

# Trinity PPI Ignite Festival Fund Guidelines

## 1. Eligibility Criteria

The Festival Fund is for PPI activities only and must not be used to fund a research project or to cover staff costs. The festival activity or event must take place between Monday, 9th October 2023 to Sunday, 22nd October 2023. Any unspent money must be returned to Trinity PPI Ignite Office. Trinity PPI Ignite Office and the Festival and its funders must be acknowledged via the use of the logo in all activities and events.

Events and activities may, where necessary, take place off campus or online but cannot be hosted in another university setting.

The Fund is open to any current Trinity research staff member or doctoral candidate. One application only per researcher or, in the case of a consortium, one application. Those involved in a consortium cannot also apply individually or as part of another consortium.

The application cannot cover events or activities that have already been fully funded through other sources. Applications that can show co-funding, either in cash or in-kind, will be favourably reviewed.

The successful applicants to the Fund must be willing to participate in activities that promote the fund and the festival.

Activities or events that are deemed by the judging panel to be unethical or that could bring Trinity's reputation into disrepute due to being contrary to the values of PPI or Trinity's Research Charter will not be considered.

The fund will also not cover international travel or the purchase of alcohol.

## 2. Application Procedure

Applications will be open from Monday, 20th March 2023. Please use the form attached to apply for the fund.

Final application must be submitted by noon on Monday, 24th April 2023 to [PPIgnite@tcd.ie](mailto:PPIgnite@tcd.ie). Any applications or supplementary information received after this date will not be considered in the application process.

A shortlist of high-scoring applications will be notified via email on Tuesday, 2nd May 2023 and may be called to interview – either in person or online.

The winners of the Festival Fund for 2023 will be announced in June 2023.

### 3. Assessment Procedure

Scoring Rubric	
Quality of PPI Event or Activity	20%
Involvement of PPI Contributor(s) in the application	20%
Innovation within PPI Event or Activity	10%
Evaluation Plan for the Event or Activity	10%
Equity, Diversity & Inclusion Plans Evident	10%
Longer Term Impact of the Event or Activity	10%
Appropriate Budgeting & Timelines	10%
Available Co-funding & Support	10%

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.

### 4. Contact

Any questions about the fund must be submitted via email to [PPIgnite@tcd.ie](mailto:PPIgnite@tcd.ie) and marked 'Festival Fund' in the Subject heading. The decision of the Judges is final, and the Trinity PPI Ignite Office will not enter into any correspondence on the fund.