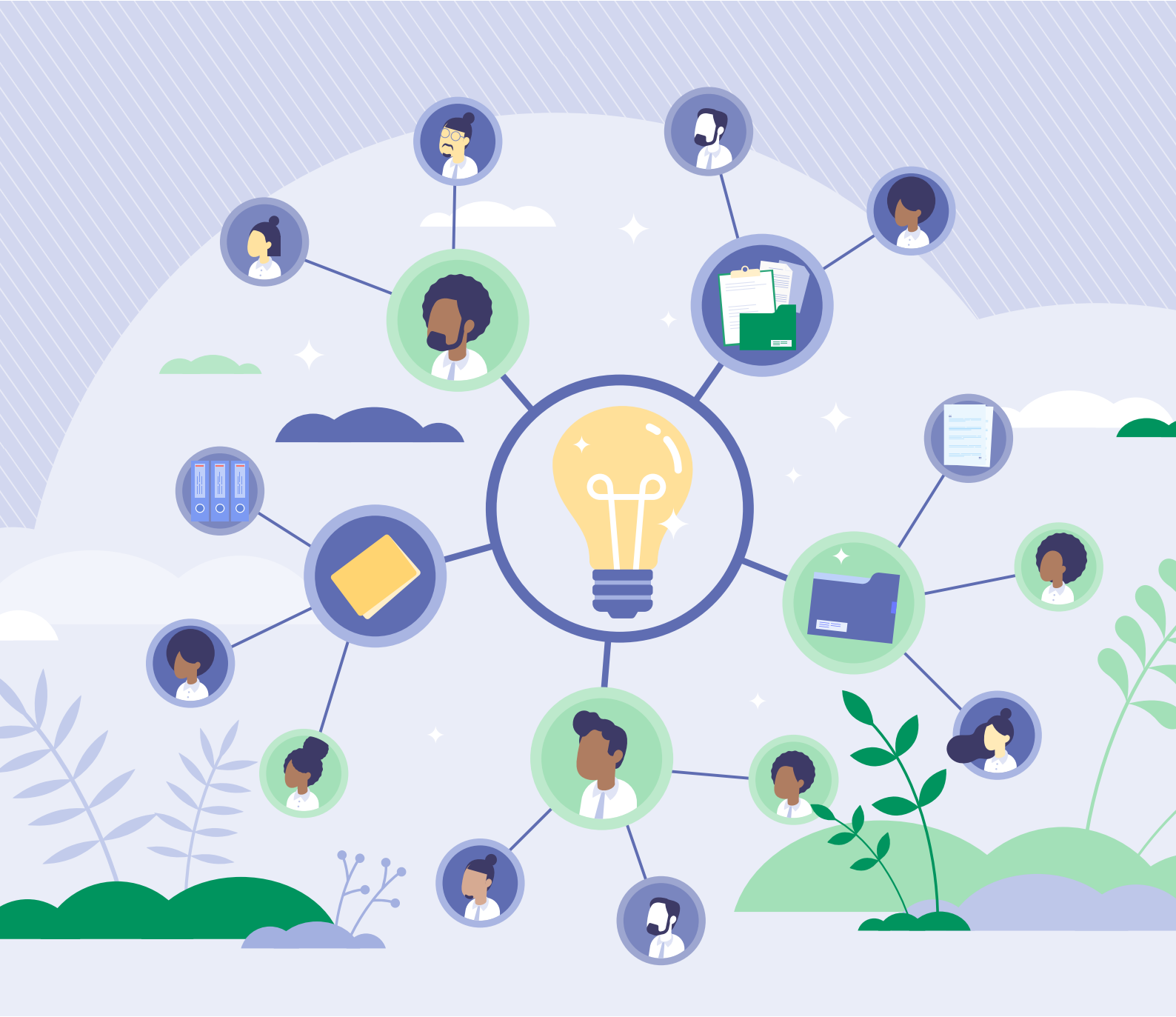


CAPE Resource Navigator



May 2024



Introducing CAPE toolkits

CAPE toolkits are designed for knowledge mobilisers who are seeking to kickstart or increase engagement between universities and policymakers. They are practice-based, easy-to-digest, and intended as a starting-off point for people to adapt to their own work and contexts.

From 2020-2024, CAPE has delivered, tested, and evaluated different ways of facilitating engagement between academics and policy professionals. This has included training programmes for policy makers to understand academic evidence; knowledge exchange events such as roundtables and workshops; seed funding to support collaborative projects between academics and policy partners; and Policy Fellowships to place academics in policy organisations and for policymakers to visit universities to discuss their pressing policy questions with experts.

Alongside this, we've been developing open access resources to share what we've learnt. From templates to toolkits, blogs to case studies, we've been using our on the ground experience to create documents that help solve what we think are key challenges within the sector.

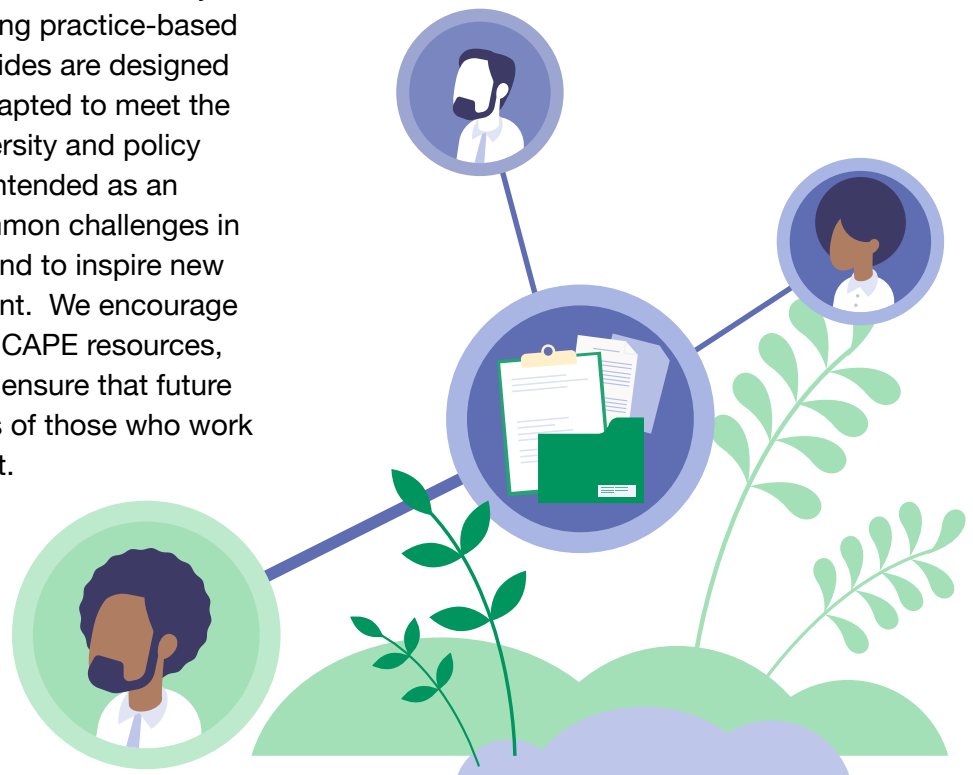
CAPE's resources are developed collaboratively with our policy partners and using practice-based experience. Our toolkits and guides are designed to be flexible so they can be adapted to meet the specific needs of different university and policy systems. These resources are intended as an entry point into addressing common challenges in academic-policy engagement and to inspire new and deeper forms of engagement. We encourage practice-based feedback on all CAPE resources, to improve their efficacy and to ensure that future resources respond to the needs of those who work in academic-policy engagement.

Choose your toolkit

This Resource Navigator compiles the resources that CAPE has published, and, in addition to prompting questions and practical templates, it includes further reading, such as case studies to provide real-life examples of undertaking academic-policy engagement.

To help navigate our resources and choose which ones may prove helpful, we've included details, such as resource type, intended audience, and application and complexity level, throughout this guide.

If you are interested in exploring further any of these resources or would like guidance and support in their application, please contact the CAPE Capabilities and Impact Coordinator, [Rafael Carrascosa Marzo](#).



Are you...

...interested in improving the use of research evidence in policy processes?

Our **Engaging with Evidence toolkit** and **Rapid Evidence Assessments guide** can help.



Engaging with Evidence toolkit



Rapid Evidence Assessments guide

...involved in helping create connections between academic and policymaking organisations via fellowship programmes?

The **Hosting Policy Fellows guide** will walk you through how to set up a programme within a university or research institution.



Hosting Policy Fellows guide

...developing projects where partners collaborate from the get-go?

Our **Project Scope Template** will be a great starting point.

If these collaborative projects take place at the regional level (with local authorities and Mayoral combined authorities), our **Co-Production in Regional Academic-Policy** Engagement outlines best practices for knowledge exchange.



Project Scope Template



Co-Production in Regional Academic-Policy

...setting up contracts for academic placements or fellowships in policy organisations?

Check out our **CAPE Policy Fellowships Contracts Guidance Note**.



CAPE Policy Fellowships Contracts Guidance Note



Engaging with Evidence Toolkit

↓ Download Now

What is it? A toolkit on how to use, synthesise, scrutinise, and engage with evidence and expertise for policy development to support evidence-informed policymaking.

Who is it for? People who work in government (national, regional, or local), public institutions, and third sector looking to develop evidence use and uptake in policy development.

How to use it? Divided into seven modules for flexible use, based on priorities and time constraints. The average time per module is an average of 3 hours. We recommend using this with ongoing policy issues/topics of concern and with the help of a facilitator.

What you need to use it? Requires limited to no prior knowledge of academic-policy engagement; suitable for those in policy who want to use research evidence and engage with academic experts.

When to use it? At the initial stages of policy development, when you are seeking to make use of evidence to inform the process.



Further reading: For a paper reviewing research policy engagement activities from organisations world-wide, see: **What works to promote research-policy engagement?**

For a blog entry that describes how civil servants working in knowledge exchange roles across government have been supported by CAPE to convene a forum – the Policy Knowledge Brokering Forum (PKBF) – to discuss topics of mutual interest, see: **Evidence: from engagement to impact.**





Rapid Evidence Assessments: a guide for commissioners, funders, and policymakers

↓ Download Now

What is it? A guide to support policy organisations to commission a rapid evidence assessment, a pragmatic “tool for getting on top of the available research evidence on a policy issue, as comprehensively as possible, within the constraints of a given timetable.”

Who is it for? Commissioners, funders, policymakers, and knowledge mobilisers interested in commissioning rapid evidence assessments.

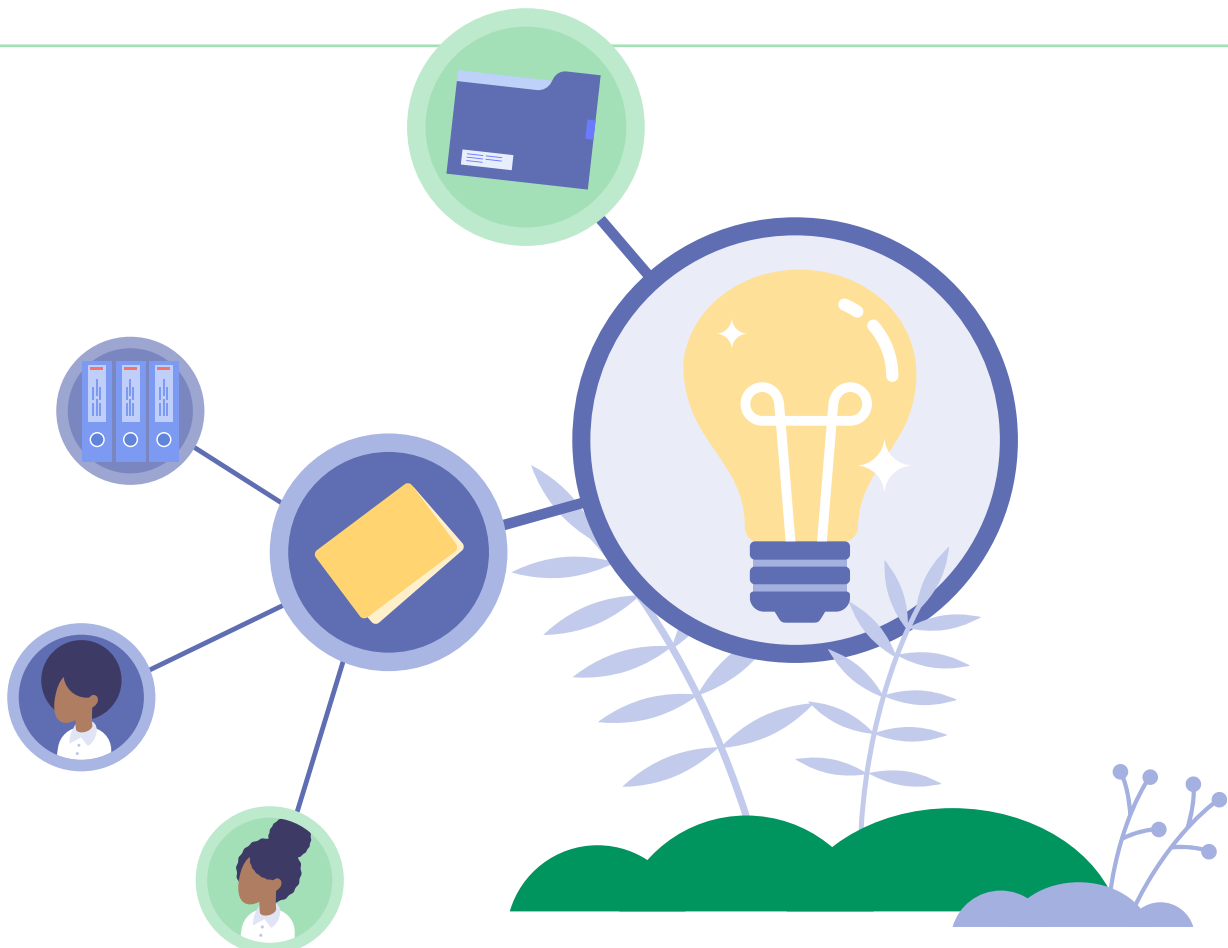
How to use it? As a reference guide to understand the review commissioning process.

What you need to use it? No prior knowledge required, suitable for commissioning reviews in any policy area and organisation.

When to use it? When you're faced with a policy decision and need to gather evidence fast.



Further reading: For a blog entry on the London School of Economics Impact Blog on the topic of rapid evidence assessment, see: **Quick, but not dirty – Can rapid evidence reviews reliably inform policy?**





Developing partnerships & projects between universities and policy partners: a project scope template

↓ Download Now

What is it? A template for those wanting to co-produce and co-develop projects and partnerships between academia and policy and for planning more strategic academic policy engagement. Includes a [blank copy](#) of the partnership and project scope template to work through.

Who is it for? Knowledge mobilisers, academics, project managers, partnership or network managers, policy analysts, evidence leads, communications leads, and any others interested in developing and undertaking collaborative academic-policy engagement projects.

How to use it? To be completed in a collaborative manner between those in academic and policy environments, it is adaptable to partnership needs. The development process can take several iterations to ensure ideas work equitably and meet the needs of all involved.

What you need to use it? The scoping template can be used if you've never done any academic policy engagement before or if it's your 100th engagement project.

When to use it? When to use it? At the start of a collaborative project and throughout to serve as a guide of the whole process.



Further reading: For a blog entry that summarises a survey about what do academics get out of these meetings with policy professionals and what can be done to foster more meaningful interactions and deeper relationships between Policy Fellows and researchers, see: **Quid pro quo? Why academics meet with policy professionals.**

For a blog entry reflecting the key findings of CAPE's experience of collaborative knowledge mobilisation, what is it, what does it do, and why is it worth investing in, see: **Collaboratively and at scale: lending CAPE's experience to the challenge of describing knowledge mobilisation.**

For a list of relevant case studies, see:

- **Toward wellbeing-based government: formalising a 'Roundtable' methodology.**
- **Improving outcomes for children who have experienced adversity through including their voices in policy engagement.**
- **Exploring barriers and developing solutions to encourage active travel in Ardwick, Greater Manchester.**
- **Embedding health in local urban design guides and codes.**
- **Anthropology By Children (ABC) and Islington Council: a CAPE fellowship collaboration case study.**



Co-production in Regional Academic-Policy Engagement: Developing Optimal Conditions

Download Now

What is it? A guide explaining the key principles of co-production and exploring how to plan for co-production in regional academic-policy engagement.

Who is it for? Knowledge mobilisers in universities, academics, those working in the regional academic-policy engagement space.

How to use it? As a reference tool, explaining key principles of co-production and necessary conditions for effective practices. All parties should have a copy and should integrate this into their working practice.

What you need to use it? Some prior knowledge required as it is especially suited to academic-policy engagement where there is already inhouse know-how for projects involved in policy engagement.

When to use it? When aiming to further develop academic-policy engagement into co-production and addressing complex policy challenges at the regional level.



Further reading: For a report based on the Local/Regional Authority Academic Adviser (LRAAA) network exploration of the nature and value of 'Chief Scientific Adviser-type' (CSA) roles for local and regional authorities, see: **Academic Advisers in Local and Regional Authorities: CAPE Insights Report**.

For a report laying out the findings of a 'deep dive' discussion convened by CAPE which explored insights from existing regional academic-policy engagement initiatives, see: **Building a National Agenda for Regional Academic-Policy Engagement**.



Hosting Policy Fellows: a guide for Higher Education Institutions

↓ Download Now

What is it? A guide for universities to create a fellowship programme for policy professionals to meet academics to discuss their policy questions.

Who is it for? Universities interested in inviting policy professionals to meet academics at their institution as part of a formalised Policy Fellow programme for the first time or developing ad-hoc policy fellowships into a programme.

How to use it? As a step-by-step process with templates for programme administration. The guide can be adapted to meet the needs of individual university systems.

What you need to use it? No prior knowledge required. Commitment to hosting policy fellows and staff capacity to support the administration of the programme is required. The resource provides an overview of hosting policy fellows.

When to use it? To understand what capability, resources, and motivation to deliver a policy fellowships programme and consider how it could work in specific contexts.



Further reading: For a list of case studies of CAPE Policy Fellowships, see:

- **Spending 12 months embedded in the academic world: reflections from CAPE Policy Fellow Roshnee Patel**
- **Reflection: CAPE Fellowship to Support Digital Skills in Nottingham**
- **Six months at the heart of science in Government – reflections from a knowledge mobiliser**
- **Developments in participative democracy: Reflections by Newham Council Policy Fellow Darren Sharpe**



CAPE Policy Fellowships Contracts Guidance Note

[↓ Download Now](#)

What is it? A guide to support setting up contracts between universities and policy organisations for policy fellowships, outlining the contract process and common sticking points.

Who is it for? University professional services staff who are involved in setting up contracts for academics to be placed in external policy organisations.

How to use it? As a tool to understand contract negotiation for placing academics into policy organisations and to bring into attention the key issues in the procedures before you start planning a fellowship.

What you need to use it? Staff who support contract administration of fellowships, some knowledge of your university infrastructure and contracts processes.

When to use it? When considering fellowships for academics within policy organisations and needing to consider the resources that will be used.

About CAPE

Capabilities in Academic Engagement (CAPE) a £10 million initiative funded by Research England, is a consortium of five university partners (UCL, and the Universities of Cambridge, Manchester, Nottingham and Northumbria), that, alongside policy partners from the Parliamentary Office for Science and Technology (POST), Government Office for Science (GO-Science), and the Transforming Evidence Hub, aims to enhance the use of evidence in public policy. It explores what works in diverse institutional, geographical and policy contexts, while fostering greater collaboration between universities and improving diversity in engagements.