



UK Research and Innovation

Equality Impact Assessment Form

*See guidance document for detailed support.

* Delete the guidance text in the response column when completing your EIA.

Overview of activity

	Response
Name of activity being assessed	Metascience Scientometrics Event. The scientometrics sandpit will be held in person and online.
Council/department/project team	UK Metascience Team is a cross UKRI and DSIT team, hosted within ESRC. Read more about the Metascience Unit at this link: UK Metascience Unit – UKRI
Aims and objectives of the activity	<p>The overall aim of the scientometrics sandpit is to commission projects that will develop a range of novel scientometric indicators for use in research assessment and in future metascience research.</p> <p>This sandpit will fund 12-month research projects to deliver actionable research findings, including the development of new open access indicators and measures. The intention is not to support exploratory, open-ended work, but rather to develop measures and indicators to a point where they can be readily implemented by research funders, policymakers and other potential users. Throughout these projects, the funded cohort of grant holders will form an expert challenge group, acting as both as critical friend and peer support for each other.</p> <p>To optimise the experience of the sandpit for participants and to achieve the best outcomes, the organising team from the UK Metascience Unit will ensure access, needs and additional rooms are planner for. The team will also collaborate with the facilitation team to ensure the sandpit workshop plans include accessible materials, language and means of engagement.</p>
Who is affected by your policy/funding activity/event?	<ul style="list-style-type: none">• UK Research and Innovation (UKRI) data teams• UKRI Analyst Teams• Department for Science, Innovation and Technology (DSIT)• UKRI Administrative Staff.• Academics from across disciplines relevant to the funding opportunity• UKRI staff• Director and mentors that will make up our assessment panel

What data and consultation have you used?	<p>We have reviewed other Equality Impact Assessments published for UKRI sandpits and consulted colleagues who have run successful sandpit funding processes to ensure the assessment is comprehensive.</p> <p>External consultation around the sandpit and specification has taken place with relevant identified external stakeholders.</p>
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Analysing your impact

In addition to data gathering and consultation, the guidance materials should be used to assist in identifying impacts on different groups.

Protected characteristics

Protected characteristic	Positive impact or opportunity to benefit	Negative impact	Please explain the impact or why there is no impact including details of any evidence/data used	Detail actions taken/ that will be taken to increase positive or reduce negative impact (or why action is not possible). Detail how you plan to measure the relevant outcomes and outputs of your activity.
	Leave blank if there is no impact or unknown			
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Potential negative or positive depending on scheme eligibility requirements.</p> <p>There may be potential for bullying and harassment and/or exclusionary practices to occur during the in-person event and subsequent online events/follow up activities.</p>	<p>We will encourage people from diverse backgrounds to apply for the scientometrics sandpit</p> <p>We will consider individuals from different career stages at the participant and mentor selection stages.</p>

			<p>Early career researchers* may be disadvantaged in the application process as they don't have the same track record to draw on to demonstrate how they meet the assessment criteria.</p> <p>(*It is assumed that early career researchers are generally younger than their more experienced peers, although this is by no means always the case. This is why this point has been included under 'age').</p>	<p>Mentors will be briefed to make clear that they should be assessing the application according to criteria and not reading between the lines. They should assess an individual's capability to deliver their proposed research.</p>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There could be potential bias or discrimination because somebody (either a panel member, a research applicant or research participants) has a disability.</p> <p>Issues of access (to physical venue, to printed or visual materials and so on).</p> <p>Panel meeting attendees with neuro-disabilities may experience difficulties with concentration and focus during panel assessments.</p> <p>People with visual or hearing disabilities may find it difficult to access and view/ hear the online materials.</p>	<p>We will consider venue to ensure appropriate access.</p> <p>Solicit information from scientometrics sandpit participants (in confidence) about any additional requirements they may have to participate fully.</p> <p>Consider format and variety of materials used to ensure they can be accessed and engaged with appropriately.</p> <p>The virtual element of the scientometrics sandpit will contain appropriate breaks. Frequent breaks will also be built into the agenda and we have spaced out 4 sessions out across 2 weeks.</p> <p>We will ensure that it is possible to print online documents and they are in a form that text can be enlarged, and any information displayed by screen sharing can be zoomed as needed.</p>

				<p>Captions will also be used for the hearing impaired.</p> <p>We will avoid lighting and colours that may trigger migraines and epilepsy.</p> <p>We will use experienced facilitators to support inclusive conversations.</p>
Gender reassignment (Trans identity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There could be potential bias or discrimination to a participant (either a panel member, a research applicant or research participants).</p> <p>There may be potential for bullying and harassment and/or exclusionary practices to occur during the in-person event and subsequent online events/follow up activities.</p> <p>Trans people may be absent from work because of transition and UKRI records may show the wrong gender.</p>	<p>Expectations of professional and appropriate behaviour from all participants: We will reiterate the expectations above and direct our facilitators to adhere to the principles of professionalism throughout the scientometrics sandpit.</p> <p>Mentor selection: we will strive to achieve a gender balance in mentor selection, with all considerations to ensure mentors are representative of the wider UK population.</p> <p>Inclusive practices: For successful applications, we would expect any successful investments to ensure the use of inclusive practices in all of its operations. Facilitators would refer to all participants by name and/or by preferred or neutral pronouns.</p> <p>Medical Treatment: UKRI terms and conditions are flexible in nature on absence due to medical treatment. We would expect that absence related to transition would be covered by the Research Organisation's sick</p>

				policy and strongly encourage research organisations to treat absence relating to transition like any other sick absence.
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<p>This is unlikely to affect the inclusion of those who are married or in civil partnerships.</p> <p>If there are participants who are in a marriage or civil partnership who both attend, there may be caring responsibilities to manage which are impacted by the event.</p> <p>There may be potential for bullying and harassment and/or exclusionary practices to occur during the in-person event and subsequent online events/follow up activities.</p> <p>There may be bias (positive or negative) if participants are in or have been in a relationship with each other.</p>	<p>We will require participants to work in the spirit of professionalism and inclusivity throughout the process.</p> <p>Design of the scientometrics sandpit is such that in-person attendance is only required for two days, which is published in the call for expressions of interest.</p>
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Participation in the scientometrics sandpit may be negatively affected, if potential applicants or mentor reviewers are unavailable at key stages.</p> <p>Inability to attend due to childcare commitments may affect who can participate.</p> <p>Provision for parental leave (including maternity leave, paternity leave and leave related to surrogacy and adoption) are covered in the UKRI terms and conditions.</p>	<p>We should ensure the use of gender-neutral language during the scientometrics sandpit.</p> <p>Timelines of all events will be provided in advance, allowing early engagement with UKRI on specific mitigations. UKRI will do its best to accommodate adjustments.</p> <p>Childcare or care costs: The costs of additional childcare or care for participants, beyond those required to meet the normal contracted requirements of the job may be requested as a directly incurred cost if the</p>

				<p>institutional policy is to reimburse them. However, childcare or care costs associated with normal working patterns may not be sought.</p> <p><i>It is an individual's responsibility to check with UKRI and confirm what costs can be reimbursed prior to attendance at an event.</i></p> <p>Participants will be directed to the non-UKRI employee for their claims to be processed: <u>Expenses claim form for non-UKRI employees – UKRI</u></p> <p>Additional childcare or care costs (in-person days in Swindon): The participant will be reimbursed for childcare or care costs at the venue or for paying for a relative to travel to care for school age children.</p> <p>Breastfeeding/Expressing: On request, we will ensure facilities are provided at the scientometrics sandpit venue.</p>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There could be potential bias or discrimination because somebody (either a panel member, a research applicant or research participants) is from a particular ethnic background. There may be opportunities for bullying and harassment during the scientometrics sandpit or project.</p> <p>We will encourage people from diverse background to apply for the scientometrics</p>	<p>We will encourage people from diverse backgrounds to apply for the scientometrics sandpit.</p> <p>We will also share guidance with mentors on unconscious bias.</p> <p>We will require participants to work in the spirit of professionalism and inclusivity throughout the process.</p>

			<p>sandpit and diversity of backgrounds will be considered when selecting participants to attend. We will also share guidance with mentors on unconscious bias</p>	<p>We would expect any successful investments to ensure the use of inclusive practices in all of its operations.</p>
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Participation in call may be affected, if potential applicants or mentors are unavailable at key assessment stages. (Activities could coincide with religious holidays, for example).</p> <p>There could be potential bias or discrimination because somebody (either a panel member, a research applicant or research participants) has a particular faith or belief.</p>	<p>UKRI will ensure that religious observances are considered such as prayer times and catering. UKRI will do its best to accommodate adjustments and will seek input from participants and mentors.</p> <p>We will ensure that religious observances are considered when planning the scientometrics sandpit including catering to provide choice, accounting for religious considerations. Catering will include vegetarian food if kosher or halal food cannot be provided.</p> <p>Prayer times will be accommodated for.</p>
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There may be potential for bullying and harassment and/or exclusionary practices to occur during the in-person event and subsequent online events/follow up activities.</p>	<p>We will encourage and remind attendees to be respectful and inclusive during the scientometrics sandpit process.</p>
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Use of language in call for expressions of interest can present a barrier to participation.</p> <p>Attendees may be disadvantaged and unable to attend meetings if they have caring responsibilities.</p> <p>There may be potential for bullying and harassment and/or exclusionary practices to</p>	<p>We will encourage people from diverse backgrounds to apply for the scientometrics sandpit.</p> <p>We will encourage and remind attendees to be respectful and inclusive during the scientometrics sandpit process.</p> <p>We will ensure the use of gender-neutral language in the call specification, guidance</p>

			<p>occur during the in-person event and subsequent online events/follow up activities.</p> <p>We will design the scientometrics sandpit so that in-person attendance is only required on two days, and publish this in the call for expressions of interest.</p> <p>In line with UKRI policy we will aim to ensure fair representation across genders when recruiting mentors.</p>	<p>documents and during the delivery of the scientometrics sandpit.</p>
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Additional characteristics

Additional characteristics	Positive impact or opportunity to benefit	Negative impact	Please explain the impact including details of any evidence/data used	Detail actions taken/ that will be taken to increase positive or reduce negative impact (or why action is not possible).
	Leave blank if there is no impact or unknown			
Geographical location and place (consider UK and international offices)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>The opportunity is open to academia, research organisations, eligible organisations, individuals operating in the field with suitable expertise and experience, and independent research organisations across the UK who meet the eligibility requirements.</p> <p>Participants' accommodation and subsistence will be paid to ensure participation is not hampered by costs.</p>

				Travel and subsistence to Swindon from any UK location will be covered in line with UKRI policy to minimise negative impact of this southwest England location for those based elsewhere in the UK.
Socio-economic status	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Paid accommodation, travel, and subsistence will support participants' attendance on the in-person days.
Education background	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<p>The requirement for participating is that individuals have the expertise and experience in the subject matter.</p> <p>There is no requirement to hold a post-graduate degree or have links to higher education.</p> <p>It is also open to UK-based and international researchers who meet the requirements.</p>
Parent/guardian responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dependent on individual circumstances	<p>As two of the four days will be virtual, it is hoped that the event's impact on caring responsibilities is minimised through participating remotely from home for part of the event.</p> <p>The timing of the scientometrics sandpit is scheduled between the weeks for the term holidays of Scotland, England, Wales and Ireland.</p> <p>UKRI can offer support for people with caring responsibilities. It is an individual's</p>

				responsibility to check with UKRI and confirm what costs can be reimbursed prior to attendance at an event. Further details are available at this link here .
Carer/parent carer responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dependent on individual circumstances	UKRI can offer support for people with caring responsibilities. It is an individual's responsibility to check with UKRI and confirm what costs can be reimbursed prior to attendance at an event. Further details here .
Political opinion (Northern Ireland only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		The scientometrics sandpit will focus on policy and research questions. Political opinion or discourse will not apply.
Other characteristics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dependent on individual circumstances	<p>Reasonable adjustments and accommodations will be provided upon request.</p> <p>Materials, equipment and resources will be designed to accommodate or be adapted to varying needs.</p> <p>Materials in the sandpit will be prepared so they are printable and enlarged from online documents.</p> <p>Any information displayed by screen sharing can be zoomed as needed.</p> <p>Captions will also be used for the hearing impaired.</p>

				<p>The scientometrics sandpit will contain appropriate breaks.</p> <p>We will avoid colours and lighting that may trigger migraines and/or epilepsy.</p> <p>Scientometrics sandpits are intense with a high cognitive load. Sufficient rest time will be allocated in the scientometrics sandpit agenda, and any specific requirements for rest can be taken into consideration by UKRI.</p> <p>We have also spaced our 4 sessions out across 2 weeks.</p>
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<p><i>Are there general or overarching impacts on multiple groups? What actions will you take to increase positive impact, or reduce/mitigate negative impact?</i></p>	<p>For general impacts and actions that affect more than one protected characteristic, please use this space. For example, in-person meetings can present as negative barriers for disabled people, as well as those with parental or caring responsibilities. You may wish to mitigate this by allowing hybrid or fully virtual meetings to avoid access issues, travel and overnight stay requirements, and facilitate the use of personal equipment (e.g. allowing caption use).</p> <p>A number of risks have been identified and actively considered as part of the scientometrics sandpit call design and internal management processes for call delivery. These risks have been mitigated as far as possible. These include:</p> <ul style="list-style-type: none"> • Making the scientometrics sandpit a hybrid event over 2 weeks to reduce digital fatigue • Covering travel and accommodation for the in-person component • Running the event outside of school holidays in UK where possible • Running the between event 10-4pm, Tues and Thursday to accommodate flexible working as much as possible.
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A satisfaction survey will be sent out to all participants to gather feedback about the event, its facilitation, organisation and the participants' experience of the scientometrics sandpit for the in-person and virtual sessions. The survey will also measure how each particular event met its outcomes and outputs from the stakeholder, participant, mentor and funder viewpoints.

Continued below...

Evaluation

Final Decision:	Select the relevant box	Include any explanation / justification required
1. No negative or positive impact identified; therefore, activity will proceed .	<input type="checkbox"/>	
2. Adapt or change the activity in a way which you think will eliminate negative impact or promote equality.	<input checked="" type="checkbox"/>	See the mitigations outlined above. Further risks that are brought to the attention of UKRI as the process proceeds will be addressed and this policy updated.
3. Stop the activity because the evidence shows bias or negative impact towards one or more groups.	<input type="checkbox"/>	
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the activity (e.g. in extreme cases or where positive action is taken). Therefore, you are going to proceed with caution with this activity knowing that it may favour some people less than others, providing justification for this decision.	<input type="checkbox"/>	

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Review and sign off

What are the arrangements for monitoring and reviewing the impact of your activity?	An EIA is a live document and should regularly be reviewed throughout the life cycle of an activity We will re-evaluate prior to the participant selection to check for EDI and again at the end of the scientometrics sandpit to cover any lessons learned to feed into future calls.
Next review date:	March 2025

Will this EIA be published? * Yes/Not required	Yes
Point of contact	metascience@ukri.org
Signed off by (name and date):	For example, project board, committee, budget holder, Senior Responsible Owner (SRO) <i>Lucy Gresley</i> <i>Strategic Lead for Metascience</i> <i>ESRC</i>

Before publishing or archiving your EIA, please remove any sensitive or confidential information such as personal identifiable data.

Once your EIA is completed or updated:

1. Upload it to the UKRI central repository via [the EIA submission form](#)

EIAs for ODA and non-ODA ISPF programmes should be emailed to: ISPF@ukri.org

Change log

Name	Date	Version	Change
		1	E.g. Based on input received from consultation groups at the business case stage, added actions under the gender section
		2	E.g. Based on input received from x at the announcement of opportunity stage, added/removed/edited x
		3	E.g. Based on input received from x at the investment authorisation stage, added/removed/edited x

Continued below...

Action plan

Use the table below to define the actions you intend to take (or have taken) to address the indications of negative impact you have identified or to promote equality. Actions should be SMART (Specific, Measurable, Achievable, Realistic, Time-bound).

Action	Deadline	Owner	How will it be monitored?	What is/will be the impact/outcome?
e.g. Update application form to include questions on additional support and reasonable adjustments	December 2025	Applications manager	Updated form published and submissions reflect individual needs	Individual needs can be addressed. Inform inclusive design of the activity