

Wellcome Centre for Human Genetics/UKSFN project guidance - for WHG researchers

The UK Science Festivals Network (UKSFN) is delighted to be partnering with the Wellcome Centre for Human Genetics (WHG) to bring together festivals and WHG researchers to codevelop and deliver public facing events exploring themes around genetics during 2023.

The UKSFN is a community of practice made up of 50 science festivals and other festivals which include science content, based across the UK. It serves to unite, celebrate and develop the UK's science festival landscape. The Network is managed by the British Science Association (BSA), who will be managing this funding scheme.

Festivals can apply for up to £5,000 funding (depending on the scale and format of the proposed project) to run an event that will engage audiences from the general public with content on genetics research topics as proposed by participating WHG researchers. We are open to a variety of event formats and budgets ranging from debates or panel discussions to workshops, performances and any other event format that can be used to effectively communicate the chosen topic. The event does not have to take place during the core festival dates of the participating festival.

The research topics that these events will address can be proposed by the researchers as part of an Expression of Interest (EOI) in participating in this project. Researchers will also have the opportunity to express what types of event format and audiences interest them. These Researcher EOIs will then be shared with the UKSFN members and festivals will have their own opportunity to submit their own EOI, including their preference for a type of event and researcher. The BSA and WHG public engagement teams will then match festivals and WHG researchers into the optimal pairings through a matching process after which time matched festival organisers will be asked to formally apply for the grant. We anticipate that all festivals who are invited to formally apply for the grant will be successful, barring any major deviations from the original proposals outlined in the EOIs.

Project principles

WHG researchers participating in this project are asked to abide by the following principles:

- The project/event/activity cannot begin before the 1 May 2023. The event must have taken place by 31 October 2023;
- The event/activity must be related to a genetics theme agreed upon through collaboration between festival organisers and WHG researchers.
- British Science Association guidelines are that for events with 3 or more speakers, not all speakers can be men.
- WHG researchers participating in this project should maintain regular contact with their UKSFN festival contact during the planning and delivery phase of this project. They will work alongside their festival contact to develop the event content and may be required to travel to attend their event in person (it is expected that the costs for researcher travel and accommodation can be included in the event proposal that the festival submits).



- Researchers will be provided with Public Engagement training, which will take place in March/April 2023 and will be coordinated by the BSA.
- Upon delivery of the event, WHG researchers are also required to provide feedback about their experience of participating in this project by completing a short survey or through a 30-minute phone conversation.
- If, at any point during the matching process or planning of the event, the researcher encounters a change of circumstance that prevents them from continuing as a part of this project, they must inform Brian Mackenwells (bmwells@well.ox.ac.uk) and the BSA (festivals@britishscienceassociation.org) as soon as possible.

What information will be asked for as part of the Expressions of Interest and Application process?

Both researchers and festivals will be asked to submit EOIs, as part of the initial WGH researcher-festival matching process

WGH Researcher Expression of Interest

Researchers will be asked to provide the following information as part of their EOI:

- **Researcher details and contact information**
Name, department, email address and telephone number
- **Proposed topic (max. 300 words)**
This section should include a description of the topic(s) that the researcher would like to cover as part of the event.
- **Preferred event format**
If the researcher has a preference regarding the type of event format (e.g. talk, interactive workshop etc.) in which they would be comfortable taking part, they should provide details in this section.
- **Preferred audiences**
If the researcher is particularly interested in developing an event for specific audiences (e.g. young people, rural audiences etc.) they should provide details here.
- **Public Engagement experience**
It is not a requirement to have experience, but it would be helpful to know if the researcher has previous experience of engaging public audiences with their research. If so, please provide details in this section.

Please be aware that these details will be taken into account during the matching process to try and create the most appropriate match between researcher and festival. While we will try and honour preferences wherever we can, it may not always be possible to meet all criteria specified.

EOIs from WGH researchers should be submitted directly to Brian Mackenwells (bmwells@well.ox.ac.uk). **The deadline for the WGH researcher EOI is 17.00 on Wednesday 30th November 2022.**

Festival Expression of Interest

The researcher EOIs will be shared with the UKSFN in early December. Festivals will then be asked to provide their own EOI, including a proposed event description and their



preferences for researchers with whom they would like to be matched. The deadline for the Festival EOI is 17.00 on Tuesday 24^h January 2023

Applying for the grant

The EOIs from both researchers and festivals will be used by the BSA to determine the optimum matches between festivals and researchers. Once festivals and WHG researchers have been matched and put in contact to further codevelop the event, the festival organiser will be required to complete an application form, to formally request the funding. This may include confirming some of the information provided in the EOI, expanding on some of the details, providing additional information based on conversations with the researchers.

The deadline for festival organisers to formally apply for funding is 17.00 on 13 March 2023. To apply, the festival organiser should complete the project proposal form (emailed separately). WHG researchers are not required to do anything as part of this formal application process.

How to apply, deadlines and payments

The key deadlines and milestones for this application process of this project are summarised below. The WHG researcher public engagement training will take place in March/April 2023 before the event delivery window begins on 1 May 2023. All events must have been completed by 31 October 2023.



If you have any questions, please contact the UKSFN Team at (festivals@britishscienceassociation.org).