# PPI Ignite Network @ University of Galway Festival Fund 2024

**Goal of funding call**

The overarching goal of this seed funding is to support University of Galway staff, students, and PPI contributors to host a National PPI Festival event that aligns with the festival’s aims (see [National PPI Festival 2024 Guidance Document](https://ppinetwork.ie/wp-content/uploads/2024/06/National-PPI-Festival-Guidelines-Version-1-June-12-2024.docx) for detail) in October 2024. The support funds can be used for a wide variety of purposes, including refreshments and catering, design and print, creating accessible information, venue hire, PPI contributor involvement, equipment hire, facilitators hire, interpreters hire, software or equipment costs. The Festival Fund is for National PPI Festival activities only and cannot be used to fund a research project or to cover staff costs.

**Who can apply?**

This call is targeted towards University of Galway staff, researchers, students, and PPI contributors who would like to host an event during the National PPI Festival but lack sufficient funds.

**Funding**

* Applicants can apply for up to €1,000.
* All budgeted costs must be justified.
* Three applicants will be awarded funds as decided by a review panel.

**What is the National PPI Festival?**

The third National PPI Festival will take place from 1-31 October 2024. It is a national celebration of progress in Public and Patient Involvement in Research (PPI) in Ireland, where people from all over Ireland can meet others interested in PPI to share their experiences, learn from each other and help progress PPI in research in Ireland further.

The Festival, coordinated by the PPI Ignite Network @ UCC under the motto ‘Connect. Collaborate. Celebrate’, aims to:

* Celebrate PPI progress to date.
* Provide opportunities to bolster existing relationships.
* Connect with research communities not currently involved in PPI.
* Increase public awareness of PPI.
* Allow a creative space for innovation in PPI in Irish research.

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| **Key Dates**  Launch of call: Friday 19th July 2024  **Call deadline: 5:00pm Friday 16th August 2024**  Assessment of call within 2 weeks of call close  Announcement of Awards by the end of August.  Event hosted between 1st-31st of October 2024  Event case study reporting: Dec 2024 |

**Application criteria**

* This Festival funding call is open to all University of Galway researchers, staff members, postgraduate students, and PPI contributors.
* One application only per researcher or, in the case of a consortium, one application.
* Applications can come from any university discipline
* The application cannot cover events or activities that have already been fully funded through other sources.
* The successful applicants to the Fund must be willing to participate in activities that promote the fund and the festival.
* Successful applicants are expected to submit a short overview or case study on the event by end of year (2024) which will be uploaded onto the University of Galway PPI website: <https://www.universityofgalway.ie/ppi/>, a template for which will be provided
* Any potential outputs to be open source or open access wherever possible
* PPI Ignite Network @ University of Galway, the PPI Ignite Network funders, and the National PPI Festival must be acknowledged on all materials via the use of logos

**Application format**

* Event or activity working title
* Contact details of primary applicant & other collaborators
* Description of proposed event
* Rationale for festival funding
* Description of how proposed event aligns with festival aims
* PPI involvement in event proposal
* EDI considerations
* Proposed reach to stakeholders
* Projected event impact
* Budget breakdown and justification of planned expenditure
* Declaration

**Application assessment procedure**

All applications will be assessed by a review panel comprising PPI Ignite Network @ University of Galway team members, PPI contributors, and other relevant experts.

All criteria will be scored 1-5, low to high score:

* Quality of PPI event or activity
* Involvement of PPI Contributor(s) in the application
* Evident Equality, Diversity, and Inclusion plans
* Longer term impact of the event or activity
* Appropriate budgeting and timelines

Individual scoring to shortlist. Group discussion of shortlisted applicants at meeting

Exclusion will apply if an application does not meet the basic requirements outlined above.

Note that in the event of a known conflict of interest, such as a pre-existing professional or other relationship, any judge affected will declare that conflict and recuse themselves from adjudicating a particular application.

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For queries and questions relating to this call, please email: [john.gaffey@universityofgalway.ie](mailto:john.gaffey@universityofgalway.ie)