**Application Guidelines**

**BIRKBECK WELLCOME TRUST INSTITUTIONAL STRATEGIC SUPPORT FUND (ISSF)**

**Public Engagement Activities**

**Purpose of funding**

Birkbeck was awarded ISSF from Wellcome to spend on the strategic priorities of interest to Wellcome and the College. As such money is available for public engagement with research projects that support the College’s wider public engagement aims.

The College is particularly looking for projects that:

* Intend to pilot engagement ideas that look to lead to further funding
* Show innovation in public engagement within your discipline
* Are strongly underpinned by the College’s two-way public engagement ethos (to collaborate with non-academic groups and communities to produce knowledge and provide access to that knowledge) and therefore are a strong example of Public Engagement best practice.
* Help to develop the College’s capacity for public engagement with research

Please note these awards are also constrained by Wellcome’s funding rules - further details of these are outlined below.

**Wellcome content remit**

Wellcome fund scientific and medical humanities research. This includes most engagement relating to human and animal health. Patient healthcare is not funded by Wellcome.

[More information about science funding:](https://wellcome.ac.uk/funding/science-remit)   
[More information about humanities and social science funding](https://wellcome.ac.uk/what-we-do/our-work/research-humanities-and-social-sciences)

[More information about what Wellcome do not fund](https://wellcome.ac.uk/funding/what-we-dont-fund) (not public engagement specific)

**Wellcome’s views on engagement activities**Your project may:

• Inspire, inform or educate the public, making the work of research more accessible.

• Consult or actively listen to the public’s views, concerns and insights.

• Be a collaboration, working in partnership with the public to solve problems together, drawing on each other’s expertise.

Your application may be an engagement activity that is useful to your research project, providing direct benefits to the research or to you as researchers (‘smart-to-do’). For example, participating in festivals to spark discussion, or initiating dialogue with wider stakeholders to ensure research informs changes in policy and practice.

Alternatively it may be an engagement activity that looks more broadly, helping to foster a society in which research can flourish (‘wise-to-do’). For example, workshops in schools to inspire the next generation of researchers, or collaborating with producers of programmes, films or games, to ensure research is part of the broad cultural conversation.

This funding cannot be used for engagement activities that are essential for the conduct of your research (‘must-do’), such as to secure ethical compliance or recruit/communicate with study participants. These activities count as part of your research methodology and should be included in the core research grant. Communication of your research via news/media or other means also cannot be funded.

[More information about ‘must do’ activities that cannot be funded](https://wellcome.ac.uk/sites/default/files/research-enrichment-public-engagement-guidelines.pdf)

**Additional Information**

Timelines

* The Grant should be activated within 12 months of the proposed start date referred to in the Award Letter
* The Results must be disseminated as soon as possible (within six months of the end of the Grant Period)

Dissemination

* If any outputs funded by the Grant have an educational benefit, such findings must be presented to the National STEM Centre and be made available by the submission of the End of Grant Report.
* All research papers associated with the Grant, that have been accepted for publication in a peer-reviewed journal, must be made available from Europe PubMed, in line with [Wellcome’s Open Access policy](http://www.wellcome.ac.uk/About-us/Policy/Spotlight-issues/Open-access/index.htm)
* You can apply for this funding more than once but it is likely that priority will be given to new candidates.

Intellectual Property

* The College is expected to own the IP of an ISSF funded project. Any contract to a business should result in Birkbeck owning all of the intellectual property. Wellcome’s prior agreement would be required for any company ownership and shared revenue.
* Should Birkbeck own the intellectual property and at a later day want to commercially exploit it, then Wellcome’s permission would be required to enter into a revenue sharing agreement.

**Costs**

You may use funds for:  
• Personnel time directly related to the programme, including consultancy costs

• Direct activity and production costs, including venue costs, equipment and materials   
• Relevant training and development   
• Travel costs   
• Evaluation costs (including formative/development)   
• Administration costs that are not already covered by other funding   
• Marketing and publicity costs for events and activities   
• Enhanced Disclosure and Barring Service (formerly CRB) checks for applications in the UK   
• VAT on fees (Your institution may not be able to recover all the VAT you pay. Please include any irrecoverable VAT in your budget when you apply, as we may not be able to cover it retrospectively).

You cannot use funds for:   
• full economic costs  
 • core overheads of the applying organisation not related to the project, e.g. heating, rent, etc.   
• salary costs of staff who are already funded by their organisation (If your Wellcome award does not pay salaries, you should include time spent on public engagement in the number of hours proposed for your research project)   
• expenses incurred in submitting an application, including attending interviews   
• academic courses or research such as Master’s degrees or PhDs   
• costs arising prior to the start date of the project

Further conditions: <https://wellcome.ac.uk/sites/default/files/wtd003584.pdf>

Policy and position info: <https://wellcome.ac.uk/funding/managing-grant/policy-and-position-statements>