



# Engaged & Participatory Research Funding Scheme

## Guidance

2024-2025

### Description of funding scheme

We are seeking to fund a range of projects which bring benefits for all involved. The fund focuses on supporting public involvement and engagement, and participatory research. A total fund of £70,000 is available and applicants can apply for funding from £500 up to £10,000.

We will be taking a 'portfolio approach' to funding, which means we will be looking to support a range of projects with researchers from different disciplines and faculties and at different career stages. Reviewers will also endeavour to select a range of projects which vary in size and cost; type of participation (informing, listening, involving, collaborating, and empowering); stage of partnership (early, established, mature); and whether they are researcher-led, community-led or co-created.

Please note, a separate fund of £5,000 is available to cover participant payments for public and patient contributors taking part in activities to shape research. The [PPIE Participant Payment Fund](#) will open in September 2024.

All funds awarded need to be spent by the end of June 2025.

### Who can apply

We welcome applications from academic and professional staff from all levels. Postgraduate students will be required to have a member of staff as a co-applicant. We also welcome applications from members of our community, but the application must include a co-applicant from the University of Exeter. We will endeavour to help match researchers with community partners if required - however, we cannot guarantee a match. We particularly encourage applications from underrepresented groups to apply.

### Application process

There will be a two-stage application process.

1. All applicants will be required to complete an initial online Expression of Interest form.
2. All applicants will be required to speak with the Engaged Research Manager and/or Regional Engagement Manager (contact [per@exeter.ac.uk](mailto:per@exeter.ac.uk) to schedule call) prior to submitting a Full Application.

A single [online form](#) comprises both the initial Expression of Interest form *and* the Full Application. Following submission of the Expression of Interest, all applicants will be required to speak with the Engaged Research Manager and/or Regional Engagement Manager prior to completing additional questions in the Full Application.

Please note, we will only accept applications from those who completed the Expression of Interest form. The timeline is as follows:

- Funding announcement released (End of July 2024)
- Deadline for Expressions of Interest (accepted until Friday, 14<sup>th</sup> of September)



- Deadline for full application (accepted until Friday, 11<sup>th</sup> of October)
- Notice of awards to all applicants (Friday, 25<sup>th</sup> of October)
- All funds need to be spent (End of June 2025)

Click here for the online Expression of Interest and Full Application Form:

<https://forms.gle/vHmJ6eFPhms4QEsw7>

### Assessment criteria

All applications will be judged on:

- Adherence to the principles of partnering (detailed below)
- Extent to which intended outcomes fit the proposed activities
- Extent to which intended outcomes can be evidenced
- Achievability within the time frame and budget available
- Value for money
- Remuneration for public participants
- Opportunity to leverage further funding

### Principles of Partnering

- Be meaningful, purposeful, and transparent
- Be respectful of publics' time, access requirements and needs
- Value all forms of knowledge, experience and contribution
- Deliver benefits for all partners and add value to existing skills or knowledge
- Recognise the different power dynamics between different organisations and individuals and address these in an equitable way
- Use methods and processes appropriate to the purpose and people involved

### Budget

Funds *can* be spent on:

- Paying for space, refreshments, etc.
- Paying for a facilitator, or community researcher time
- Paying for contracted researcher (e.g., Research Assistant, Research Fellow) or Student Intern
- Materials
- Participant Payments
- Domestic travel (note: travel should only be undertaken where required and in line with the University's Travel Policy)
- International expenses (participant payments, refreshments, travel by those within that country, etc.)

Funds *cannot* be spent on:

- Travel by UK researchers to outside the UK
- Paying for core funded staff, top-up existing salaries or covering postgraduate studentship fees or estates and indirect costs



For community-led or co-created projects, where appropriate, funding may be granted to the non-academic partner (possible for larger, constituted organisations with a bank account) along with a collaboration agreement to enable flexibility of the spend, OR managed by the academic co-applicant.

All funds awarded need to be spent by end of June 2025 at the latest.

### Ethics

If applicants anticipate that they will be using some of this funding to undertake research with people as participants, then they will need to obtain ethical approval and factor the time required for this into the proposal.

### Questions

Please contact [per@exeter.ac.uk](mailto:per@exeter.ac.uk) if you have further questions.

### Useful definition

‘Engaged research is a two-way process which recognises and values the expertise, skills and knowledge of non-academics. Engaged research encompasses the different ways that researchers meaningfully interact with other partners during the research process, enabling the co-creation of research questions and shared delivery of research. Partners could include user communities; members of the public; private, voluntary sector or public organisations.’