ESRC is part of UK Research and Innovation

ESRC Festival of Social Sciences 2019
University of Oxford Applicant Guidelines and Terms and Conditions

Please read these guidelines before you apply for funding and ensure that you apply via the University of Oxford ESRC Impact Acceleration Account.

Contents

Strategic aims and objectives of the Festival

The main Festival aims are to:
- To encourage, support and create the opportunity for social science researchers, particularly early career researchers, to engage with non-academic audiences.
- To provide a 'safe' place for researchers at all career stages to test out public engagement activities
- To engage with a range of policymakers promoting social science research and findings, to inform policymaking and to maximise the impact of research
- To engage the wider public to promote social science research and findings and an awareness and understanding of the contribution they make to the economy and wellbeing of society
- To engage young people and schools in social sciences.

Key messages:
- The social sciences make a vital contribution to the UK and its economy, by helping to address global societal challenges and improve (outcomes) lives.
- Social science research aids growth, promotes innovation, informs policy and shapes society.

The ESRC are particularly keen to encourage events:
- to be held in the far north of England
- to be held in Swindon, Wiltshire
- run by early career researchers
- that work in collaboration with schools or colleges to engage with young people.

University of Oxford are particularly keen to encourage events:
- to be held in the Oxfordshire area engaging groups from the local community that don't typically interact with the University
- to engage policymakers, businesses and other key professional stakeholder groups with our social sciences research
- that use creative and innovative approaches to engaging audiences

Guidance for applicants

Events must:
- be held during the ESRC Festival of Social Science **(2-9 November 2019)**
- fit with the aims and objectives of the Festival
- feature social science (ideally with a social scientist involved in the event)
- be free to attend
- not be aimed primarily at academic audiences.

The ESRC aim to have a wide geographical spread of events across the UK, as well as many types of activities. Examples of previous events include:
- film screenings
- virtual activities
- hands-on activities
- debates
- outdoor events
- seminars
- workshops
- exhibitions.

University of Oxford applicants can apply for **up to £1,000 of sponsorship funding** via the Oxford ESRC Impact Acceleration Account. You cannot apply directly to the ESRC.

Applications are welcome from any department in the Social Sciences Division at University of Oxford and from anyone from other divisions who would identify as a social sciences researcher. Non social sciences researchers may also apply but must feature social science in their event. If you have any queries about your eligibility get in touch.

Past event holders have included:
- ESRC-funded grant holders, postgraduate students and those working in ESRC funded investments
- non ESRC-funded social scientists
- museums, science centres etc.

Applicants are welcome to apply for sponsorship for more than one event, although a separate application form must be submitted for each event. Applicants must be resident in the UK.

You are advised to look at:

- Application form
- Evaluation reports from previous Festivals (for ideas of events)
- The ESRC Impact Toolkit
- Top tips for holding an event

Applications will be judged against the following criteria:

- consistency with the Festival's strategic objectives and aims
- awareness of public concerns and topical relevancy
- targeting of specific audiences, particularly the public and young people
- an effort to reach groups outside the Greater London area
- innovative and interactive events
- realistic costing estimates and value for money
- the event must fall within the Festival week

To receive sponsorship for an event targeted at young people, school or college students you **must** be able to demonstrate sufficient interest from the school, college or youth organisation at the time of application. Failure to provide confirmation of support from the organisation may delay your application or result in the withdrawal of a funding offer.

Costs

Please note any decision on funding by the review panel is final.

- You may apply for up to £1,000 (inclusive of VAT)
- Costs must be non-FEC
- Staff costs cannot be included
- Travel costs for international speakers or participants may be covered in **exceptional circumstances**. Justification for this must be clear in the event summary outline.
- Accommodation costs will only be covered in exceptional circumstances
- The cost of **food,** such as required for an all-day event. The cost of tea/coffee/juice and biscuits can be covered for half-day events. Justification for the cost of food items must be made clear in the event summary outline.
- **Alcoholic drinks cannot be funded from an ESRC Festival grant**. Applicants are welcome to obtain additional external support for food and alcoholic drinks, but must highlight this during the event.
- We have broken down the costs into four sections. **Please ensure that you clearly detail the costs for your event.**
- We are unable to fund goody bags or giveaways (for example pens and notepads).

Further information

- [Deadlines and timetable](#)
- [Applying through your university](#)
- [Frequently asked questions](#)

Terms and conditions

By submitting my application, I agree to:

- display the ESRC Festival logo on all promotional materials, web pages and correspondence relating to the event, in compliance with the ESRC Festival [branding guidelines](#)
- use the **#esrcfestival hashtag** when promoting my event on social media
- provide the ESRC with event information by the [required deadline](#), **failure to do so may result in your event not being promoted in the printed and online programme by ESRC**
- accept that the information provided will be reviewed and may be re-written by a journalist to ensure my event is marketed to my target audience
- notify the Festival team and my university festival contact of **any changes as soon as they arise** (date, time, speakers or venue only)
- provide ESRC Festival of Social Science evaluation forms (paper or link to online form) to all those who attend the event (**forms used must be those provided by ESRC, and must not be edited**)
- return **all completed paper feedback forms** to the ESRC in their **original format** (no photo copies or scanned versions) no later than **30 November 2019**
- complete the online organiser evaluation of my event (a link to this form will be provided at the start of the festival) by **20 December 2019**
- display ESRC Festival branded banners and posters at the event
- return the banner to my university contact as soon as possible after my event has ended
- only **cancel my event** after discussion with my university festival contact.

By submitting my application, I acknowledge that my event will:

- be **aimed at a non-academic audience** (events aimed at an academic audience are not eligible to be part of the Festival)
- be held during the ESRC Festival of Social Science (**2-9 November 2019**)
- fit with the aims and objectives of the Festival
- feature social science (with involvement of a social scientist)
- be **free to attend**.

Getting support with your application

For researchers in the Social Sciences Division please contact your Research Impact Facilitator for help and advice with this application.

Francesca Richards francesca.richards@socsci.ox.ac.uk 07825 932620 - Archaeology - Anthropology - Global Area Studies - Geography and Environment - International Development	Samantha Harper samantha.harper@socsci.ox.ac.uk 07825 932605 - Saïd Business School - Economics - Sociology - Social Policy and Intervention	Elizabeth Hodges elizabeth.hodges@socsci.ox.ac.uk 07825 932984 - Politics and International Relations - Law - Internet Institute - Blavatnik School of Government

For social sciences researchers in other parts of the University please contact the Senior Research Impact Facilitator, Aileen Marshall-Brown at esrciaa@socsci.ox.ac.uk or 01865 614881.

All applications should be submitted with the support of your department to esrciaa@socsci.ox.ac.uk by 5pm 10 May 2019. Outcomes will be known in mid-June.