**Department Award for Public Engagement Application Form (2024)**

***Please see guidance notes below***

*Please send the completed form to* [*hodoffice@ndcn.ox.ac.uk*](mailto:hodoffice@ndcn.ox.ac.uk)

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| --- | --- |
| Name: | Job Title: |
| Nominee’s/Nominees’ everyday role in the group/Department (<200 words): | |
| Nominee’s/Nominees’ exceptional contribution to promoting the work of the Department through public engagement during 2022 (<500 words): | |
| Signed by the nominee: | Date: |
| Signed by the supervisor/line manager\*: | Date: |

\* Required only if application is a self-nomination

***Guidance notes***

NDCN invites **either** nominations from supervisors/line managers **or** applications from individual members or a group in the Department for the Award for public engagement. The prize will recognise a member of/members of, or group in, the Department who has/have made an exceptional contribution to promoting the work of the Department through public engagement in 2023.

Nominations or applications should be submitted, using the application form by the closing date of **5pm** on **Friday 31 May 2024**, to the HoD Office – [hodoffice@ndcn.ox.ac.uk](mailto:hodoffice@ndcn.ox.ac.uk)

Eligibility criteria

The applicant(s) should:

* Be an employee(s) of NDCN
* Have made substantial contributions to outreach activity during 2023

Assessment criteria

Applications will be assessed by members of the Engagement and Impact Committee against the following criteria:

* Impact of the work
* Applicant’s/group’s contribution to the work

The winner/winners will be awarded a share of the prize of £500.