

Requirements for funded projects

Sciencewise-ERC project funding is provided by the Department for Business, Innovation & Skills (BIS). In order to fulfil grant obligations, the following items should be taken into consideration. They should be included where appropriate in the project specification for the Invitation to Tender and reflected in delivery contracts where appropriate. Commissioners should decide whether they provide the information requested themselves, or pass this to the deliverer's project manager, checking any resource implications and including provision in the budget.

Commissioning

It is a requirement of funding that the commissioning team set up to evaluate and select the delivery contractor must include the Sciencewise-ERC Projects Manager and a Sciencewise-ERC Dialogue and Engagement Specialist (DES).

- **Evaluation report:** All projects must be independently evaluated (by someone not part of the delivery or commissioning team), according to the framework provided by Sciencewise-ERC (**SWP07**). It is expected that the evaluation report will be published.

1. Reporting and monitoring

1.1 Each project must provide regular **updates on progress** to the Sciencewise-ERC team at an agreed frequency. This will take the form of:

- **Monthly updates** by e-mail or telephone at the end of each month to update on activities carried out and to inform of planned activities for the coming month.
- **Project Progress Report** - this is a formal progress report (**SWP05**) that must accompany each invoice submitted to Sciencewise-ERC. It describes activities conducted within the reporting period (i.e. since the last invoice), planned activities for the next period, any issues, any promotional opportunities, and a summary of financial expenditure.

1.2 Each project has its own section on the **Sciencewise-ERC website** (www.sciencewise-erc.org.uk). It is important to keep the project information up to date. Information provided to the Sciencewise-ERC team on project progress may be added to the project's page and will be approved by the Sciencewise-ERC Projects Manager before being uploaded. Other project materials need to be provided for the project section on the website as appropriate - e.g. final report, evaluation report, electronic versions of discussion packs, press releases etc. This is a great opportunity to promote and showcase the project. There is also a facility to upload documents for restricted access through our permission-based log-in system.

1.3 The project will be monitored on behalf of BIS by a Sciencewise-ERC officer (usually a DES) to ensure that it complies with the

Government's Approach to Public Dialogue on Science and Technology (our 'Guiding Principles') - project contractors will therefore need to co-operate and provide access to activities as requested.

- 1.4 A nominated lead contact for the project will be required to attend a maximum of two half-day Sciencewise-ERC **project managers' meetings** in London, to feed back on progress and share learning. This can be the commissioning agent or the delivery contract manager (or both).
- 1.5 On completion of the project (or earlier if requested) we will develop a **case study** to share learning and promote project achievements. This involves the DES and project team completing a case study template in consultation with the delivery contractor and will also capture the learning from the project. This will be printed and will also be uploaded to the Sciencewise-ERC website.

2. PR/media

- 2.1 The project team will be required to liaise with the Sciencewise-ERC Marketing Team to ensure that all relevant project materials etc. are **joint-branded** (we supply logos etc.) and that appropriate **press materials** contain the Sciencewise-ERC boilerplate explaining what the programme is about.
- 2.2 Timing of major project **press announcements** and associated press releases must be approved by Sciencewise-ERC and the BIS press office in advance. These include any announcements about:
 - the start of the project
 - appointment of the successful delivery contractor
 - launch of the results

Media work during the course of the project will be the responsibility of the delivery contractor and not subject to formal approval. However, the Sciencewise-ERC team will provide help and advice if needed. The delivery contractor

and/or commissioning agent should alert the Sciencewise-ERC Projects Manager and DES if they become aware of any press coverage during the course of the project which is likely to be controversial or affect the project and which may require a Government response.

- 2.3 We want to maximise any **press/media engagement** and ensure that Sciencewise-ERC and BIS funding is acknowledged in any project communications. Sciencewise-ERC will need to attend any project media briefings and project launches and our marketing and PR team will be on hand to provide assistance if this is required.

3. Project materials

- 3.1 Project deliverers are requested to **record video/DVD footage** of project events involving participants and to secure agreement via a consent form for the material to be used on the Sciencewise-ERC website, at events and in presentations to policy makers.

Note: this material is particularly powerful in persuading others of the benefits of carrying out and taking part in dialogue. However, some participants may be discouraged from taking part if they are recorded or might wish to remain completely anonymous. Permission slips are required for recording individuals or small groups; wide shots or general footage, which does not identify individuals, do not usually require permission slips but care should always be taken to check current guidelines.

Project deliverers are also asked to record (sound only) some of the discussions or comments which can also be used in podcasts on the website – this will be useful if people do not wish to be identified but are willing to have their voices heard anonymously.

- 3.2 **Project materials** used during the dialogue activities e.g. briefing documents, dialogue packs, DVDs, CDs, presentations etc. should be made available by the commissioning department/agency to the Sciencewise-ERC team for uploading to the website.