**ENLIGHT Interdisciplinary Proposal-Writing Workshop** ***Equity and Sustainability***

**February 14-18, 2022**

***(online, for registered participants only)***

**Memo**

The schedule is preliminary, a group may finish the discussion earlier; at the same time, it is advised to finish the discussions on each topic within a given time slot and to move on to the next topic after it.

At the beginning of each day, it is helpful to decide who is taking notes in the common document (this may be a rotating duty) and on which platform (Google Docs, etc.)

All the participants are asked to log in with their full name and it is very helpful for the rest of the group if the participants’ cameras are on.

The workshop means to recreate the process of grant-writing, yet, because of the time and online format constraints, it has certain limitations. For instance, participants should not try to do the real literature review to reflect on the state of art fully within one hour time slot.

The suggested themes of the groups are preliminary (so that to bring people interested in similar things to work together in one group) and they may be adapted and changed based on the ideas about the project the participants are going to develop. However, the participants are invited to think based on the umbrella topic of “Equity and Equality” and to specify how their projects are going to contribute to it.

We suggest making realistic plans, for instance, considering the participants of the labs as potential partners but not bringing partners from the outside into the project. In real life, bringing in new partners would require lots of negotiations - something the participants will have no time to do. At the same time, the students may use their imagination more boldly, for instance, when thinking through the potential stakeholders section.

The spirit of the workshop supports the concept of flat hierarchy. We encourage all workshop participants to voice their ideas on equal ground. Senior researchers in the groups are experienced colleagues who can offer invaluable advice, but it should not be only their responsibility to make final decisions about the project.

If you happen to have any questions during the two first days of writing the project you think Grant-Writing Unit specialists could help with, please write them here <https://docs.google.com/document/d/1PtxQwTqLA4wJQLvNGOGGEp3w_nZsljPOlwwgFloncTI/edit?usp=sharing>. This will be useful for the specialists to make sure that they respond to the challenges you might have during the seminar on the third day.

**Please note that the program has GMT+2 (Tallinn) time zone. Please check the time difference.**

**The groups:**

1. “Health and Technology” led by Barbara Vanderstraeten (Ghent University) and Roberto Fernandez Martinez (University of Basque Country)
2. “Trust in Science and Education” led by Katrin Vaino (University of Tartu) and Helena Tužinská (Comenius University Bratislava)
3. “Health and Well-Being” led by Femke De Backere (Ghent University) and Babette Kirchner (University of Gottingen)
4. “Equity and Environment” led by Ralph Mitloehner (University of Gottingen) and Helen Eenmaa (University of Tartu)
5. “Health and Environment” led by Tania Maes (Ghent University) and Age Poom (University of Tartu)

**February 14 (Monday), 2022**

**10:30-10:40 Logging in**

**10:40-11:00 Opening and setting goals (for all the groups)**

**11:00-13:00 Work in groups: Introduction**

11:00-11.30 – Getting to know fellow participants’ research, understanding each member’s potential role in the project.

Participants are invited to speak about:

* their background: discipline, research, main methods of research;
* their previous experience with writing a project proposal;
* the types of projects they are the most interested in (basic/applied, scientific/with industries/NGOs/governments, etc.)

*The labs may agree to use any other introduction techniques.*

11:30-11:45 – defining the rules of the lab. The participants discuss together the following issues:

* where the participants will share their ideas (e.g., Google doc),
* who is taking notes (this might be a rotating duty) etc.

11:45-12:30 – group discussion:

* the topical area of the lab: what it covers, what disciplinary approaches are prevalent in this area (students are encouraged to say how their disciplines approach this area), what other important areas it intersects with;
* possible problems/research directions within it.

12:30-12:45 – a break during which each participant thinks of a possible idea for the project. They are encouraged to think of the reasoning that proves that this really is a significant problem.

12:45-13:30 – each person introduces their project idea briefly (2-3 minutes). The person taking notes puts the ideas in a Google doc or on a Jamboard etc. Then everyone votes for the best idea (or this maybe decided in a discussion).

**13:30-14:30 Lunch break**

**14:30-16:30 Work in groups: state of art and how the project goes beyond it**

* describing the state of art in the area of the project. The participants divide the tasks: some search for the key references to scholarly works related to the project, and the others look for the previous projects addressing similar issues. They put their findings in a shared file;
* the participants discuss together how the project goes beyond the state of art: they list the innovative aspects of the project;
* the participants formulate several goals of the project.

**February 15 (Tuesday), 2022**

**10:00-10:30 Discussion of the key thoughts about the previous days and setting the goals for the following in-group work**

**10:30-12:00 Work in groups: target groups and methodologies**

* discussing and defining together the type of the project (developmental/research project, interventionist/non-interventionist, technology readiness level etc.);
* defining target groups and their needs. The participants may make a table in the shared file that has three columns: a target group, their need, the way the project will benefit them;
* working on the methodologies. First, the participants brainstorm on the possible data collection/production methods: name all the methods they are familiar with and decide on whether they are appropriate for the project. Then the same brainstorming technique is used to decide on the analytical methods of data interpretation;
* discussing the duration of the project in years (depending on the initial goals and plans).

12:00-12:30 – break

**12:30-13:30 – Work in groups: formulating work packages**

The participants identify at least 3 key work packages within the project and make a table containing: the title of the work package, the participants, the list of the tasks within the work package.

13:30-14:30 Lunch break

**14:30-16:00 Work in groups: outcomes and impact**

* measurable outcomes: the participants make a list of possible results of the project and then think of the outcomes the project may bring in short- and middle-term;
* impact. Based on the lists of the results and outcomes, the participants write a short text (ca 1 paragraph) on the societal impact of the project.

**February 16 (Wednesday), 2022**

**10:30-12:00 Seminar “Major Challenges of the Group Project Writing and the Ways to Respond to Them”** (for all the groups, by Tartu University Grant Writing Unit specialists: Eveli Kuuse, Aleksander Väljamäe, Raul Sõmer, Kristiina Paavel)

**12:00-12:15 Optional break**

**12:15-13:15 Parallel consultation with grant-writing specialists** (*for groups 1, 3, 4*) / **lunch break** (*for groups 2, 5*)

breakout room 1: group (1) “Health and Technology” together with group (4) “Health and Well-Being” (by Eveli Kuuse & Raul Sõmer)

breakout room 3: group (3) “Equity and Environment” (by Aleksander Väljamäe & Kristiina Paavel)

**13:15-13:30 Optional break**

**13:30-14:30 Parallel consultation with grant-writing specialists** *(for groups 2, 5)* /**lunch** break *(for groups 1, 3, 4)*

breakout room 2: group (2) “Trust in Science and Education” (by Aleksander Väljamäe & Kristiina Paavel)

breakout room 5: group (5) “Health and Environment” (by Eveli Kuuse & Raul Sõmer)

**14:30-16:00 Work in groups: optional additional discussions with grant-writing specialists (if agreed on at the individual sessions); editing the project based on the information received during the day.**

**February 17 (Thursday), 2022**

**10:00-10:30 Discussion of the key thoughts about the previous days and setting the goals for the following in-group work**

**10.30-12.00 Work in groups: sustainability, stakeholders, and ethics**

* Sustainability. The participants discuss and then write a short description of how the project contributes to the [sustainable development](https://www.un.org/sustainabledevelopment/blog/2016/07/17goals17days-progress-made-on-sustainable-development-goals/).
* Stakeholders. The participants make a list of potential stakeholders and define their involvement in the project.
* Ethics. The participants revisit their data collection and interpretation methods and discuss the potential ethical issues that may arise. They may use the ethics issues checklists (available [here](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf), for example).

12:00-12:30 – break

**12:30-13:30 – Work in groups: dissemination and other ways to maximize impact** Brainstorming: first making a list of all the possible ways to disseminate the results within the scientific community, and then making a list of the ways to communicate these results to the public.

**13:30-14:30 Lunch break**

**14.30-16.30 Work in groups: finalizing the project, discussing who and how will present on the next day, preparing the presentation (e.g. on Google slides)**

**February 18 (Friday), 2022**

Presentations of the projects: each group has 15 minutes to present its project, and then the members of the other groups have up to 15 minutes to ask questions and make comments on it. Using slides and other visuals is possible but not necessary.

**10:30-12:00 – Groups 1, 2, 3.**

12:00-12:30 – break

**12:30-13:30 – Groups 4 and 5.**

**13:30-13:45 – Conclusion**