**Participatory Science Platform — Otago Region**

**Project Funding Guidelines: Round 7 (2019)**

**Introduction: The Participatory Science Platform (PSP)**

The Participatory Science Platform (PSP) is designed to encourage communities — particularly young people, educators and scientists — to work together on collaborative science projects so that they become more enthused and informed about the role that science plays in their lives.

The *Otago Science Into Action* (OSIA) team is the Pilot Area Lead organisation, or PAL, in the Otago region. The OSIA team is available to assist community groups and scientists to develop their ideas into potential participatory science projects. **Groups can apply, using the attached application form, for PSP Project Funding of up to $20,000 (excl. GST) to help progress these projects.**

**Introduction: PSP Projects**

PSP projects must:

* Be locally relevant and resonate with their community;
* Have scientific value; and
* Provide quality teaching and learning opportunities.

**PSP projects are likely to involve:**

* Planning together and progressing the research question;
* Collecting and analysing data;
* Translating data into insights; and
* Sharing and using knowledge within the community.

Projects should be undertaken in close partnership between the community group and the scientist(s) involved, with each providing substantial input by way of time, labour and expertise. Project Funding is available to part-fund projects to support planning and progressing the research (e.g., travel, meetings and liaison costs), as well as project tools and materials costs not otherwise available to the project partners.

*Note:* PALs are available to work with potential applicants to assist with idea development and provide guidance on the preparation of the components of the funding application. PALs cannot, however, be directly involved in the preparation of funding applications and are required to avoid any actual, potential, or perceived interest in the allocation of funding to projects.

**Scope[[1]](#footnote-1)**

Either the community or science sector based partner in the research project collaboration may apply for funding so long as all eligibility criteria are met. Any type of community group is able to apply — these may include students, schools, kura, community-based organisations, businesses or Maori organisations and collectives. Please note the following points when designing your project:

1. It is anticipated that most projects will involve engaging youth (e.g., classes, schools or youth groups) along with an educator(s) or education expert(s) at some stage. All projects should ensure a strong focus on capturing and imparting the learning and enthusiasm generated.
2. There must be a legal entity (e.g., a Trust, school, charity, research provider, etc) with which the PAL can contract with on behalf of the project, and to whom the funding will be paid if successful (i.e., either the community group or the research partner).
3. Projects must be completed & reported by June 2020 unless otherwise agreed with the PAL.

Outside of the funding and eligibility criteria listed in Appendix 1, there are no restrictions as to the scope or topics of projects that can be applied for within the funding available.

**Assessment Criteria**

Applications will be assessed for their alignment to the core assessment criteria for the Participatory Science Platform. These criteria will be evenly weighted:

1. **Community relevance and participation** — i.e., will involve community members, be locally relevant and be driven (directly or in partnership[[2]](#footnote-2)) by community-based champions.
2. **Scientific partnership and value** — i.e., tackling a substantive scientific question in active partnership with a scientist(s); and
3. **Educational / Pedagogical rigour** — i.e., offering enduring educational value and two-way learning for those involved.

In addition to the above core criteria, the following assessment criteria will also be applied:

1. **Project Plan for Delivery** —Is there a logical framework to the project plan with clear milestones in place, including for project communication and dissemination? Does it involve an appropriately skilled team with sufficient resources?
2. **Value for Money** — Does the project represent a reasonable amount of activity for the investment and the questions being addressed? Are both partners making appropriate contributions, in terms of time and resource commitment (e.g., in-kind support) given the project’s goals? Will the project leverage off other organisations, resources, &/or initiatives?

**Assessment Process**

**Each PAL will establish a process to assess project applications against the above assessment criteria. PALs will decline applications that they assess are not eligible or do not otherwise meet the assessment criteria. Potential conflicts of interests will be avoided or otherwise managed to ensure a rigorous process is followed.**

**The final decision on the allocation of funding will be made by the PAL. PALs will also take into consideration issues such a portfolio balance (e.g., spread of project types, regional distribution, etc) before making final funding decisions. In some instances an approval for funding may be given contingent upon the applicant making some modification to their application.**

**Submission Details**

* **The deadline for this call for Project Funding is: Noon, Thursday 7 March 2019.**
* Applications should be submitted by email to: [craig.grant@otagomuseum.nz](mailto:craig.grant@otagomuseum.nz)

***Note:* Please delete these Guidelines and the following Appendix before submitting your final proposal.**

**Appendix 1.**

**FUNDING AND ELIGIBILITY CRITERIA**

PSP Project Funding can be used to part-fund science professionals and community groups, schools, businesses, Māori collectives and other such organisations to plan together and progress research projects. This includes establishing the research question(s), data collection methods, engagement plan, data analysis plan and knowledge translation strategy for the project (for example travel, meetings, and liaison costs). In addition, eligible costs also include research tools or consumables related to taking a project forward that would not otherwise be accessible to community partners.

PSP Project Funding cannot be used for:

* An existing research project where the status quo is proposed;
* Activities that are part of a project participant’s usual programme of outreach and public engagement;
* Preparation, publication and distribution of pamphlets, magazines, books, websites, CDs and DVDs, other than those prepared to promote an event or project;
* Projects that compete with, or duplicate initiatives already part of the *A Nation of Curious Minds – He Whenua Hihiri I Te Mahara* strategic plan or other existing initiatives; or
* Capital expenditure other than research tools or consumables related to progressing a project that would not otherwise be accessible to community partners.

In addition, project applications must:

* Demonstrate how community partners will be fully integrated into the research project, including becoming engaged in guiding the research ideas and questions, collecting the data and disseminating the results.
* In instances where an application relates to an existing or ongoing research project (which has local relevance and collaboration/support) it must demonstrate how it enhances and extends that project in a meaningful fashion.
* Be based within the Otago region, as defined by the Otago Regional Council boundary.
* Be submitted by a legal entity with an IRD number for contracting purposes.
* Be submitted either by the community or science sector based partner in the research project collaboration.

**Participatory Science Platform — Otago Pilot**

**PSP Project Funding**

**Application Form — Round 7 (2019)**

*Explanatory notes and comments are provided in italics.* ***Please delete this text in italics once each section is completed.*** *Completed applications should then be submitted,* ***by******noon Thursday 7 March 2019****, to:* [*craig.grant@otagomuseum.nz*](mailto:craig.grant@otagomuseum.nz)*.*

*Note: Please also delete the preceding Project Funding Guidelines & Appendix before submitting.*

**SECTION 1. PROJECT DETAIL**

1. **Applicant** — *The applicant must be a legal entity with which* *the Pilot Area Lead can contract.*

|  |  |
| --- | --- |
| **Applicant:** |  |
| **IRD Number:** | *IRD number of applicant / contracting organisation* |
| **Contact Person:** |  |
| **Telephone - landline:**  **Telephone - mobile:** |  |
| **Email:** |  |
| **Postal address:** |  |

1. **Project Title:** *Provide a short name to identify your project*
2. **Key groups, individuals and partners** *— List key groups or individuals involved and outline their role in the project. At least one science partner should be named. Where relevant, include any staff from allied partners/stakeholders (e.g. government agency, regional councils, business).*

|  |
| --- |
| **Community Group Names & Role:** |
|  |
|  |
|  |
|  |
| *Add additional lines below as required* |
| **Science Partner(s):** |
| *Add additional lines below as required* |

1. **Project Start Date:** *This date should be no earlier than 15 April 2019.*
2. **Project End Date:** *This date should be no later than 19 June 2020.*
3. **Funding Requested:** *This figure must not exceed $20,000 (GST excl.)*

**SECTION 2. Project outline**

*Succinctly outline, using the sub-headings below, what you are seeking funding for and why.*

*Note: This section should not exceed four pages* ***and primarily relates to Assessment Criteria 1–3****.* ***Please delete text in italics once each sub-section is completed.***

**Project Title:** *From previous page.*

**Project Outline:** *Clearly state your research idea and/or question (what need or question are you addressing) and outline how this project will tackle it. Provide a clear sequence of steps for the scientific process and methodology involved. In depth experimental detail is not required.*

***Note:*** *This section, together with the project leader’s contact details, will become publically available if successful, and may be listed on the Curious Minds & Otago Science Into Action websites.*

**Community Significance**

* *Explain the project’s importance for your community? — i.e., what is its significance or relevance to your community and how has it captured the community’s imagination?*

*Note: This may involve the scale/extent of the area, flora/fauna or people impacted.*

* *Outline the benefits (i.e., impact) the project will have for your community? Include the group(s) your project will target and the anticipated numbers of people it will reach/impact.*

**Community Buy-in/Engagement**

* *Briefly outline who your community group represents and how it was formed.*
* *Describe to what extent the community is supporting and engaged in the development of the application — i.e., outline the community participation to date in the project.*
* *Outline the expertise of key community team members and what they will do in the project.*
* *Describe any contributions (time, resources, financial, etc) that will be provided to the project, and for what purposes.*
* *Describe how the wider community will be engaged over time, and how they will adopt and use the project’s results. Include any social media and on-line channels that will be used to engage with, and communicate to, the wider community.*

**Scientific Partnership and Value**

* *Identify the partner scientist(s) and describe how their expertise is appropriate for the research question being tackled.*
* *Describe the degree of scientific challenge involved in tackling your research question.*
* *Describe how the community will actively participate throughout the scientific process, and, upon completion of the research, in the interpretation and implementation of results.*
* *Outline any future phases anticipated beyond the completion of this project (if applicable).*

**Educational / Pedagogical Rigour**

* *Describe any involvement of learners and teachers (or education mentors) in the project.*
* *Outline how the learning from the project will endure within the community.  
  Note: If schools are not involved at this stage, indicate how they might they be engaged during the course of the project (if appropriate).*
* *Describe how two-way learning will occur between the community group & scientist(s) involved.*

**Additional information**

*Briefly highlight any other strategic importance or benefits of this proposal, and/or the applicant team’s’ ability to successfully deliver the project, not already covered above.* *This may include business or industry involvement, and/or the success of the team at delivering related initiatives.*

**SECTION 3. PROJECT PLAN**

*Draw out key project deliverables from the above section into the table below. This table will serve as a contracting and reporting schedule for successful projects. Note: This should be 1–1.5 pages* ***and primarily relates to Assessment Criteria 4 and 5****.* ***Please delete text in italics once completed.***

|  |
| --- |
| **Project Objective(s):**  *Summarise the key research idea(s) or question(s) being tackled in the form of objective(s)* |
| **Science Milestones:**  *List key technical achievements anticipated incl. expected dates. Include scientific publication(s) or presentations that might arise, even if completion falls outside the project’s end date.*   * *E.g. Complete initial sampling of ???? by June 2019.* * *E.g. Test prototype design of …. by July 2019.* * *E.g. Test**two alternative methods of….November 2019.* * *E.g. Submit a paper to the 2020 NZ ???? conference / journal.* |
| **Community Milestones:**  *List the key means by which the project and results from the project will be communicated and discussed with the community (including dates where relevant).*   * *E.g. Host a field day involving… by August 2019.* * *E.g. Distribute monitoring kits to… by November 2019.* * *E.g. Community workshop held by March 2020.* |
| **Educational Milestones:**  *List key initiatives that will help integrate project outcomes into educational processes/benefits:*   * *E.g. Establish a science club module incorporating test kits by June 2019.* * *E.g. Establish a peer-peer network between schools/classrooms by August 2019.* * *E.g. Use sampling days X & X to explore a ???? science theme with community participants.* |
| **Partners Contribution:** *List any contributions (cash or in-kind) that the partners (community group, scientists as well as business/industry (where applicable)) are providing to the project.*  **Community group:**   * *E.g. Approx. ??? hours of volunteer labour equating to $?,???.* * *E.g. Loan of a BBQ, gas and tent for a community workshop etc.* * *E.g. Education partner providing 5 x days of expertise & resources equating to $?,???.* * *E.g. Industry partner providing sponsorship of $.... or staff/resources equating to $?,???.*   **Science partner:**   * *E.g. 5 x days of Dr Helper expertise equating to $?,???.* * *E.g. Prepare, sequence and analyse the composition of ?? samples equating to $?,???.* |
| **Next Steps:**  *If the project is successful what will be the next steps or phases?*   * *E.g. Establish volunteer roster to…* * *E.g. Connect with …. schools to…..* * *E.g. Scale to regional, national level with respect to….* * *E.g. Apply to….* |

**SECTION 4. BUDGET**

*Provide a budget detailing the main expenditure that Project Funding is being sought for.*

*All figures supplied should be GST excl. The total must not exceed $20,000.*

|  |  |
| --- | --- |
| **Expenditure Type** | **$** |
| **General Operating Expenses *[Briefly detail]***   * *Equipment – e.g., measurement kits/sensors; shade cloth; hire digger, robotics parts; etc.* * *Personnel costs – e.g., teacher release day cover.* * *Other costs not covered above or below.* |  |
| **Travel and Meeting Costs *[Briefly detail]***   * *E.g. travel to field sites* * *E.g. meeting and workshop costs- food, room hire etc* |  |
| *Add additional rows as required* |  |
| **TOTAL (GST excl.)** |  |

**section 5. DECLARATION**

By completing and submitting this form I confirm that:

* the information in this application is true and correct;
* the activities proposed in this application are not currently funded by another party and have not received approval for funding from any other party;
* all parties mentioned in this application who are not employed by me/my organisation have confirmed that the nature and level of their involvement in the work described in the application is correct;
* I acknowledge that the information received and generated by MBIE in relation to this application may be released by MBIE or if required by law, including in accordance with the requirements of the Official Information Act 1982 or the Privacy Act 1993;
* I acknowledge that the assessment process will involve a degree of subjectivity and that final investment prioritisations will include a consideration of overall merit relative to other applications, and agree to accept and abide by any decision; and
* I agree to participate in appropriate communication, evaluation and reporting activities as reasonably requested by the *Otago Science Into Action* team*.*

|  |  |
| --- | --- |
| **Name:** | **Date:** |

*Note:*

* *Please delete preceding Guidelines and italics text in this Application Form before submitting.*
* *Completed applications should be submitted as Word Documents by the deadline of* ***noon Thursday 7 March 2019*** *to:* [*craig.grant@otagomuseum.nz*](mailto:craig.grant@otagomuseum.nz)*.*

1. **Further information is available at** <http://www.curiousminds.nz/discover/article/4/38/participatory-science-platform> [↑](#footnote-ref-1)
2. Project concepts may originally be seeded by researchers, but need to be adopted and co-owned by the community. [↑](#footnote-ref-2)