# 2ⁿᵈ Funding Call:  Proposals for Small Events and Other Activities

**Call opens**:          Wednesday 23ʳᵈ August 2017

**Call closes**:         Thursday 5ᵗʰ October 2017 at midday BST

**Funding available**:   Small grants of up to £2500 (including VAT) for direct costs

## Overview

We are inviting proposals for activities within the themes of 'the aim of transforming health through enabling mobility' which support the network's aims of collaboration and impact.

Application forms should be submitted by 12.00 midday BST on Thursday 5ᵗʰ October 2017 by email to GAMO@ucl.ac.uk

Proposals will be reviewed by the GetAMoveOn Network management team, and successful applicants will be informed by email in w/c 13ᵗʰ November 2017.

## What themes does the GetAMoveOn Network+ cover?

The network is open to all applications addressing any area of the relationship between its core themes of how technology can be used to enable mobility and transform health and wellbeing. Further information can be found on our website at https://getamoveon.ac.uk/ Applicants are encouraged to use the thinkpieces we commissioned as inspiration https://getamoveon.ac.uk/publications/thinkpieces .  You could also look at the abstracts and papers arising from our first symposium https://getamoveon.ac.uk/events/symposium-2017 and from our first workshop https://getamoveon.ac.uk/events/workshop-1 .

## Who should apply?

We welcome applications from teams including:

- Academic researchers (in universities and research institutes)
- Policymakers (e.g. in government departments like Department of Health, Department of Communities & Local Government)
- Schools, colleges, universities
- Businesses / workplaces
- Care organisations
- Think tanks and NGOs and other civil society organisations and institutions

- Individuals involved in the design and development of relevant technologies i.e. technologies specifically to promote physical activity or technologies which can be applied to that end

We particularly welcome:

- Inter-disciplinary proposals: collaborative proposals, involving applicants from more than one research discipline and/or more than one of the sectors outlined above
- Proposals from early career researchers (defined as having five years or less research experience post-PhD)

NOTE:  All proposals must be led by a UK-based academic from an organisation that is eligible to receive RCUK funding (see http://www.rcuk.ac.uk/funding/eligibilityforrcs/ ).

International collaborations are welcome, provided the lead applicant is based in a UK organisation.

Please note, we cannot award money directly to individuals.  Grants can only be awarded through the organisation with which the lead applicant is affiliated (e.g. university, research institute etc.).

## What type of activity can be funded?

Funding is available for organising a range of activities. Examples include, but are not restricted to:

1. Meetings to:
   a. work on funding proposals which aim to continue work on the themes of the network;
   b. organise journal special issues, collections, books, or writings aimed at non-academic audiences such as policy or industry briefings;
   c. enable the creation of online resources and communications and accompanying dissemination strategies for those resources;

2. Online or offline activities or events that seek to attract a broad audience and disseminate information such as a series of seminars and/or webinars;

3. Other activities or events (other than core research activities) consistent with the aims and themes of the network.

Our purpose is to facilitate networking and collaboration, rather than fund core research costs. We are happy to respond to specific queries about appropriate types of activity under this funding stream. Any events we fund must take place in the UK (or online, but be disseminated by a UK-based institution), and expenses must be spent and claimed by the end of April 2019.

Applicants will need to complete the application form, including an outline of:

- The nature of the activity

- The intended audience/participants
- The various event sessions or other activities involved (theme and high-level content & activities for each session/meeting)
- Intended outputs and outcomes of the activities
- Intended timing for the event/activities (month & year)
- How the event/activities will be promoted
- Total funding applied for with a high-level breakdown of costs e.g. room hire, catering etc.
- How the event will further the aims and objectives of the GetAMoveOn Network+

We would like workshops and similar events to have a strong interactive and participative element, so that participants are actively involved. Feedback from our events to date indicates that those attending particularly valued these kinds of sessions.

## What we are not looking to fund

There are a few things that we are specifically not planning to fund through this call:

- core research costs
- activities that are normally the responsibility of government
- fund-raising events
- promotional event such as press conferences
- expenses for workshop delegates
- conferences, honoraria for speakers (but we may fund reasonable travel and subsistence on an actuals basis for speakers who cannot cover their costs by other means. A budget where international travel expenses formed a significant proportion of total costs would need to be clearly justified)
- capital or material costs other than consumables necessary for the delivery of the workshop

## What we offer

**Funding**

These are small grants of up to £2,500 (including VAT) per proposal. The awards will be made based on actual costs incurred (which will need to be evidenced), up to the maximum stipulated in the award letter which will be issued to successful applicants. We would not expect to fund any additional costs beyond this.

The funding made available is intended to cover the direct costs of organising the event/activities e.g. room hire, catering, travel costs for speakers etc. which will be awarded at 100%. The funding does not cover administrative or other time involved in organising the event/activities.

**Promotional support**

Successful applicants will be solely and entirely responsible for organising, promoting, managing and delivering their event.

The GAMO Network+ team will be able to help you to promote your event as follows:

- Send out a newsletter to the GAMO mailing list using finished copy provided by you by the requested deadline
- Publish information about the event on the GAMO website, using finished copy provided by you by the requested deadline, with a link to the registration form
- We will retweet your tweets in advance of the event provided they are identified by a suitable #hashtag
- We will retweet tweets arising from the event, provided they are identified by a suitable #hashtag
- We will post/share/upload to our website/social media event outputs such as videos, photos, Storify etc.

## How to apply

Read the FAQs and guidelines below.

Complete the application form below and return by the deadline (Thursday 5th October 12.00 midday BST to gamo@ucl.ac.uk

You should complete the form in Word format, then return it in both Word format and also as a PDF. Hard copies returned by post will NOT be accepted.

## When you will hear back from us

We aim to get back to successful applicants in w/c 13 November 2017

## Any questions?

See FAQs below then if you have any further questions please contact:

Clare Casson, Communications and Impacts Manager, GetAMoveOn, gamo@ucl.ac.uk

## FAQs

### 1. What is the deadline for submitting an application?

Deadline for submissions: Thursday 5th October at 12.00 midday BST.

### 2. When will I get a response?

We aim to send out offer letters in w/v 13th Novermber 2017.

### 3. Should the workshop address a specific community that the network is focusing on?

We don't want to over-determine the focus of the workshops. We welcome applications that address:

- One of these communities
- More than one of these communities
- An alternative community identified by the applicants
- A cross-cutting theme that is directly relevant to the aims and objectives of the GAMO Network+ and could be relevant to multiple communities

### 4. I'm a PhD researcher. Would you consider someone of my level or are you looking for more senior academics/research groups?

The call is open to anyone, and submissions will be judged on merit so you are welcome to submit something. Having said that, you might consider teaming up with a more experienced colleague/faculty member as a co-author on an application.

### 5. Can you confirm what costs are eligible and whether these are paid at 80% FEC or 100% FEC? I need to know if we should or should not be including indirect & estate costs.

The funds awarded will cover 100% of direct costs only (up to a maximum of £2500 including VAT) such as room hire, catering, reasonable travel expenses for a workshop facilitator or speaker etc. There are no funds available to cover salaries, overheads etc.

We anticipate that travel costs would be within the UK but it would be acceptable for someone to fund a flight from another country to the UK if costs can't be covered by any other means.

### 6. Are you looking for the geographical focus of the workshops to be the UK or is there an international angle as well? Indeed is the focus of the Network just the UK?

We have deliberately left the focus of the workshops open and would encourage submissions with an international angle. With regard to the focus of the Network more broadly: we are funded by the EPSRC to stimulate inter-disciplinary working on issues within the context of UK research institutions, and between research institutions and other stakeholders (policy makers, business, civil society etc.).

However, given the inter-connected and often global nature of challenges, we do not expect that all work funded by or associated with the Network will be exclusively UK-focused – we are also keen to link with international networks and engage with international debates. In such cases, we will require international collaborations to have a lead partner based in the UK.

### 7. Is this an international call? As a non-UK organization are we eligible to apply for this funding?

The GetAMoveOn Network grants are only available to international researchers if they are collaborating with a lead partner based at a UK institution through whom funds would be administered. If you can find a co-author/collaborator in the UK, we would encourage you to submit a joint application.

**8. We are two lecturers from a private, for profit HE institution – are we eligible to apply for funding?**

We are encouraging applications involving a range of organisations including business and civil society as well as research institutions of various types, so yes, you would be eligible to apply. Note that all proposals must be led by a UK-based academic from an organisation that is eligible to receive RCUK funding (see http://www.rcuk.ac.uk/funding/eligibilityforrcs/ ).

**9. I am working on a project that was conceived by, and involves the participation of, a consortium of international companies who will want their involvement in the project acknowledged. Will this be an issue in the funding application?**

We anticipate that the involvement of companies and their acknowledgement in the project should not be a problem – one of the aims of the network is to encourage collaboration between academic and non-academic organisations.

**10. If a grant proposal is successful, would the contract be signed with the University College London? Would grant-holders be asked to sign up to EPSRC's terms & conditions?**

Successful organisations (or lead organisations of collaborative projects) would sign a short supplier agreement with University College London. Terms and conditions of this agreement, currently being drafted, will be based on RCUK grant terms and conditions.

**11. Will it be appropriate for one entity to submit two applications?**

Yes. Submission of more than one application from an entity is admissible.

**12. If my application is successful, will I have to send a report to the GetAMoveOn Network+ management team?**

Yes. In order that we can report back to EPSRC on how we are distributing our grant, and the outputs, outcomes and impacts being achieved through the GetAMoveOn Network+, successful applicants will need to send us a brief report within 6 weeks of the event/activity being completed, using the template which will be supplied. Indicative content for the report is:

- Number of registrations v target number
- Country where delegates/participants are based (indicator of international reach)
- Number and nature of different organisations and institutions represented
- Number and nature of disciplines and research interests represented
- Career-stage of delegates/participants
- Brief summary of outputs
- Brief summary of any outcomes/impacts
- Brief summary of feedback from participants
- Brief summary of profile achieved e.g. twitter stats
- Other key points you wish to highlight
- Your learnings from the event (e.g. things to do again or do differently next time)

Successful applicants will be expected to gather feedback from participants as part of measuring the success of their activity and include this in the report. Those who have proposed events attended by delegates (e.g. workshops) will be required to conduct a short feedback survey at the end of their event using the template which will be supplied. The template is to ensure consistency in the data collected across the various events/activities.

We may also ask successful applicants to attend our annual symposium (which we anticipate will be in late May each year) to make a presentation about their event/activites.

If we do ask you, the lead applicant or appropriate representative will be expected to attend.

**Any further questions?**

If you have any further questions about this call, please contact:

Clare Casson, Communications and Impacts Manager, GetAMoveOn, gamo@ucl.ac.uk

## GUIDELINES

- Please read the funding information for this call (above) and FAQs (above) carefully prior to beginning your application and complete all sections within the given word limits. The maximum that will be awarded per application is £2,500 (including VAT). The same research group may submit more than one application.

- Proposals should be submitted by email in Word format and as a PDF.

- Proposals must be led by a UK academic from an organisation that is eligible to receive RCUK funding (see http://www.rcuk.ac.uk/funding/eligibilityforrcs/ ).

- Proposals from students must include a named member of academic staff who will act as project mentor and Co-Investigator.

- Applicants should have the prior support of their Department/School/Institute/Centre in delivering the proposal, and associated work, and the proposal should be signed by the Head of Department (or equivalent) to indicate this.

- **Applicants MUST get financial approval from their research office prior to submission**.

    All successful applicants will be required to sign a short supplier agreement with the GetAMoveOn Network+ lead organisation (University College London). Terms and conditions of this agreement, currently being drafted, will be based on RCUK grant terms and conditions. If your proposal is approved and your institution requires any revisions to the draft agreement, you (the lead applicant on the project) are responsible for gathering all changes into one document. This should be a Word document containing the template agreement with required changes tracked. This document must be submitted to the GetAMoveOn Network within two weeks of your proposal being approved. The GetAMoveOn Network will send you a final, personalised version of the agreement. You (the lead applicant on the successful project) are responsible for having the personalised document signed by your institution, and returning it to the GetAMoveOn Network within one week of receiving it.

- Applicants should not incur expenditure before approval. Planned expenditure must be in line with the host institution's Financial Regulations. Best value must be ensured with any expenditure awarded as part of any successful award. The host institution will be responsible for any expenditure beyond the agreed value of any award.

### For successful applicants

- The quality of the event/activity content and execution must be sufficient to enhance the reputation of the GAMO Network+ gain the trust of participants and ensure that they gain the value and benefits it claims to offer.
- Successful applicants will be required to submit an event/activity report using the template supplied (see Appendix 1) within 6 weeks of the date of the event.

- Applicants should ensure that all interactions with external individuals/organisations/partners undertaken during the funded activity are noted and sent on to the GetAMoveOn Network (primarily through the event/activity report) for its records as evidence of activity and potential impact.

- All successfully awarded projects will be required to use the GetAMoveOn Network+ and EPSRC logos on their materials, including any PowerPoint or similar presentations made during events.

- Successful applicants will be expected to gather feedback from participants as part of measuring the success of their activity. You should outline how you proposed to do this on the application form. Those who have proposed events attended by delegates will be required to conduct a short feedback survey at the end of their event using the template which will be supplied (see Appendix 2), and to send a feedback report to the GAMO team summarising responses to each question. You should also propose other measures of success on the application form. We recommend that the survey is delivered online using a free and confidential service such as SurveyMonkey. To maximise responses, we recommend that the survey link should be emailed to participants and the end of the event, and that they should be asked to complete it before the event.

- Successful applicants will be required to supply appropriate outputs from the event or other activities to be shared on the GAMO website. The precise nature of these will vary from one event to another.

- All project expenditure must be tracked and in line with the original proposal. Any proposed changes to spend or milestones must be discussed and approved by the GetAMoveOn Network Management Team. University College London reserves the right to request receipts or other confirmation of payment made and may withhold payment where these cannot be produced.

- Any invoices submitted should show a breakdown of 100% of costs incurred.

**Timeline**

| Invitation launched | Thursday 24th August 2017 |
|---|---|
| Deadline for applications | Thursday 5th October 2017 at midday BST |
| Offer letters sent out | w/c 13th November 2017 |
| Event/activity to be delivered/completed by | End of April 2019 |
| Event/activity report to be delivered by | Within 6 weeks of date of event/completion of activity |
| Deadline for submitting final expenses | Within 6 weeks of date of event/completion of activity |

# APPLICATION FORM

Please read the funding information about this call, guidelines and FAQs above before completing your application form.

The application form should be returned by email to: gamo@ucl.ac.uk

Hard copies submitted by post will not be accepted.

## SECTION 1: OVERVIEW OF EVENT

| | |
|---|---|
| Title of event/activity (working title) | |
| Brief summary of proposed event/activity: the nature of the event/activity and what participants will get from it (max 250 words).<br><br>If successful this may be used on the website or newsletter | |
| Intended audience / participants (max 100 words) | |
| Outline of event sessions or key elements of activity proposed (theme and ideas high-level content / activities for each session etc.).  (Max 350 words. **Present as a bullet point list.** | |
| Outline objectives for the event/activity and intended outputs and outcomes.  How do you envisage these being disseminated within and | |

| | |
|---|---|
| beyond the GAMO network? How will you measure the success of the activity? (max 250 words). | |
| A short explanation of how your event /activity will help to achieve the aims and objectives of the GetAMoveOn Network+<br><br>For example, how it will achieve one or more of: advance thinking in the field; engage our communities of interest and/or the wider public; encourage citizen science; stimulate debate; impact and inform future research, policy and practice; promote interdisciplinary working amongst researchers; achieve other relevant outputs/outcomes to address the challenges of reducing sedentarism and increasing physical activity etc.   (max 250 words) | |
| Intended date of event (month and year only) or when other activity will be concluded by.   NOTE: this will not be scored. We may need to discuss the date with successful applicants if there are clashes with other known events etc. | |

| | |
|---|---|
| How will you promote the event/activity? (Max 200 words) | |
| High-level breakdown of costs e.g. room hire, catering etc. | |
| Total funding applied for (including VAT) | |

## SECTION 2: APPLICANT INFORMATION

| | |
|---|---|
| Lead applicant, role & Dept/School/Institute | |
| Contact email & telephone | |
| Co-applicants, roles & Dept/School/Institute | |
| If lead applicant is a student, academic staff member to act as project mentor and co-applicant | |
| Name and address of Finance Administrator in Dept/school/institution | |

| | |
|---|---|
| NB: A template version of the short supplier agreement which your organisation will be required to sign if you are successful will be available shortly on the website. Please make your finance team aware of this and that they will need to approve this within 2 weeks in the case of a successful outcome. | |
| Head of department (or equivalent) approval | I confirm that the applicant has the approval of their Dept/ School/Institute.<br><br>Signature:<br><br>(Insert scan of signature)<br><br>Date:<br><br>Name:<br><br>Role: |

## SECTION 3: DETAILS OF FUNDS REQUESTED (maximum £2500 inc. VAT)

| | |
|---|---|
| **Directly incurred**<br><br>Travel, subsistence and event/activity related costs (e.g. venue, catering, reasonable speaker fees, audio/visual support, materials, advertising) can be applied for, but not salaries or purchased equipment (equipment hire in support of events is fine). A budget where international travel expenses form a significant proportion of total costs will need to be clearly justified.<br><br>These costs will be granted to successful applicants at 100% up to a maximum of £2500 | |

| | |
|---|---|
| (inc. VAT) | |
| Directly incurred – salary/day-rate costs including overheads | No funding available.  Do not include these costs in your application. |
| Directly allocated (e.g. PI or other academic time) | No funding available.  Do not include these costs in your application. |
| TOTAL | |
| **Please confirm that these have been appropriately costed and approved by authorised administrators at your host institution** | Yes/No |

| | Score (1 to 5) <br> 1 = strongly disagree <br> 5 = strongly agree | Notes |
|---|---|---|
| There is a clear, attractive title for the event/activity | | |
| Summary clearly conveys what the event/activity is about, the nature of the event/activity, and what participants will get from it | | |
| Intended audience is relevant to GAMO objectives | | |
| Outline of content/sessions is appealing, relevant to GAMO aims/objectives, appropriate for the audience and indicates significant participative & interactive elements | | |
| Intended outputs and outcomes are clear and appropriate to GAMO aims/objectives and the researchers have given due consideration to how these might be disseminated within and beyond the GAMO network. | | |
| Do you foresee any issues with the intended date of workshop e.g. clashes with major conferences, other known events.  Don't score – comments only. | NOT TO BE SCORED | |
| The organisers have a clear plan for promoting the event/activity which is appropriate to the nature of the event/activity and intended audience. | | |
| Breakdown of costs is realistic, reflects value for money | | |
| Total funding applied for is within the stipulated limit (£2500 inc. VAT) and does not include any types of expenditure/costs that we are not funding with this call (i.e. no salaries, overheads or directly | | |

| | | |
|---|---|---|
| allocated costs). | | |
| Average score | | |
| Overall assessment: should we fund this event/activity (indicate yes/no in score column and add comments) | Yes/no | |
| Name of reviewer | | |
| Date reviewed | | |