



Engage competition 2014

Definitions

NCCPE/We/Our: The National Co-ordinating Centre for Public Engagement which comes under the administration of the University of the West of England, Bristol and University of Bristol.

Applicant: The person submitting the entry form and their associated colleagues and partners.

Terms and conditions

General

Entry to the competition is free.

The NCCPE reserves the right to cancel this competition or alter the rules at any stage, if deemed necessary in its opinion, and if circumstances arise outside of its control.

Entries

We will only accept entries submitted via the online form.

All entries must be submitted in English.

The closing date for entries is 31st March 2014 at 5pm. Entries submitted after this date will not be accepted.

Entries that are incomplete will not be valid.

The NCCPE will take no responsibility for lost, corrupted, delayed or mislaid entries.

You cannot submit an entry on behalf of someone else. The project must have been initiated by one of the applicants.

Applicants will be invited to submit photographs and videos with their entry. These will automatically be put forward for special prizes in potential photo/video categories. The chances of winning the overall prize are not reduced if you do not submit photographs/videos.

Applicants

The lead applicant must be a current member of staff or student at a UK Higher Education Institution or Research Institute.

Applicants do not need to work for the same organisation/institute where the project was initiated.

The competition is open to individuals or groups, but group entries must be submitted by the one named applicant who is the main contact for the competition.

Entries can be submitted by teams of any size. However there are limited spaces at the final event.

Applicants need to demonstrate that they have support to participate in the competition from their current institution by providing a reference from their line manager.

Applicants are expected to inform and gain permission to participate in the competition from all parties involved in the project. The NCCPE has the right to withdraw any entry and prizes that fail to evidence this.

Applicants are expected to acknowledge all partners involved in the coordination and delivery of the project in the entry form.

Applicants are expected to inform all partners of entry into the competition. Only one entry per project will be accepted.

Project

The project must be an example of public engagement with research and/or researchers.

The project must have already taken place (or be on-going where this is the nature of the project).

The project must have taken place in the last 3 years.

The project must involve at least one Higher Education Institution or Higher Education Research Institute.

Prizes

All prizes will be awarded to the employing institution of the winning lead applicant.

The winning project will be awarded a £2500 prize to either continue, share or develop their existing project or to support a new public engagement project.

Up to five categories will be chosen and each category will have a winner and runner up. Category winners will be awarded a £1000 prize to either continue, share or develop their existing project or to support a new public engagement project. (Please note, the categories will be chosen after the closing date.)

All winners will be expected to provide a full breakdown and justification for how the prize money will be spent for approval by the NCCPE within 2 months of being notified of having won the prize. Prize money will be released following this approval process. Failure to do so may result in forfeiture of the prize.

The prizes are as stated, are not transferable and no cash or other alternatives will be offered.

The winner(s) is (are) responsible for expenses and arrangements not specifically included in the prize.

Entries that do not fulfil the eligibility criteria will not be considered.

Failure to respond and/or provide an address for delivery may result in forfeiture of the prize.

Judging and judges

The decision of the judges is final.

Applications that do not meet the criteria will be removed by the NCCPE. Entries will be assessed by a peer review to generate a shortlist. The entries in the shortlist will be sent to a judging panel made up of people from a cross-section of relevant fields. Each category shortlist will be assessed by at least two of the judges on the judging panel who will be responsible for choosing up to 4 finalists in each category. The judging panel will be responsible for choosing the category winners and runners up and overall winners and runner up.

There will be 5 criteria that applications will be judged against, which underpin the main objectives for the competition. These will be: Intention of the public engagement activity, Mutual Benefits of the project, Innovation, Quality and Sustainability. The criteria are described in more detail in the Competition Criteria document available on the competition web page.

Finalists

The finalists agree to the use of their name, institution, project and associated materials for promotional activities and competition legacy.

All shortlisted entries will be made public and this will then form a permanent online repository of good practice on the NCCPE website and associated websites.

At least one person per finalist application will be expected to attend the final event and showcase their project.

Applicants are responsible for sourcing/covering their own travel costs and expenses for the final event.

Each entry will be allocated up to three free spaces at the final event. It is up to the applicants to decide who will attend. Further places may be available subject to availability.

Permissions

All applicants will be asked to declare that the information they provide is original, complete, true and accurate.

Applicants will retain the copyright of the photographs, images and films that they submit. By entering the competition, all applicants grant to the NCCPE (under administration of the University of the West of England, Bristol and the University of Bristol) the right to publish their photographs and films and to use the image(s) in any of our publicity and marketing materials and on its website. While we make every effort to credit photographers, including in printed reproductions of work, we cannot guarantee this. As such, you hereby grant to the NCCPE a non-exclusive, royalty-free licence to reuse and/or reproduce works for any purpose based on your submission without any obligation to compensate you.

Contact

Please contact engage.competition@uwe.ac.uk with any queries.