PUBLIC ENGAGEMENT ACCELERATOR FUND
2018-19 Awards Guide

About this Guide

This guide contains the information you need to submit a proposal for the 2018-19 Public Engagement Accelerator Fund. For information on other public engagement (PE) funds and awards, see our website.

Memorial University's Public Engagement Accelerator Fund offers funds of up to $10,000 for projects that contribute to meeting the goals and objectives of Memorial's Public Engagement Framework.

This guide may be revised as needed. Please check our website to ensure that you are working with the most recent version.

We welcome all applicants to speak with us before finalizing an application; we'll work with you to improve your chances of success.

Questions about this program? Please contact:

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About the Public Engagement Accelerator Fund

Memorial University's Public Engagement Accelerator Fund is intended to help meet the goals and objectives of Memorial's Public Engagement Framework by increasing the capacity of our faculty, students and staff to collaborate with partners and stakeholders outside the University (*i.e.*, the public).

The fund offers up to $10,000 in support of the initiation or extension of public engagement projects that link to Memorial's mission.

The objectives of the Public Engagement Accelerator Fund are to:
1. Support faculty, staff and students at Memorial in activities that foster public engagement and collaboration;
2. Further the goals and objectives of the Public Engagement Framework;
3. Further the mission of Memorial University and help it meet its special obligation to the citizens of Newfoundland and Labrador.

Proposed projects can be from any discipline and from any geographic area of the province.

[1] Subject to funding availability; OPE reserves the right to terminate this program at any time.

Eligibility

Proposals may be initiated by a full-time faculty, staff member or PhD student, based at Memorial University. All proposals require a public co-applicant: a representative of a group, business or organization from outside of Memorial with approval from the signing authority for the organization.

Applicants must maintain full time status for three months after the end of the proposed project. An applicant may only hold one open PE Accelerator Fund award at a time. Applicants who have been funded previously through any program of the Office of Public Engagement will not be funded again if they have not submitted all required reports from previous projects.

What types of projects may be funded?

The Public Engagement Accelerator Fund supports the initiation or extension of PE projects that link to Memorial's mission. Projects may have a maximum duration of one year. Proposals must be for projects that involve **mutual contribution and mutual benefit** with public partners and collaborators.

Examples of projects that may be funded under the program: development of tri-council or other funding proposals for publicly-engaged research; feasibility studies; pre-research planning activities; post-research knowledge mobilization; collaborative creative projects; community-based/service learning projects; projects that involve public engagement contributions from Alumni and other champions; and other activities that align with the Public Engagement Framework.

The program **does not support:**
- Research projects
- Activities requiring human subjects and/or ethical review
- Proposals for operational or long-term funding for existing projects
- Travel to conferences or conference registration fees
- Faculty or staff salaries

Requests for equipment (up to 10% of the proposed Accelerator budget) are permitted. Applicants requesting funds for equipment should take care to articulate how the equipment is critical for engagement and will be used for sustained engagement once the project is complete.

Application Process

Applicants are strongly encouraged to communicate directly with the Office of Public Engagement to discuss a proposal idea prior to submission. This provides an opportunity to improve the quality of applications and the rate of applicant success, identify synergies, and possibly broker collaborations between applicants with similar interests.

Proposals are submitted via our on-line submission tool. The system allows you to save your progress and return to your application as many times as needed. Receipt of your application will be confirmed by the system auto-responder e-mail. If you have not received confirmation within two (2) business days of the application submission, please contact us.

The fund launch date is August 1, 2018. The cut-off date for applications in round one is August 29, 2018 4PM NDT. Any applications received after this date will be considered for round two (deadline January 10, 2019 4PM NDT).

***Please note that Departmental or Faculty internal deadlines may be earlier than those posted here. Please be sure to check with your Faculty/unit to confirm internal deadlines.**

A principal applicant and contact from Memorial must be identified for all applications and appropriate approvals confirmed as follows:

Eligible Applicant	Required Approvals
A faculty member or academic staff member	Dean (or designate) and Department Head
An administrative staff member	Academic or Administrative Director or Department Head
A PhD student	Academic Supervisor and the School of Graduate Studies

Approvals must be submitted on the Public Engagement Accelerator Fund Approval Forms, found here, and uploaded to the online application system as part of the application (please note there are two forms, one for Faculty/Departmental approvals, and one for External Collaborator approvals). Electronic signatures are accepted. In addition to faculty and departmental approvals, applicants must obtain the approval of the principal external collaborator with authority to approve the organization's participation in the project.

Assessment Process
A review committee of five members, including ideally at least one member each from faculty, staff, students and the public, will assess applications based on the established criteria. Any committee members who have a conflict of interest will be excluded from reviewing the relevant application.

The review committee makes recommendations to the Executive Director, Office of Public Engagement, who approves the distribution of funds.

Application & Assessment Schedule			
	Application Submission Deadline	Application Review (estimated)	Notification (estimated)
Round 1	August 29, 2018	September 26, 2018	October 5, 2018
Round 2	January 10, 2019	February 7, 2019	February 15, 2019

Proposed projects must demonstrate **mutual contribution and mutual benefit** for Memorial University and for public partners and collaborators and must also connect to the mission of the university.

Applications will be ranked based on the following weighted criteria by the selection committee:

- **Alignment** with the Public Engagement Framework and the public engagement goals and vision of the university; each proposal must address one or more objectives under the four goals of the framework. (30%)
- **Genuine collaboration** between the public and the university. Is there evidence of support and/or contributions from collaborators? Is there an indication of benefits to all partners? Does the project aim to develop new partnerships or strengthen existing ones? (30%)
- **Feasibility:** can the project be done in the time frame and with the specified resources? Is there a clearly justified budget? (15%)
- **Excellence**: is the proposed project as strong as it can be? (5%)
- **Innovation:** is this a new idea, or one that builds on previous ideas/activities? Does it contribute to existing knowledge and relationships? (10%)
- **Sustainability:** is there a plan to support this activity into the future? (10%)

We encourage applicants to demonstrate linkages with other Memorial frameworks wherever possible. Projects that involve students are also encouraged.

Priority themes or focus areas for the fund may be determined from time to time and will be communicated to applicants through the application guidelines.

Applicants are asked to indicate which other funds (if any) they have applied for prior to submission of their application. If other funds are available for the proposed project, applicants are asked to first apply to those sources; failure to do so may lower their priority for funding under the Public Engagement Accelerator Fund.

The selection committee will review and discuss application scores at a committee meeting. Both scores and committee discussion will be used to assess the top applications.

This is a competitive process in which top ranking applications will be awarded funding first. Projects that do not sufficiently align with the funds goals and objectives will not be funded.

Applicants who are not successful are encouraged to contact us and may be invited to resubmit their application.

Notification and Acceptance
Upon receiving a notification of award, recipients must return a signed acknowledgment form to the Office of Public Engagement indicating their decision to accept or decline the award; acceptance of the award requires agreement with our terms and conditions.

Fund Administration

A project account will be established in the department of the applicant, or in the case of a PhD student applicant, in the School of Graduate Studies. Note that 30% of the total amount of the award will be held back pending submission of required reports. Unspent funds must be returned to OPE at the end of the project.

Reporting and Communications

Awardees will be required to produce a short mid-project report no later than eight months from the start of the project, as well as a final report on their work at the end of the project period. Applicants will also be required to submit their project information to Yaffle, Memorial's on-line connecting tool. Templates and support will be provided to successful applicants.

The Office of Public Engagement reserves the right to publish all or part of the project report or include information from the report in other publications.

Successful applicants must agree to notify the Office of Public Engagement in the event of substantive changes to the funded project.

Terms of Award

If granted a Public Engagement Accelerator Fund award, the applicant agrees that they shall:

- Commence the project within two months of the date of notification of award.
- Complete report submission via our on-line reporting form as per fund guidelines (including evaluation data from the project) and enter the project information into Yaffle.
- Acknowledge the support of Memorial's Public Engagement Accelerator Fund in any and all communications related to the project.
- Acknowledge that the Office of Public Engagement (OPE) has the right to use all or portions of submitted materials on our website and through other communications channels.
- Use the funding provided for the purposes as proposed and according to university and fund guidelines.
- Notify OPE in case of changes to the substance or timeline of the project and accept that failure to complete the project as per original proposal may result in the termination of award funding.
- Return unspent funds to OPE after the project has been completed or terminated.
- Accept that the funding allocation will be disbursed in two installments. 70% percent of the funding will be released upon the receipt of a signed award form; the remaining 30% will be released on completion of deliverables.

Questions about this program? Contact us.

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Manager, Public Engagement Supports

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Access to Information and Protection of Privacy
The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the Public Engagement Accelerator Fund. If you have any questions about the collection and use of this information, please contact engagement@mun.ca