**Equality Impact Assessment (EIA)**

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| **Question** | **Response** |
| 1. **Name of policy/funding activity/event being assessed** | **Early career fellowships in cultural and heritage institutions**  A pilot AHRC funding opportunity for early career researcher fellowships in cultural and heritage independent research organisations (IROs). |
| 1. **Summary of aims and objectives of the policy/funding activity/event** | **Overall purpose:**  To enable early career postdoctoral (or equivalent) researchers to gain experience in the galleries, libraries, archives and museums (GLAM) sector by spending up to two years (longer if part-time) undertaking a research project exploring collections within such an organisation.  **Objectives of the scheme:**   * create new opportunities for early career postdoctoral researchers to build, deepen or broaden their experience of working in, and with, major cultural and heritage organisations * develop the fellows’ skills and future research careers in areas of relevance to the work, collections and practices of cultural and heritage organisations * deliver high quality and impactful research and innovation projects * enhance the host organisation’s capacity to undertake research and innovation activities closely aligned with its priorities and strategies, and leading to practical benefits and outcomes for the host * address a need across the GLAM sector in respect of the lack of dedicated support for early stage research careers * promote equality, diversity and inclusion principles * strengthen efforts to build and diversify research capabilities in the cultural heritage research and innovation ecosystem * further extend the GLAM sector’s engagement with, and contribution to, society * catalyse high quality and impactful research and innovation projects that contribute to AHRC’s objectives and vision on cultural assets and our other vision areas where appropriate. |
| 1. **What involvement and consultation has been done in relation to this event/study?** *(e.g. with relevant groups and stakeholders)* | The following consultations have taken place in relation to designing this call:   * External: AHRC Skills team ran focus groups with a diverse group of early career researchers in June – September 2021 during which the community commented on the need for more AHRC support immediately post-PhD and during their early careers, and welcomed the idea of a new investment * External: with the Independent Research Organisations Consortium (IROC) in early 2022, resulting in a funding opportunity proposal submitted by IROC which has been further developed * Internal: AHRC Executive Chair and Directors’ Group (ECDG) |
| 1. **Who is affected by the policy/funding activity/event?** | **Academic and non-academic community:**   * Anyone of postdoctoral standing interested in working with the GLAM sector * IROC member organisations eligible to be hosts * Other GLAM organisations who may become IROs’ partners Current employers of these fellows: ROs and other |
| 1. **What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?** | An internal evaluation of the application process is planned for late 2023. We will collect EDI information on applicants through AHRC/UKRI application processes on the Je-S system and we will analyse and report on the data following the completion of the commissioning process and as a part of evaluating the pilot. If this evaluation shows that the pilot call generated sufficient interest and applications of high quality from the community, this will be reported to AHRC senior management to inform a decision about any further rounds of this fellowship scheme.  A set of success measures for each objective listed under item 2. will be produced. Fellowships will be evaluated against these success measures in stages:  1. Initial report from cohort coordination team/appointed consultancy by end of 2023. This will be based on initial monitoring completed by the fellows. Each fellow will set objectives for their fellowship, and how these will be achieved.  2. Interim report from cohort coordination team, date to be confirmed (likely to be by end of May 2024).  3. Outcomes report based on the follow-up feedback from the fellows by end of March 2026. Through this follow-up evaluation process the cohort coordination team will gather feedback about characteristics of the scheme, if/how it met the applicants’ and organisations’ needs, how it affected their career paths and what benefits have been realised for the fellow and the organisations, as well as gather comments on how AHRC and UKRI could improve delivery of the scheme. |

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| **Protected Characteristic Group** | **Is there a potential for positive or negative impact?** | **Please explain and give examples of any evidence/data used** | **Action to address negative impact (e.g. adjustment to the policy)** |
| **Disability** | negative and positive impact  is possible | The fellowships may include working in facilities or using equipment and resources which aren’t adapted for people with disabilities.  During cohort events for the fellows, in case of direct (i.e. in-person) interactions, participants with specific accessibility constraints may be disinclined to participate unless reasonable adjustments are made.  Documents and materials need to be accessible.  As per [ACE data from 2019-20](https://www.artscouncil.org.uk/publication/equality-diversity-and-creative-case-data-report-2019-20) the total percentage of disabled workforce in cultural organisations within the National Portfolio of ACE is 7%. There is a risk that the awards might reflect this underrepresentation. | There is a risk of low representation of people with disabilities among the applicants and successful candidates. To avoid this, we will advertise through UKRI channels which are designed with accessibility in mind, such as the Funding Finder. We will also share the opportunity with relevant organisations and stakeholders.  The call will be live for five months which should allow applicants with disabilities time to obtain support in the application writing process at their organisations and to discuss suitable working arrangements for their proposed fellowship.  AHRC and UKRI gives the applicants and hosting organisations the flexibility to design the fellowship to allow participation of disabled people. We encourage part-time and hybrid arrangements for the pilot fellowships with inclusivity in mind  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Any travel and subsistence expenses beyond the most economic level which are incurred due to a disability can be requested in, and covered by, the fellowship award.  AHRC/UKRI and the cohort coordination team will work together to ensure all EDI needs are met. This will include responding to individual support needs on a case-by-case basis and ensuring that all information published on the web is accessible.  Applicants and their hosting organisations should discuss any accessibility needs in confidence. Following such conversations, AHRC expects efforts to be made by hosts to provide reasonable adjustments and a welcoming work culture to the fellows. This should be compliant with [2010 Equality Act](https://www.gov.uk/guidance/equality-act-2010-guidance) and EDI policies at receiving organisations, and inspired by [UKRI’s policies and approach to equality, diversity and inclusion](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/).  AHRC has taken positive action regarding underrepresentation. We expect these measures to help attract and appoint a diverse cohort of fellows.  As this is a pilot we will monitor outcomes. We will use lessons learned from the pilot call to decide if further action should be undertaken within any future funding opportunities for such fellowships to attract candidates with disabilities. |
| **Gender reassignment** | Negative and positive impact  is possible | Applicants who have had/are in the process of gender reassignment may feel disinclined to apply if our language isn’t sensitive. Therefore, gender neutral language is important to support inclusivity, equality and representation.  Applicants who have had/are in the process of gender reassignment might feel more comfortable using gender-neutral facilities. | AHRC will use gender-neutral language, e.g. pronouns such as ‘they’ or ‘you’ (instead of ‘he/she’), and the collective, gender-neutral noun ‘fellows’ in the funding opportunity web content and in reporting.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  By publishing this EIA, we will also encourage the fellows and their receiving organisations to use gender neutral language throughout their interactions.  We encourage hosting organisations to meet best practice in relation to the employment of transgender staff such as that laid out in the Government Equalities Office guidance on [’The recruitment and retention of transgender staff](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/484855/The_recruitment_and_retention_of_transgender_staff-_guidance_for_employers.pdf)’.  Applicants and their hosts should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/)  AHRC has taken positive action regarding underrepresentation. We expect these measures to help attract and appoint a diverse cohort of fellows. |
| **Marriage or civil partnership** | No impact | The funding opportunity is open to all eligible applicants and there are no barriers to those who are married or in a civil partnership apart from, potentially, the need to relocate for the duration of the fellowship and temporarily live away from their home and partner. | Hosting organisations should agree with the fellow if there is a need to relocate fellows on a temporary basis, in a way that’s sensitive to their family situation and civil partnership/marriage.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the hosting organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/) |
| **Pregnancy and maternity** | negative and positive impact  is possible | Pregnant persons and persons on parental leave, may miss the application deadline whilst on leave.  Applicants who are pregnant may find it difficult to participate in physical meetings and events and may require changes to be made to enable their participation. Pregnant persons and persons with caring responsibilities may require additional adjustments to enable participation in the fellowships.  On the other hand, the flexible nature of the scheme makes it inclusive and might appeal particularly to persons with caring responsibilities or pregnant. | AHRC and UKRI gives the applicants and hosting organisation the flexibility to design the secondment to allow participation of pregnant persons and persons with caring responsibilities.  The fellows will be entitled to maternity and parental leave in line with the terms and conditions of employment. [UKRI standard terms & conditions of full economic cost grants](https://www.ukri.org/publications/terms-and-conditions-for-research-grants/) will apply to awards.  We encourage part-time and hybrid arrangements with inclusivity in mind. Flexibility in the start date of the fellowships (1 November 2023 or within two months of this day) may similarly improve participation.  We published a pre-announcement in May 2022 to alert any potential applicants about this opportunity in advance. The funding opportunity will be live for five months.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/)  AHRC has taken positive action regarding underrepresentation. We expect these measures to help attract and appoint a diverse cohort of fellows. |
| **Race** | negative and positive impact is possible | Successful submissions to the UK Race Equality Charter are publicly available and suggest that Black, Asian and ethnic minority researchers are at a disadvantage when considered for recruitment, promotion, pay and development. This may make Black, Asian and ethnic minority candidates disinclined to apply.  This call is open to candidates of all ethnic backgrounds. AHRC designed the call to be flexible in terms of part- and full-time mode, and scope of research, to make it inclusive and accessible.  We are aware of under-representation of some groups in the workforce of the GLAM organisations covered by this pilot call (as per [ACE data from 2019-20](https://www.artscouncil.org.uk/publication/equality-diversity-and-creative-case-data-report-2019-20) the total percentage of BME workforce in National Portfolio Organisations is 13%). There is a risk that the awards might reflect this underrepresentation. | There is a risk of low representation of Black, Asian and ethnic minority groups among the applicants and successful candidates. To try and mitigate underrepresentation, we will advertise through UKRI channels which are designed with accessibility in mind, such as the UKRI Funding Finder website. We will also share the opportunity with relevant organisations and stakeholders.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  As this is a pilot we will monitor outcomes. We will use lessons learned from the pilot call to decide if further action should be undertaken within any future opportunities for such secondments to attract more Black, Asian and ethnic minority candidates.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/)  AHRC has taken positive action regarding underrepresentation. We expect these measures to help attract and appoint a diverse cohort of fellows. |
| **Religion or belief** | negative impact  is possible | Potential candidates or receiving organisations members who may be on leave due to a religious celebration may miss the application deadline.  Apart from the above, we do not anticipate a person’s religion or belief would impact on their application. | The call will be live for five months to reduce the impact of any clashes with religious holidays or celebrations. We have also published a pre-announcement in May 2022 to inform any potential applicants about this opportunity in advance. The cohort coordination team will host information events (‘town halls’) in November and December 2022. The main presentation during the first such town hall will be recorded, and a recording published online for the benefit of candidates unable to attend the events live.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/) |
| **Sexual orientation** | No impact | We do not anticipate a person’s sexual orientation would impact on their application. | Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/).  AHRC has taken positive action regarding underrepresentation. We expect these measures to help attract and appoint a diverse cohort of fellows. |
| **Sex (gender)** | negative impact  is possible | See ‘Pregnancy and maternity’. Another gender-specific barrier might occur if a candidate is going through the menopause at the point of applying or during a secondment, or is experiencing any sex-specific health issue, e.g. prostate cancer or ovarian cancer. The point about inclusive language made under ‘Gender reassignment’ is also important here due to persons who identify as non-binary/gender-queer or transgender (irrespective of whether they had gender reassignment). | The duration of the call being live for five months should allow inclusivity. We have also published a pre-announcement in May 2022 to inform any potential applicants about this opportunity in advance. AHRC and UKRI give the applicants and host organisation the flexibility to design the secondment to allow participation of all sexes and genders. We encourage part-time and hybrid arrangements and leave working day arrangements to the fellows and their hosts.  AHRC will use gender-neutral pronouns such as ‘you/they’ instead of ‘he/she’ in the funding opportunity and reporting. By publishing this EIA, we also want to encourage fellows and their hosting organisations to use gender neutral language throughout their interactions.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/)  AHRC has taken positive action regarding underrepresentation. We expect these measures to help attract and appoint a diverse cohort of fellows. |
| **Age** | negative impact  is possible | The flexibility of the scheme might appeal to and benefit persons across a wide range of adult age groups. The scheme is specifically for candidates who are of postdoctoral standing: are within eight years of the date of successfully completing their PhD viva or equivalent professional training at the deadline for the full application, have less than six years of research experience at post-doctoral level, have less than six years of working in a role or roles which included research as a significant component of the role.  AHRC data indicates the majority of doctoral studentships are awarded for those aged 20-29 and the parameters of postdoctoral criteria will likely mean many candidates near this age range. However, early career isn’t synonymous with youth. Some potential candidates from certain age groups might be disinclined to apply seeing the term ‘early career’ in the title if they’ve already had another career in a different field and are coming into research in their middle or later age. | We will ensure reviewers assess applicants of different ages fairly and transparently, according to the same criteria and taking into consideration experience in the context of career stage, based on the application and the narrative CV (Resume for Researchers) template.  Assessment will be transparent and fair, with criteria published in advance and conducted by AHRC Peer Review College members who have completed EDI training to ensure there is no bias in the assessment process. AHRC staff will attend panel meetings and part of their role will be to identify and challenge any occurrences of bias. Guidance about any internal sifting processes at host organisations must be clear, fair and transparent.  Applicants and their hosting organisations should discuss any personal needs based on this protected characteristic in confidence. Following such conversations, AHRC expects efforts to be made by hosting organisations to provide reasonable adjustments and a welcoming work culture. This should be compliant with the EDI policies at the receiving organisation and inspired by [UKRI’s policies and approach to equality, diversity and inclusion.](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/) |

**Evaluation:**

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| **Question** | **Explanation / justification** | |
| Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people? | It is the first time we are offering early career researchers fellowships to enhance their careers by working in independent research organisations in the culture and heritage sector. Therefore, there is a risk of unanticipated/unintended issues arising, which is a part of the rationale for treating this call as a pilot. The scheme is open for a wide range of candidates from academic and non-academic backgrounds and a range of sectors, and the fellowship environment will be provided by hosting organisations with varying levels of experience in supporting EDI.  The risks are mitigated as follows:   * To encourage a wide range of organisations to apply we are encouraging partnership applications for skills training and research collaboration between eligible host organisations with IRO status and one or more of the wider UK galleries, libraries, archives and museums (GLAM) organisations which is expected to attract a wide range of candidates. To reach as wide an audience as possible through the pre-announcement, keeping the call open for five months and advertising through a wide range of channels * Through the use of standard UKRI fEC Grants Terms and Conditions which provide flexibility * Through use of the narrative CV (‘Resume for researchers’) instead of standard CVs in order to provide applicants from diverse backgrounds and career histories with opportunities to highlight their achievements of relevance to the role (in line with the [‘Funders Joint Statement: Exploring a Shared Approach Towards a Narrative CV’](https://www.ukri.org/wp-content/uploads/2021/07/UKRI-230721-4995CommsResumeJointFundersStatement-Final.pdf) signed by UKRI in 2021) * Through the peer review process (AHRC Peer Review College has recently improved its [membership](https://www.ukri.org/blog/a-warm-welcome-to-our-new-peer-review-college-members/) across all underrepresented groups). * Through the moderating panel process which will work according to [UKRI’s equality, diversity and inclusion (EDI) guidelines](https://www.ukri.org/what-we-offer/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-overview/), and ensure that all proposed fellowships are assessed in line with EDI principles * We will only go off-AHRC Peer Review College if we can’t find the necessary expertise to achieve balance, and the off-college assessors will be informed of EDI principles * Our AHRC Peer Review College training materials cover EDI, including unconscious bias. Any off-college reviewers are strongly encouraged to read AHRC EDI PRC training materials on [our website](https://ahrc.ukri.org/peerreview/peer-review-resources/) * When a panel meeting is organised, AHRC will make the panellists aware of unconscious bias and empower everyone in attendance to challenge cases of bias. * Working with fellowship host organisations to ensure that any sift or EoI stage must be fair, open and transparent and in line with EDI principles.   AHRC and UKRI expects the hosting organisations to support potential and successful fellows with diverse needs at the point of application and throughout their fellowships, addressing their needs and providing a welcoming and inclusive work environment. | |
| **Final Decision:** | **Tick the relevant box** | **Include any explanation / justification required** |
| 1. No barriers identified, therefore activity will **proceed**. |  |  |
| 1. You can decide to **stop** the policy or practice at some point because the data shows bias towards one or more groups |  |  |
| 1. You can **adapt or change** the policy in a way which you think will eliminate the bias | X | The opportunity advertised through this call has been designed to be flexible to accommodate diverse needs. AHRC expects successful applicants and hosting organisations to organise and deliver the secondments in a way which eliminates barriers and bias. AHRC gives the fellows and their hosting organisations the flexibility and ownership to meet diverse needs.  Reasonable adjustments will be provided during all networking and training events for the fellows if needed. Separate EIAs will be produced to provide granularity for particular parts of the programme such as events, application stages and successful applicants.  Lessons learned from this pilot will help us to make future funding opportunities for early career researchers in partnership with independent research organisations and the GLAM sector more inclusive should an opportunity for more calls arise. |
| 1. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to **proceed with caution** with this policy or practice knowing that it may favour some people less than others, providing justification for this decision. |  |  |

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| **Will this EIA be published\* Yes/Not required**  (\*EIA’s should be published alongside relevant funding activities e.g. calls and events) | **Yes** |
| **Date completed:** | **20 October 2022** |
| **Review date** (if applicable): | **October 2023** |

**Change log/version control**

| **Name** | **Date** | **Version** | **Change** |
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| AHRC Skills Team (Isobel Guyver and Agnieszka Siewicz) | 20/10/2022 | 1 | First publication |