



# Terms & Conditions

PCER Fund 2024/5

## Definitions

- **Award Letter** is the letter from the PCER Team confirming the Grant
- **Grant** is the amount of money awarded to the Recipient as set out in the Award Letter
- **Grant Agreement** is:
  - these terms and conditions (which may be updated)
  - the Award Letter, which sets out any additional conditions
  - the Project Proposal
  - any other conditions we agree with you
- The **Principal Investigator** is the person responsible for the Grant and delivering the Project in accordance with the Grant Agreement
- The **Project** is the work described in your application to us for the Grant (the **Project Proposal**)
- **University** is The University of Oxford
- **You/your** is the Principal Investigator
- **We/us** is the Public and Community Engagement with Research (PCER) team at Oxford University

## Finance

A University cost centre is needed to host an award. College based activities can occur, but funds must be managed through a Faculty or Department.

The Grant for the Project is set up as a Departmental Project Single Task. The Budget Code from which the Departmental Finance Officer can draw down funds directly will be sent through when the Grant has been set up.

The Grant should be spent according to the original budget headings in the application form. Moving budget between headings is allowable up to £400. For larger changes to the original budget, the PI must first discuss these with the PCER Team.



Costs that are not spent directly on the development, delivery and evaluation of the Project, as set out in the application and its budget, will be rejected or reclaimed from the PI's department in the event of a financial review.

All invoices against the Grant need to be raised and the funds spent by **30 June 2025** (for submissions in Michaelmas Term 2024 and Hilary Term 2025 application deadlines) or **30 June 2026** (for Trinity Term 2025 application deadline) – see 'Key dates' section for full details. Extensions will not be made. After the spending deadlines any outstanding claims will not be processed, and any remaining funds will be withdrawn from the project account.

## Evaluation and reporting

The PI shall be responsible for the management, evaluation and monitoring of the project and results.

An Evaluation Workshop will be held shortly after the funding decisions are made at each application deadline. At the workshop, applicants will receive support in how to evaluate their projects.

Following the workshop, applicants must submit an evaluation plan using the Evaluation Planning Template. At the end of the project, the PI shall submit a final project report using the Final Report Template. This report will document the outcomes and impacts of the project and the successes, challenges and lessons learnt.

Evaluation plans and Final Project Reports must be submitted to [publicengagement@admin.ox.ac.uk](mailto:publicengagement@admin.ox.ac.uk) by the deadlines outlined in the 'Key dates' section (deadlines vary across termly application deadlines).

## Key dates

	Michaelmas Term 2024	Hilary Term 2025	Trinity Term 2025
Application deadline	28 October 2024	20 January 2025	19 May 2025
Funding decisions*	3 December 2024	25 February 2025	24 June 2025
Evaluation workshop	8 January 2025	26 March 2025	23 July 2025
Spending deadline	30 June 2025		30 June 2026



<b>Closure of Project Budget codes</b>	31 July 2025	31 July 2026
<b>Final Project Report deadline</b>	1 September 2025	1 September 2026

## Publicity and communications

The PCER Fund's contribution to supporting the Project is to be appropriately acknowledged in any publicity including any dissemination of the results. Suggested acknowledgment includes use of the University's Public and Community Engagement logo and the wording: "This work has been supported by the University of Oxford's PCER Fund."

The University will publish the details of the Project via internal and external communication channels to raise awareness of the scheme and the funded projects and inspire others about Public and Community Engagement with Research and best practice.

Where the Project produces outputs (e.g., teaching resources, podcasts, quizzes, etc.), they should be published on freely accessible websites/platforms using an appropriate open access licence (we recommend a Creative Commons Attribution-NonCommercial-ShareAlike licence). If this poses any issues in terms of intellectual property rights, please get in touch with the PCER Team.

## Further information and contacts

We wish you every success with the progress of your project; if you have any queries with these terms and conditions, please contact the PCER Team on [publicengagement@admin.ox.ac.uk](mailto:publicengagement@admin.ox.ac.uk).

For further information on how to plan high-quality Public and Community Engagement with Research activities; toolkits; guidance; resources and examples of best practice, go to: [www.ox.ac.uk/research/public-engagement](http://www.ox.ac.uk/research/public-engagement).