

Large Awards Scheme - Stage One

For projects in Public Engagement with Science & Technology

Notes for Guidance part 1: Essential information

NOTE: NEW PROCEDURES IN PLACE IF YOU ARE SUCCESSFUL IN GETTING AN AWARD. PLEASE SEE PAGE 3 OF THESE GUIDANCE NOTES FOR FULL DETAILS.

Aims of the Large 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 to communicate their research to wider audiences and to debate issues with non-specialists
- To provide funding for those projects whose costs exceed the funding limits for Small Awards (£10,000). It is intended that projects considered for funding under the Large Award scheme would have a greater reach and impact in promoting the Council science than those funded with a Small Award.
- To encourage partnerships, such as those between scientists and educators, industry and professional communicators.

Funding quantities

Large Awards are for amounts from £10,001 to £100,000. Other award schemes are available such as:

- The Small Awards Scheme – funds up to £10,000
- The School Grants Scheme – Funds up to £500 (Open to Schools only)
- National Science and Engineering Week awards

For further details please visit the [funding for public engagement](#) sections of the STFC website

Eligibility

Who can apply?

Almost anyone can apply, including the research community, schools, museums etc. but we will need to be assured that the project team has the necessary abilities to complete the project as described, on time and to cost. Please bear in mind that we can only issue money to organisations that have audited accounts. If this does not describe your organisation we recommend that you 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.

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

It is important that project teams include a researcher involved with STFC related science, even if such a researcher only has an advisory role. If this requirement presents you with any problems please contact the STFC Science in Society unit (details below) before submitting your application (see Part 3 12.3).

Applications from Higher Education Institutions (HEI) and other Research Organisations (RO):

Universities and other Research Organisations fall under the Full Economics Cost framework (FEC). An organisation that comes under FEC is able to apply for up to £125,000 under this scheme, but STFC is only able to provide up to £100,000 in funds, as the maximum amount you can receive under FEC is 80% of the actual cost.

Please read the Notes for Guidance and the application forms carefully as at certain points you will be asked for the total cost of the project and at other points you will be asked to give the amount you would like from STFC under FEC.

Applications from non-HEIs:

Organisations which are not Higher Education or Research Organisations do not generally have to worry about the FEC framework and should fill in the application form without reference to the notes pertaining to FEC.

Applications from STFC employees:

STFC encourages staff scientists and engineers to engage in Science in Society activities. Staff are eligible to apply to the current award schemes, but if you are an STFC employee and you wish to do so, please consult with a member of the Science in Society team first. Your contact points are Neville Hollingworth (Swindon office - neville.hollingworth@stfc.ac.uk), Jo Lewis (Rutherford Appleton Laboratory – jo.lewis@stfc.ac.uk) Tony Buckley (Daresbury Laboratory – tony.buckley@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 and the Astronomy Technology Centre, to undertake public engagement work. The Large 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 at www.rcuk.ac.uk Science in Society – Support for Researchers - Funding

Previous applicants:

We are happy to receive applications from previous applicants whether they have been successful or not. Previous applicants that have been unsuccessful may wish to contact the Science in Society unit for feedback. Previous successful applicants who still have projects running from a previous PPARC/STFC funding round should submit project reports with their new application. They may use evaluation and feedback 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, costs of salaries, materials, and travel & subsistence are eligible. Awards may be made to pay an individual's salary full-time

(or part-time for a longer period) to enable any named person to undertake special work on communications projects.

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

The Application Process

Submitting your application:

The application process for Large Awards is in two parts. The first stage is submitted using the forms that accompany these guidelines. At the end of stage one the judges will consider the applications and from there short-list applicants to progress to stage two. The second stage is a purely electronic submission through the Je-S system, which is now the standard approach for grant applications for HEIs and other Research Organisations. Even though you may not be familiar with Je-S, all applicants for Large Awards stage two will have to make their submission through Je-S. However, this process and the registration procedure is quite straight forward. Guidance notes are available from the website and there is a helpline to deal with any queries you may have.

The deadline for stage one applications is firm. All applications should arrive with us by 16.00 on the day of the deadline which is 10 November 2011.

Please send in one electronic copy only to Chris.Woolford@stfc.ac.uk.

If you are successful at stage one:

Applicants will be advised of the results by the end of March. The Judging Group's decision is final. Individual feedback can be obtained by telephoning the Science and Society Team at STFC; however we regret that we cannot enter into written correspondence about the outcome of any individual application.

You will then be asked to submit a second stage application through the [Je-S system](#) the deadline for which will be the **end of January 2012**. The second stage conforms to the standard Je-S format which requires a clear financial breakdown according to certain categories and a case for support. Second stage applications will be sent to referees of our choosing for comment prior to the meeting of the judging panel. All second stage applicants will be asked to make a presentation to the judging panel.

New Procedures in awarding the contract.

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.

Notes for Guidance part 2: The judging process

How your application will be 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 Large Awards Scheme is 'peer reviewed', in other words it is not marked by us but is referred to a panel of judges who consider it against certain criteria (see 'selection criteria' below). The judging panel is made up of researchers with a strong interest in science engagement, and science communications professionals. Each application is judged independently by the panel. Though the judges are highly experienced, please bear in mind that they may not be familiar with what you are trying to achieve so fill in the form accordingly.

Selection criteria:

Proposals need to demonstrate that they meet most or all of the criteria below.

1) **Relevance to STFC-funded areas of science and related technology.**

Proposals which can demonstrate a clear link to STFC-supported research projects (e.g. the Large Hadron Collider, space missions such as Herschel and Planck, 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 and their teachers; the science-inclined public; opinion formers; audiences not previously engaged with science.

Projects aimed at young people are generally more likely to be funded if they target the 10-16 age groups.

We encourage applications that fit in with the Government's inclusion agenda including, for example, addressing new audiences, ethnic minorities etc.

3) **Quality of 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, current research projects or missions or recent 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**

Projects which include a strong and realistic evaluation plan, commensurate with the size of the project are viewed positively.

Previous projects:

An overview of previously funded projects can be found [here](#)

Your contact at STFC:

We are here to support you during the application process. If you have any questions please contact Chris Woolford or Neville Hollingworth at:

Chris.Woolford@stfc.ac.uk - 01793 442098

Neville.Hollingworth@stfc.ac.uk – 01793 442175

Notes for Guidance part 3: Filling in a Stage One Application Form

The application form question-by-question with related rules

Q1 About the Lead Organisation

- 1.1 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).
- 1.2 *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).
- 1.3 Give the name of the organisation and the department (if any) where the principal applicant works.

Q2 About the Principal Applicant

- 2.1 Let us have your details and how many hours per week will be spent on the proposed project.
- 2.2 *STFC Pin.* If you have previously applied to STFC for funding you will have been given a personal identification number (PIN) which should be entered in the box. If this is your first application or you cannot remember your PIN, please leave the box blank and a PIN will be provided.
- 2.3 *Contact Details Form.* Each applicant **must** fill out one of the Contact Details forms if this is the first time you have applied or any of your details have changed. It is essential that this form is completed in full, and you should please ensure that you supply your full address and contact details. The information on this form is used by us for administrative purposes only, and is **not** used as part of the application review process.

Q3 About All Your Co-Applicants

- 3.1 Let us know about your main co-applicant. There is only space on the form for information on one of your partners, so if there are more please write out exactly the same information about each one of them on an additional sheet, and let us know the total number of co-applicants in the box indicated. You can have as many co-applicants as you wish, and remember that we do encourage partnerships.

Q4 Your Project

- 4.1 Let us have a clear, explanatory but concise title. This title will be used on publicity and further communications.

Q5 Proposed Start Date

- 5.1 For STFC purposes this means the date on which you would start making commitments to spend STFC money. If you are successful you will be offered a legal contract by STFC, and obviously you should not commit to spend any STFC money until you accept a contract from us. The Judges' meeting, at which the final decisions about which awards are funded are made, will take place mid-March 2012 so the start date for the project should not be before the end of March 2012.

Q6 Period Requested

- 6.1 Let us know the length of time over which the project will run. We normally accept applications for periods of up to 36 months. If you wish to extend the project then you are welcome to apply for further funding if it is successful. Please state this in your 'Aims' (Q 9) and the 'Description' (Q 11).

Q7 Amount Requested

- 7.1 Let us know the total sum you seek from the STFC. The total amount any organisation can receive from STFC under this scheme is £100,000. Successful, non-FEC framework organisations will receive 100% of whatever amount the judging panel decide to award them so should enter a sum of up to £100,000 maximum. Organisations that come under the FEC framework will receive 80% of the amount awarded by the judges, but you should fill in the box for Q7 with the 100% figure, so you should enter a sum of up to £125,000 maximum.
- 7.2 **Related rule: Any Award we make to you will be the maximum amount payable, and will include any VAT payable.**

Q8 Project Indicators

- 8.1 *Science Area(s)*. Indicate the STFC scientific or technological areas or research facility that your project will promote.
- 8.2 *Target Audience(s)*. Indicate your target audiences. Let us know the details of any 'other' audience, especially if you are targeting a specific group (e.g. 'children with special needs').
- 8.3 *Related Rule: The audience must include at least one of the STFC's 'key audiences'* (see. Part 2)
- 8.5 *Expected Numbers Reached*. Indicate the numbers of these target audiences you expect to reach. 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 reply to Question 10. If the project will result in a permanent or semi-permanent installation such as an exhibit that may be visited over several years, please give the expected number of visitors per annum.

Q9 Aims

- 9.1 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).
- 9.2 Your aims and objectives needs to be consistent with the overall aims of the Large Awards Scheme (see Part 1) and the STFC [Science in Society programme](#).
- 9.4 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](#) .

Q10 Objectives

- 10.1 The objectives should be specific about what you wish to achieve (e.g. hold a series of public events attended by an audience of at least 10,000, or produce a curriculum resource to be distributed to all UK secondary schools).

Q11 Description of Project

- 11.1 Please provide a thorough description of the proposed project giving a clear idea of what you intend to do.
- 11.2 The description should include a realistic assessment of practical issues such as copyright, insurance and health and safety issues.
- 11.3 You can include up to two sides of A4 for further text, drawings, etc. Any other material you send us will not be copied to the judges.

Q12 Project Personnel

- 12.1 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).
- 12.2 Please indicate the skills and expertise that they will bring to the project team.
- 12.3 *Related Rule:* STFC are keen to ensure that the project has relevant links to current research hence we need the project team to include 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 your team does not include a researcher please contact the Science in Society unit for advice and suggestions prior to submitting your application. Please note that if you are asked to complete a Stage 2 application you will need to submit a letter of support from each member of the project team to demonstrate that they have agreed to participate.

Q13 Related Activities

- 13.1 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 as far as possible. The lists of winners of Large, Science Centre and Small Awards which we publish in each Round have full contact information to encourage 'networking' between people who are teaching or promoting STFC science (see Part 2 'previous projects').

Q14 Other Awards

- 14.1 *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.
- 14.2 *Related rule:* If you or any of your co applicants hold any current STFC research grants please state the reference number and title.

Q15 Other income sources

- 15.1 *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, Local Authorities) or to other STFC Award schemes for the project or linked projects.

Q16 Budget Breakdown

- 16.1 Let us have your complete budget for the project including VAT where applicable, in as much detail as reasonably fits the space provided. The judges find it very helpful to see a breakdown of expenditure in terms of office costs, salaries, travel & subsistence, materials, advertising, etc. Where it asks for the 'Amount payable by STFC (inc. VAT)', please enter in the amount you would expect to receive from STFC if the Judges approve your application without any deductions.
- 16.2 The costs of the elements of the projects should be clearly defined and costed at best value for money.

Q17 Awareness Raising, Dissemination and Networking

- 17.1 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).
- 17.2 *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. If resources, such as a website or teaching materials, are being produced STFC will wish to make them readily available and will promote them through the appropriate channels.

Q18 Monitoring and Evaluation

- 18.1 Indicate how you will monitor the progress of the project and whether your objectives are being met. Please tell us also how you will evaluate outcomes. In particular, you should explain what evidence you will gather.
- 18.2 Research Councils UK have published [Practical Guidelines on Evaluation](#) which you may find helpful in drawing up your evaluation plan.
- 18.3 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.

Q19 Referee

- 19.1 Please let us have the name and contact details of two referees 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. During the second stage of the process the Judging Group will contact at least one of your referees and another referee chosen by the Science in Society unit.

Q20 How You Heard of the Scheme

20.1 Please help our efforts to promote the scheme by telling us how you heard about Large Awards.

Q21 Declaration

21.1 The principal applicant should sign and date this form. There must also be a name in the Admin Authority box. The Admin Authority is someone at the organisation who has the authority to accept the award if one is given. Such person could be a head of department for a University, a director/CEO from an organisation or a head teacher from a school etc.