

**Science Foundation Ireland Discover Programme
Science Week Call 2018
Guidance Document for Submission of Proposals**

Deadline for Submission

Completed applications must be submitted by 13.00 hours (Irish time) on **Tuesday 13th March 2018**

Webinar

A webinar to support the SFI Discover Programme Science Week Call 2018 will take place at 11:30 hours (Irish time) on **Thursday 8th February 2018**. Please register for the webinar [here](#). The webinar will also include a Q&A session.

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided only for information purposes and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. Science Foundation Ireland Terms and Conditions shall govern the administration of Science Foundation Ireland grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act, 2003 and the Freedom of Information Acts 1997 and 2003.

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1. Introduction

The mission of Science Foundation Ireland's education and public engagement programme is to catalyse, inspire and guide the best in science, technology, engineering and maths (STEM) education and public engagement. The ultimate aim of this effort is that Ireland will have the most engaged and scientifically informed public by 2020 as outlined in Science Foundation Ireland's strategy [Agenda 2020](#). This also aligns to the national science innovation strategy, *Innovation 2020*. In support of this mission Science Foundation Ireland has supported several regional Science Week festivals and events which take place in November each year. Science Foundation Ireland wants to bring Science Week into a new era in terms of engaging the general public in STEM (science, technology, engineering, arts and maths).

The purpose of the Science Week Call is to support festivals, events and a Dublin family day that encourage people of all ages and from all walks of life to be informed, inspired and involved in STEM during Science Week 2018 and beyond.

Whether you work in the sciences, arts, media or education, Science Foundation Ireland encourages you to submit your proposals for Science Week that will build excitement, curiosity and interest around science and society and genuinely engage with your target audience. Science Foundation Ireland expects you to demonstrate:

- how you have evaluated the need for your activity and defined your target audience
- your objectives and how you plan to monitor the engagement, and
- how you will measure if you succeeded in your objectives

In 2015 Science Foundation Ireland commissioned a study carried out by Millward Brown entitled [Science in Ireland Barometer](#) which analysed the Irish public's perceptions and awareness of STEM in society. In summary, the study found that while half of the Irish population feel uninformed about STEM, 58% are interested in it. However, this positive feeling is tempered by a lack of confidence in and connection to the role of science in people's lives; 71% of Irish adults feel developments in science and technology are too specialised to understand. Therefore, Science Week is aimed not only at engaging and informing the public, but at normalising science in our everyday lives and thus creating a long-lasting appetite for science capital or science culture.

Science culture or capital refers to the environment we live in as individuals and the ease with which science is accessible within that environment. A simple representation of it can be seen [here](#), from the ASPIRES research in the UK. People with high levels of science capital see science as part of their normal, everyday world. STEM pervades every aspect of our daily lives, from the clothes we wear, to the mobile phone we are rarely without; from the water that comes out of our taps, to the sporting hero we cheer for. We know that there are those amongst the Irish public who want to find out more about science-related topics; but many merely feel ill-equipped to do so. Thus, it is with initiatives like Science Week that we can stimulate this awareness and excitement, while breaking down perceived stereotypes of what a scientist is and what 'STEM' means to our lives.

While not all data is available yet, initial analysis of the Science Week 2017 feedback and evaluations from events across the country indicate that 57% of participants were attending a Science Week event for the first time compared to just 45% in 2015. Preliminary impact analysis comparing pre-visit responses with post-visit responses indicates that there was an increase in 'interest in science' and 'interest in attending future Science Week events' following attendance at Science Week events. Attitudes towards 'Scientists are trying to make a difference in the world' also improved. Post-event responses indicated that 94% of participants had no difficulty understanding the content. These results indicate the benefit of targeting the funding support for Science Week to the 71% of the population who think that science is too specialised for them to understand.

The 2017 Science Week Festivals call include the following categories:

1. Science Week Festivals
2. Science Week Events
3. Dublin Science Week Family Day

The objectives of **Science Week** are to:

- stimulate interest, excitement and debate about STEM through accessible and entertaining interactions with the public to engage and inspire people of all ages and backgrounds with science, technology and engineering and thus to increase public scientific literacy
- promote awareness and understanding of the importance and relevance of STEM to everyday life
- reach a wide range of audiences including families, young people and adults without children and provide them with experiences of STEM that are fun and engaging and inspire curiosity
- reach those audiences not normally engaged with STEM, as well as continuing to target existing audiences
- enable national access to Science Week through a collaborative approach between the national coordination and local event organisers

The objective of this call is to enable **Science Week festivals events and Dublin Family Day** that:

- create a greater reach and local focus through a regionally collaborative programme of activity supporting national Science Week
- engage and inspire people of all ages in science, technology engineering and mathematics through this collaborative approach at a regional level
- inspire primary and secondary students plus their parents and peers to consider the take up of STEM subjects and continue their studies at second and third level
- provide a true insight into STEM related careers and discoveries while breaking down any negative stereotypes, thus providing the future talent pipeline for Ireland
- provide a family experience of STEM that is fun and engaging
- provide open events that are readily accessible to the public
- increase the number of STEM professionals participating in outreach activities
- encourage researchers and STEM professionals to develop the narrative to their story and help stimulate a dialogue between them and the public
- showcase and collaborate with local industry, institutions and local research
- promote a local region and provide a sense of community achievement in STEM
- promote science and its value in terms of culture, dialogue and society
- build capacity and sustainability in Science Week Festivals and events, especially those which have been previously funded by Science Foundation Ireland
- showcase the scientific method, where appropriate.

2. Call Categories and specific criteria

The Science Foundation Ireland Science Week call invites applications for:

a. *Science Week Festivals*

Three-year funding up to a maximum of €30,000 per annum, to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland for festivals which have received SFI support for three consecutive years or more.

NOTE: Festivals funded under this category will receive an annual letter of offer confirming funding and terms and conditions subject to successful review and budget availability.

or

- b. One-year funding to a maximum of €35,000 to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland if ***an applicant*** is proposing to run a new festival or existing festival which has been funded by SFI for less than three consecutive years.

c. *Science Week Events*

One-year funding up to a maximum of €8,000

d. *Dublin Science Week Family Day*

One-year funding up to a maximum of €20,000

Applications are invited from groups who have an interest in organising and managing a Science Week regional festival, event or Dublin family day in conjunction with the national Science Week campaign coordinated and managed by Science Foundation Ireland.

a) **Science Week Regional Festival Development and Delivery**

A regional Science Week festival is broadly defined as a large-scale linked programme of events which engage children, students and the public in STEM through partnerships with a regional focus. A science festival can be an opportunity to celebrate relevant research in the community and to engage the public in hands-on interactive experiences. Face-to-face engagements can initiate a conversation about STEM in an open environment, one which is tailored by the researcher. Interactions with a science professional is a valued consequence of attending an informal science event like a science festival (Concannon & Grennon 2016). Participants who interacted with a STEM/science professional rated their experience higher than those that did not (www.evalfest.org).

To achieve this to the best effect, a festival should ideally be coordinated by multiple partners including public engagement professionals, local civic community representatives, researchers and industry. The festivals must have excellent and well-planned events delivered and skilled STEM communicators who are most likely to inspire, inform, educate and entertain. All festival proposals should demonstrate how they plan to work collaboratively and bring together solo activities to provide a “bumper” style focus on Science Week in that locality. The events should be run in accessible and suitable venues, which are conducive to social inclusion, to ensure diverse participation. Sophisticated and savvy public relations and relevant media and social media platforms should support well-executed events with trained volunteers.

Science Week Festivals, especially those which have been previously funded, should demonstrate scalability and sustainability and, where appropriate, expansion to include events in neighbouring counties. Science Week Festivals should also include a proportion of “open”, “non-invite” type events

which are suitable for the general public. *Collaboration with cultural sectors is essential to the longevity of science festivals and should be included in the strategy for sustainability. (Riise and Alfonsi, 2014)*

Applications are invited for funding as follows:

Up to a maximum of €30,000 per annum for up to three years subject to successful evaluation and budget availability, to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland, if the applicant has managed an existing festival which has been funded by SFI for three consecutive years or more.

OR

Up to a maximum of €35,000 for one year to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland if **an applicant** is proposing to run a new festival or existing festival which has been funded by SFI for less than three consecutive years.

Applicants must clearly outline how their festival will address the following elements, which were identified by previous Science Week evaluations.

A Science Week regional festival ideally should be led by a broad-based organising committee, to provide the necessary resources to effectively and efficiently deliver the festival objectives as identified in section 1. The broader the skills-base of the organising committee, the greater the scope of the festival, while ensuring long-term sustainability. The organising committee should be made up of appropriate stakeholders which should include community and public organisations, industry and academia.

- Applicants must clearly identify members of the organising committee, both volunteers and specific programme managers, and include letters of support outlining their role, skills and commitment to the festival.
 - The range of skills available within the organising committee should include:
 - overall event management
 - content programming
 - production
 - marketing and communications
 - project management
 - training
 - fundraising
 - finance

b) Science Week Events development and delivery

This year we are looking for fresh new ideas to create a broad, stimulating and interdisciplinary programme which may involve collaborations with cultural sectors. We are keen to trial new formats and inventive ways of talking about science, and to attract people who would not normally consider attending a Science Week event. Applications are invited for funding of a maximum of €8,000 to organise, manage and deliver an event, or programme of events, in areas where a regional festival is not funded, in conjunction with the national Science Week campaign which is coordinated and managed by Science Foundation Ireland. Previously, regional festivals have been supported in Galway, Mayo, Sligo, Limerick, Cork, Waterford, Kerry, Cavan/Monaghan, Carlow, Tipperary, Teagasc locations and the Midlands.

This category is for Science Week events, or a smaller scale programme of events, which present engaging STEM related activities to the public. This could include interactive workshops, shows, debates, discussions, exhibitions, museum outreach, outdoor activities, theatres, comedy, music and film.

The events must be delivered by skilled STEM communicators who are most likely to inspire, inform, educate and entertain. The events should be run in accessible and suitable venues which are conducive to social inclusion, to ensure diverse participation. Sophisticated and savvy public relations and relevant media and social media platforms should support well executed events with trained volunteers.

Science Week has an established partnership programme of a variety of events aimed at primary and second level schools. Science Foundation Ireland seeks applications for Science Week events that meet the following criteria

- Events that are open to the public to book or access, as opposed to invite only or those held through schools
- Events targeted at localities/areas underserved by, or with limited access to, Science Week activity, in particular in Dublin city and environs.

Special consideration will be given to events that meet the criteria above but that also address one or more of the following:

- Events targeted at an adult audience, attending without children
- Events that are designed to engage with socially, economically or educationally disadvantaged population groups
- Events targeting those who are not engaged or who have never attended a STEM event before.

There are no restrictions on your event in terms of approach, topics and venue. However, key elements must be considered when organising and running an event to ensure the successful delivery of the Science Week objectives. Applicants must clearly outline the experience within the proposed project team in delivering this type of event, the type of audience the event will reach, and event details including proposed venues, timing of event, marketing/booking plan and volunteer training and management (if applicable).

Examples of Science Week events include:

- Hands-on activities and workshops
- Public discussions
- Demonstrations
- Exhibitions
- Talks/presentations
- Professionally produced content from science centres, visitor centres, performers

- Collaborative content with Irish associations/councils e.g. Irish sporting associations, Irish food associations etc.
- University or institute generated content
- Demonstrate partnerships and content from private and local industries e.g. restaurants, bakeries, shops, hair salons, breweries, distilleries, factories, etc.
- “Show and tell” style content, e.g. fire brigade or lifeboats etc.
- Novel projects that encourage general public engagement with STEM – to create dialogue with the public and introduce STEM into the community to create these conversations
- Projects that embrace the Arts, as well as STEM.
- Events can be targeted at adults who have reached a “flashpoint” in their lives e.g. need for vaccination or medical assistance and need to engage in the related science for whatever reason.

Science Week events funded by SFI should **NOT** include:

- College Open Days
- College events open only to staff and third level students

The project must be delivered during Science Week 2018 (11 – 18 November 2018).

c) Dublin Science Week Family Day

To meet the population demands of Dublin City, Science Foundation Ireland has identified an opportunity for a Science Week Family Day to run in the capital. A successful pilot event was run in 2017 which demonstrated a strong appetite for a family event in Dublin. More information about this event can be found [here](#).

Applications are invited for funding of a maximum of €20,000 to organise, manage and deliver a Family Day, in conjunction with the national Science Week campaign managed by Science Foundation Ireland. This Family Day should take place in an accessible venue in Dublin City that would be suitable to cater for more than 2,000 people and have good access to public transport links and parking. The Family Day should provide a range of STEM public engagement opportunities for a variety of age groups. There may be opportunities to feature content from SFI's Research Centre Education & Public Engagement teams and/or other SFI funded projects. The event must be delivered during Science Week 2018 (11 – 18 November); preferably towards the end of the week.

3. General Call Criteria

a) Alignment to call objectives

All applications must clearly address Science Foundation Ireland's goal to have an engaged and scientifically informed public in Ireland. An engaged public feels confident to:

- understand the role of STEM in our lives.
- can judge between competing STEM arguments / engage in informed debate on STEM issues
- encourage young people to study and work in STEM.
- feels engaged with STEM research.

Applications should address this by showing how they contribute to Science Week by delivering in some of the following ways:

- increase the general public's engagement with STEM and its importance in society.
- stimulate interest, excitement and debate about STEM through accessible and entertaining interactions with the public to engage and inspire people of all ages and backgrounds with science, technology, engineering and maths.
- promote awareness and understanding of the importance and relevance of STEM to everyday life.
- reach a wide range of audiences including families, young people and adults without children and provide them with experiences of STEM that are fun, educational and engaging and which inspire curiosity.
- reach those audiences not normally engaged with STEM, as well as continuing to target existing audiences.
- enable national access to Science Week through a collaborative approach between the national coordination and local event organisers.
- promote STEM education and career pathways.
- giving participants opportunities, to design, create and make while exploring and experiencing STEM.

b) Target Audience/Participant Group

Across all categories special consideration will be given to projects which are designed to specifically engage with these groups/areas:

- socially, economically or educationally disadvantaged groups
- adults, in particular ages 30 - 55
- women
- localities/areas with limited access to Science Week events¹. Proposals that cover a number of these counties are encouraged.

¹Clare, Donegal, Dublin, Kildare, Kilkenny, Laois, Louth, Leitrim, Meath, Roscommon and Wicklow

Applicants should describe in their application why the audience/participant group has been selected and how the activity has been evaluated as appealing or engaging to this audience.

E.g. “golden tickets” or “special invitations may be effectively used to increase participation within the under-represented groups. *Museum context found that explicit invitations to previously excluded individuals from low socio-economic status backgrounds was an effective way to achieve greater participation (Jensen, 2013)*

c) Activity details

In 2017 eleven regional festivals were funded through the SFI Discover Programme Science Week Call. Previous evaluations found that festivals need to maintain high standards in the following elements to retain attendee participation and satisfaction, and all applicants should consider these in the planning of their festival:

- Offering something for every attendee
- Ensuring attendees learn something new and interesting
- The overall organisation of the event
- Easy to understand talks and hands- on workshops
- To inspire a greater interest in science among young adult attendees

Evaluations also identified the following as key areas to address in future festivals and these should be clearly addressed in applications for Science Week festivals or Family Days:

- Quality and diversity of programme of events
- Relevance of talks and workshops to everyday life and to every participant (e.g. sports and food science)
- Changing attendees’ perceptions of what a scientist is e.g. by moving away from conventional science venues, and ensuring presenters speak in accessible language and connect with audiences
- Ease of access, transport and parking
- Unusual, unique and intriguing venues which may help to peak interest as they allow attendees to visit venues that may usually be inaccessible
- Level of promotion of Science Week
- Catering

Applicants are also required to provide details of the content planned, where and when this content will take place and state how relevant the event time and location is to your target audience/participant group.

d) Outputs

A non-exhaustive sample list of the type of outputs which may be considered under the call, regardless of whether the application is for a festival or an event, is provided below:

- professionally produced content from science centres, visitor centres, performers
- collaborative content with Irish associations/councils e.g. Irish sporting associations, Irish food associations, local community groups/networks etc.
- university or institute generated content
- content developed through partnerships with local industries
- Show and tell style content, e.g. fire brigade, lifeboats etc.
- informal learning activities that encourage children and young people to engage with, and participate in, STEM activities outside the formal education system. These projects must aim to increase the uptake of STEM options at third level and beyond
- novel projects that encourage general public engagement with STEM – to create dialogue with the public and introduce STEM into the community to create these conversations
- projects that embrace wider partnership from the arts, social sciences and humanities, as well as STEM, are encouraged.

4. Applicant Eligibility

The Call is open to a wide range of people and organisations. Applicants are encouraged to make considerable effort to establish partnerships between varied stakeholders including:

- mediators and practitioners of science communication
- STEM festival organisers
- universities and institutes of technology
- science centres
- museums and other cultural attractions
- artists
- educators
- industry professionals
- academics in science, technology, engineering and maths (STEM)
- arts agencies
- production companies
- schools
- local authorities (libraries, city/county councils etc.)
- youth clubs
- community groups
- research institutes

Partnership projects (between different people and organisations, e.g. scientists and ethicists, educators and artists) are welcomed.

Proposals must be explicitly aimed at engaging audiences in the Republic of Ireland, however the subject matter can be international. Applications are welcome from organisations not based in the Republic of Ireland; however, they must demonstrate in their application how the project will explicitly engage with their target audience in the Republic of Ireland.

Applicants are required to apply through or partner with an organisation, such as an academic institution, charitable body, not-for-profit organisation or commercial company and supply the required background and financial information requested in the application form.

Science Foundation Ireland has a list of Eligible Research Bodies (which includes universities, institutes of technology etc.) – check list of Eligible Research Bodies [here](#).

If your organisation is included on this list, then your application must be signed off by the appropriate officer (typically the Research Office) within your organisation using the Eligible Research Body Cover Sheet available on SESAME.

Application are also welcomed from Non-Eligible Bodies (i.e. any organisation not included on the above list).

There are two categories of Non-Eligible Bodies

1. (a) **Non- Eligible Bodies – State Body** (e.g. city or county council) are required to complete, sign, stamp and upload the Non- Eligible Body State Cover Sheet available on SESAME. A senior executive within the organisation is required to sign the cover sheet indicating the organisation's support for the application.
- (b) **Non- Eligible Bodies – Other Organisation** (i.e. not an Eligible Research Body or a State Body) are required to:
 1. complete the Non-Eligible Body – Other Organisation Cover Sheet available on SESAME, providing details of the organisation's status, registration number, auditors, solicitors and bankers
 2. provide details of the organisation structure detailing positions and names of post holders
 3. provide a copy of the most recent annual report (if appropriate, i.e. if your organisation is required to publish an annual report)
 4. provide a signed copy of the most recent Audited Financial Statements (if applicable)²

This information must be compiled into a **single PDF file** and uploaded onto SESAME.

If you have any doubt about your organisation's status, please email discover.programme@sfi.ie for clarification. This must be done in good time before the closing date (minimum three days) to ensure that your application is completed and submitted before the deadline as no exceptions can be made in relation to the submission date for this, or any other, reason.

Applications will not be accepted from individuals and/or sole traders.

No employee or board member of Science Foundation Ireland may apply.

Applicants may submit more than one grant application under the Call to Science Foundation Ireland at any one time, provided the proposals are clearly differentiated.

Any previously unsuccessful projects are not eligible to apply for funding under this Science Foundation Ireland Discover Programme Science Week Call unless fundamental changes or developments have been made to the proposal and are clearly outlined. Please consult with the Science Foundation Ireland Discover Programme Call Manager in advance if you have any queries in relation to eligibility (discover.programme@sfi.ie).

The Project Lead is the person who has the main intellectual input into, and ownership of, the outcomes if the application is successful. This is the individual with whom Science Foundation Ireland will correspond about the application and who takes legal and fiduciary responsibility for the project. The Project Lead is normally considered by Science Foundation Ireland to be the grant holder.

² If your organisation is not required to produce audited accounts, management accounts signed off by an accountant will be accepted. Please contact discover.programme@sfi.ie if you have any queries in relation to this requirement.

5. Evaluation

Applicants will be required to outline the application category under which they are applying and how their project is clearly aligned to the call criteria as outlined in this guidance document. The applicants will also be required to outline the expected outcomes of the project and should detail the following:

Applicants should demonstrate their plan to formatively evaluate the event/festival by establishing clear goals which can be assessed pre- and post- event, for example engaging with members of the target audience to gauge interest and determine specific needs and expectations. The proposal should incorporate the insight gained into the plan to ensure the event/festival will be appealing to the target audience.

- impact evaluation questions – what is it you want to achieve by delivering this activity? Outline the questions which will be answered by the evaluation; they should relate to evidence that can be collected. Evaluation should be appropriate to the target audience; for guidance, consult the resources in the appendix.
- If the festival has been running for longer than three years emphasis should be placed on the long-term impact of the event/festival, this should be reflected in the impact evaluation plan
- Methodology – detail how and when the data will be gathered (please note a mixed method approach with methodologies appropriate for the different target audiences is recommended), see the appendix for suggestions.
- Data analysis – highlight how the raw data will be analysed and presented
- Dissemination – identify how the results of the evaluation will be disseminated among key stakeholders

Refer to the Science Foundation Ireland Discover Evaluation Toolkit [here](#).

On completion of the project applicants will be required to submit a final report (content and format to be defined by Science Foundation Ireland) outlining the impact and outcomes of the festival/event/Dublin family day.

SFI commissions an external evaluation of Science Week activity on a regular basis. The overall call will also be evaluated by combining the data and reports from the completed projects to look at the aggregated impact annually.

6. Finance

Projects applying for SFI Discover Programme Science Week 2018 Call funding may request funding at the following levels per application category:

a. **Science Week Festivals**

Three-year funding up to a maximum of €30,000 per annum, to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland for festivals which have received SFI support for three consecutive years or more.

NOTE: Festivals funded under this category will receive an annual letter of offer confirming funding and terms and conditions subject to successful review and budget availability.

or

- b. One-year funding to a maximum of €35,000 to organise, manage and deliver a Science Week Festival, in conjunction with the national Science Week campaign managed by Science Foundation Ireland if **an applicant** is proposing to run a new festival or existing festival which has been funded by SFI for less than three consecutive years.

c. **Science Week Events**

One-year funding up to a maximum of €8,000

d. **Dublin Science Week Family Day**

One-year funding up to a maximum of €20,000

Partner contributions both in terms of funding or otherwise (in-kind) should be clearly shown. Other sources of funding must be clearly identified in the application, including any income to be derived from the project. All costs must be justified and will be subject to cost scrutiny. The project must run in conjunction with Science Week 2018.

The schedule of funding will be set out in the Letter of Offer.

Costs requested can include:

- personnel and project management costs directly related to the project
- production costs, including venue hire
- equipment and materials
- project travel costs
- project administration costs where these are not already covered by other funding
- project publicity costs, including launch event costs

Ineligible costs:

- core overheads of the applying organisation not related to the project e.g. heating, rent, etc.
- expenses incurred in submitting an application

7. Submitting your Application.

a. Submission

Applications must be submitted via SESAME, Science Foundation Ireland's Grants Award System. Log-in details are required to access SESAME.

- If you are already registered on SESAME you can log in using the same email address; if you have forgotten your password, you can use the Forgot Password functionality to re-set it.
- If you have not previously been registered with SESAME, please email the following information to discover.programme@sfi.ie:
 - ✓ Project Lead Name
 - ✓ Email address
 - ✓ Registered Company Name
 - ✓ Legal Status: (e.g. company limited by guarantee, limited company, charity etc.)
 - ✓ Trading Name
 - ✓ VAT Number

A SESAME profile will be created for you and log-in details will be emailed to the email address provided.

Science Foundation Ireland's grants and awards management system, SESAME, is accessed using the Internet; no additional software needs to be installed. You can access SESAME online from any location. The configuration of some browsers and internet infrastructure (pop-up blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties, please contact your organisation's IT support team.

A User Guide for SESAME for applications under the SFI Discover Programme Call 2017 is included on the SFI Discover Programme Call page on www.sfi.ie.

Draft applications may be amended as many times as required but once submitted no further changes can be made.

Once submitted, applications cannot be withdrawn and subsequently modified for re-submission in the same Call.

Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the call take serious risk of encountering submission issues. The submit button will cease to be active at the indicated deadline.

Please note that SESAME will only accept applications until 13.00 hours (GMT) on **Tuesday 13th March 2018**.

No applications can be accepted after that time or by any other means.

A checklist of requirements is provided at the end of this document.

It is the responsibility of the applicant to ensure that eligible proposals are received by Science Foundation Ireland on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the guidelines in the Call documentation and to review the proposal document prior to submission.

b. Deadlines

Completed documents must be received by 13.00 GMT on **Tuesday 13th March 2018**.

On submission of your completed application an auto-generated receipt and proposal ID number will be sent to you via email.

8. Review Process

a. Process

Projects must be technically sound and have clear STEM content, either through direct collaboration with a qualified STEM professional (e.g. scientist, engineer) leading or acting in an advisory role.

Applications considered ineligible or uncompetitive for the programme, for example if the subject area addressed is not related to STEM, will not be reviewed.

All eligible applications will be subject to review based on the criteria set out below.

Results will be notified in May/June 2018.

The decision of Science Foundation Ireland will be final. Every effort has been made to develop a thorough and informed assessment process. Science Foundation Ireland reserves the right not to enter into any correspondence about the assessment process and/or any subsequent monitoring procedures.

b. Assessment Criteria

Reviewers of applications will be asked to comment on, but are not limited to, the following aspects of a grant proposal:

- the project team (suitability of the project lead and any partners and whether the skills required to deliver the project successfully are evident)
- the project details (clarity around what is being delivered, the diversity and quality of the programme being proposed, the plans to address the target audiences/participant groups identified, offering a programme for different audiences and the suitability of the venues and their facilities)
- budget and funding (project costs, value for money and leverage of funding from other partners)
- evaluation plans (formative evaluation for proposal, outputs and impacts, evaluation methodology, dissemination of learnings, strategic planning approach and appropriate exit strategy e.g. a legacy should the festival funding be discontinued/reduced, or the festival be discontinued.)

9. Publicity and Progress

Funded organisations will be required to acknowledge Science Foundation Ireland support on all marketing/publicity materials relating to the project. Science Foundation Ireland should be appropriately acknowledged in press releases, promotional / marketing materials, at events etc. Science Week/SFI branding should be evident at all Science Week events. Branding guidelines and the Science Week / Science Foundation Ireland logo, will be made available to successful applicants with the Letter of Offer.

Applicants should indicate how Science Foundation Ireland will be promoted / acknowledged within the marketing / promotion section of the application. In cases where SFI is the primary funder, Science Foundation Ireland may require more substantial acknowledgement of the role of the agency in supporting the project which may include naming rights as appropriate. Applicants should consider how this might be addressed in

the marketing / promotion section of their application. Failure to do so may delay the issuing of Letters of Offer.

All funded organisations will be required to submit a final report following the festival/event. The guidelines for this report will be issued in due course. Science Foundation Ireland will appoint a Project Coordinator from within the Science Week team to work with each Project Lead as the project progresses.

Regional Science Week Festivals are required to participate fully in the following elements being provided centrally by the Science Week team:

- a Regional Science Week Festivals page will be included on the www.sfi.ie website. Festival organisers will be required to provide information about their festival (format and details to be confirmed) and submit/update all events on the events database in a timeframe to be agreed with Science Week team.
- the Science Week team may provide content from the Science Foundation Ireland funded Research Centres and other providers which festival organisers will be required to include into their festival programme as appropriate
- regional festivals will be required to implement volunteer training for local front of house volunteers
- use of all appropriate branding materials and signage templates provided by the Science Week team

Science Week organisers are required to submit the details of their event to www.sfi.ie in advance of the event in keeping with deadlines set by SFI.

10. Application Submission Checklist

To allow Science Foundation Ireland to fully evaluate completed applications, you should:

1. Complete all sections of the application form via SESAME, Science Foundation Ireland's online grants and awards management system.
2. Upload a one-page (max) CV for the project lead and each of the project team members **written with relevance to this project**.
3. **Eligible Research Bodies** should complete, sign, stamp and upload the Eligible Research Body cover sheet (i.e. if your organisation is listed [here](#)).
4. **Non- Eligible Bodies – State Body** (e.g. city or county council) – complete, sign, stamp and upload the Non- Eligible Body State Cover Sheet available on SESAME.
5. **Non- Eligible Bodies – Other Organisation** (i.e. not an Eligible Research Body or a State Body) complete, sign and upload, as a [single PDF document](#), relevant cover sheet (Non- Eligible Body – Other Organisation Cover Sheet) and all required corporate / financial information as outlined in the Guidance Document/on SESAME.
6. Non-Eligible Bodies Only: Complete, sign and upload the Declaration of Bona Fides (available to download from SESAME).
7. Upload a description of your track record in STEM Education and Public Engagement (max 4 pages) (if applicable).
8. Upload any letters of support / commitment to the project from partners if appropriate. Letters of support are only required from relevant organisations whose contribution is a key element to the delivery of the project.

The above checklist is for guidance purposes only and Science Foundation Ireland will not accept any responsibility for omissions from this checklist or in an application. Applicants are advised to read all the documentation in full in order to provide a comprehensive submission.

a. Grant Conditions

The Science Foundation Ireland general terms and conditions can be found [here](#). For the purposes of grants awarded under the SFI Discover programme, the references made within the SFI General Terms and Conditions apply to:

- Research Body pertain to the Organisation receiving a grant offer under the SFI Discover programme;
- Principal Investigator pertain to the Project Lead on the project receiving a grant offer under the SFI Discover programme; and
- Research Programme pertain to the Project Title receiving a grant offer under the SFI Discover programme.

Terms and conditions specific to the SFI Discover Programme Science Week Call 2018 are listed below:

- Within 45 days of the completion of the project, a Final Report including an expenditure report shall be submitted. The Report should set out in detail the nature, amount of all expenditure transactions and the total funding for the project identifying both SFI's contribution and non-SFI funding, as well as verifying any partner or other sources of funding. The Final Report should list the major accomplishments of the programme and provide a breakdown of target audience participation, direct or indirect audience reach, how impact was evaluated etc.;
- Ensure that Science Foundation Ireland is credited and acknowledged in all promotional material in a prominent place in line with Clause 17 of the General Terms and Conditions. In addition to Clause 17:
 - ✓ Science Foundation Ireland should be acknowledged in all press materials (in the first paragraph), web site (at the top), collateral (on the front) and branding for event etc. Acknowledgement should indicate applicable Science Foundation Ireland support for specific events, speakers, lectures, etc. The Science Foundation Ireland logo and brand guidelines are available to download from the www.sfi.ie website. It is essential that the Science Foundation Ireland team is kept informed of any promotional activity, project progress and media plans;
 - ✓ Any printed materials e.g. brochures, reports, promotional materials, banners etc., must include the SFI logo in a clear and visible position in accordance with the SFI brand guidelines;
 - ✓ The Principal Investigator shall notify SFI at least 10 days in advance of any media activity (including but not limited to) photocalls, press releases, press briefings etc. pre-arranged by the Principal Investigator or their Research Body;
- Science Foundation Ireland (SFI) insists that projects funded or partially funded through the Discover Programme Call that engage with children or vulnerable people are compliant with Children First Act 2015 (see www.tusla.ie for guidance). All applicants, Research Bodies and institutions in receipt of funding from SFI are expected to abide by the aforementioned legislation. It is the responsibility of the applicant to ensure the project is compliant. Signing of the Award Acceptance Certificate confirms that the project will be carried out in full compliance with the legislation. Applicants are advised that SFI may audit compliance by applicants and Research Bodies to ensure the principles laid down in this legislation are followed within relevant projects;
- SFI should be formally notified in the event the programme does not occur. Under these circumstances, SFI requires the award to be returned in full at the earliest possible date and no later than four weeks after the proposed start date.

Compliance with Circular 13/2014 Management of and Accountability for Grants from Exchequer Funds

The Research Body shall comply with the requirements of Circular: 13/2014 - Management of and Accountability for Grants from Exchequer Funds issued by the Department of Public Expenditure and Reform on 26th September 2014, with specific reference to Section 5: Grantees Responsibilities.

Section 5 sets out a new statement of principles for Grantees, in respect of clarity, fairness, governance and value for money, in their management of and accountability for public funds, which include the following requirements:

- to submit the Annual Audited/Unaudited Financial Statements, as appropriate, without delay to the Foundation after the end of each financial year.
- to report in their financial statements the name of the Grantor and the amount of the grant awarded and the amount recorded in the current years accounts, if different.
- in the case of funding being provided as part of a co-funding arrangement, the Research Body is required to provide annually to the Foundation a declaration as to source and amount of all other funding, that there is no duplication of funding for the same activity/project and state if Exchequer funding from all sources exceeds 50% of total income.
- Confirmation that the Research Body has adequate financial control systems in place to monitor granted funds and that the State's investment is protected and will not be used as security for any other activity without prior consultation with the Foundation.

Appendix

STEM Education Guidelines

<https://www.education.ie/en/The-Education-System/STEM-Education-Policy/stem-education-policy-statement-2017-2026-.pdf>

Festival development and delivery

Concannon C., & Grenon M. (2016) "Researchers: share your passion for science!": 1507-1515.

Dawson, E. (2014). Equity in informal science education: developing an access and equity framework for science museums and science centres. *Studies in Science Education*, 50(2), 209-247.

Dowell, E. (2014). Einstein's Garden 2009–2014: Unexpected encounters with science. *Journal of Science Communication*, 13(4), C06.

Riise, J., & Alfonsi, L. (2014). From liquid nitrogen to public engagement and city planning: the changing role of science events. *Journal of Science Communication*, 13(04), C03.

Evaluation

- Evaluating impact

www.evalfest.org

- Building an evaluation strategy, designing questionnaires and avoiding bias

<http://www.rcuk.ac.uk/documents/publications/evaluationguide-pdf/>

- For evaluation methods, identifying learning outcomes and question banks

<http://www.artscouncil.org.uk/generic-social-outcomes/capturing-impact#section-3>

- Public engagement guidance document

<https://www.manchesterbeacon.org/app/webroot/files/manchester-beacon-pe-evaluation-guide.pdf>

- Mixed method evaluation

<http://eprints.uwe.ac.uk/33602/1/UWE%202017%20BSA%20Science%20Festival%20Network%20Evaluation%20Report%20web.pdf>