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**ESRC 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

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| **Relevant ESRC Discipline** |  |

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

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| **Lead Applicant Name/Job Title** |  |  |
| **Faculty/School** |  |  |
| **Contact Details** | **Email:** | **Tel:** |
| **Faculty Research and Innovation Manager** |  | |
| **Contact Details** | **Email:** | **Tel** |
| **Partner Company / External Organisation: Business Name and Address** |  |  |
| **Contact Details** | **Email:** | **Tel:** |

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| --- | --- | --- | --- |
| **Project Title** |  | | |
| **Proposed Start Date** |  | **End Date** |  |
| **Total amount of IAA funding requested** | **£** | | |
| **Have you previously received internal funding for a related project? If yes, please provide details** |  | | |
| **Type of application** | **One off Event**  **Programme of Activities** | | |

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| 1. If applicable, please detail any previous experience of developing public engagement events/activities |
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| 1. Provide a brief summary (maximum 200 words) of the background research that underpins this application, indicating how this relates to the remit of ESRC. |
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| 1. 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.** |
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| 1. 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)   **Yes**  **No**  If ‘Yes’ please give brief details, including who you have spoken to**.** |
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| 1. Please can I 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) |
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| 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) |
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1. 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.

**(Question 8 should be a maximum on 1 page)**

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| **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 |  |

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| 1. Please detail any follow on plans following the event/activities. (maximum 200 words) |
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| 1. Provide a brief overview of the company/external partner who will be involved with the event/activities. (maximum 100 words) |
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Will the event or activities require ethical approval?

* Yes
* No
* Not yet

Please provide details:

1. Finances
   1. Breakdown of Project Costs

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| 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 for details on eligible costs.** |

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|  | **2021/22 (£)**  **April – March** | | | **2022/23(£)**  **April – March** | | | **Project Total (£)** | | |
|  | **IAA** | **Other** | **Total** | **IAA** | **Other** | **Total** | **IAA** | **Other** | **Total** |
| **Staff costs (DI only)** |  |  |  |  |  |  |  |  |  |
| **Travel & subsistence** |  |  |  |  |  |  |  |  |  |
| **Events/meetings** |  |  |  |  |  |  |  |  |  |
| **Consumables** |  |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |

* 1. Financial Overview

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| --- | --- | --- | --- |
| **Source / year** | **2021/22 (£)** | **2022/23 (£)** | **Total (£)** |
| **Internal – IAA Total requested** |  |  |  |
| **Internal – Other (e.g. Faculty)** |  |  |  |
| **External Partner – Cash** |  |  |  |
| **External Partner – In-kind** |  |  |  |
| **Total Value of project** |  |  |  |

* 1. Justification

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| 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.) |
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* 1. Company/External Partner Contribution

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| 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)  . A letter of support from the external partner(s) also detailing this level of contribution must be submitted alongside this application. |
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1. Application: Submission and Approval

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|  | **Signature** | **Name** | **Date** |
| **Lead Academic/PI** |  |  |  |
| **Faculty Research Manger** |  |  |  |
| **Head of School** |  |  |  |

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.