

**CME Public Engagement Grant Scheme: Larger Award**

[Information for applicants 1](#_Toc68084042)

[Definition of Public Engagement 2](#_Toc68084043)

[Grant Scheme Criteria 3](#_Toc68084044)

[Application Guidance 4](#_Toc68084049)

[Application Form: Larger PE Award 7](#_Toc68084061)

**Information for applicants**

The Wellcome/EPSRC Centre for Medical Engineering (CME) Public Engagement Grant Scheme is open to all research, clinical and professional services staff and post-graduate students from the School of Biomedical Engineering & Imaging Sciences (BMEIS) and the Department of Neuroimaging at the IoPPN, King’s College London.

Applicants are invited to apply for **up to £3,000** to deliver public and patient engagement activities related to their research area. All applicants are encouraged to discuss their project with the public engagement team before applying:

* **Bella Spencer**, Public & Patient Engagement Coordinator: bella.spencer@kcl.ac.uk
* **Deanne Naula**, Community Engagement Officer: deanne.naula@kcl.ac.uk
* **Alice-Taylor-Gee**, Public Engagement Manager: alice.taylor-gee@kcl.ac.uk

The closing date for applications is **Friday 20 May 2022 (12:00)**. Please email your applications and any questions you may have to bella.spencer@kcl.ac.uk

Applications will be reviewed by a panel and feedback will be returned to all applicants within 3 weeks following the deadline. This funding call is open twice a year, in the Spring and Autumn terms.

Awardees are expected to deliver their activity/activities **within 12 months** of the award and submit a one-page reflective summary following event delivery to share impact, learning outcomes and best practice. They will also be invited to Departmental seminars and future PE training to share their experiences.

**Definition of Public Engagement**

The Centre uses the definition described by the National Coordinating Centre for Public Engagement ([NCCPE](https://www.publicengagement.ac.uk/)), UK:

“*Public engagement describes the myriad of ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit."*

**Grant Scheme Criteria**

This document contains important information about how your CME Public Engagement grant application will be assessed. You will maximise your chance of receiving funding by carefully reading and following this grant criteria and guidance.

**What are we looking for:**

* We will prioritise funding for activities, which support the [Centre’s Public Engagement Strategy](https://medicalengineering.org.uk/wp-content/uploads/2021/03/Updated_Centre_PE_Strategy_2017-2022.pdf) aims and audiences:

* **Aim 1**: Enabling publics and patients to inform our research and learning to ensure impact
* **Aim 2**: Engaging public and patients about the Centre’s research to empower them so that they feel more confident to access, use and respond to health research
* **Aim 3**: Working with children and young people in London, to enthuse and inspire young people about science and supports a future diverse research sector
* **Aim 4**: Building collaborative, inclusive and equitable relationships with marginalized communities in Lambeth and Southwark, to enable the community to iteratively influence research practice and research priorities, co-producing mutual benefits in the local areas and broadening the impact of the Centre

* Projects demonstrating mutual benefit to (I) the public group you are engaging and (ii) to you/your team/your research.

* Projects that identify a clear primary public target audience and not ‘the general public’ e.g., patients living with prostate cancer who access health services within Lambeth.

* Projects that identify clear aims (the why) and demonstrate sound planning behind the development and delivery of activities, including timelines and costs.

* Projects that build-in evaluation i.e., identify indicators of success and measure them to demonstrate impact and learning outcomes from activities, against project aims.

* Activities created for meaningful online engagement. This must create two-way conversations. Consider technological capabilities, accessibility and digital poverty.

**We will not fund:**

* Activities where the public are not the primary target i.e., presenting at academic conferences or at internal research meetings, including clinical research staff. The activity must be designed *for* or *with* the public, rather than *open to* them.
* King’s staff time, as public engagement is considered part of your research. Other costs such as commissioning freelancers, designers, artist and external collaborators can be costed in (the PE team can help you to connect with collaborators and identify associated costs).
* Dissemination of research only e.g., video production, lay articles/blogs, podcasts. Unless you can demonstrate a two-way interaction in their production and/or they are generated as an output of public/patient engagement activities. (If dissemination only, we advise you to speak with the School’s in-house Communications [team](mailto:stamatina.hasiotis@kcl.ac.uk).

**Examples of Public and Patient Engagement activities:**

If you’re looking for ideas, inspiration, toolkits or examples of best practice, the links below feature case studies from a wide range of public engagement projects in related biomedical research areas:

* [Centre for Medical Engineering Case Studies](https://medicalengineering.org.uk/public-engagement/public-engagement-case-studies/)
* [King’s Imaging Public Engagement Blog](https://kingsimaging.wordpress.com)
* [King’s Engaged Researcher Network (KERN)](https://kingsengagedresearchblog.wordpress.com/engaged-research-at-kings/)
* [Queen Mary University of London](https://www.qmul.ac.uk/publicengagement/goodpractice/evaluation-toolkit/)
* [UCL](https://www.ucl.ac.uk/culture/projects/public-engagement-case-studies)
* [Imperial College London](https://www.imperial.ac.uk/be-inspired/societal-engagement/)

**Training resources:**

1. Introduction to Public Engagement [slides](https://emckclac.sharepoint.com/:b:/s/MT-BMEIS-CME-PublicEngagement/EcT_PQWTArxDh5y8TJjPYkcB2ZxUI6waOyquqgq9nZxt2Q?e=F6gX8t)
2. Public & Patient involvement training [slides](https://emckclac.sharepoint.com/:b:/s/MT-BMEIS-CME-PublicEngagement/EU0SmK-0EhVBqWyN4NQNCgsBrhpXtWKjtx2AcvOqwgYR-w?e=m7q5kj)
3. Frequently asked questions [doc](https://emckclac.sharepoint.com/:b:/s/MT-BMEIS-CME-PublicEngagement/EWUZ1mA0mxJHvVwf5NF7XKwBjz0oZEkKcDMwN00L0scSwA?e=V4848j)

**Application Guidance**

This guide provides prompts to support the development of your application. The application form can be found on the following page.

**1. Applicant details**

Tell us who you are as the primary applicant, how best to contact you, who else you plan to involve and how much total funding you are seeking (up to £3,000 available).

**2. Lay summary of your research/research area**

Please describe your area of research/research project (not your public engagement activity) in 100 words to a non-academic audience, free from complex scientific language. We recommend you ask a friend/family member, who is not familiar with your research, to review for feedback.

**3. Public Engagement project title or event name**

Can you think of a short title with a good hook related to your activity/research?!

**4. Project outline**

Briefly describe your public engagement project in one paragraph (100 words) to give an outline and overview of what you will do.

**5. Mutual benefit: aims of project**

Aims are the changes you hope to bring about as a result of your PE activity or project. It is crucial to understand WHY you are doing your activity (and why now?) and what your ideal outcome(s) would be (success looks like) and to clearly demonstrate this in your application.

Consider what are you trying to achieve or what gap you are seeking to address and how it relates to improving your research e.g., my activity aims to reduce the stigma and misconceptions around my research area X to ...Y. The more specific your aims are, the easier it will be to evaluate success against them and whether you’ve achieved what you set out to (*see 8.* Evaluation).

Typically, you should state no more than 1-3 key aims for your project and ensure they reflect mutual benefit - what will you/your research and the public get out of taking part? Completing an [Aims table](https://emckclac.sharepoint.com/:w:/s/MT-BMEIS-CME-PublicEngagement/EWJgPO1AO5tHv1wA3nkd37ABHnG5b1JkghdpgG_72_tJ0A?e=YSQpav) will help you clarify and create these.

**6. Who is your primary target audience?**

What public group do you intend to reach with your project?You can’t appeal to everyone - and shouldn’t! We are particularly keen to support initiatives that engage one of our three strategic audiences i) Patients with conditions relating to brain, heart or cancer and those who care for them. ii) Underserved children and young people aged under 25, living in London. iii) Local community groups based in Lambeth & Southwark, currently under- represented in our research.

Applications need to clearly demonstrate who your primary target public are. Consider why you have chosen this group – how are they most relevant to your research and activity aims?

This audience can further be broken down by demographics (age, location, ethnicity, socio-economic group?), interests (arts, rock climbing, music, knitting?) or health conditions (heart or brain conditions, or cancer?). For example, a PE activity engaging target audience ‘Patients’ with prostate cancer research could further be defined as: BAME men in their 50-70s living with prostate cancer, who access health services in Lambeth (GSTT), and attend a local community group with interest in music.

**7. How will you find and engage with your public audience?**

Who are the people you will need to reach out to in order to find your target audience? E.g., professional networks, King’s people, relevant charities, community groups, patient or clinical service teams, existing public & patient involvement advisory groups ([PPIAG](https://www.guysandstthomasbrc.nihr.ac.uk/patients-public/how-can-i-become-involved/)s).

Demonstrating prior background research and interactions or consultation with target audiences (and what you have learned as a result) will strengthen your application.

Think about how you will tailor your project to meet their needs and interests to effectively engage them e.g., consider accessibility barriers? Common/shared interests that will appeal to them? Online training required?

**8. Project Objectives: How will you carry out your activity?**

Objectives are the things you will do to ensure the successful delivery of your activity and can be broken down into tasks. This is your opportunity to set out what your activity will look like (i.e., the format - creative workshop, panel debate, film club). Describe how the activity links to your own research topic i.e., whether it is directly related or contributes to wider issues or questions around this. What tasks will need to be complete to make it happen and who will be involved to practically deliver your project? Use this to provide the panel with a clear idea of what activity will entail in practice and how your target audience will take part.

**9. Breakdown of Costs**

Be specific here by breaking down individual costs. Specify what you are spending the funds on rather than giving broad headings e.g., ‘£25 patient reimbursement x 4’ instead of simply putting ‘patient time’ or ‘workshop costs’. Guidance on costs relating to patient involvement ca be found [here.](https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979) If unsure, please speak to a member of the public engagement team and/or provide guide prices where you can.

Can resources be re-used or upcycled? You can find a [catalogue](https://emckclac-my.sharepoint.com/:x:/r/personal/k1810780_kcl_ac_uk/_layouts/15/guestaccess.aspx?e=CFb9Pw&share=EX157Xz2uhFItSRObCbigT4B2ITnpDQZ2dKLb6jUhqjLLw) of physical public engagement props and equipment that can be borrowed from the CME for face-to-face events. You could also share any resources that you recreate with researchers for future engagement initiatives.

**10. Evaluation: How will you know whether your event has been successful or not?**

Your evaluation should assess whether you have achieved your aims and what you set out to do or not. Having clear aims at the start will make your evaluation much easier.

What is evaluation? Watch this [10 minute video](https://emckclac.sharepoint.com/:v:/s/MT-BMEIS-CME-PublicEngagement/EZgZll6LrEtNm8Uv4ZEkyrgBO67le_kbeAQteAA_6xJL2Q?e=b8c2dB) on key definitions. Good evaluation will help you to reflect and consider how you will gather information to evidence impact and measure project success.

For example, if your aims are about ‘raising awareness of brain imaging research with young people with epilepsy’, a successful indicator might be monitoring *the number* of young people that attended (quantitative), or asking what they know about epilepsy before and after attending to demonstrate whether their knowledge has changed/what they have learnt (qualitative).

How will you gather this information? Hint: Try and be innovative in your methods i.e., *another* long questionnaire? Is it appropriate or could you do something more streamlined with your activity e.g., participants drop tokens into a box to vote or use online polls to text in answers... Take a look at this [further guidance for planning your evaluation](https://www.imperial.ac.uk/media/imperial-college/be-inspired/societal-engagement/public/How-do-I-evaluate-my-public-engagement-activity.pdf). Speak to the public engagement team if you need help with this.

**11. Prior PE experience or training**

Have you (or your team members) received public engagement training or taken part in any PE activities to date? This will further help demonstrate to the panel whether you will be able to deliver your activity.

Give brief details of any previous public engagement training or experience in delivering similar activities and other team members already onboard to show us you will be able to deliver your activity.

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| **Application Form: Larger PE Award (please download form to edit)** |

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| --- | --- | --- | --- |
| **1. Applicant details** | | | |
| Title: |  | | |
| First name: |  | | |
| Surname: |  | | |
| Job Title/Role: |  | | |
| Department/Centre: |  | | |
| Email: |  | Phone: |  |
| Collaborators: |  | | |
| Total Funds Requested (£): |  | | |

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| **2. Lay summary of your research** (*max. 100 words*) |
| *Examples of good lay summaries and guidance* [*here*](https://emckclac.sharepoint.com/:w:/s/MT-BMEIS-CME-PublicEngagement/EbJG84E_fMNMmqLBAN0XTpsBPvZI-Jgbszo2WCqTZR0s5Q?e=GKJcwN) |

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| **3. Engagement project title or event name** (*max. 5-10 words*) |
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| **4.Please briefly outline your project***(max. 100 words)* |
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| **5. Mutual benefit: project aims** (m*ax.150 words*) | |
| *Which CME Public Engagement Strategic aim(s) does your activity best align with (please strikethrough aim that DOES apply).* | |
| * **Aim 1** - publics and patients to inform and learn from our research | * **Aim 3** - engage children and young people in London to inspire them through our research |
| * **Aim 2** - publics and patients to empower them to access, use & respond to our research | * **Aim 4** - engage community groups to partner with and co-produce our research |
| *List 1-4 key aims (total) specific to your project, ensuring these are balanced to demonstrate mutual benefit to you and your audience (use bullet points)*  **You:**  **Public audience:** | |

|  |  |
| --- | --- |
| **6. Who is your primary target audience?** (*please strikethrough the audience that DOES apply*) | |
| * Patients | * Carers |
| * School-aged children/teachers | * Families |
| * Young children (<4 yrs) | * Young people |
| * Politicians/policy-makers | * Tradespeople |
| * Charities | * Community group |
| * Organisation | * Business/industry |
| * Professional practitioners | * Research study participants |
| Other: | |
| Please provide specific details to describe your primary public audience (i.e., demographics, health condition): | |

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| **7.** **How will you find and reach your target public audience?** *(max 200 words)* |
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| **8.** **Project objectives: How will you carry out your activity?** *(max.300 words)* |
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| --- | --- |
| **9. Breakdown of costs** *(up to £3,000)* | |
| Expenditure (*give specific details e.g., Artist £450/day rate: 0.25 day prep, 0.5 day attend patient workshop, 1.5 days produce artwork = £1012.50 + VAT*) | Cost (GBP) |
|  |  |
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|  |  |
|  |  |
|  | **Total:** |

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| --- |
| **10. Evaluation: How you will know whether you event was successful or not?** *(max 400 words)* |
| *What is evaluation? Watch this* [*10 minute video*](https://emckclac.sharepoint.com/:v:/s/MT-BMEIS-CME-PublicEngagement/EZgZll6LrEtNm8Uv4ZEkyrgBO67le_kbeAQteAA_6xJL2Q?e=b8c2dB) *on key definitions. Need ideas on how you might monitor and evaluate to reflect on whether your public engagement activities been successful? Take look at* [*evaluation methods examples*](https://emckclac.sharepoint.com/:b:/s/MT-BMEIS-CME-PublicEngagement/EaHnsiAj2SxPuX0BIY4ix_IBhno3nWuVCA1ft9gw5mrERw?e=8XpUP9)*.* |

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| --- | --- | --- |
| **11. Have you (or your team members) received public engagement training or taken part in any PE activities to date?** *(please strikethrough and/or add brief details)* | | |
| Yes | No | Brief details of training/activities: |

**Funding Terms & Conditions**

1. Awardees must attend a kick-off meeting with the PE team and give project updates when required.
2. The funds provided must only be used to fund the project as described in the initial application.
3. Public & patient engagement activities must be completed within 1-year of the awarded funds.
4. A risk assessment must be completed before face-to-face activities take place.
5. The King’s & Wellcome/EPSRC Centre for Medical Engineering logo should be used in any publicity materials, websites or resources produced relating to the project and ~~the statement~~ include this statement “This project was supported by the Wellcome/EPSRC Centre for Medical Engineering”. Please contact the BMEIS Communications [team](mailto:stamatina.hasiotis@kcl.ac.uk) for branding and dissemination information.
6. Spend must follow the correct King’s procurement procedure and be within the guidelines laid out in the hospitality and travel expenses policy.
7. All successful applicants will summarise their activity following delivery through a one-page (500 words) lay reflective summary (*see* [*King’s Imaging*](https://kingsimaging.wordpress.com/) *blog*).
8. Resources created or purchased for activities will be made available to other School members following your event.
9. Confirm that all information provided in this form is complete and accurate to the best of applicants’ knowledge.

|  |  |
| --- | --- |
| Applicant’s signature: |  |

Y/N : I consent to the data included in this submission being collected processed and stored by Kings College London. Please check you have filled in all the boxes and once signed, please send your completed form to bella.spencer@kcl.ac.uk with the subject line: CME Public Engagement Grant Scheme Application.