

Policy Engagement Services

The Centre for Science and Policy (CSaP – www.csap.cam.ac.uk) offers a wide range of standard and bespoke services to help researchers and policy makers engage in:

- inspiring new research and policy development
- bringing research evidence and analysis to public policy development
- co-creating impacts for the benefit of society.

CSaP was established in 2009. It has organised knowledge exchange programmes for more than 500 policy professionals, convened over 13,500 one-to-one meetings, and hundreds of events drawing researchers from a wide range of disciplines and policy makers into productive dialogue.

Contact CSaP at services@csap.cam.ac.uk for more information.

	Ideation	Evidence and analysis	Impact
Policy makers	Dialogue with researchers can identify new threats and opportunities to be addressed with policy	Engagement with researchers can underpin policy development	Researchers in academia, business and industry are often vital in translating ideas to impact
Researchers	Dialogue with policy professionals can inspire new lines of research by opening perspectives on societal needs	Including policy engagement in a research grant application can greatly increase its chances of success and create a route to impact	Policy engagement can open the way to societal impacts of research

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Research Excellence Framework (REF) impacts		
100-word statements for research outputs could include engagement activities	Impact case studies could show the thread connecting research to policy development	Environment statements could present CSaP's role in supporting policy engagement
NB Written permission from policy makers would be essential for statements about policy impact		

Programmes, Flagship Services and Service Elements 2024/25

Programme Options →

Service Elements ↓		Policy Engagement Workstream	Policy Lab	Enhanced Policy Workshop	Price
		Customised multi-year programme	One-year packaged programme	3-6 month process	
Initial consultation	Meetings to identify the best CSaP option	■	■	■	£0
Support for writing funding applications	Guidance and support on incorporating CSaP support and impact in research grant and other funding applications	□...□	□...□	□...□	£0
Exploratory Roundtable	Initial exploration of a topic in a ~2-hour meeting with 8-12 participants	□...□	□	□	£2.0k excluding direct costs of venue and catering
Evidence Synthesis	Concise literature review or wider evidence synthesis	□	■	■	Not a stand-alone option
Evidence Briefing Session	Session with academic experts to brief policy professionals on research evidence relevant to a specific policy question	□...□			£TBA
Policy Workshop Flagship Service	Forum for a structured discussion under the Chatham House rule for up to 24 policy professionals, academics and other experts, including process design, identifying/securing attendees, briefing participants, delivery and reporting	□...□	■□	■	£8.5k inc direct costs* for UoCam sponsors** £10k inc direct costs* for external sponsors
Supporting a Policy Coalition	Building, supporting and developing the circle of policy professionals and academics to drive ongoing work and impact	□	■		£TBA depending on scale
Policy Fellowship Flagship Service	2-year fellowships for a policy professional, e.g. senior civil servant, to engage with academics in visits to Cambridge	□...□	□		£6.0k for UoCam, 3 rd sector and government sponsors £12k for other sponsors
Professional Development Workshop	Design and delivery of a workshop for early-to-mid-career researchers to learn how they can contribute to policy making.	□...□	□		£3.0 - 5.5k
Evidence Analysis and Decision-Making in Policy (online course)	Training in new analytical tools and frameworks on evidence-led solutions to problems in policy-making – delivered by CSaP via Cambridge Online	□...□			£2025
Policy Internships	Opportunities for PhD students or early-career policy professionals to work with CSaP for three months full-time at the policy-research interface	□...□	□	□	£TBA with the sponsor normally paying intern directly
CSaP project support	CSaP staff time can be costed into programmes and larger funding applications to provided extended support	□	□	□	£TBA
Price		£TBA	£22k plus direct costs* plus options	£13k plus direct costs* plus options	

Prices exclude VAT which may be applicable when charging sponsors outside UoCam.

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

*Typically £3.5k at 2024 prices including catering, **Discount enabled by University of Cambridge for research impact

Flagship Services and Programme Options

CSaP's reputation was founded on two highly refined Flagship Services:

- **Policy Fellowships** 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 provides additional opportunities for networking and learning throughout the Fellowship. A Policy Fellowship can be written into an academic grant application to bring policy insight to research and translate research outcomes to policy impact. CSaP Policy Fellowships are highly regarded as preeminent within the civil service and academia.
- **Policy Workshops** provide a forum to debate and explore issues that are of direct relevance to public policy. They can be organised as single events or as part of a series. A workshop brings together typically 16 to 24 policy professionals, researchers and other relevant experts from government, industry and civil society. It enables effective knowledge exchange and network building. Workshops are generally hosted in a Cambridge College. They typically run from mid-afternoon through the evening, combining networking, chaired discussions and a working dinner. CSaP gives skilled guidance in shaping the policy question, designing the workshop process, identifying and convening the participants, and running the event to the highest professional standards.

CSaP offers three Programme Options which bring Flagship Services and other selected Service Elements together for extended engagement and impact:

- **Engagement Workstreams** offer custom-designed, multi-year policy engagement programmes centred on a significant academic research grant, an area of research interest, or on a policy issue. We are particularly keen to discuss opportunities at the earliest stage e.g. when a funding application is being developed or policy initiative is being planned. CSaP can help map relevant policy contacts, academics and other experts using its network and discover how topics may be framed to resonate these stakeholders. It can develop policy engagement action plans and build these into funding applications, integrating with public engagement and communications plans. CSaP's Policy Engagement Workstreams can incorporate any of CSaP's Service Elements.
- **Policy Labs**¹ run for one year using a package of CSaP Service Elements to deliver policy impact. CSaP co-designs and delivers the Policy Lab in close collaboration with key stakeholders. The process includes the following steps: consulting and planning; identifying and defining the policy problem; building the circle of participants from academic, policy and other sectors; synthesising and communicating evidence; designing either one or two workshops; delivering the workshops; reporting the results; creating and supporting the policy coalition; conducting evaluation.
- **Enhanced Policy Workshops** are structured to address specific questions, scenarios, and policy case studies. Group-based activities are professionally facilitated to foster co-production and drive for defined outcomes. They require 3-6 months to design and implement. They incorporate learning and techniques from the Policy Workshop service (described above) and

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

Evidence Synthesis (described below). CSaP has built a strong track record having delivered Enhanced Policy Workshops both individually and in series for a wide variety of stakeholders.

CSaP Service Elements

In addition to the Flagship Services, Policy Fellowships and Policy Workshops (described above), there are a range of other CSaP Service Elements, which can be used independently or combined to meet needs. These Elements are outlined below:

- **Initial consultation** - CSaP is always ready to discuss options for how it may support public policy-related activity at the intersection of academic, policy professional and business sectors. There is no charge for this service. It is not a sales process. The aim is to give any enquirer neutral, objective advice, signposting other organisations and approaches outside CSaP's repertoire when appropriate.
- **Support for writing funding applications** - This is another free service, which helps researchers with grant applications and policy professionals with their funding bids. The aim is to integrate structured public policy processes with projects at the outset to enhance their potential impact, which should also enhance the probability of them being funded. The service delivers advice, text for inclusion in grant applications, and costings.
- **Exploratory Roundtable** - Sometimes the policy question is not entirely clear at the outset, or the stakeholders are not yet ready to commit to a programme of work. An initial discussion is needed to share ideas, test the water and open the way to a future project. This discussion must draw out ideas without too much constraint but provide just enough process to reach a clear outcome. CSaP can design, convene and, when appropriate, co-chair, a two-hour Exploratory Roundtable to achieve this delicate balance.
- **Evidence Synthesis** - Gathering and documenting evidence from research papers, other articles/reports, and interviews with experts in academia, policy and industry is often a vital component of a policy process. CSaP has in-house capability and can call on researcher experts in the University to compile concise documents to brief stakeholders and inform the design of events.
- **Evidence Briefing Session** - A report delivered to stakeholders through Evidence Synthesis above may give them what they need, but sometimes an Evidence Briefing Session may be appropriate. The aim is to give stakeholders a foundational understanding of research findings, a technology or concept relevant to their policy process. It consists of experts from academia (and sometimes industry) giving presentations, answering questions, and sometimes demonstrating results in lab visits.
- **Supporting a Policy Coalition** – In an extended engagement spanning a year or more, it is important to build, support and maintain the coalition of stakeholders from academia, public policy and industry. CSaP has developed a wide range of techniques for keeping such a coalition active, engaged and effective.
- **Professional Development Workshop** - 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.

- **Evidence Analysis and Decision-Making in Policy (online course)** - This 6-week online course (6-8 hours per week) will provide early- and mid-career policy professionals with analytical tools and frameworks to analyse policy issues, improve decision-making processes, and produce effective, evidence-based policy solutions. It will cover frameworks for understanding individual and group decision-making behaviours together with a range of factors that may contribute to personal decision-making, including subliminal messaging, nudging, and behavioural economics. Details are available at <http://advanceonline.cam.ac.uk/courses/evidence-analysis-and-decision-making-in-policy>.
- **Policy Internships** – There are internship opportunities at CSaP for PhD students and early-career policy professionals. Interns gain experience by working with CSaP on a wide range of activities spanning all of the services described above. Interns must continue to be paid by their funder, approved by their supervisor, be available to work full-time at CSaP for three months and be accepted through CSaP’s recruitment process.
- **CSaP project support** – Major projects or initiatives in academia, the policy sector or industry sometimes need the dedicated support of a CSaP staff member over weeks, months or even years at a percentage of full time – someone experienced in working at the boundary of academia and policy who can easily tap into CSaP’s knowledge and expertise. CSaP has delivered this service for a number of significant projects to good effect.

Next steps

Please contact services@csap.cam.ac.uk to discuss your needs and discover how CSaP can best help.

Annex – Prices in future years

Exploratory Roundtables

Year	Price (£)
2024/25	2,000
2025/26	2,120
2026/27	2,247
2027/28	2,382

Prices exclude the direct costs of venue and catering.

Prices exclude VAT which may be applicable when charging sponsors outside the University of Cambridge.

Policy Workshop (University of Cambridge sponsors)

Year	Price (£)
2024/25	8,500
2025/26	9,010
2026/27	9,551
2027/28	10,124

Prices include the direct costs of venue and catering.

Policy Workshop (external sponsors)

Year	Price (£)
2024/25	10,000
2025/26	10,600
2026/27	11,236
2027/28	11,910

Prices include the direct costs of venue and catering.

Prices exclude VAT which may be applicable when charging sponsors outside the University of Cambridge.

Policy Fellowship (for University of Cambridge, 3rd sector and government sponsors)

Year	Price (£)
2024/25	6,000
2025/26	6,360
2026/27	6,742
2027/28	7,146

Prices exclude VAT which may be applicable when charging sponsors outside the University of Cambridge.

Corporate Policy Fellows pay a fee which is double the above.