# PCER Fund:

# Case for Support

We recommend that all applicants read the [PCER Fund Call for Proposals](https://www.ox.ac.uk/sites/files/oxford/field/field_document/PCER_Fund_call_final.pdf) before submitting an application. When you have completed this form, please save it as a PDF and upload to IRAMS in the ‘Case for Support’ section.

If you have any questions please contact publicengagement@admin.ox.ac.uk

## About you

Please give the details of the lead applicant (PI). This is the person who is responsible for the project.

**First name:** Click or tap here to enter text.

**Surname:** Click or tap here to enter text.

**Email address:**  Click or tap here to enter text.

**Oxford SSO:**  Click or tap here to enter text.

**Which department or faculty are you applying through? :** Click or tap here to enter text.

**What is the name of the finance contact in your department or faculty? :** Click or tap here to enter text.

**What is the email address of your finance contact? :** Click or tap here to enter text.

**On a scale of 1 (no previous experience) to 5 (very experienced), how much experience in Public and Community Engagement with Research do you have?**

*We're asking this so we can track who's received funding from us, and assess your application based on your experience. This information might also be used in the decision-making process to make sure that we fund projects from a range of experience levels.*

[ ]  1

[ ]  2

[ ]  3

[ ]  4

[ ]  5

**Which one of the following best describes your career stage?**

*This information might also be used in the decision-making process to make sure that we fund projects from a range of career stages.*

[ ]  DPhil

[ ]  Fixed term researcher

[ ]  Established PI or Academic

[ ]  Public Engagement Facilitator/Research Support Staff (at any career stage)

## About your project

This application will be reviewed by academic and non-academic reviewers including a Public and Community Panel. **Questions should be answered in plain English.**

Please share your ideas as summaries of key information. It’s OK to use fewer words than the limits.

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| **Question 1: What is the name of your project?**  |
| Click or tap here to enter text. |
| **Question 2: Provide a short summary of your project (200 words)***If your application is successful, this information may be shared on our website.* |
| Click or tap here to enter text. |
| **Question 3: Tell us why you want to do this project (200 words)***We want to know the* ***background*** *to your project, why it’s needed, what problem it solves, and why it’s important for the groups you are engaging with. Please also give details of how this connects to your overall research.* |
| Click or tap here to enter text. |
| **Question 4: What kinds of difference(s) do you think your project will make to the group(s) you are engaging with?***Choose the option(s) that best describe what your project hopes to do. You can pick more than one option or choose 'none of these’ if you don’t feel these apply to your work.* |
| [ ]  A change in knowledge or information[ ]  A change in skills or capacity[ ]  A change in behaviour or attitudes [ ]  None of these |
| **Question 5: What kinds of difference(s) do you think your project will make to the researchers involved?** *Choose the option(s) that best describe what your project hopes to do. You can pick more than one option or choose 'none of these’ if you don’t feel these apply to your work.* |
| [ ]  A change in knowledge or information[ ]  A change in skills or capacity[ ]  A change in behaviour or attitudes [ ]  None of these |
| **Question 6: Tell us in more detail about the difference(s) your project aims to make (250 words)***Give details of the differences your project aims to make, and to whom. If you can, tell us roughly how many people might experience these differences through your activities.* *Examples of these differences could be people learning new things, getting better at something, or changing how they think or act. Your project could help a specific group of people (e.g. secondary school students studying chemistry, or people living in Oxford with diabetes), researchers, or even your own research (e.g. if involving people affected by your research means that your research questions and methods are better).* |
| Click or tap here to enter text. |
| **Question 7: Describe in detail the activity you’ll be doing in your project to make these difference(s) (400 words)***Tell us more about what you'll be doing in your project, including the:** *activities you’re planning*
* *methodologies you'll be using*
* *timeline you're planning to follow*

*Please note, funds granted in the 2024/5 academic year will need to be spent by 30 June 2025. You might find the resources signposted on the PCER Fund web page helpful when planning your project.* |
| Click or tap here to enter text. |
| **Question 8: Tell us about any group(s) of people you’ll be working with during your project (200 words)***These might be collaborators within the University, but we'd especially like to know about other groups outside of the University (e.g. community organisations, groups of participants) you might co-create or consult with as you plan and carry out your project.**We'd like to know things like who they are, why you have chosen to work with them, how you know them, what your relationship is like with them and if they've agreed to be involved.* |
| Click or tap here to enter text. |

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| **Question 9: How will you engage responsibly with the public or community(s) you will be working with? (250 words)***This might be things like:* * *Working ethically with engaged groups, e.g. explaining what you will do with information or data participants give you, being aware of any risks to participants and handling these carefully.*
* *Paying or rewarding groups for their time, contributions and expenses.*
* *Ensuring activities are inclusive and accessible, from recruitment through to communication.*
* *Considering equity and diversity.*
* *Showing respect for group(s) specific context, culture and power dynamics.*
 |
| Click or tap here to enter text. |
| **Question 10: How will you know if your project has made the difference(s) you aim to make? (200 words)***How will you measure and evaluate your activities and their impact? Please include details of any plans to involve the public and/or engaged communities in your evaluation process.**Please note all awardees will be required to attend an evaluation workshop and submit a final evaluation report.* |
| Click or tap here to enter text. |
| **Question 11: What long-term difference(s) could your project make to the engaged group(s) and/or your research? (200 words)***We want to know things like:** *What long-term effects might this project have on the engaged group(s)?*
* *Do you intend to stay in touch with group(s) about this activity?*
* *What outputs or reusable materials might there be from your project?*
* *Could activity continue once the funding ends?*
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| Click or tap here to enter text. |
| **Question 12: Further budget details***In addition to the budget breakdown submitted in IRAMS, please explain the costs in your budget and how you arrived at them. Wherever possible, you should use quotes or known costs rather than estimates (e.g., don't put £100 for a return train ticket when you can get an exact cost).* |
| Click or tap here to enter text. |

## About this process

This section is for PCER team use only and will help us understand how to improve the PCER Fund application process. Your answers will have **no effect on the outcome of your application** and will not be considered when deciding whether your project will receive funding.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly disagree | Disagree | Neither agree nor disagree | Agree | Strongly agree |
| The questions were easy to understand |[ ] [ ] [ ] [ ] [ ]
| The questions were easy to answer |[ ] [ ] [ ] [ ] [ ]
| The questions helped me to plan purposeful, responsible engagement |[ ] [ ] [ ] [ ] [ ]

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| **Do you have any other feedback about the application process?** |
| Click or tap here to enter text. |

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