



## Tailored workshops for GW4 collaborations - developing your community

### Guidelines for Applicants

**GW4 Tailored Workshops** are facilitated workshops to support the development of GW4 research collaborations. We will work with you to design a bespoke workshop, led by an expert facilitator, that will support the development and progression of your GW4 research community.

#### Previous GW4 communities have found the workshops useful to:

- ✓ turn ideas into concrete projects and plans by prioritising areas of research, scoping research projects and identifying funding sources;
- ✓ build a sense of community and collective ownership to form a more robust and dynamic network of researchers and/or external stakeholders;
- ✓ provide opportunities for knowledge exchange between disciplines and/or institutions with a view to strengthening a collaborative research community;
- ✓ invigorate a research community that is aiming to develop high quality research bids;
- ✓ develop collaborative and project management skills with a view to ensuring the long-term sustainability of a research group.

#### DIY Tailored Workshops Guide

When completing your application we recommend you consult the DIY Tailored Workshop guide here: <https://gw4.sharepoint.com/sites/portal/SitePages/DIY-Tailored-Workshops.aspx>. This guide has detailed information on how to design effective workshops.

[Please note that for access to this guide you will need to register to use the GW4 Portal here: <http://gw4.ac.uk/gw4-portal/>]

#### Eligibility

To be eligible to apply for Tailored Workshop funding at least 3 out of the 4 GW4 institutions must be represented. Previously unsuccessful applicants may apply again but should submit either a new or revised application.

#### How to apply

Complete an application form [<http://gw4.ac.uk/funding-development/>] and send it to the GW4 Developing People advisers at [people-gw4@bristol.ac.uk](mailto:people-gw4@bristol.ac.uk).

You may apply at any time of the year. We aim to process applications within 4 weeks of receipt and applicants will be notified of the outcome by email. If successful, we would normally expect you to confirm the date of the workshop within 2 weeks and for the event to take place within 6-12 weeks.

### **Selection criteria**

- ✓ A focused workshop proposal which includes a clear description of the research community and its aims and objectives;
- ✓ Evidence that the applicants have considered key challenges/issues and how these might be addressed by workshop activities;
- ✓ Evidence that the workshop would appeal to a broad range of participants, i.e. those from different institutions (including all relevant GW4 universities) and/or disciplines;
- ✓ Evidence of (a) breadth and depth of impact e.g. evidence of added value or step change for instance by involving other disciplines, non-HEI partners etc. and (b) value for money e.g. benefit to a large group of researchers;
- ✓ Evidence that the workshop would enable the collaboration to develop towards achieving desired outcomes/outputs.

### **Designing your workshop**

If your application is successful, we will work with you and a facilitator to design a bespoke workshop, based on your proposal, that suits the needs of your community. We will further support the organisation of the workshop by arranging venues and catering, by assisting with registration, and by providing materials and template invitations/joining instructions.

**Please note** that we will not cover any travel expenses and that you will be responsible for some administration duties (such as inviting and contacting participants).

### **Contact and queries**

Please contact the GW4 Developing People Advisers ([people-gw4@bristol.ac.uk](mailto:people-gw4@bristol.ac.uk)) if you have any queries.