Conditions part 1: Essential information

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE RCUK JOINT ELECTRONIC SUBMISSION (JE-S) SYSTEM. FOR FURTHER DETAILS ON THIS PLEASE GO TO PAGE 5.

Aims of the Small Awards Scheme

- To promote and explain frontier research science and technology, including, in particular, work supported by the Science and Technology Facilities Council (STFC). STFC grant funding supports research in particle physics; nuclear physics; space, planetary, ionospheric and solar-system science; astronomy; astrophysics & cosmology. STFC has research groups in many scientific areas including particle physics, nuclear physics, nanotechnology, computational science, biology and medicine, energy and space science. STFC's research facilities include synchrotron light sources, pulsed neutron and muon sources, lasers, telescopes and observatories and particle accelerators both in the UK and overseas.
- To capitalise on the inspirational value of these subject areas for many national audiences, including the general public, schools, young people and other groups
- To encourage STFC-funded scientists and users of STFC research facilities to communicate their research to wider audiences and to discuss issues with non-specialists
- To provide funding for novel small or pilot projects which could be repeated across the nation or to provide partial support for larger projects
- To encourage partnerships, such as those between scientists and educators, industry and professional communicators.

Funding quantities

Small Awards are for amounts up to £10,000. Other award schemes are available:

- For schools requesting amounts up to £500 please submit an application to the [STFC/IOP School Grants scheme](#)

For further funding details please visit the [funding for public engagement home page.](#)

Note for Research Organisations: Please note that Small Awards do not come under the Full Economics Costs (FEC) system; therefore the £10,000 limit on this scheme is absolute.

Your contact at STFC:

We are here to support you during the application process. If you have any questions please contact [Chris Woolford](#) or call 01793 442098

Eligibility

Who can apply?

Almost anyone can apply, including grant funded researchers, facility users, schools, museums etc. Please bear in mind that we can only issue money to organisations that have audited accounts. If this does not describe your organisation you should work in partnership with an organisation that can receive the funding on your behalf (see Part 3 1.2).

Unfortunately we are not able to accept applications a) from organisations that are not based in the United Kingdom or b) for projects whose target audiences are not primarily UK residents.

Applications from STFC employees:

STFC encourages staff scientists and engineers, including staff from Diamond Light Source, to engage in Science in Society activities. Staff are eligible to apply to the current award schemes, but should do so with the approval of their department and should consult with a member of the Science in Society team first. Your contact points are Jane Binks (Daresbury Laboratories – jane.binks@stfc.ac.uk), Jo Lewis (Rutherford Appleton Laboratories Jo.lewis@stfc.ac.uk) - or Dan Hillier (UK Astronomy Technology Centre – dan.hillier@stfc.ac.uk) or your project's communications officer.

Applications from users of STFC research facilities:

STFC encourages users of facilities, and researchers who engage with the programmes at Rutherford Appleton and Daresbury Laboratories, the Astronomy Technology Centre, Diamond Light Sources and other STFC-supported research facilities to undertake public engagement work. The Small Awards Scheme is appropriate when the STFC facility or programme forms a substantial or major part of the public engagement project content.

When the research is grant funded by bodies other than STFC (e.g. Wellcome Trust) and the role of STFC research facilities is a minor part of the public engagement activity content, there may be funding opportunities offered by your grant funder. For example, details of funding schemes across the Research Councils can be found on the [RCUK website](#)

Do you have a researcher as part of your project team?

It is a mandatory requirement that your project team includes a researcher involved with STFC-related science or technology. Please note that the researcher is expected to act as an adviser on current science and need not take an active part in delivering the project. If you do not know a suitable researcher, contact the Science in Society Unit and we will help you find someone

Previous applicants:

We are happy to receive applications from previous applicants whether they have been successful or not. Previous successful applicants are encouraged to submit any evaluation and feedback that has been gathered from the previous project to support the new application.

What can the funding be used for?

There are no set restrictions on the type of costs that may be applied for. For example, contributions to salaries (where a named individual will undertake work that would not be considered part of their normal duties), cost of materials, and travel & subsistence are eligible.

Costs.

The judges need to see a detailed breakdown of expenditure in the expenditure section of the form.

NOTE: If the total budget exceeds what you are requesting from STFC you must provide full details in the income section of the form.

We will not fund:

- Fees or honoraria to people already in paid employment to visit or give talks at schools, societies etc, where such activities would reasonably be undertaken as part of their normal duties
- Bids where the budget is not clear or costings do not appear to be based on valid estimates
- Bids for expensive hardware, equipment or buildings, unless they can be shown to be intrinsic to the success of the project
- Projects where it is clear that the whole project would go ahead even without STFC funds
- Retrospective funding, including those projects with a start date after the closing date but before the funding decisions are announced.

Applications for Websites

If your application is for the construction of a website the Panel will take into account the following points when grading the application.

- Does the application have a plan (and budget) for keeping the website sustainable in the future?
- Does the application take into account web accessibility rules and regulations?

If you need advice on these two items STFC's web team will be happy to discuss and offer their expert advice. If resources permit the web team is also happy to offer their services to help construct the website which will mean you only have to provide the content for it.

Additional Guidance for Teachers:

As well as the guidance above, teachers should pay particular attention to the following information.

STFC would like to encourage applications from teachers; however, if your application is for a small scale project which is less than £500 please apply instead to our [school grants scheme](#) which is operated jointly with the Institute of Physics.

Key things to Include in your proposal.

- The review panel particularly welcome applications which involve partnerships with other schools or your local community,
- Projects must be relevant to the Science that STFC supports and the aims and objectives of the Scheme
- Please ensure that you take time to complete sections 18 and 19 (Awareness and Evaluation) of the application form.
- Remember, a detailed and well thought out evaluation plan will strengthen your application.

What we won't fund

- We will not accept applications which are aimed solely at the low end of primary school children aged 5-8. We will however consider applications which include them along with one of our 'Key Audiences' (see Part 2).
- Applications for a piece of equipment for your school alone are not viewed positively, unless the equipment is part of a novel project that could be copied by other schools.

Suggesting Reviewers

You will be asked to nominate one referee who can judge the value of your application. Please avoid suggesting someone from the same organisation. If you cannot suggest an external referee you are welcome to submit the name of your head of school, but please consult with them in advance

Case Studies

A selection of projects that have been funded from previous rounds are provided below for reference.

South Ribble in Space - Balshaw's CE High School, Leyland - Award: £7,000

This project is intended to reach as many members of the South Ribble community as possible, to enthuse, inspire and educate on all things astronomical during 2011. It will aim to provide a year of exciting, stimulating and interactive Science events for all ages to the community. It will offer exciting opportunities for members of the local public to get involved with Science and the wonders of Space - ones that they would normally have to venture further afield to get. It will involve 12 Secondary schools in South Ribble and an event will be hosted each month, rotating around the schools.

All the pupils, staff and parents will be invited to each Science event. These will range from workshops i.e. build basic telescopes, to lectures on Space and Astronomy themes. A cross curricular aspect will be included by hosting debates, for example, that include religious studies departments e.g. Big Bang or not?

Scientists from local Universities will be invited - the University of Manchester, the University of Liverpool and the University of Lancaster; these will host lectures both during the day for pupils and in the evening for public attendance in our school hall on subjects including evolutionary biology, microbiology and genetics. The project will aim to try out new ways of Scientific communication. These include the use of animation; pupils will create animations to show things like the ecliptic and path of the planets These will be exhibited in the local museum as well as used during deliverance of lessons on the topics.

EXOPLANETS - Curious Directive - Award £9,365

EXOPLANETS aims to marry accurate astronomy with contemporary performance art. Recent exciting discoveries about Exoplanets will be shared with and explained to a group of young and emerging artists (composer/DJ, video designer, director/choreographer and 7 dancers) and promoted to a wider audience (members of the general public at festivals, including families and young people) by Dr Martin Hendry, STFC Science in Society fellow.

The piece will explain and demystify the latest research about the extra-solar planets that orbit stars, other than the Sun, in the Milky Way. It would be presented at two of the biggest and most high profile music and arts festivals aimed at young people and families in the UK – Latitude and Camp Bestival. Running in parallel to EXOPLANETS, curious directive will facilitate star-gazing workshops hosted by local star-gazing experts, in collaboration with the UK Dark Sky Discovery Network. The hour long sessions will take participants on a journey through the night's sky, showing them planets within our solar system, and other nearby stars around which other planets have been discovered.

DJ Physics - Royal Institution of Great Britain - Award £4,600

DJ Physics is an hour long demonstration show aimed primarily at 14–18 year-olds but also will appeal to younger members of the general public. It uses DJing as a way in to describe some of the concepts used in physics which relate to current STFC research areas such as particle physics, astronomy and space physics. The show will be held in at least 5 or more public events across the UK, aiming to recruit audiences of at least 100 at each. It will also be taken to at least 10 schools around London and the South East, particularly those with demographics under-represented in science, and deliver the talk to audiences of at least 150 students per show. The project will also provide support and information for teachers, including worksheets, teacher guides as well as the audio visual aids from the lecture, to extend the impact of the talk in schools and a website will also be created, providing information about the show and access to support materials.

Girls Allowed! Why women should study physics - Brunel University - Award £3,000

This project aims to motivate GCSE and A level students, and in particular female students, to continue studying physics at A level and beyond. This will be achieved by holding a one day event at Brunel University open to GCSE and A level students from local schools. It will also aim to use this experience to provide a set of recommendations for others who wish to run similar events elsewhere in the country. The day will consist of an introductory presentation 'Basics of Particle Physics' followed by an interactive session 'Build Your Own Particle Detector'. There will be demonstrations of their detectors resulting in a prize-giving for the best one. The day will end with talks about the contribution of women in physics and a more general physics topic.

Shining light on pathology: breast cancer screening with Raman spectroscopy - Gloucestershire Hospitals NHS Foundation Trust - Award: £4,105

This project will provide an opportunity to demonstrate and communicate the science behind technology. Although breast cancer and the need for breast cancer screening is quite well featured in the media, very little attention is paid on ongoing research. The public is generally interested in this work but don't realise the kind of work actually done and the potential implications. The public profile of research will be raised by developing a cancer diagnostics workshop kit which can be used during festivals, presentations, lessons, and demonstrations. The programme will be built around breast cancer, which is the most common cancer among women in the UK. It will explore cutting edge work undertaken at STFC developing methods of deep Raman spectroscopy and their application to the diagnosis of breast calcifications.

An 'experiment kit' comprising of posters, presentations, quizzes and hands on experiments will be developed use for workshop for school, work experience students, medical career open day and a local Science Festival.

Contact us

The [Science in Society Team](#) is always happy to discuss proposals before submission.

The Application Process

Submitting your application:

The deadline for applications (for Round 201A it is 12 April 2012@ 16:00) is firm. All applications should arrive with us by 16.00 on the day of the deadline. Please note that we cannot accept applications for retrospective funding, including those projects with a start date after the closing date for applications but before the funding decisions are announced.

For the 2012A round please do not apply for funding for a project expected to start before 1 July 2012. If a start date is entered earlier than the 1 July 2012, the application will be returned to you.

Please note that all applications MUST be submitted through the RCUK Joint electronic Submission (Je-S) System. Please go to <https://je-s.rcuk.ac.uk> to complete the online form. E mailed or hard copy applications will not be accepted. If you are not registered for the Je-S system please contact the Je-S helpdesk on 01793 444164 to get registered. Please note that this should be done four weeks prior to the closing date.

For specific guidance on filling in the Je-S form please go to page 8

The documents that you will receive and what must be returned if you are successful.

Applicants will be advised of the results via e mail usually within 10-12 weeks of the closing date. The Judging Group's decision is final.

Awards will be given in the form of a contract from STFC to the principal applicant's organisation. Standard Conditions of Contract can be obtained on request, and will be supplied along with formal notification of any award. The award letter will be sent to the organisation's Je-S account and it is their responsibility to forward the information to you. The organisation will have to accept the award through the Je-S system which will in turn generate a starting confirmation document which will need to be returned by the organisation via the Je-S system as soon as you incur expenditure on the project. Once this has been done the grant becomes active and the quarterly payments profile is created

Payment will be by BACS transfer only, hence successful applicants will be asked to submit their bank account details when registering for a Je-S account, which will be treated in the strictest confidence.

Receiving Payments

Your organisation will receive payment at quarterly intervals throughout the duration of the project (March, June, September and December). To trigger the final payment you will have to submit a [Final Report](#) and your organisation will have to complete a Final Expenditure Statement (on Je-S) which is due 3 months after the end date of the project.

The final payment will be a reconciliation between what has been spent and what has been paid to date.

A minimum of 20% of the approved funding will be withheld by STFC until completion of the Contract and submission of the [final report](#).

The Reporting Process

Three events will trigger the need for successful applicants to supply documents to STFC:

- on completion of the project - a [Final Report](#)
- for projects lasting more than one year you must send a progress report every 12 months; or,
- if you make any other application to a STFC-run 'public engagement' scheme

Applicants must agree to provide STFC with access to completed materials generated by their projects, at the Final Report stage, and a means by which to make such materials publicly available wherever possible.

Data Protection:

The information required will be treated as confidential and used by the STFC, in accordance with the Data Protection Act 1984 and as amended by the Data Protection Act 1998, to promote the public understanding of science and technology. STFC is committed to uphold the eight Data Protection principles of good computer practice.

All applications are in confidence although we propose to publish project titles, project leader and summaries of funded projects on the STFC website. If you are not happy with this please contact us.

Notes for Guidance, Terms and Conditions part 2: How awards are judged

We receive many applications so it is not possible to fund every project. Unfortunately many essentially worthy projects do not stand up well against others because the applicant's intentions or planning are not clear. The Small Awards Scheme is 'peer reviewed', - it is not marked by us but is referred to a panel of judges who score it against certain criteria (see 'selection criteria' below). Though we try to match the applications to the most appropriate judges please be aware that they may not be familiar with what you are trying to achieve so fill in the form accordingly.

The judging panel is made up of academics with a strong interest in science engagement, science communications professionals and teachers. Up to three members of the panel independently mark each application. After the applications have been marked they are ranked according to their average scores. The judges then meet to finalise the marks and to allocate funds, with the top ranking awards most likely to be funded. Many successful awards are not funded to the full amount to enable us to support as many worthy applications as possible.

Selection criteria:

1) Relevance to STFC areas of science and technology

Proposals which can demonstrate a clear and timely link to current STFC-supported research projects (e.g. the Large Hadron Collider, space missions such as Herschel and Planck and new results from neutron or light sources) are more likely to be funded.

2) Key Audience Included

The audience must include at least one of the STFC's key audiences. These are: **young people aged 10-18 (particularly those age 10-16); teachers; the general public; opinion formers; and, audiences not previously engaged with science.**

3) Quality of Project Team, Planning and Delivery

Proposals should demonstrate that the project team has the appropriate range of skills to carry out the project successfully. Plans should be realistic and clearly linked to the desired objectives.

4) Impact and Cost Effectiveness

Proposals which are likely to have a large impact (either reaching a large audience or having a significant impact on a smaller one) in relation to their cost are more likely to be funded.

Projects where there is evidence of a 'multiplier effect' (for example projects which inform or train science advisers and providers of in-service training) will be viewed positively.

5) Timeliness

Projects relating to topical themes (Herschel and Planck space mission, LHC etc), or current initiatives in education and other relevant fields are desirable.

6) Innovation/Proven Success

Innovative projects and pilot schemes are encouraged, particularly if there is likely to be a sustainable outcome. When a STFC-funded activity proves successful, we are willing to consider continued funding, provided that a clear forward plan is provided.

We are happy to accept project submissions that are necessarily one off (e.g. because they relate to a specific event such as a Solar Eclipse) particularly if there can also be a sustainable outcome.

Projects where it is clear that there will be no possibility of sharing the idea with others are not desirable.

7) Quality of Evaluation

The inclusion of a strong, realistic evaluation plan, commensurate with the size of the project is viewed positively.

Notes for Guidance, Terms and Conditions part 3: Completing the Je-S application form

The application form question-by-question with related rules

Creating the form

- Login to Je-S - <https://je-s.rcuk.ac.uk>
- Click on Document link
- Click on New Document
- Select STFC as the Council
- Select Standard Proposal as the Document Type
- Select Science in Society Awards as the Scheme
- Select SiS Small Award - April 2012 as the Call

Project Details

- Enter your organisation, department, reference (of your choice), title of project, choose the small awards from the drop down box, and enter start date and duration.
 - Let us have a clear, explanatory but concise title. This title will be used on publicity and further communications.
 - *Related rule:* Awards can only be given to organisations with audited accounts, and the STFC reserves the right to ask for copies of the most recent such accounts. The principal applicant must be part of such an organisation (university, school, company, Trust, etc).
 - We normally accept applications for periods of up to 36 months. If you are running a 'pilot' project or wish to extend the project then you are welcome to apply for further funding if it is successful. Please state this in your 'Aims' and the 'Summary'.

Principal Applicant

- Click Add new principal applicant button, click select and search for your name.
- The post must outlast project so tick yes
 - Each application needs to have a **principal applicant** (the person mainly responsible for the project and who will be the main contact for the STFC).
 - If you wish to claim a salary add your costs to the Staff heading of the Expenditure Section

Co-Applicant

- You can have as many co-applicants as you wish, and remember that we do encourage partnerships.
 - If you wish to claim a salary add your costs to the Staff heading of the Expenditure Section

Resource Summary

- This is a summary of the funds you are requesting from STFC. This is a read only section for your information.

Expenditure

Enter costs here that are only being requested from STFC.

- *Staff* – Click search to see if person is in the system. If they are not in the list click the Add New Person button to add them to the database so you can select them. Fill in all fields ensuring the total cost field is completed

- *Equipment* – You won't put anything in this field as to be classed as equipment each single item has to cost more than £10K
- *Travel* – Click Add New Travel Item, enter description and cost
- *Other* – Enter all other costs here. Use the same method as above
 - *Related rule:* Any Award we make to you will be the maximum amount payable, and will include any VAT payable. Applicants from HEIs should note that the scheme does not come under the Full Economic Costs (FEC) system and that the £10,000 upper limit is the maximum amount payable by STFC.
 - The costs of the elements of the projects should be clearly defined and costed at best value for money.

Income

- A free text box where you can list any other sources of funding if the total budget exceeds the amount requested from STFC. If this is the case it must be made clear what STFC are paying for.
 - *Related rule:* Some projects are funded from several sources including the generation of income through sales, sponsorship or other grant applications. Income also includes in-kind contributions e.g. office costs from the host organisation. Applicants must provide information about applications they have made to other sources (e.g. ScienceWise, Universities, and Local Authorities) or to other STFC Award schemes for the project or linked projects.

Classifications

- *Target Audience* – Enter how many people you intend to reach and provide a breakdown (in %) on the different age ranges. – **If you tick primary school please state the age of pupils.**
- *Research Area* – Tick the STFC grant funded research area box(es) that apply
- *Facilities* – Tick the STFC facility box(es) that apply
- *Peer Review Preferences* – Tick Science in Society Panel
- *Source of information* – tick the button that applies.
 - *Related rule – Target Audience* - Let us know the details of any 'other' audience, especially if you are targeting a specific group (e.g. 'children with special needs').
 - *Related rule – Target Audience* - We are interested in the *direct* numbers rather than indirect - we are well aware potential 'multiplier effects'. You can describe any multiplier effects in your Objectives
 - *Related Rule:* The audience must include at least one of the STFC's 'key audiences'

Aims

- A free text box where you can enter the aims of your project (4000 characters max)
 - The aim of your project should be stated in terms of the impact you wish to have on your audience and the potential legacy of the project (e.g. to inform and enthuse the public about a particular piece of research, or to motivate school students to study physics beyond 16).
 - Your aims and objectives needs to be consistent with the overall aims of the Small Awards Scheme (see Part 1) and the [STFC Science in Society programme](#)

- You will be asked to provide a report which includes an evaluation of your project and its impact on the audience. Your aims and objectives need to be clear enough for you to assess the extent to which they have been achieved. It may help you to look at the [Final Report Form](#) .

Objectives

- A free text box where you can list (as bullets) the objectives of your project (4000 characters max)
 - The objectives should be specific about what you wish to achieve (e.g. hold a public event attended by an audience of at least 100, or produce a curriculum resource to be distributed to secondary schools).

Summary

- A free text box where you can add the summary of your project (4000 characters max)
 - Please provide a thorough description of the proposed project giving a clear idea of what you intend to do.
 - The summary should include a realistic assessment of practical issues such as copyright, insurance and health and safety issues.
 - When submitting your application, in your email you can attach the equivalent of up to two sides of A4 for further text, drawings, etc. **Any other material you send us will not be copied to the judges.**

Project Personnel

- A free text box where you can enter the personnel on your project (4000 characters max)
 - You should include the names of the key personnel, and you should also identify personal contributions from those who will not receive any salary payments as part of this (for example, a university scientist may be working on the project as part of his/her general professional duties).
 - Please indicate the skills and expertise that they will bring to the project team.
 - *Related Rule:* STFC are keen to ensure that the project has relevant links to current research hence it is **mandatory** that the project team includes a current researcher in a STFC-funded area of science and technology. Please note that the researcher is expected to act as an adviser on current science and need not take an active part in delivering the project. If you do not know a suitable researcher, please contact the Science in Society Unit and we will suggest people who you may wish to approach.

Related Activities

- A free text box where you can enter any other projects that you're aware of that are similar to your project (4000 characters max)
 - Let us know what other related activities are going on in this field and what contact you have with others. In the UK there are a lot of science communications initiatives and we encourage applicants to have some knowledge of what else is going on. The lists of winners of Small Awards which we publish in each Round includes project details to help raise awareness and to encourage 'networking' between people promoting STFC science. An overview of previously funded projects can be found at www.stfc.ac.uk/PandS/Fund/Sml/SmallWin.aspx

Other Science in Society Awards

- Click on the 'Add New Other Science in Society Awards Item' button if you or your Co Applicants hold any other current STFC SiS Awards.
 - If you hold any current awards please ensure you attach a progress report in the attachments section.

Related Grants

- Click on the 'Add New Research Grants Item' button if you or your Co Applicants hold any current STFC research grants.

Previous Support

- If you or your co applicant have sought or received any other funding in the past three years please click on the Add New Previous Support button and complete the fields
- If you haven't then click on the box that applies
 - *Related rule:* If you currently hold any other STFC Award for Public Engagement with Science, you must submit a progress report on it along with your present application.
 - Related rule: If you or any of your co applicants hold any current STFC research grants please state the reference number and title.

Awareness Raising, Dissemination and Networking

- A free text box where you can explain the marketing, awareness raising and other such aspects of your project (4000 characters max)
 - There are two important parts to this question. Firstly let us know how you plan to distribute or market any product, resource or service you will produce in the project. Secondly let us know how you will inform other scientists, educators, communicators, and 'Public Engagement' people of your project and of the resources you may have produced. (As noted above, there are a lot of 'Public Engagement' and educational initiatives around the UK, and we encourage as much 'networking' as possible between practitioners).
 - *Related rule:* the STFC also reserves the right to circulate information about successful projects to all other applicants, general audiences and the media, for the purposes of ensuring 'good networking' of ideas and publicising the scheme.

Monitoring and Evaluation

- A free text box to detail what your evaluation plans are for your project (4000 characters max)
 - To enable us to monitor and report on the impact of our programmes there are certain data we require from all award holders. We will provide all successful applicants with details of the metrics and data that we would like you to include in your final report. In addition we would like you to indicate how you will monitor the progress of the project and whether your objectives are being met, and how you will evaluate outcomes. In particular, you should explain what evidence you will gather.
 - Research Councils UK have published [Practical Guidelines on Evaluation](#) which you may find helpful in drawing up your evaluation plan
 - When your project is completed you will be asked to complete a [Final Report](#) form so you may also find it helpful to refer to this now.

Reviewers

- Click the Add New Reviewer button to search for your nominated reviewer. If they are not in the list click the Add New Person button to add them to the database so you can select them.
 - As we may not know you at all, please let us have the name and contact details of a referee who knows your work. They must not be connected with any part of the project, nor related to you. STFC and the Judging Group reserve the right to contact your nominated referees if necessary.

Attachments

- Click Add New Attachment, choose Case for Support from the drop down list and add your 2 page case for support.
 - This is a mandatory attachment. However If you feel you have described your project sufficiently in the sections above and have nothing further to add you can simply add a blank word document to override the validation rule.

- Once all mandatory sections are complete you will be able to submit the document to your approver/submitter pool. **Please remember that when you press submit it doesn't go direct to STFC; you can see where your application is by clicking the Document Actions button and choosing Show Submission Path.**
- For further details on filling in the form please contact the Je-S helpdesk on **01793 444164** or e mail JeSHelp@rcuk.ac.uk