



Department for  
Business, Energy  
& Industrial Strategy

## Requirements for Funded Projects

Sciencewise project funding is provided by the Department for Business, Energy & Industrial Strategy (BEIS). All funded projects are required to meet a number of conditions. These include adhering to the Sciencewise Principles and Quality Framework, ensuring project oversight and governance, commissioning an independent evaluation, internal monitoring and reporting, final reporting and sharing project materials and learning. Details of these are outlined below.

These conditions should be reflected where appropriate in the mini competition document project specification and contracts for the delivery of projects. This note summarises these requirements and also includes a number of requests.

### 1. Project Oversight

The commissioning body will be expected to set up a project Oversight Group (OG) and/or working group containing a range of stakeholders to oversee the delivery of the project. If possible, the OG should be in place at the time of contract award and a date scheduled for the first OG meeting.

### 2. Evaluation

All public dialogue projects funded by Sciencewise must be independently evaluated according to the framework provided (see Guidance on Evaluating Sciencewise Projects). The budget for evaluation will be identified in the business case (see Business Case Template).

The evaluation will normally be commissioned and started at the same time as the dialogue delivery contract.. The commissioning body's project manager will be expected to work with Sciencewise's lead evaluator throughout the project to ensure the evaluation meets all requirements. An evaluation report, which is published, will be produced at the end of the project.

### 3. Commissioning contractors

The Sciencewise programme runs through a framework comprising seven dialogue delivery contractors and nine evaluation contractors. Dialogue delivery projects and evaluations are commissioned through the framework. The procurement process for contracts issued through the framework is co-ordinated by UK SBS, with the close involvement of the commissioning body, a Sciencewise project liaison manager and a Sciencewise Dialogue and Engagement Specialist (DES).

A commissioning panel will be set-up to manage the process of choosing the dialogue delivery and evaluation contractors. This team must include the commissioning body and representatives of the Sciencewise programme. The mini competition document must include the objectives agreed with the Sciencewise programme and meet Sciencewise requirements.

We expect dialogue contractors to participate fully in the independent evaluation of the project, providing access for the evaluator to meetings, documents and events with the public and stakeholders as appropriate.

#### **4. Monitoring and reporting**

The project commissioning body will be expected to work with the appointed Sciencewise project liaison manager and Sciencewise Dialogue and Engagement Specialist (DES) throughout the project to ensure that the project complies with the Government's Approach to Public Dialogue on Science and Technology (our 'Guiding Principles') and the Quality Framework. The DES will also advise on good practice in public dialogue and the project liaison manager and the DES will monitor delivery of the project to check progress.

Formal project reporting will be required on agreed timescales, usually linked to releasing funding. A template is provided for this (see Progress Report Template) which covers activities over the period, plans for the next period, any issues and a summary of financial expenditure.

Final reports on both the dialogue and evaluation are required. These should present the project outcomes and take account of guidance on final reporting (See Guidance on Final Project Reports).

#### **5. Sharing project materials**

Each public dialogue has its own page on the Sciencewise website ([www.sciencewise.org.uk](http://www.sciencewise.org.uk)).

Commissioning bodies will be expected to write two short articles for each public dialogue project, one at the start of the project and one at the end. These will be added to the project's page on the Sciencewise programme's website.

The commissioning body must also ensure that both the project report and the evaluation report are published. These will also be added to the project's page on the Sciencewise website.

Where appropriate, other project materials should be shared with the programme so that they can be added to the Sciencewise programme's website.. Other materials might include:

- project materials used during the dialogue activities e.g. briefing documents, dialogue packs, DVDs, CDs, presentations, videos, case studies
- video/DVD footage of project events involving participants, subject to appropriate consents

The commissioning body's project manager must liaise with the Sciencewise project liaison manager to ensure that all relevant project materials, reports etc. include the Sciencewise logo and standard text explaining the programme.

#### **6. Sharing project learning**

Sciencewise will develop a case study to share learning and demonstrate the project's achievements. This is usually completed at the end of the project, following publication of the evaluation report, and is drafted by the Sciencewise team in association with the project commissioning body and the dialogue delivery contractor.

#### **7. Press and media**



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Timing of project announcements and associated press releases must be approved by the Sciencewise programme in advance. These include any announcements about:

- the start of the project
- appointment of the successful dialogue delivery contractor
- launch of the results

Where appropriate, BEIS will seek ministerial involvement in announcements.

The commissioning body and/or dialogue delivery contractor should alert the project liaison 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.

Sciencewise would welcome provision of further articles about the dialogue which would be published on the Sciencewise website. These could be from the perspective of the commissioning body, dialogue delivery contractor, stakeholders and public or other dialogue participants.

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