

PEOPLE AWARDS APPLICATION GUIDELINES



Notes for guidance in completing the People Awards application form

The People Awards are part of the Wellcome Trust's Engaging Science grants programme which funds projects that investigate biomedical science and its social contexts. People Awards support projects that cover at least one of the following areas:

- stimulate interest, excitement and debate about biomedical science through various methods
- support formal and informal learning about biomedical science
- reach new audiences not normally engaged with biomedical science, as well as continuing to target existing audiences
- examine the social, cultural, historical and ethical impact of biomedical science
- encourage new ways of thinking about biomedical science
- encourage high quality interdisciplinary practice and collaborative partnerships
- investigate and test new methods of engagement, participation and education.

The Wellcome Trust is a global charitable foundation dedicated to achieving extraordinary improvements in human and animal health. Allied to this is a commitment to develop and support activities that stimulate interest, learning and dialogue on biomedical research and the questions it raises for societies.

These guidance notes should be read by all concerned, including the applicant, any other key people involved in the application and the head of the organisation or department in which the work will be undertaken.

For further information please contact:

People Awards

T +44 (0)20 7611 8801

E people@wellcome.ac.uk

WHO CAN APPLY?

The scheme is open to a wide range of people, including mediators and practitioners of science communication; science centre/museum staff; artists; educators; health professionals; and academics in bioscience, social science, bioethics and history.

Organisations might include: museums and other cultural attractions; arts agencies; production companies; schools; local education authorities; universities and colleges; youth clubs; community groups; research institutes; the NHS; and science centres.

Partnership projects (between different people and organisations, e.g. scientists and ethicists, educators and artists) are welcomed.

Applicants must be based in the UK or the Republic of Ireland, although other members of the project team can be based overseas. The proposal must be aiming to engage a UK and/or Republic of Ireland audience but the subject matter can be international.

No employee or Governor of the Wellcome Trust may apply.

Applicants are encouraged to apply through an organisation, such as an academic institution, charitable body or other not-for-profit organisation; however, where this is not possible, individuals and sole traders can apply but must demonstrate that they have a strong track record in the area of their application.

Applications will also be accepted from commercial companies who would not otherwise be able to undertake the proposed work and where outputs would not be considered for commercial funding.

Applicants may submit more than one project grant application to the Trust at any one time, provided the proposals are different.

Resubmissions of the same project will not be accepted to any Engaging Science scheme unless the Principal Applicant has been invited to re-apply by the scheme's project manager in writing.

WHAT CAN BE APPLIED FOR?

Small to medium sized projects (up to and including £30,000)

Projects could include:

- workshops, events, debates and discussions
- exhibitions and museum outreach
- films, games, websites and cross-platform projects
- performance or theatre projects involving existing work or work that may be more illustrative than artistic
- deliberative or opinion gathering projects
- creation of teaching materials
- projects that utilise the collections of the Wellcome Library and the Wellcome collection at the Science Museum

Projects can apply for any amount up to the £30,000 maximum. All projects will be assessed individually on merit and need.

For similar projects that over £30,000, please refer to the Society Awards:
<http://www.wellcome.ac.uk/society>.

Health promotion or campaigning projects, arts projects for therapeutic purposes, or projects that do not deal with biomedical sciences or the history of medicine are not eligible.

Costs requested can include:

- personnel costs directly related to the project, including salary replacement or cover e.g. teaching staff
- direct activity and production costs including venue costs, equipment and materials
- project travel costs, including costs of travel to monitoring meeting and attendance at relevant UK conferences
- project administration costs where this is not already covered by other funding
- project publicity costs, including launch event costs
- Criminal Records Bureau checks for applications in the UK & NI (scientists can get these free by registering to be a Science & Engineering Ambassador - <http://www.stemnet.org.uk>)
- contingency and inflation – as long as reasonable and justified
- VAT on fees where the VAT cannot be reclaimed

What is not covered:

- full economic costs <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTX026852.htm>
- salary costs of staff who are already funded by their organisation
- core overheads of the applying organisation not related to the project e.g. heating, rent
- expenses incurred in submitting an application (including attending interviews)
- academic courses or research such as Masters degrees or PhDs
- costs arising prior to the start date of the project

HOW TO APPLY

Applications for funding will only be accepted on the official application form which can be downloaded from the website: www.wellcome.ac.uk/engagingscience

Please note that **two signed, hard copies** of the application form should be submitted along with a signed statement from the host organisation supporting the application and undertaking to take full responsibility for the management, monitoring and staff employed or involved in activities as a result of the application. An **electronic copy** of the word document should also be emailed to people@wellcome.ac.uk.

Both hard copies should be printed single-sided and should not be bound or stapled as all applications will be scanned onto a document management system. Reviewers will not see any binding or covering letters. Faxed applications will not be accepted.

Applications should be mailed to:

People Awards
The Wellcome Trust
Gibbs Building
215 Euston Road
London NW1 2BE

Receipt of your application will be acknowledged electronically within 10 days of the deadline.

SELECTION PROCESS

All eligible applications will be subject to review by independent experts based on the criteria set out below. The proposal and the comments of the reviewers will then be considered by the Public

Engagement Small Awards funding committee. Applications considered to be ineligible or uncompetitive for the programme, for example if the subject area addressed is not related to biomedical science or the history of medicine, will not be reviewed.

Decisions will be made approximately three months after the deadline.

The decision of the Wellcome Trust will be final. Every effort has been made to develop a thorough and informed assessment process. The Trust reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

ASSESSMENT CRITERIA

Reviewers of applications will be asked to comment on, but are not limited to, the following aspects of a grant proposal:

- The potential of the project to stimulate interest, excitement and/or debate about biomedical science or the history of medicine
- The potential to address social, ethical and/or cultural issues surrounding biomedical science or the history of medicine
- The feasibility of the project and the quality of the project management
- The relevance or suitability of the project on the target audience
- The impact the project will have on the target audience
- The originality of the project
- The impact of the project on the field on public engagement
- The educational value of the project (where appropriate)
- The quality of the scientific content and background information
- The evaluation plans and the plans to disseminate any learning to peers
- Whether the budget has been sufficiently justified and whether the project offers value for money

It should be noted that reviewers' comments form only part of the funding committee deliberations.

Health promotion or campaigning projects, arts projects for therapeutic purposes, or projects that do not deal with biomedical sciences or the history of medicine are not eligible.

PUBLICITY

The Wellcome Trust reserves the right to make non-profit use of the end results of a funded project, to further the Trust's charitable objectives. Such use may be made, for example to ensure wider dissemination of the results, or in materials describing the funding activities of the Trust.

Funded organisations will be required to acknowledge the Wellcome Trust's support on all marketing/publicity materials relating to the project.

COMPLETING THE APPLICATION FORM

Applications must be typed in a typeface of adequate size for reading and not hand written.

Abbreviations should not be used unless fully explained in the first instance.

The application must be complete in itself; no additional pages will be accepted unless specific instruction is given.

APPLICANTS' DETAILS

Q1 Principal Applicant

The Principal Applicant is the person who has the main intellectual input into, and ownership of, the outcomes if the application is successful. This is the individual with whom the Trust will correspond about the application. The Principal Applicant is normally considered by the Trust to be the 'Holder' of the award, i.e. the grantholder.

Q2 Name and address of the organisation to which the grant will be awarded

The Principal Applicant does not necessarily have to be employed by the organisation to which the grant will be awarded. However, please provide documentary evidence that the Principal Applicant is authorised to apply on behalf of the host organisation. Payments will be made to this organisation. Individuals and sole traders can apply but must demonstrate that they have a strong track record in the area of their application.

Q3 Coapplicants

A Coapplicant is someone who has significant input into the project.

Additional project team members

Please provide names of all individuals with a direct involvement in the project. This could be advisors, project managers, administrators, mentors etc. Please state whether their involvement is confirmed or unconfirmed at this stage.

PROJECT AMOUNT AND DURATION

Q6 Proposed start date

The Wellcome Trust does not fund retrospective costs. Applicants should ensure the start date is not before the date you expect to receive a funding decision. This will be approximately three months after the application deadline. Applications will be returned as ineligible where the time frame between the application deadline and the proposed start date of the project is less than three months.

Length of project

The maximum period is 36 months.

PROJECT PROPOSAL

Q7 Project summary

In the event that your application is successful this description will feature on the Wellcome Trust website and be used for other publishing purposes. Therefore, it should be written in accessible terms for a non-specialist audience.

Q8-11

Please include as much detail as possible to allow an independent reviewer to be able to make a full assessment of the proposal.

Q12 Evaluation

The Wellcome Trust considers evaluation to be an integral part of any project's development and completion. An integrated evaluation strategy can help you to continuously assess your activities, to show the results of the work and to shape future activities. Your evaluation strategy should illustrate how you plan to review and document the progress of your project and the outcomes as well as describe how you might share this learning with a wider audience.

All applicants are advised to refer to the Public Engagement Evaluation Guidelines document which can be downloaded from our website: <http://www.wellcome.ac.uk/engagingscience>.

Q13 Timescales

Your timescale should define the main stages involved in researching the project, the anticipated completion date, and schedule for dissemination.

Applicants are advised to consider the Trust's monitoring requirements, and should indicate appropriate milestones for the following:

- one interim report (to be submitted once the project is in progression and a significant amount of work has been completed)
- one progress meeting (this should be scheduled soon after the interim report has been submitted)
- one final report (this should be submitted in the final stages of the project or at the end, when all dissemination is complete).

Q14 Experience

Only include relevant experience to the proposed project in this section. Please include links to websites if this will be helpful.

Q15 Currency requested

It is expected that applications will be costed in the currency which, in the view of the applicant(s), best enables the activity to be undertaken. In the majority of cases, the currency specified is likely to be the local currency. Where this is not the case, the reasons for selecting the chosen currency must be clearly stated.

If the application is successful, the award will be made in the currency specified in the application, providing that the Wellcome Trust's currency requirements are met.

Q16 Budget

Income

Please state any project income including in-kind support, revenue from ticket sales or other funding sources. Applicants who are applying for part or match-funding should itemise the funding to be provided by other sources and state whether the funding is confirmed or unconfirmed.

Expenditure

Please provide a detailed elemental cost plan for all project costs sought from the Wellcome Trust over the lifetime of the project. For example, fees should be broken down into role, time spent on project and unit cost per role. Where applicable, VAT should be included in all project costs.

If your total project budget is more than the amount you are applying for from the Wellcome Trust, please provide a full budget breakdown of your project as part of your response.

A full breakdown of funds requested for staff support should be provided. Applicants should seek advice from the host organisation's finance/grants office or equivalent where relevant to ensure that this is completed correctly. The applying organisation should factor in a compound inflationary allowance into the costing for each post where appropriate.

Grants are strictly cash-limited and will not be supplemented under any circumstance.

Projects should ensure adequate expenditure is allocated for the marketing and dissemination of the work.

Q17 Justification for costs

A full written justification is required for all costs sought from the Wellcome Trust to demonstrate a robust and well-researched budget. In cases where projects are collaborations and funding is sought elsewhere for a related activity, please also explain how the funding sought from the Wellcome Trust fits into this larger project.

Q18 Added Value

A full explanation must be provided where any form of the proposed activity is scheduled to go ahead. Specifically the value that the Wellcome Trust will be adding to the event must be described in full.

To use the check boxes in this and later sections double-click the box you wish to select and change the 'Default value' setting to 'Checked'.

Q20 Research involving human participants, biological samples and personal data relating to living or dead persons

(a) Human participants, biological samples and personal data

If your project includes significant research involving human participants, for example, in-depth interviews where subjects provide personal information about themselves, you will be required to demonstrate that you have considered the ethical implications of the research and, where appropriate, consulted or intend to consult a research ethics committee prior to undertaking the work.

Ethical approval (usually from the appropriate NHS research ethics committees) is required for all Wellcome Trust-funded research involving biological samples or personal data. Personal data, in the context of the 1998 Data Protection Act (Section 3.2, and Annex 3), comprise information about living people who can be identified from the data, or from combinations of the data and other information which the person in control of the data has, or is likely to have in future. Any use of personal data or biological samples, relating to living or dead persons should conform to MRC Guidelines available at:

<http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002420>

If the answer to this question is yes, the Wellcome Trust will follow up with applicants who will need to consider obtaining ethical approval.

(b) Research using NHS facilities or patients

By agreeing to fund work which requires NHS support, the Wellcome Trust is agreeing to abide by the Statement of Partnership on Non-commercial R&D in the NHS in England (and the corresponding statements in Northern Ireland, Scotland, and Wales). Applicants must therefore meet the obligations of the Partnership and may not carry out any research until the NHS has given its consent. The full report can be downloaded from the Department of Health website www.dh.gov.uk.

The Research Governance Framework for Health & Social Care, published by the Department of Health in England can be downloaded from the Department of Health website www.dh.gov.uk. Please note that the Wellcome Trust cannot act as sponsor.

If the answer to this question is yes, the Wellcome Trust will follow up with applicants. The Trust will need to ascertain which organisation has agreed to be the sponsor for the project under the Research Governance Framework for Health and Social Care,

Q21 Experiments on animals

If the answer to this question is yes, the Wellcome Trust will follow up with applicants.

Q22 Projects working with young people

It is the duty of funded organisations and host institutions to ensure that children are safe while participating in arts and science activities, and to have policies and procedures in place to promote safe working practices. Guidelines for organisations are available from the Independent Safeguarding Authority <http://www.isa.homeoffice.gov.uk/Default.aspx?page=2>.

Where no Criminal Records Bureau (CRB) check has previously been carried out, the Wellcome Trust will require an enhanced CRB disclosure for those named project team members prior to the

start of any Wellcome Trust funded activities. The Trust will fund any additional CRB checks required for the project to take place. These should be included in the application's budget.

Q23 Health and safety

The Trust is keen to ensure that the Health and Safety aspects of projects have been considered. If appropriate, the Trust may request proof of a project's risk register and/or public liability insurance.

Q24 Commercial exploitation

Funded projects may not be used commercially without the prior written consent of the Wellcome Trust. Award winners retain copyright in their original work but the written permission of the Trust must be obtained for any sale or licensing of productions or programmes made with funding provided wholly or in part by the Wellcome Trust.

If your application is successful, confirmation will be sought that the applicant complies with the Wellcome Trust's grant conditions. This requires that the organisation liaises with the Trust in all matters relating to the protection and exploitation of any intellectual property.

Please refer to <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTD002762.htm> for the Trust's policy on intellectual property and commercial activities and relevant clauses in the Public Engagement Grant Conditions.

Q25 Consultancies, equities and directorships

If your application is successful, confirmation may be sought that the applicants comply with the Wellcome Trust's policy document on the relationship between Trust-funded personnel and commercial entities.

<http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/wtd005845.htm>

Accuracy of information

Please note that if the application is successful, the Wellcome Trust must be informed of any changes that may affect the project during the duration. For example, the Principal Applicant or any of the Coapplicants take a post in another organisation.

THE UNDERTAKINGS

The undertakings at the back of the application form should be signed by the Principal Applicant and the Recipient of the Award. The Recipient is the representative of the organisation to which the grant is being awarded (this might be the same person).