Imperial College London

Societal Engagement Funding: Responsibilities and Approval
2018-19

The Societal Engagement and Outreach team within Academic Partnerships is seeking to:

- Coordinate, align and record major funding priorities and opportunities across the Societal Engagement Framework (SEF);
- Support institutional level bids for funding in areas relevant to societal engagement;
- Provide guidance to applicants within academic departments and faculties seeking funding to support their Societal Engagement activities;
- Build up an understanding of the level of funding received across relevant areas, to facilitate an increase in the level of activity across the institution and to support internal and external reporting.

It is therefore suggested that the Societal Engagement Funding Group clarify responsibilities and approval for funding approaches within the remit of the group; that guidance is provided for researchers and staff in academic departments and faculties seeking funding to support SE activities; and that the group agree an approach for developing knowledge of applications for funding in academic departments / faculties.

Two main types of SE funding are envisaged:

i. SE funding as part of a research grant (e.g. Pathways to Impact or Provision for Public Engagement) – see 1 below;
ii. SE funding allocated solely to SE activities (e.g. WT PE Fund or STFC Awards);
    a. Applications submitted by a central department – see 2 below.
    b. Applications submitted by an academic department.

A summary of activities that may be defined as Societal Engagement is included in Appendix 1.

Imperial College London

1. **Application for funding to support Societal Engagement activities as part of a research grant funding application (e.g. RCUK Pathways to Impact or Wellcome Provision for Public Engagement)**

   1.1. Where funding to support Societal Engagement activities is included as part of a research grant funding application, the College's Proposal Development and Bid Management Policy shall apply, except in cases where the funder in question has specific policies addressing the application, in which case such policies take precedence.

   1.2. As per the College's Proposal Development and Bid Management Policy, Research proposals and agreements which include non-research activities (such as the provision of Education, Outreach or Public Engagement) should be considered in consultation with the appropriate College Officer(s). This may take the form of written guidance developed by the appropriate officer and published on the College's website or, subject to capacity and where appropriate, individual guidance. In the case of Societal Engagement, the appropriate College officer should be consulted for research proposals where the engagement element is in excess of £50,000.

   1.3. The following are the appropriate officers:

   1.3.1. Schools Outreach and Related Activities – Mr Andrew Tebbutt, Director of Student Recruitment and Outreach

   1.3.2. Engagement with Research – Ms Vicky Brightman, Public Engagement Manager.

   1.3.3. Local Community Engagement – Mr Tom Pearson, Head of Special Projects (Academic Partnerships).

   1.3.4. Patient Engagement – Professor Helen Ward, Professor of Public Health.

   1.3.5. Evaluation and Impact – Ms Vicky Brightman, Public Engagement Manager, in consultation with Mr Andrew Tebbutt if evaluation is fully or partially focussed at programmes for U18s.

   1.3.6. Supporting Activities – Mr Anthony Wilkinson, Academic Partnerships Project Manager.

   1.4. Where funding to support Societal Engagement activities is included as part of a research grant funding application, the College's Investigator Eligibility Policy shall apply, except in cases where the funder in question has specific policies addressing eligibility, in which case such policies take precedence.

   1.5. Where funding to support Societal Engagement activities is included as part of a research grant funding application, the College's Costing and Pricing Policy – including calculation and application of FEC – shall apply, except in cases where the funder in question has specific policies addressing costing and pricing, in which case such policies take precedence.

   1.6. The College's procurement policy applies at all times to the procurement of goods and services.

   1.7. The College's Ethics Code and related policies apply at all times.

   1.8. Specific guidance around applying for funding to support Societal Engagement activities as part of a research grant funding application (e.g. RCUK Pathways to Impact or Wellcome Provision for Public Engagement) will be available in due course.

Imperial College London

2. **Responsibility for approving applications submitted by central College departments for funding within a specific area of engagement**

2.1. All projects and approaches that fall within the remit of the workstreams in the Societal Engagement Framework should be brought to the attention of the Societal Engagement Funding Group (CFG) via the list of SE Funding Opportunities circulated at CFG meetings.

2.2. Once agreed as a priority project and added to the list of opportunities, a project lead should be identified. Accountability remains with the programme lead for each area as follows:

2.2.1. Schools Engagement: Andrew Tebbutt.

2.2.2. Community Engagement: Tom Pearson.

2.2.3. Patient Engagement: Helen Ward.

2.2.4. Engagement with Research: Vicky Brightman.

2.2.5. Evaluation and Impact: Vicky Brightman in consultation with Andrew Tebbutt if evaluation is fully or partially focussed at programmes for U18s..

2.2.6. Supporting Our People: Anthony Wilkinson.

2.3. Costs must be established for the project. Responsibility for costing lies with the project lead, but accountability and final approval remains with the programme lead as per 2.2.

2.3.1. For applications and proposals where FEC rules apply, the College's Costing and Pricing Policy applies at all times.

2.3.2. For proposals to philanthropic funders to be made in conjunction with the Advancement Division, the Advancement Division's policies apply at all times, with reference to the project lead and appropriate College Finance policies. As a minimum, all projects must be fully costed (including staff costs, known or anticipated pay awards, and indexation) and the total cost of the project must be met in full by the funder or with an agreed institutional contribution that has been approved by the relevant budget-holder.

2.3.3. For proposals to corporate funders to be made in conjunction with Corporate Partnerships, the Corporate Partnerships Division's policies apply at all times, with reference to the project lead and appropriate College Finance policies. As a minimum, all projects must be fully costed (including staff costs, known or anticipated pay awards, and indexation) and the total cost of the project must be met in full by the funder or with an agreed institutional contribution that has been approved by the relevant budget-holder.

2.4. In the event that an opportunity arises that requires a swift response, outside of the cycle of meetings, the programme lead for that area should make every effort to bring the opportunity to the attention of the Chair (Professor Maggie Dallman).

2.5. In the event that an opportunity arises that spans more than one area of engagement, approval will be required from the programme lead for each area.

Imperial College London

3. **Approval of spending of funds received for unspecified engagement activities (e.g. Outreach Regular Giving)**
   3.1. Proposals for use of funds should be brought to the Societal Engagement Funding Group.
   3.2. All proposals will be discussed by the group and agreement reached as to the use of the funds. Priority will be given to those proposals that address the priority projects identified by the group.
   3.3. In the event of any lack of agreement, the final decision on use of funds will rest with the Chair (Professor Maggie Dallman).

Imperial College
London

4. **Applications for SE funding in academic departments / faculties**

   4.1. Applications may be made in academic departments / faculties for SE funding from external sources.

   4.2. In the case of applications for SE funding as part of a research grant (e.g. Pathways to Impact or Provision for Public Engagement), guidance is provided in 1. above.

   4.3. In the case of applications to be submitted for SE funding allocated solely to SE activities (e.g. WT PE Fund or STFC Awards) by academics and staff in academic departments, the following applies (with the exception of where 4.5.1 below applies, in which case this takes precedence):

   4.3.1. Applications will be costed via the InfoEd system as per any other application and checked by the relevant departmental finance officer and/or faculty research services representative.

   4.3.2. Approval for submission of applications will be managed at a departmental level, according to specific departmental hierarchies and processes.

   4.4. The Funding Group seeks to facilitate and support the College in securing funding for its SE activities, and the aim is not for the group to approve every application or proposal for SE funding around the College.

   4.5. However, a joined-up approach would be beneficial in two areas:

   4.5.1. There may be funding schemes that impose an institutional quota (i.e. the Funder restricts the number of submissions per institution). In such cases, the Funding Group will manage a competitive internal process and all potential applicants must notify the Funding Group, which will approve which applications are submitted from Imperial. Each process will be defined by the particular restrictions of the call and communicated to College staff via the Societal Engagement website and an email from societal_engagement@imperial.ac.uk.

   4.5.2. It would also be extremely helpful for the Funding Group and the SE team to have knowledge of larger applications being submitted elsewhere in the College for external SE funding, to facilitate coordination, institutional reporting and broader support. This information will be requested via the SE Champions network, and will then be passed to the Funding Group via Anthony Wilkinson / Amy Seakins.

Imperial College
London

Appendix 1: Societal Engagement – Example Activities

Societal Engagement Activities

Societal engagement encompasses activities designed to engage society and the public with our education and research – for example, schools outreach, community engagement, patient engagement and public engagement with research.

There are many ways in which our staff and students can participate in societal engagement through existing platforms and programmes across the college. These programmes offer a way in which to engage a variety of different audiences with research, and can be adapted according to research area and purpose of engagement. Some examples listed are ongoing programmes set up and ready for you to get involved, and others might serve as inspiration for projects you might create.

The main themes of engagement and examples of activities include:

Schools Engagement, Widening Participation and Access

Activities related to outreach work with schools, and with children and young people of school age, as well as support for students from disadvantaged backgrounds. Such activities could include:

- CPD training for teachers and/or summer schools to engage teachers with the College and higher education / STEM;
- Visits to schools or hosting of young people at the College. For example:
   o Developing and delivering classroom activities and presentations including through the Reaching Further programme
   o Supporting and hosting visits to the Reach Out Lab, Reach Out Makerspace or departmental visits
   o Tutoring or mentoring students (for example through the Pimlico Connection tutoring scheme, or the Imperial CREST Academy);
- Development / supply of materials and resources to support teaching and/or promotion of STEM in schools (for example creating content for Reach Out Reporter);
- Delivery of programmes (including cohort programmes and summer schools) to support young people aspiring to higher education (for example the STEM Potential or Pathways to Medicine programmes);
- Being a school governor (and participating in the College School Governor's network)

Community Engagement

Activities seeking to engage our local communities in White City, South Kensington, and around our other campuses. Such activities could include:

- Volunteering programmes whereby College staff and students work with community groups, for example to help them develop skills and confidence in technology related areas (for example the 'What the Tech' project led by the Business School);
- Relationship-building activities, including with local stakeholder groups, and activities to support consultation with the local community;
- Programmes to improve community education and health outcomes (for example the 'Translating TB' project led by the National Heart and Lung Institute);
- Programmes to engage community groups with our research and scientific work, including 'maker' and 'hack' activities and programmes in the Invention Rooms; and
- Activities to help College staff and students get involved in community engagement, such as tours and events;
- Events to engage the local community with the research and teaching of the College;

Patient engagement

Research and delivery of effective methods of public and patient participation, involvement and engagement (PPPI/E), for example in collaboration with the [Patient Experience Research Centre (PERC)](#) including:

- Activities associated with the recruitment of expert patients for focused patient boards;
- Activities associated with the recruitment of patients for larger patient panels and the establishment of community health panels;
- Activities associated with the ongoing business of patient panels and boards;
- Staff and student resources for patient engagement, such as training and grants for PPPI/E;
- Patient newsletters, open days and other communications and events aimed at engaging patients with the health-related research and teaching of the College;
- Digital platforms to facilitate PPPI/E and connecting College staff and students with patient and community members; and
- Other patient related engagement work.

Public Engagement with Research

Activities seeking to engage the public with our research, such as:

- Activities associated with the development of an institutional strategic plan for engagement with research and with culture change projects, such as the RCUK funded Catalyst Seed Fund project;
- Flagship events to engage the public with the College's research, including the annual [Imperial Festival](#), and [Fringe](#) series running throughout the year, as well as other relevant events;
- Networking and events to encourage engagement with research (for example [Pint of Science](#));
- Programmes of two-way engagement with research and the provision of opportunities for researchers to engage the public with their research (such as [pop-up shops](#) run by the National Heart and Lung Institute or [citizen science surveys](#) run by OPAL);

When developing funding proposals and project budgets you may wish to factor in support for enabling engagement. This includes skills development, project support and evaluation.

Evaluation and Impact

- Evaluation and monitoring of specific engagement activities, such as set-piece evaluation projects to identify the impact of specific community engagement initiatives in White City;
- Support for staff and students seeking to evaluate the effectiveness of their engagement work, for example through training and guidance;
- Support for staff who are seeking to demonstrate the impact of their engagement work, including within funding applications and case studies, such as for the REF, including through training and guidance;
- Activities that feed into evaluation and monitoring of the impact of institution-wide societal engagement initiatives, including surveys and focus groups.

Supporting Activities

- Training for staff and students in societal engagement, public engagement and outreach, evaluation and other related skills development and skills-sharing activities to enable high-quality engagement;
- Development and promotion of online resources, web pages; audiovisual content, social media and newsletter content to facilitate better communication of societal engagement and opportunities for staff and students to engage society with their work;
- Dedicated staff roles, consultants or project support.