



SEAHA

CENTRE FOR DOCTORAL TRAINING IN
SCIENCE AND ENGINEERING IN
ARTS HERITAGE AND ARCHAEOLOGY

Mobile Heritage Lab Application Guidelines

Introduction

The EPSRC Centre for Doctoral Training in Science and Engineering in Arts, Heritage and Archaeology (SEAHA) is an 8-year initiative (2014-2022) to establish an infrastructure to meet challenges set by the heritage sector, industry and government. SEAHA was created by UCL, University of Oxford and University of Brighton, in collaboration with heritage, scientific, engineering and industrial partners. For more information, visit: <http://www.seaha-cdt.ac.uk/>

The Mobile Heritage Lab (MHL), a facility of SEAHA, is a unique research and public engagement vehicle. It is available to any institution or organisation that wishes to apply to use it for research and public engagement projects. The purpose of MHL is to make Heritage Science as accessible as possible, bringing the innovative science developed by SEAHA students to the places where it is most needed.

Users of the MHL will have access to scientific equipment from leading laboratories that participate in SEAHA including UCL, Oxford and Brighton. The equipment covers different areas of heritage science interest, such as environmental monitoring, imaging and chemical analysis.

The following guidelines indicate how MHL projects are structured, evaluated and delivered. The online application form can be found here: <http://www.seaha-cdt.ac.uk/mobile-heritage-lab/apply/>

Mobile Heritage Laboratory projects

1) The Mobile Heritage Laboratory (MHL) is involved in two types of projects:

- a) Research projects.
- b) Public engagement (PE) activities.

Activities may be devoted exclusively to public engagement, and we encourage an engagement component in all projects, including science projects.

2) Proposals and evaluation :

- a) Proposals are submitted using the corresponding online *application* form.
- b) Public Engagement projects are approved by the Management Team, while Research Projects are approved by the Steering Committee. The proposals are self-classified.

Application process

1) In order to apply to use the MHL:

- a) Applicants complete an online application form.
- b) There are 3 deadlines for applications annually, for activities taking place in one of the three terms:
 - i) June for activities in the 1st Term or later,
 - ii) September for activities in the 2nd Term or later,



iii) January for activities in the 3rd Term or later.

- 2) All proposals need to involve a student. Therefore, before submitting a proposal, applicants should contact a student and/or their supervisor. The student's agreement to engage needs to be ensured in advance of the application.
 - a) When a student is contacted, they notify the MHL Manager, who will guide them in the application process.
 - b) The application is submitted jointly by the student and the external party.
- 3) Duration can be 1 day or more.
- 4) The content of the application and its evaluation differs for Research Projects and Public Engagement activities.

Evaluation and delivery of Public Engagement events

- 1) The proposals for PE events are assessed by the Management Team.
- 2) The applicants are required to:
 - a) Provide a description of the event, including detailed timing.
 - b) Define the public for the event. The "public" can be interpreted in its broadest sense: visitors, staff, students etc.
 - c) Describe the concepts they would like to engage the public with, what tools are proposed to be used, and a reference to the student project(s) that align(s) with their project and how.
 - d) Provide details of the staff and resources needed and available.
- 3) The involved SEAHA academics and students may decide to use the PE event to conduct research (e.g. surveys or data collection). The external party is not required to participate in this work.
- 4) Deployment of the MHL will be funded using the SEAHA Public Engagement Budget, any additional required funding needs to be covered by the applicant's organisation. This may include transport, refreshments or accommodation of the participants.

Evaluation and delivery of Research Projects

- 1) The proposals for Research Projects are assessed by the Steering Committee.
- 2) These proposals are strongly encouraged to include a Public Engagement element.
- 3) The applicants are required to:
 - a) Provide an academic justification of the research project, clearly stating their research questions, in less than 1000 words.
 - b) Provide a detailed description of the project (including timing).
 - c) Justify the alignment between the proposed project and the student's project.
 - d) Identify opportunities for public engagement (or include a Public Engagement event in the framework of the project).
 - e) Suggest the required scientific instrumentation (selected from a list of available instruments) that is needed for the project.
 - f) Suggest research outcomes (publications, conferences, media appearances etc...)



SEAHA

CENTRE FOR DOCTORAL TRAINING IN
SCIENCE AND ENGINEERING IN
ARTS HERITAGE AND ARCHAEOLOGY

- g) Specify ownership of the generated data.
 - h) Describe own funding available (if additional funding is needed).
 - i) A description of the staff and resources available.
- 4) Deployment of the MHL will be covered by SEAHA, any additional required funding needs to be covered by the applicant's organisation. This may include transport, refreshments or accommodation of the participants.

Project Follow-up

- 1) Each MHL project or event will be followed by a debrief meeting attended by all the involved students and staff, and led by the MHL Manager. The purpose of the meeting is to:
 - a) Review the research or PE activities.
 - b) Review the deployed resources and costs.
 - c) Review the delivery process, and refine the guidelines if necessary.
- 2) After the MHL projects and activities are delivered, the MHL Manager will coordinate the production of a report to be sent to the SEAHA Management Team. The report will include: student and staff involvement, promotional activity pre- and post-event, estimated audience, a project description and allocation of resources.

v.1.3. 4/01/2016