

## The Sussex Knowledge Exchange and Impact Programme Participatory Research Fellowships

### 1. Background

The University of Sussex has received funding from Research England's Participatory Research Funds to support research projects that significantly involve participants and community partners in co-designing, implementing, and/or disseminating the research.

As part of a KE and Impact Fellowship scheme managed by the Sussex KE and Impact Support Programme, a portion of this funding for 2024/2025 has been allocated to support a few Participatory Research Fellowships. The Fellowships will have a maximum award value of £2,000. A total of up to three (3) projects are expected to be awarded in this category. The Fellowships are available only to members of the Sussex Participatory Research Network at the University.

#### **Definition of Participatory Research**

*Participatory or co-produced research strengthens research outcomes by involving communities and users of research, better recognizing their experience, needs, and preferences, and giving greater agency to communities to implement findings* (Research England). Participatory research actively engages non-academic partners in the research process. The purpose of this call is to enhance the connections between society and research at the University of Sussex.

#### **Objectives**

Participatory approaches can be integrated at any stage of the research cycle, fostering active collaboration among diverse groups to build trust and share power. This involves respecting and valuing differences among participants and ensuring that everyone benefits from the research.

- **Foster Collaborative Research:** Encourage active collaboration among researchers, community members, and other stakeholders to co-create knowledge and solutions. This includes integrating participatory approaches at various stages of the research cycle to build trust and share power.
- **Promote Inclusivity and Diversity:** Ensure that the research process respects and values the differences among participants. Create an inclusive environment where diverse perspectives are acknowledged and integrated into the research outcomes.
- **Maximize Impact and Benefits:** Aim to produce research that not only advances academic knowledge but also delivers tangible benefits to all participants. Ensure that the outcomes of the research are accessible and beneficial to the communities involved, addressing real-world challenges effectively.

The following list provides examples of activities which could be funded through the Participatory Research Fellowship:

- Building new networks and sharing learning.
- Transforming the ways in which organizations and/or platforms involve the public in health research.
- Working collaboratively with stakeholders to better understand and address local, regional, or national challenges.

- Supporting universities to bridge and reduce social divides and improve the quality of life in their communities.

## **2. Participatory Research Fellowships details**

These Fellowships are available only to members of the Sussex Participatory Research Network at the University.

Applications will be assessed against the following equally weighted criteria

### **a. Demonstrating the Use of Participatory Methods or Approaches with External Stakeholders**

The project should facilitate participatory or co-produced research involving stakeholders outside the university. The activities should clearly exemplify a participatory approach to research.

### **b. Collaboration and Power sharing**

Research communities should be well-defined, or there should be a clear plan to better define these communities to enhance future involvement opportunities. There should be clear indications of how the project's learnings will be shared with others.

### **c. Feasibility**

The practicality of the planned activities and the likelihood of achieving the expected outcomes should be evident, demonstrating value for money and the potential to influence change.

### **d. Outcomes and Next Steps**

There should be a clear articulation of planned outcomes and next steps, both in the short and long term. Evidence should be provided on how the Fellowship will position the researcher to explore or leverage external funding in the near future.

## **3. Funding available and eligible costs**

The maximum funding that can be requested is £2,000.

### **Eligible costs can include:**

- **Research assistant costs via REED**
- **Communication and Engagement:**  
Costs for non-academic publications and communications (e.g. briefings/video/podcasts/social media activity).
- **Capability Building and Deepening understanding:**  
Costs for hosting and attending: workshops for training and knowledge transfer/exchange events, key stakeholders and opportunities to support engagement (e.g. travel & accommodation).

### **Ineligible costs**

- Paying PhD students
- Salary buy-outs or permanent staff time

- Estate and indirect costs
- Conference participation
- Publications, journals or book launch

4. **Application process**

Applicants can only submit a single application to this call.

Applications will need to be set up, costed and approved on Worktribe, the University’s research management system. **Worktribe approvals must also be submitted and completed by 5pm on 10<sup>th</sup> January 2025.** Applications and Worktribe approvals received after this date will not be considered.

Applicants need to complete the relevant application forms (downloaded via the links below) and email them to [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) by **5pm on 10<sup>th</sup> January 2025 after completing approvals on Worktribe.**

**[Participatory Research Fellowship Application Form](#)**

To access Worktribe you must complete the mandatory LearnUpon training ‘Introduction to Worktribe’. Guidance on accessing Worktribe is available on the internal [Worktribe webpages](#). Please note, following completion of the training, it can take up to 1 week for Worktribe access to be given so we advise you to complete the training module as soon as possible.

If you would like to start your project costing on Worktribe and do not yet have access, you can email [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) with details of your project. The team will set up your project costing on Worktribe so that you can see and edit it once you do gain access.

**Worktribe process:**

In Worktribe, go to ‘Opportunities’ and ‘Browse Opportunities’. Select the opportunity ‘INTERNAL Knowledge Exchange and Impact Support Public Community Engagement Fellowships’ (Funder: University of Sussex). Create your application from this opportunity (‘Create Project’) as this will pre-populate scheme information in your project record. Please select ‘Add to My Opportunities’ so that we can gauge interest levels and provide support.

When you have created the project from the opportunity, complete the mandatory fields (marked with an asterisk):

Project Title:	Your Project Title
Est Project Dates:	1 Feb 2025 – 30 Jun 2025
Project Type:	Internal Funding Other
Project Activity Type:	Internal
Funder	University of Sussex
Scheme	Select the relevant scheme/strand from the drop down
Project Lead	Your Name
Lead Org Unit	Your department

And 'Create Project'.

Once your project has been created in Worktribe you can add further details and budget costs. To cost staff time (your own and that of other staff on your project), you will need to contact [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) quoting your Worktribe project number.

Please note the following:

- PI and Co-I time needs to be costed into your Worktribe record even though these costs cannot be recovered from the Fellowship and do not need to be detailed in the word application form.
- Please contact Ian Sinclair on [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) with the %FTE you will spend on the Fellowship, and he will add these costs to your Worktribe project record. These will not be covered by the grant funding.
- If intending to employ a casual worker via Reed, please contact Ian Sinclair on [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk) to obtain the most accurate and up-to-date hourly/daily rates
- You will need to complete a risk assessment in Worktribe before the application can be submitted for approval.
- You will need to upload a draft application form before the project can be sent for internal approvals. This can be updated before the bid is submitted to the deadline.
- When your project is ready to be sent for internal approvals, the Research Initiatives team will initiate this process in Worktribe.
- Once your bid is approved, the Research Initiatives team will confirm that you may submit your final application by emailing [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk).
- Because this is an internal call with a short turnaround, due diligence checks on external partners will only be completed on awarded Fellowships.

**Scheme contacts**

If you would like to discuss the suitability of your project idea, please contact either:

- Nana Yankah, Programme Consultant, KE and Impact Support Programme  
[ny95@sussex.ac.uk](mailto:ny95@sussex.ac.uk)

For all Worktribe queries, please contact Ian Sinclair [research.initiatives@sussex.ac.uk](mailto:research.initiatives@sussex.ac.uk)

**Timescales**

Call opens	Call ends	Assessment	Awards start
w/c 25 <sup>th</sup> November 2024	5pm on 10 <sup>th</sup> January 2025.	w/c 20 <sup>th</sup> January 2025, with decisions expected to be communicated w/c 3 <sup>rd</sup> February 2025	w/c 10 <sup>th</sup> February 2025

**Activities are expected to start by 1<sup>st</sup> March 2025 at the latest and must be concluded by 30<sup>th</sup> June 2025. Unspent funds cannot be rolled beyond 30<sup>th</sup> June 2025.**

#### 5. **Assessment Process:**

- The application process is overseen by Prof Debbie Keeling, Deputy PVC for Knowledge Exchange, and managed by Nana Yankah, Programme Consultant, Sussex Knowledge Exchange and Impact Support Programme.
- The panel reviewing applications will comprise both academics and professional services colleagues.
- All applications need to be logged on **Worktribe** and go through the usual School approval process.
- A strong application should demonstrate:
  - The project facilitates participatory and/or co-produced research with stakeholders outside the university. It adopts a clear approach to participatory research, aligning with the project's aims (e.g. co-produced research, participatory action research).
  - The research communities are well-defined, or there is a clear plan to better define these communities, aiming to enhance future involvement opportunities.
  - It clearly articulates the project's aims and outcomes and includes a well-defined strategy for the next steps
  - Evidence of how the Fellowship will position the researcher to explore or leverage external funding in the near future.

#### 6. **Reporting**

All awardees will be required to complete a short evaluation at the end of the funding and may be asked to provide comments and other content for internal and external communications, to demonstrate the impact of the Fellowships.