**Faculty of Health and Life Sciences**

**Participatory Research Funding**

**To apply for Participatory Research Funding, you will need to complete this form and submit it via email to the Faculty Public Engagement Team –** **HLSEngagement@liverpool.ac.uk**  **by Friday 7th November 2025.**

The Faculty have been awarded ~£45k to support participatory or co-produced research. Whilst there is no strict maximum funding amount you can apply for; we expect most applications to be between £2-10k. Applicants are expected to provide a breakdown of their budget and in some circumstances the Faculty may offer to provide a partial grant. Applicants will be contacted with the results of their application by the end of **November 2025**.

You can read more about projects we have funded previously [here](https://www.liverpool.ac.uk/health-and-life-sciences/engage-with-us/public-engagement/opportunities-and-support/funding/participatory-research-funding/). On Wednesday 15th October 1-2pm, the Faculty Public Engagement team will be running a Tips and Treats training session about the grants scheme – with advice on how to complete your application and details of previous successful projects. Book your slot [here](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&token=7d24f8a7f530499bbaf94f924c8afa82&id=MVElUymxEECG4UdL_X6AdstfyD9cTgFDgJLOQANDsjFUQzI2UERPMTA1SllPQktaNTNENk9BQjBDMy4u).

All successful applicants will be expected to:

* Complete their project by the end of June 2026.
* Submit an evaluation at the end of the grant.

All grants are funded via Research England’s Participatory Research funding allocation.

# Guidance for Applicants

Participatory or co-produced research involves working closely with the wider public/users of research to ensure that they have an input into the research that could impact on their lives. It allows members of the public the chance to share their experience, needs and preferences, and gives more ownership to communities to implement findings, all of which can strengthen research outcomes. Research England’s vision is to deliver world-class research with transformational real-world application, developing the skills and talents of the workforce, and Participatory Research is a key element in realising that vision.

For the purpose of this funding, we broadly define Participatory or Co-Produced Research as:

***“Research being carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them.  It is an active partnership between members of the public with researchers that influences and shapes research.”***

Participatory Research funding can be used to cover the **costs of co-produced research** and **to run capacity-building activities** such as:

* Pilot projects using innovative models and methodologies for participatory research
* The development of materials to support researchers interested in developing their skills in participatory research
* Public engagement activities that are related to participatory and co-produced research
* Case studies and evidence of impact of co-produced research

Below are some general examples in how the public can be involved in co-producing research on a practical level:

* As joint grant holders or co-applicants on a research project
* To help identify and shape research priorities
* As members of a project advisory or steering group
* In focus groups throughout the project to help direct outcomes
* Carrying out research as user and/or carer researchers

This fund can be used for a new project or initiative, or to build on a successful project.

# Eligibility Criteria

* All academic and academic-related staff, all researchers at postdoctoral level and above, and all postgraduate research students in the Faculty of Health and Life Sciences are eligible to apply for a grant. Applicants must be in post until at least June 2026.
* Undergraduate and postgraduate taught students cannot apply directly for this fund, as the focus is on researchers. However, activities involving these students will be considered for funding.
* Projects must be completed by the end of June 2026.
* The activities must engage with an audience outside of the University e.g. community groups, school students, families.

For full details of eligible and ineligible costs, please see Appendix 1

|  |
| --- |
| **COMPLETING THE FORM -** **Once the application has been completed, please send to**  ***HLSEngagement@liverpool.ac.uk*** **by Friday 7th November** |
| **Title of Activity:** |
|  |
| **Amount of funding requested**  |
| We expect most applications to be between £2-10k. Please write the total amount of funding that you are requesting in the space below: |
| **Details of Lead person** |
| **Name:** |  |
| **Institute:** |  |
| **Department:** |  |
| **Job title/role:** |  |
| **Email:** |  |
| **Contact phone number:** |  |
| **Co-applicant details (if applicable)** |
| **Name:** |  |
| **Institute:** |  |
| **Job title/role:** |  |
| **Email:** |  |
| **Activity Details**  |
| **Q1. Please provide a brief description of the project.** You should address the following questions:* What are the aims?
* Who and how many people will be involved? (Include both staff/students and members of the public)
* What will be done?
* What is the timeline?

*(600 words maximum)* |
| **Q2. Please describe the anticipated outcomes of the project**You may want to think about whether it will have an impact on any of the following areas:* Your research
* The staff/students involved
* The public involved

 *(500 words maximum)* |
| **Q3. Please summarise how you will evaluate the activity.** You may want to consider:-What evaluation methods you will use-What success looks like and how it will be measured against the aims-What the potential impact of the project will beAll successful applicants will also be required to submit a case study at the end of the grant*(350 words maximum)* |
| **Q4. Do you anticipate that there will be a legacy, or potential legacy of the project? *(400 words maximum)*** |
| **Q5. How does your activity / project align with the aims of this funding pot?** *(250 words maximum)* |
| **Will there be any collaborating partners?**  |
|

|  |  |
| --- | --- |
|  | **Yes** |
|  | **No** |

**If yes, please specify the organisation below.** |
| **Organisation name:** |  |
| **Costing Information**  |
| **Please provide a breakdown of the funding requested to support this activity. This should include, where relevant for the activity, a cost breakdown for consumables, travel, equipment, marketing and events. FEC costs must not be applied. Please also include details of any match-funding or in-kind support secured.** |
| **Head of Department/ Institute Declaration** |
| As Head of Department/ School/Institute, I am aware of this application and have given the project my support.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Name: |  |

 |

**Appendix 1 – Costing your project**

This funding is allocated to:

* + Support participatory or co-produced research.
	+ Strengthen research outcomes by involving the communities and users of research, better recognising their experience, needs and preferences, and giving greater agency to communities to implement findings.

For the purpose of this funding, we broadly define participatory or co-produced research as:

*“Research being carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them. It is an active partnership between members of the public with researchers that influences and shapes research****.”***

Funds can be used to cover the costs of co-produced research and to run capacity building activities such as:

* + Pilot projects using innovative models and methodologies for participatory research.
	+ The development of materials to support researchers interested in developing their skills in participatory research
	+ Public engagement activities that are related to participatory and co-produced research

To be eligible, activities must engage with an audience outside of the University e.g. community groups, businesses, school students, families.

Below are some general examples in how the public can be involved in co-producing research on a practical level:

* + As joint grant holders or co-applicants on a research project.
	+ To help identify and shape research priorities.
	+ As members of a project advisory or steering group.
	+ In focus groups throughout the project to help direct outcomes.

Funding **should NOT** be used for

* + Full economic costs and other overheads.
	+ PI time / buyout / funds for temporary staff to cover teaching.
	+ Capital expenditure such as building and refurbishment works, significant purchases of equipment, and depreciation costs.
	+ Student tuition fees, stipends, and research support fees.
	+ Staff / student attendance or participation at general academic conferences, including fees, travel, and subsistence.
	+ Honorarium payments.
	+ Standard computer equipment, mobile phones, tablets, software license costs.
	+ Equipment maintenance contracts – including server maintenance.
* Funding for the continuation of research previously supported by a project grant.
	+ Bridge funding of a postdoctoral researcher between research grants to support the continuation of research.
	+ Work placements and secondments for staff or PGR students that are not linked to the aims and objectives of the scheme.
	+ Support for internal research development activity such as establishing new internal networks, research cluster development, non-participatory research grant development or team away days, that cannot be linked to the aims and objectives of the scheme.
	+ Costs associated with the production and publication of research outputs, conference proceedings, and any other costs that would typically be covered by Open Access block grants.
	+ Literature or policy reviews for purposes that cannot be linked to the aims and objectives of the scheme.
	+ Training events or seminars for purposes that cannot be linked to the aims and objectives of the scheme.
	+ Publicity and promotional materials solely for student recruitment or recruitment fairs.
	+ Merchandise / gifts.
	+ Student enterprise related costs.
	+ Paying a writer to develop or re-word Impact Case Studies for the betterment of the University’s REF submission.
	+ Projects where the primary goal is outreach to schools / colleges or public engagement activities which are not focussed on co-production or participatory research.

The following types of activity are also typically ineligible – but may be funded in exceptional cases provided the activity meets the aims and objectives of the scheme and the costs have been justified as being essential to the project [local records should be kept in case of audit].

* + Fixed term recruitment of students to work on the project – must be in line with [UoL rules](https://www.liverpool.ac.uk/intranet/hr/payroll/casual-and-zero-hour/).
	+ Purchase of specialist / non-standard computing equipment – must be below the UoL capital threshold, and should be in line with the University’s [Financial Regulations](https://www.liverpool.ac.uk/media/livacuk/finance/financial-regulations.pdf) and [Procurement Procedures.](https://www.liverpool.ac.uk/procurement/intranet/procurement_procedures/procedures/#d.en.265659) Applicants should also contact the IT Services Helpdesk to check preferred suppliers and support needs [e.g. data storage / server requirements].

Examples of what the funding **can be used for**

* + Relationship building and networking activities with relevant communities and end users of research.
	+ Staff secondments / exchange with a relevant non-academic partner organisation where the activity can be linked to the aims of the scheme.
	+ PDRA salary costs attributed to the project, including extensions for those on fixed term contracts so long as the extension is for the purposes of delivering the project.
	+ Work placements for PGRs and postdoctoral researchers where the activity can be linked to the aims of the scheme.
	+ Visits to use facilities or resources at another organisation.
	+ Costs associated with prototyping for proof of concept e.g. components – provided the costs are below the UoL capital threshold.
	+ Consumables.
	+ Costs associated with staff /student attendance, participation, or convening of participatory research events, seminars, and workshops – including travel and subsistence of guest speakers. Business class travel is not permitted.
	+ Costs associated with attending or running relevant training courses on participatory research.
	+ Publicity and promotion – for example, brochures, pop-up stands, film production.
	+ Payment fees and expenses associated with involving the public to deliver the specific aims of the project.
	+ Web development and maintenance costs – including consultant fees if essential for delivering the specific aims of a project.
	+ Costs associated with the production and publication of outputs designed to evaluate participatory research work e.g. reports, briefs, data visualisations.
	+ Costs associated with using sub-contractors / consultants / freelancers – but they must demonstrate that contracts can be agreed, and the activity completed within the funded period of the award. Applicants are also advised to contact the [University’s Procurement](https://staff.liverpool.ac.uk/our-university/finance-planning-change/procurement/staff/) [Team](https://staff.liverpool.ac.uk/our-university/finance-planning-change/procurement/staff/) for advice on relevant policies and procedures in the first instance.
	+ Impact generating activities.
	+ Costs associated with the development of participatory-focussed grant applications – for example, networking costs for bid development, or grant writers.

**All expenditure must comply with the University’s finance and procurement policies and procedures.**

* + It is important to consider how members of the public will be compensated for their involvement in University of Liverpool projects. It is good practice to offer payment whenever possible, but this may not always be appropriate depending on the circumstances of the individuals involved.
	+ The below resources and key contacts may be helpful for researchers planning participatory and co-produced research:
	+ [UK Standards for Public Involvement](https://sites.google.com/nihr.ac.uk/pi-standards/standards?authuser=0) framework.
	+ [NIHR Good practice guide for payment and recognition](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392#good-practice-for-payment-and-recognition--things-to-consider) of public involvement in research.
	+ [NCCPE Guidance on collaborating with artists.](https://www.publicengagement.ac.uk/sites/default/files/2023-08/what_works_guide_artists_and_researcher_collaborations_final_aug_2021.pdf)