

Policy engagement activities for the University of Cambridge 2023 – 2024

The [Centre for Science and Policy](#) (CSaP) works to improve public policy through the more effective use of evidence and expertise. We do this by creating opportunities for public policy professionals and academics to build connections and learn from each other. Established in 2009, CSaP has organised knowledge exchange programmes for more than 500 policy professionals. CSaP has convened over 13,500 one-to-one meetings and hundreds of events that bring together researchers from a wide range of disciplines with relevant policy makers.

CSaP can tailor programmes to help researchers at the University of Cambridge build policy engagement into their work. CSaP's has particularly good networks of policy makers in the UK although we may also be able to offer advice about international policy engagement. We are always happy to discuss your research projects with you and can explore opportunities for more tailored activities.

Benefits for researchers of working with the Centre for Science and Policy

Inspiring research Engaging with CSaP's network of policy makers can inspire new lines of research by opening new perspectives on what the world most urgently needs	Winning funding Including policy engagement in a grant application can greatly increase its chances of success because sponsors and donors want to see researchers working with policy stakeholders particularly in hub, network and other major grants	Creating impact Many research outputs cannot be carried successfully into practice in the real world without public policy allowing, enabling and/or driving their uptake – policy engagement opens the door to full societal impacts	Supporting the REF Policy engagement provides valuable evidence for the REF in three main areas: outputs; impact; environment
↓	↓	↓	
100-word statements for research outputs which are enhanced by references to meeting Policy Fellows in senior civil service roles, engaging in Policy Workshops, etc. with quotes in relation to these showing the significance of the research output and sometimes follow-on activity leading to impact	Impact case studies in which policy engagement provided valued input to policy change – alerting policy professionals to issues, providing them with evidence, and feeding into policy development with quotes and references	Environment statements which show that academics in a unit of assessment benefitted from CSaP providing structured opportunities to meet Policy Fellows, attend Policy Workshops, build policy impact into grants, etc.	

CSaP Programme Options →

CSaP Elements ↓		Policy Engagement Workstream	Policy Lab	Enhanced Policy Workshop/s	Prices
		Customised multi-year programme	One-year packaged programme		
Initial consultation	Meetings to identify the best CSaP option	■	■	■	£0
Support for writing grant applications	Guidance on incorporating policy work and impact in grants including delivery of text	□	□	□	£0
Exploratory Roundtable	Early-stage exploration of a topic in a ~2-hour meeting with 8-12 participants, can be used to shape a Policy Workshop	□...□	□	□	£1.8k plus direct costs
Evidence synthesis	From a concise literature review to a wider evidence synthesis	■	■	■	Not a stand-alone option
Policy Workshop	Forum for a structured discussion among selected policy professionals with academics including process design, identifying/securing attendees, briefing participants, delivery and reporting	□...□	■□	■■	£4.2k plus direct costs – see below for enhanced cost overall
Supporting a policy coalition	Building, supporting and developing the circle of policy professionals and academics to drive ongoing work and impact for one year	□	■		£TBA depending on scale
Policy Fellowship	Two-year fellowships for a policy professional, e.g. senior civil servant, to engage with academics in a series of visits to Cambridge	□...□	□		£5.5k
Professional Development Workshop	Design and delivery of a workshop for early-to-mid-career researchers to learn how they can contribute to policy making,	□	□		£2.8k plus direct costs
Policy Internships	Opportunities for PhD students to work with CSaP for three months full-time and learn more about working at the policy-research interface	□	□	□	£5k-£10k
CSaP staff time as part of research time	A proportion of a member of CSaP staff's time can be costed into larger grant applications	□	□	□	£TBA
Price		£TBA	£20k + direct costs	£12k + direct costs	

Prices are for University of Cambridge academics and exclude VAT which may be applicable.

TBA = To be agreed, ■ = Included within programme option, □ = Optional, ■□ = One included and one optional, □...□ = Options for any number

Policy Engagement Workstream

CSaP can work with academic researchers and Principal Investigators to design multi-year policy engagement workstreams as part of a research programme. We are particularly keen to discuss this at grant application stage. CSaP can consult its network of policy contacts to discuss potential topics with them, to ascertain policy relevance and discover how topics may be framed to resonate with policy makers. CSaP can suggest contacts among policy makers, help scan the policy landscape for engagement opportunities. This can include training and mentoring for research staff helping them gain relevant policy experience and skills; helping to produce stakeholder maps and policy engagement action plans. A proportion of a member of CSaP staff's time can be costed into grant proposals to progress policy engagement together with the research team, along with formats from the list below. CSaP can contribute alongside other engagement workstreams, e.g. public engagement, contributing towards the overall communications and stakeholder engagement plan for a grant application. CSaP will work to ensure the policy engagement supports the overall aims and desired outcomes of the research programme.

To discuss a Policy Engagement Workstream, please contact Tatiana Iakovleva, Associate Director of Engagement, t.iakovleva@jbs.cam.ac.uk

Policy Labs

CSaP can offer a process for policy engagement on a Policy Lab model. This process of engagement involves: i) consultation and planning time with stakeholders in establishing the need and purpose for a Policy Lab, ii) identifying where in the policy process the Policy Lab would fit - policy problem identification, policy formulation, implementation or evaluation of policies, iii) selecting and inviting participants from academia, policy and other sectors, iv) synthesizing and communicating the evidence, involving an early career researcher in this work v) planning the agenda and facilitation for workshops, vi) conducting workshops, vii) reporting the results, viii) creating and supporting the new coalition ix) gathering and evaluating feedback from policy and other stakeholders in the process.¹

What is included

CSaP will co-design the Policy Lab process with key stakeholders, organise pre-meetings, prepare briefing packs, research and secure participants, secure and liaise with a venue, manage invitations to participants, brief the chair and speakers and produce a report summarising workshops and identifying next steps.

Fee for a Policy Lab process

- £20,000 + costs (room hire, catering etc.) for a Policy Lab process which incorporates no more than two workshops. The planning and costing can be adapted for a longer Policy Lab process.
- CSaP recommends budgeting £3,000 for direct costs such as room hire and catering for each workshop in a Policy Lab process. Some of these costs may incur VAT.
- Communications outputs may need separate costing, e.g. reports including infographic design, short video production for social media output etc.

To discuss a Policy Lab, please contact Nicky Buckley, Director, Fellowships and Networks, n.buckley@jbs.cam.ac.uk

¹ Hinrich-Krapels et al [2020 Using Policy Labs as a process to bring evidence closer to public policymaking: a guide to one approach](#)

Policy Workshops

CSaP's Policy Workshops provide a forum to debate and explore issues that are of direct relevance to public policy. They can be organized as single events or as part of a series. The workshops bring together policy professionals, researchers and other relevant experts from government, industry and civil society. They enable effective knowledge exchange and network building.

Format

Policy Workshops are roundtable discussions that bring together between 16 and 24 participants. Workshops are generally hosted in a Cambridge College. They typically run from 16.00-21.00, including networking, a chaired discussion and a working dinner.

Enhanced Policy Workshops involve a briefing pack accompanied with a focused literature review. The Workshop is structured to address specific questions, scenarios, and policy case studies. Group-based activities are professionally facilitated to foster co-production and propose practical solutions. Perspective-taking techniques are encouraged as a way to bridge gaps between different expert groups. To take best advantage, the workshops work as a series where the insights from workshop 1 are used to inform workshop 2 to enable the generation of a list of proposed implementable solutions. Findings (qualitative and quantitative) from the structured discussions are then analysed and integrated into a final report that provides a clear list of practical recommendations.

What is included

CSaP will design the workshop and programme, research and secure participants, organise and take part in pre-meetings, liaise with the venue, manage invitations to participants, brief the chair and speakers and produce a report summarising the workshop discussion. CSaP will work closely with our University partner/s to co-design the event, ensuring it is tailored, policy relevant and reflects their interests and priorities.

Fee for a standard Policy Workshop

- £4,200 + costs (room hire, catering etc.)
- CSaP recommends budgeting £3,000 for direct costs such as room hire and catering. Some of these costs may incur VAT.

Fee for an Enhanced Policy Workshop

- Single workshop: Including preliminary consultations with key stakeholders, briefing pack, structured workshop format, and final report: £6,250 + costs (room hire, catering etc.)
- Full series workshop: Including preliminary consultations with key stakeholders, briefing pack, structured workshop format x2, and final report: £12,000 + costs (room hire, catering etc.)

Options to publish the final report are available subject to clearance and consent from participants.

To discuss a Policy Workshop, please contact Tatiana Iakovleva, Associate Director of Engagement, t.iakovleva@jbs.cam.ac.uk

Exploratory Roundtables

In some cases, early-stage exploration of a topic is useful to help stakeholders deepen their understanding of an issue and map out meaningful policy engagement. These roundtables bring together between 8 and 12 stakeholders. This format can be used to help shape a future CSaP Policy Workshop.

What is included

CSaP will design the roundtable, research and secure participants, organise and participate in pre-meetings, manage invitations and brief the chair and speakers.

Fee for an exploratory roundtable

- £1,800 + costs (room hire, catering etc.)

To discuss an Exploratory Roundtable, please contact Tatiana Iakovleva, Associate Director of Engagement, t.iakovleva@jbs.cam.ac.uk

Policy Fellowships

The CSaP Policy Fellowships Programme is an effective and well-regarded initiative that delivers opportunities for policy professionals to forge useful and lasting connections with researchers. Policy Fellowships last two years, during which CSaP organises five days of in-person one-to-one meetings (around 25 meetings in total) with relevant researchers across the University and elsewhere to help address Policy Fellows' questions. CSaP continues to provide opportunities for networking and learning throughout the Fellowship. A Policy Fellowship can be written into an academic grant application in cases where engagement with a policy maker can help make the research project more policy relevant.

Fee for each two-year Policy Fellowship

- £5,500 + VAT for each two-year Policy Fellowship

To discuss including one or more Policy Fellows in a grant application, please contact Charlotte Sausman, Associate Director, Policy Fellowships, c.sausman@jbs.cam.ac.uk

Professional Development Workshops

These workshops provide opportunities for early- and mid-career researchers to learn how academic research can contribute to policy making, and to hear about the intersection of research and policy. Each workshop features relevant speakers from academia and the policy making world who share their experiences of gathering and presenting evidence to inform policy professionals and giving expert advice.

Fee for each half-day Professional Development Workshop

- £2,800 + costs (room hire, catering etc.)

To discuss Professional Development Workshops, please contact Jackie Ouchikh, Head of Programmes, j.ouchikh@jbs.cam.ac.uk

Policy Internships

CSaP offers policy internships to PhD students who would like to gain experience and learn more about the relationship between research, evidence and policy making. Internships last three months and offer students a unique career development opportunity, giving them the necessary skills and confidence to work outside their own area of expertise, and as part of a team. Our interns support the delivery of Policy Workshops, help write reports of Policy Workshops and produce news articles. Students will gain a better understanding

of the role of science and evidence in policy making, and the importance of a multidisciplinary approach to solving issues of direct relevance to public policy.

Students apply by contacting Jackie Ouchikh, Head of Programmes, at j.ouchikh@jbs.cam.ac.uk and completing an application form for CSaP to assess their suitability for the role. The internship can be undertaken at any time during a PhD, subject to approval by the student's PhD supervisor.

Funding for PhD interns is provided by their funder if they are UK Research Council-funded, through a 3 month extension of their stipend. However, PhD students who are not funded through this route will require other funding for their internship and CSaP is keen to explore other routes to funding these PhD interns.

To discuss funding Policy Internships, please contact Jackie Ouchikh, Head of Programmes, j.ouchikh@jbs.cam.ac.uk