# Economic and Social Research Council (ESRC) and UK Research and Innovation (UKRI) logoLeeds Social Science Institute logoUniversity of Leeds logoESRC Impact Acceleration Account

# Public Engagement (PE) Fund Application Form 2019/2023

**All applicants should consult the Leeds ESRC IAA guidance notes prior to completing this form.**

The Public Engagement calls run twice a year, please check our IAA timetable prior to completing this Application Form to ensure that we are reviewing PE applications at the panel you wish to submit to.

Maximum Page Limit = 8 Pages.

## Relevant ESRC Discipline

Please refer to Appendix 2 of the Leeds ESRC IAA guidance notes:

### Lead Applicant Name:

### Lead application Job Title:

### Contact email address:

### Contact phone number:

### Faculty:

### School:

### Faculty Research and Innovation Manager name:

### Contact email address:

### Contact phone number:

### Partner Company / External Organisation:

### Business Name and Address:

### Contact email address:

### Contact phone number:

## Project information

### Project title:

### Proposed start date:

### Proposed end date:

### Total amount of IAA funding requested (£):

### Previous funding received: If you have previously received internal funding for a related project, please provide details:

## Type of application

Please specify if this will be a one-off event or a programme of activities:

## Public engagement experience

If applicable, please detail any previous experience of developing public engagement events/activities:

## Background research

Provide a brief summary (maximum 200 words) of the background research that underpins this application, indicating how this relates to the remit of ESRC:

## Project summary

Provide a short non-confidential plain English summary of the public engagement activities and how these activities will promote the public understanding of social science and enhance impact. (maximum 200 words) This will be placed on the LSSI website if the application is successful:

### Have you made contact with the PE team regarding this application? If you need support from the team please contact [peteam@leeds.ac.uk](mailto:peteam@leeds.ac.uk) (Please respond with Yes or no):

### If ‘Yes’ please give brief details, including who you have spoken to**:**

## Links to Public Engagement Strategy

Please describe how your plans align to the University [Public Engagement Strategy](https://comms.leeds.ac.uk/wp-content/uploads/sites/7/2017/01/PE_strategic_plan_Leeds_2016_06.pdf) (maximum 100 words):

Please state the objective(s) of PE activity, your audience(s), planned activity/ies, benefits to audience and academic(s) and how you will evaluate and evidence the activity and its benefits (maximum 500 words):

## Anticipated Outputs, Outcomes and Impacts

Please refer to the [National Coordinating Centre for Public Engagement Guidance here](https://www.publicengagement.ac.uk/sites/default/files/publication/evaluating_your_public_engagement_work.pdf) to help you complete the section below. (maximum on 1 page):

### Anticipated outputs

e.g. events, activities, resources, products or tools:

### Anticipated outcomes

e.g. benefits to stakeholder, citizen, organisation, applicant as a result of the project/placement:

### Anticipated impacts

e.g. Influencing policies, influencing behaviours, communicating beyond academia:

## Indicators/proxies

e.g. Teach new skills, change behaviours, influence practitioner and policy makers, change standards:

### How do you plan to evidence/measure the anticipated Impacts/Outcomes/Proxies:

## Follow on plans

Please detail any follow on plans following the event/activities. (maximum 200 words):

### Company/external partner

Provide a brief overview of the company/external partner who will be involved with the event/activities.(maximum 100 words):

## Ethical approval

Will the event or activities require ethical approval? (Please respond: Yes, No or Not yet):

Please provide details:

## Finances

### Breakdown of Project Costs

Provide full financial details of the project, including salary costs, travel and subsistence costs, additional consumables and, any other fees associated with the project/secondment. Please refer to the [IAA Guidance](mailto:https://lssi.leeds.ac.uk/esrc-iaa/guidance/iaadocuments/) for details on eligible costs.

### Staff costs (DI only)

#### 2020/21 (£) April – March

IAA:

Other:

Total:

#### 2021/22(£) April – March

IAA:

Other:

Total:

### Travel & subsistence

#### 2020/21 (£) April – March

IAA:

Other:

Total:

#### 2021/22(£) April – March

IAA:

Other:

Total:

### Events/meetings

#### 2020/21 (£) April – March

IAA:

Other:

Total:

#### 2021/22(£) April – March

IAA:

Other:

Total:

### Consumables

#### 2020/21 (£) April – March

IAA:

Other:

Total:

#### 2021/22(£) April – March

IAA:

Other:

Total:

### Other

#### 2020/21 (£) April – March

IAA:

Other:

Total:

#### 2021/22(£) April – March

IAA:

Other:

Total:

### TOTAL (This should include staff costs, travel & subsistence, events/meetings, consumables and other costs listed above)

#### 2020/21 (£) April – March

IAA:

Other:

Total:

#### 2021/22(£) April – March

IAA:

Other:

Total:

### Project total

(Please provide a project total, this should include both totals for April - March 20/21 and April - March 21/22)

### Staff costs (DI only)

IAA:

Other:

Total:

### Travel & subsistence

IAA:

Other:

Total:

### Events/meetings

IAA:

Other:

Total:

### Consumables

IAA:

Other:

Total:

### Other

IAA:

Other:

Total:

### Project Total

(Please provide an overall project total, this should include both totals for April - March 20/21 and April - March 21/22)

#### Total IAA:

#### Total other:

#### Overall total:

## Financial Overview

### Internal – IAA Total requested Amount per year:

#### 2020/21 (£):

#### 2021/22 (£):

Total (£):

### Internal – (e.g. Faculty – PI time should be included here) Amount per year:

#### 2020/21 (£):

#### 2021/22 (£):

Total (£):

### External Partner – Cash Amount per year:

#### 2020/21 (£):

#### 2021/22 (£):

Total (£):

### External Partner – In-kind Amount per year:

#### 2020/21 (£):

#### 2021/22 (£):

Total (£):

### Total Value of project

#### 2020/21 (£):

#### 2021/22 (£):

Total (£):

### Justification

Provide a justification of all resources that are being requested from the ESRC IAA.

NOTE: The recruitment of new members of staff must be disclosed (max 200 words):

### Company/External Partner Contribution

Give brief details of the resources the external partner will contribute to the project (e.g. cash or in-kind contributions such an non-academic staff time, use of meeting rooms):

### Letter of support

A letter of support from the external partner(s) also detailing this level of contribution must be submitted alongside this application:

## Application: Submission and Approval

### Lead Academic/PI

Signature:

Name:

Date:

### Faculty Research Manger

Signature:

Name:

Date:

### Head of School

Signature:

Name:

Date:

## How to submit your application

To submit an application, please email a signed electronic copy of the completed application form to Cheryl Harris: <C.A.Harris@leeds.ac.uk> prior to the IAA deadline date.