**Frequently Asked Questions**

**Q: What is the process of assessment and award?**
A: Applications will be assessed by a panel of markers against a standard assessment criteria. Each application will be assessed by two markers and moderated. We aim to announce awards w/c 8th March. Successful applications will be assigned a member of the PPS team whose specialism aligns with the project themes, who are available for questions and regular support.

**Q: Do I need finance approval?**
A: You don't need to go through WorkTribe for this funding.

**Q: ARIs for some departments seem quite generic. Do applications need to target the same broad area, or can the engagement be on a specific topic within that wide area?**
A: As long as the ARI indicates interest from the department on your research topic, the ARI does not have to reference directly your focused area of research. However, if available, please provide any policy documents from the department such as strategies or reports that indicate departmental interest to support your assertion.

**Q: Can the funding be used as part of overall funding for a larger research project?**
A: Yes, the funding can be used to accelerate engagement for current research projects. However, funding can also be used to build out networks and create relationships that may lead to letters of support from policy makers for future research bids.

**Q: In the application it says 'how' will you carry out the engagement, please elaborate what kind of methodology you are looking for in the answer.**
A: We are looking for a description of how you will engage with policy makers, for example the development of a policy brief with the research team from a project.

**Q: How do I monitor and evaluate impact of research? Is this qualitive or quantitive?**
A: We are looking for how you will gather evidence that the engagement has had an impact on the civil servant or policy development process. For example, a personal reflection detailing what you have learnt and who you have met, or a letter from a civil servant detailing how their engagement with you was useful. Monitoring could include evidence that the network you have developed has endured, such as details of a follow up meeting with the civil servant and yourself six months after the initial contact.

**Q: Do I need to identify the relevant civil servant in my application?**
A: No, we are expecting researchers to engage via the emails provided in the ARI database. We expect you will meet and learn who the most relevant civil servants to your research area are through the delivery of the project. We do not expect a letter of support from policy makers as part of the application. An outcome of the project is to get to know civil servants who will become part of your professional network.

**Q: Should I list all relevant ARIs in my application, or should I focus on one?**
A: Please include multiple ARIs where relevant to your research. However, it is also fine if only one is relevant. This will not affect the strength of your application.

**Q: Do I need to tell my head of department?**
A: Only if you are asking for time away from teaching.