

## Digital Economy Network (DENs): Application for Activity Funding

<b>Lead Applicant Name/s:</b>	Angelika, Janis
<b>Contact email address/addresses:</b>	
<b>Job Title/Student Title:</b>	CDT Students
<b>CDT/University/School/Department:</b>	Digital Civics CDT at Open Lab, Newcastle University
<b>Proposed other collaborating CDTs/Research Group/Universities:</b> <i>(if applicable)</i>	Manu at Highwire CDT Lancaster University Astrid at MAT CDT Queen Mary University of London
<b>Has this proposal been reviewed/ agreed by your CDT Director?</b>	Yes – our CDT manager has agreed for Angelika and Janis to take this initiative forward
<b>Proposed event/activity Title:</b>	<b>Digital Economy Diversity Network</b>
<b>Proposed date and venue of activity:</b>	Long-term engagement through regular diversity working group meetings every 3 months, hosted at and by a different CDT each time
<b>Description of the aims, objectives and format of activity:</b>	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>- to promote diversity, equality, and equity within the CDTs and their host universities</li> <li>- to establish an open culture of sharing experiences and critical perspectives on issues of diversity and equality</li> <li>- to encourage the exchange of good practice in regards to diversity and equality between CDT cohorts</li> <li>- to build links between all DEN CDTs and strengthen the overall network of CDT students</li> <li>- to encourage cross-CDT exchange across the DEN</li> <li>- to foster cultural change across the DEN network and within the specific contexts of respective CDTs</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>- to establish a progressively evolving working group that continuously addresses present issues of equality and diversity</li> <li>- to bring issues of equality and diversity to the forefront of recruitment and retention in DEN supported CDTs</li> <li>- to develop student-led initiatives encouraging DEN to further their diversity and equalities agenda</li> <li>- to develop a cross-CDT working group to tackle the issue of diversity and equality head-on on a large (DEN)</li> <li>- to create a space within each CDT to separately engage in discussions and set actions around issues of diversity and equality</li> </ul> <p><b>Format of Activity:</b></p> <p>We propose to organise quarterly meetings (every 3 months) for CDT students to come together in a working group, to critically discuss present issues and to develop strategies of addressing inequalities within their own centres.</p> <p>The locations of these meetings will be at one of the 11 DEN supported CDT labs / spaces. It is the role of the hosting CDT to</p>

	<p>organise the meeting and to plan activities in which the 'DEN diversity working group' will engage.</p> <p>The meetings should address diverse topics and be made up of activities that provoke discussion. At the end of the day, each participant should be able to take learnings away, and should have one compulsive job to do when back at their own CDT. This job is to feed back the learning from that day to their own CDT. The specific form of how the learning should be reported back will be decided on the day itself, and will need to take into consideration the contexts each CDT is working within.</p> <p>An example: During one of the meetings, the topic of concern is recruitment and how to ensure that CDT recruitment takes into considerations issues of equality and diversity. Throughout the day the host CDT will have organised activities and points of discussion around this, and the outcome could be a set of guidelines for labs / CDTs to follow to ensure recruitment is accessible. The activity that each participant is to take back to their own CDT could then be that the participant is to organise a meeting with the Professor of their lab to discuss their recruitment policy for the next cohort, pointing towards ways in which this could be made more accessible to a more diverse set of applicants.</p> <p>We ask that each CDT sends two students to each meeting. In order to minimise the work load for the individuals associated with this network, we would encourage that the representatives change continuously and that CDTs send two different participants every time. In this way, we also ensure that the network does not rest only on the shoulders of a few dedicated individuals, but that more students from each CDT are involved. This would also encourage an inclusive procedure that involves not only students with a personal background affected by diversity issues in this network, but also those who would traditionally maybe not be engaged in activities related to diversity and equality.</p>
<p><b>Target audience/expected participants:</b> Please provide brief details about:</p> <ul style="list-style-type: none"> <li>• Your target audience</li> <li>• Specific CDTs or Universities that you would target for participation</li> <li>• Whether the event is open to other researchers, supervisors, academics, or industry as well as CDT/PhD students.</li> </ul>	<p>Students from all DEN funded CDTs.</p> <p>The meetings should be open to other researchers, supervisors, academics, or PhD students that support and/or engage with those taking part in the meetings.</p> <p>Having said this, there may be some sensitive topics that students may wish to discuss only amongst themselves for half of or the whole day. In cases such as these, this needs to be made clear as the call for participation goes out to the DEN mailing lists.</p>
<p><b>Expected publicity mechanisms:</b> How will the proposed activity be communicated/marketed to the target audience?</p>	<p>DEN mailing lists, DEN social media. Personal networks of participants, e-mailing of CDT Directors to encourage their students to take part</p>
<p><b>Expected outcomes:</b> Please explain the goals and the proposed outputs of the activity, including relevance to the <a href="#">Digital Economy Network</a> objectives</p>	<p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>- to foster open discourse and cultural change regarding diversity, equality, and equity across the DEN network and within the specific contexts of respective CDTs</li> <li>- to develop and establish specific strategies of how to</li> </ul>

	<p>deal with present issues of diversity, equality, and equity</p> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>- The applicants named above will host the first working group meeting and develop a guideline for consecutive hosts to ease the organisation work. A checklist will be included which will comprise all important aspects of planning a meeting. The guideline can be revised and improved by consecutive hosts.</li> <li>- The organisers will provide a report on each meeting they host. The format of this report will be decided by the attendants of the day and will depend on the activities that are planned by the hosts. Potential formats include: annotated photographs of the day, a collection of audio-stories collected throughout the day, or sketched/written notes.</li> </ul> <p><b>Relevance to DEN objectives</b></p> <p>The reports which are created by the hosts of the meetings, will be centrally collected by the applicants named above. After 4 meetings (one year) we will host a specific workshop to analyse all the collected reports to draft a report that will include policy recommendations for DEN.</p> <p>The development of the network outlined above cater directly to the DENs aims to:</p> <ul style="list-style-type: none"> <li>- Provide a forum for sharing best practice in CDT delivery and develop a repository of expertise in this area</li> <li>- Enhance the student experience by providing practical and financial support for national shared events for Digital Economy students</li> </ul> <p>By providing a forum to share best practice in CDT delivery and expertise among CDT students and by encouraging them to share this work with their respective CDT directors, the network will also enhance the student experience, particularly for those with diverse backgrounds. The money provided by the DEN would support not only a national shared event for Digital Economy students, but it would also fund continued exchange and networking between all CDTs.</p>
<p><b>Total amount of DENs funding being requested/ estimated costs</b></p>	<p>£6,000</p>
<p><b>Additional Funding Mechanisms (if applicable):</b> <i>Provide details of any expected participant contributions, registration fees, industry sponsorship or match-funding from alternative sources.</i></p>	
<p><b>Breakdown of Budget Allocation</b> <i>Including any expected income from participant fees, sponsorship, or other match-funding (internal or external).</i></p>	<ul style="list-style-type: none"> <li>- Travel Costs for 2 participants from each CDT (22 people in total) to the venue</li> <li>- Lunch and refreshments at the event itself</li> <li>- Potential venue or room hire (although this should be</li> </ul>

	<p>kept at a minimum as we encourage CDTs to host the events in the spaces provided by their centres and universities)</p> <ul style="list-style-type: none"> <li>- Activity costs for each of the meetings could include stationary, workshop equipment, or costs associated with external speakers</li> <li>- All events will be free for participants to attend and should not incur any costs for the hosting CDTs</li> </ul> <p>A rough cost breakdown for one event:  £1300 travel costs (based on an average of £65 per person as locations will change each time)  £150 Lunch and Refreshments  £50 materials  Total: £1500  Total for 4 events per year: 4 x £1500 = £6000</p> <p><b>Total Digital Economy Diversity Network cost per year:  £6000</b></p>
--	---

**To submit for approval:** Please return this completed application form with any supporting information to: **Felicia Black, Digital Economy Network Manager** at [felicia.black@nottingham.ac.uk](mailto:felicia.black@nottingham.ac.uk). The application will then be forwarded to the Digital Economy Network Management Board for review.

### Funding Available and Eligibility Criteria:

The Network facilitates funding for collaborative activities that are open to the following **eligible applicants**:

- CDTs funded under the RCUK 2009 and 2014 Digital Economy (DE) programme
- CDTs funded under the DE priority area within the 2013 EPSRC CDT programme
- Students in DE research hubs/groups and individual DE-related projects
- Other students involved in PhD study from across the DE theme and programme.

The **general criteria** for DENS funding awards are as follows (although not all are applicable for all themes):

- Encouraging cross-disciplinary collaboration.
- Using innovative methods with students.
- Attracting sponsorship, collaboration or engagement with industry.
- Outreach and public engagement activities.
- Cost-effective delivery of specialist skills training.
- Collaborations between students from different CDTs/institutions.
- Novel methods of dissemination.
- Funding activities over and above normally expected research impact and dissemination tasks.
- Demonstrating the importance of DE research on society.

### Eligible Costs:

The Digital Economy Network **is able to provide funding** for the following:

- Travel and subsistence
- Venue/room hire/AV costs and associated catering for the event/activity
- Conference or event registration costs
- Guest speaker, workshop leader and expert panel member expenses
- Consumables/stationery/exhibition consumables/poster printing related directly to activity delivery
- Marketing and promotional materials, media production and website hosting costs.

The Digital Economy Network **is not able to fund**:

- Equipment purchases

- Staff Time

Applicants can however apply to their home CDT or home University for funding to support the non-eligible items and should make it clear that they are intending to do so in their application for funding.

### **Conditions of Approved Funding:**

**Financial Conditions:** Applicants will be asked to provide an estimated budget as part of their bid for DENs funding. All proposals are expected to demonstrate some element of matched funding either from the hosting or participating CDTs, from individual participants or from industry or other external sponsorship. Any substantial deviations from the estimated budget should be discussed with the DEN Manager as soon as they become apparent. Funded projects will be expected to provide a full breakdown of how their budget was spent as part of the end of project reporting process.

**Marketing and Communications:** Successful projects will be expected to provide details of their project or event to be publicised via the DENs website, mailing list and social media channels in order to encourage participation from across the Network. Where appropriate successful projects should develop a communications plan, with assistance from the Digital Economy Network Manager, which should outline how they aim to encourage participation from across the Network and identify any specific CDTs or HEIs which they should target for participation. Projects will also be encouraged to make use of social media to promote their event and to communicate during and after the event, in particular using tools such as Twitter and Storify to share and collect information during “live” events.

**End-of-Project Reporting:** It is a condition of receiving DENs funding that all activities will be reported on the DENs website. Successful projects will be required to provide a short report on their event or activity as a case study as a condition of receiving network funding. Projects will be encouraged to use innovative methods of disseminating their activities such as producing photos, video diaries or interactive demos and where possible all live events will be ‘live reported’ on the network website. In some cases successful projects will be invited to present at Network Meetings and to provide support to other students in the Network hoping to develop and learn from similar activities.