

## MVLS Engagement Reporting Guidance

We have created this form as a way to collect data from members of MVLS who have managed, organised, or facilitated community & public engagement events, activities, & projects over the past academic year. We are seeking info on the type of engagement, audiences, delivery teams, and impacts.

You can find the form [here](#).

Please fill out a separate form for each event, project, or activity you have worked on. Each question will have an explanation or instructions where appropriate. If you have any questions or issues, please email [mvls-engage@glasgow.ac.uk](mailto:mvls-engage@glasgow.ac.uk) for assistance. If you have a project or event to report on but you feel that you don't have enough data to fill in the form in its entirety, please complete as much as you can and put an X in any compulsory fields you don't have data for.

### Summary of the form

It may be helpful to read the following information before submitting the form, so that you can prepare the appropriate data. If you have the following data to hand, the form should only take around 5 minutes to complete. You cannot come back to the form so it should be completed in one sitting.

We ask for the following information:

- **Logistics**
  - Project/event title, short description (please indicate delivery type e.g. workshop, exhibition etc.), delivery dates, venue information (choice of UofG, Glasgow, rest of Scotland, rest of UK, rest of world) & lead contact info
- **Delivery information**
  - Total number of delivery hours (i.e. 3 events of 4 hours each would be 12 total delivery hours)
- **Audience Data**
  - Which audiences did you engage with? Number total for each audience type. (Community/Public, Schools, Further Education, Online).
    - For schools, please log year group of the students if you have it.
- **Delivery Team Data**
  - In this section we require information on the following:
    - Total number of people involved from each job type (academic, MPA & support, post-doctoral, PGR, undergraduate). Please include anyone who supported with prep, comms, and development of the activity as well as delivery.

- Total hours spent on tasks related to the activity e.g. development, delivery, prep, set up, training, marketing & comms, evaluation etc. Here we are looking for one number – a total of all hours spent on the project by all staff /students involved.
- Total hours spent on tasks related to the activity by academic staff ONLY - e.g. development, delivery, prep, set up, training, marketing & comms, evaluation etc.
- Gender – indicate gender of all people involved in developing & delivering the activity.

For any additional questions or issues – please email [mvl-engage@glasgow.ac.uk](mailto:mvl-engage@glasgow.ac.uk).