



UK Research  
and Innovation

# 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	Second round of the AHRC funding opportunity for early career researcher fellowships in cultural and heritage institutions.
Council/department/project team	AHRC Skills Team
Aims and objectives of the activity	<p>Overall purpose: To enable early career postdoctoral (or equivalent) researchers to gain experience in the galleries, libraries, archives and museums (GLAM) and heritage sector by spending up to two years (longer if part-time) undertaking a research project exploring collections within such an organisation.</p> <p>Objectives of the scheme:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• develop the fellows’ skills and future research careers in areas of relevance to the work, collections and practices of cultural and heritage organisations</li> <li>• deliver high quality and impactful research and innovation projects</li> <li>• 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</li> <li>• address a need across the GLAM sector in respect of the lack of dedicated support for early stage research careers</li> <li>• promote equality, diversity and inclusion principles</li> <li>• strengthen efforts to build and diversify research capabilities in the cultural heritage research and innovation ecosystem</li> <li>• further extend the GLAM sector’s engagement with, and contribution to, society</li> <li>• 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.</li> </ul> <p>This equality impact assessment covers the following aspects of the funding opportunity to ensure that equality, diversity, and inclusion are embedded throughout the process.</p>

	<ul style="list-style-type: none"> <li>• Advertising and promotion</li> <li>• Application process</li> <li>• Assessment and review</li> <li>• Panel composition and meetings</li> <li>• Decision making and feedback</li> <li>• Monitoring and evaluation</li> </ul>
<p>Who is affected by your policy/funding activity/event?</p>	<ul style="list-style-type: none"> <li>• Early career researchers applying for fellowships</li> <li>• Independent Research Organisations eligible to be hosts</li> <li>• Early career researchers with an AHRC early career research fellowship in cultural and heritage organisations (pilot round)</li> <li>• Scheme Cohort Coordination and Development team supporting the fellowship programme</li> <li>• Supervisors, managers and potential mentors of researchers</li> <li>• AHRC and UKRI staff developing and managing the approach and working with award holders throughout the lifetime of the awards</li> </ul> <p>The scheme is designed to be inclusive and accessible to all eligible applicants, regardless of background, personal circumstances, or working patterns. The activity may impact individuals differently depending on their access needs, availability, and familiarity with funding processes.</p> <p>To mitigate potential barriers and ensure equitable participation, the scheme includes:</p> <ul style="list-style-type: none"> <li>• Accessible materials and platforms for both applicants and assessors.</li> <li>• Clear guidance and contact points to support applicants throughout the process.</li> <li>• Training and support for assessors to promote fair and unbiased decision-making.</li> </ul> <p>Further details on how these measures are embedded in the scheme’s design and delivery is provided under the aims and objectives of the activity section.</p>
<p>What data and consultation have you used?</p>	<p>The following consultations have taken place in relation to designing this call:</p> <ul style="list-style-type: none"> <li>• External: this is following on from the pilot round which has been subject to external evaluation.</li> <li>• External: the Independent Research Organisations Consortium (IROC) has developed a funding proposal based on their experience of the pilot</li> <li>• Internal: AHRC Executive Chair and Directors’ Group (ECDG)</li> </ul>



**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>The flexibility of the scheme is designed to be inclusive and may appeal to individuals from across a wide range of age groups. While the scheme is targeted at those of postdoctoral standing, it does not specify an age limit, and eligibility is based on career stage rather than age.</p> <p>Although early career researchers may often be younger, the scheme remains accessible to individuals who have entered academia later in life or had non-linear career paths. As such, the scheme has the potential to benefit both younger and older applicants, provided that communications and eligibility criteria are clearly framed to avoid unintended age-related barriers.</p> <p>The full proposal stage does not introduce any direct age-related eligibility restrictions. Early career is defined by career stage rather than age, meaning shortlisted applicants may include individuals at different life stages, including those that entered research later in life of have had non-linear or interrupted career trajectories.</p>	Please refer to the general or overarching impacts section.

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			
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Fellows may be required to work in facilities or use equipment and resources that are not fully adapted for individuals with disabilities. This could present barriers to participation if reasonable adjustments are not available.</p> <p>Applicants entering the full proposal stage may include individuals with a wide range of disabilities. While there are no disability-related eligibility restrictions, the requirements of the full proposal stage may affect applicants differently depending on their access needs.</p> <p>In-person cohort events may pose challenges for participants with specific accessibility needs. Without proactive planning and reasonable adjustments, individuals may feel disinclined or unable to participate fully.</p> <p>All documents, guidance, and communications need to be accessible to ensure equitable participation. This includes compatibility with screen readers, use of plain language, and availability in alternative formats where needed.</p>	<p>Please refer to the general or overarching impacts section.</p> <p>To address the risk of low representation among disabled applicants, the opportunity was advertised through UKRI channels designed with accessibility in mind, including publication on the Funding Finder. This ensured that information about the scheme, including accessible guidance and materials, was available through an established route for applicants.</p> <p>Ongoing mitigations that support participation by disabled individuals, including flexibility in working patterns, possibly hybrid/remote options and reasonable adjustments, are set out in the general equality and diversity considerations applicable to all groups.</p>

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	Leave blank if there is no impact or unknown			
			As per <u>ACE data from 2019-20</u> the total percentage of disabled workforce in cultural organisations within the National Portfolio of ACE is 7%. There is a risk that this underrepresentation may be reflected in the applicant pool and awardees, unless proactive steps are taken to encourage and support disabled applicants.	
Gender reassignment (Trans identity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Applicants who have undergone or are undergoing gender reassignment may feel disinclined to apply if the language used in promotional materials, guidance, or communications is not inclusive or affirming. The use of gender-neutral and respectful language is essential to support inclusivity, equality and representation.</p> <p>Applicants or fellows may feel more comfortable and supported if gender-neutral facilities are available during in-person events or placements. The absence of such facilities could create discomfort or act as a barrier to participation.</p>	Please refer to the general or overarching impacts section.
Marriage or civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The funding opportunity is open to all eligible applicants, regardless of marital or civil partnership status. There are no inherent barriers associated with this characteristic. However, depending on the location of the fellowship, there may be a need for some applicants to relocate or temporarily live away	Please refer to the general or overarching impacts section.

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			
			<p>from their home and partner for the duration of the fellowship, which could present personal or logistical challenges.</p> <p>The full proposal stage does not introduce any eligibility criteria related to marriage or civil partnership. Applicants in a marriage or civil partnership are not expected to face direct barriers when preparing or submitting a full proposal.</p>	
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Individuals who are pregnant or on parental leave may miss the application deadline due to their leave period or caring responsibilities, potentially limiting their ability to participate.</p> <p>The full proposal stage does not introduce any eligibility criteria related to pregnancy or maternity.</p> <p>Pregnant applicants may face challenges in attending physical meetings or events and may require adjustments to enable their full participation.</p> <p>Applicants who are pregnant or have caring responsibilities may require flexible working arrangements or additional support to engage fully with the fellowship.</p>	<p>Please refer to the general or overarching impacts section.</p> <p>Fellows will be entitled to maternity and parental leave in accordance with the terms and conditions of employment. <u><a href="#">UKRI standard terms &amp; conditions of full economic cost grants.</a></u></p>

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			
			The flexible nature of the scheme, including options for part-time may be appealing for individuals who are pregnant or have caring responsibilities, helping to mitigate some of the barriers.	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Evidence from successful submissions to the UK Race Equality indicates that Black, Asian and minority ethnic researchers may face disadvantages in recruitment, promotion, pay and professional development. This may discourage potential applicants from these backgrounds from applying to the scheme.</p> <p>The funding opportunity is open to candidates of all ethnic backgrounds.</p> <p>Data from Arts Council England (ACE) for 2019-20 (ACE data from 2019-20) shows that only 13% of the workforce in National Portfolio organisations identify as Black, Asian, or minority ethnic. There is a risk that this underrepresentation may be mirrored in the fellowship awards unless targeted outreach and support are provided.</p> <p>The full proposal stage does not introduce any eligibility criteria related to ethnicity. However, applicants' experiences can differ depending on host-</p>	<p>Please refer to the general or overarching impacts section.</p> <p>To address the risk of low representation among Black, Asian and minority ethnic applicants, the opportunity was promoted through UKRI's accessible channels, including the Funding Finder, ensuring clear visibility of the scheme. This provided an inclusive route for applicants to access guidance and application materials during the opportunity window.</p> <p>Continue actions to support equitable participation, including bias-aware assessment processes, flexible working arrangements, and consistent expectations from host organisations, are included within the general equality and diversity considerations section</p>

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			
			organisation culture, inclusivity of support, and access to informal networks.	
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Potential applicants or staff at receiving organisations may be on leave due to a religious observance or celebration, which could result in them missing the application deadline.</p> <p>Beyond the potential timing issue, we do not anticipate that a person's religion or belief would negatively impact their ability to apply for or participate in the fellowship.</p>	Please refer to the general or overarching impacts section.
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	We do not anticipate that a person's sexual orientation would impact their ability to apply for or participate in the fellowship. The opportunity is open to all eligible applicants, regardless of sexual orientation.	Please refer to the general or overarching impacts section.
Sex	<input type="checkbox"/>	<input type="checkbox"/>	We do not anticipate that a person's sex would impact on their ability to apply for or participate in the fellowship. This opportunity is open to all applicants, regardless of sex.	Please refer to the general or overarching impacts section.



**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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Applicants or host organisations based in remote, rural, or economically disadvantaged areas may have less access to research infrastructure, networks, or support services compared to those in major urban centres.</p> <p>Individuals from certain regions may face financial, visa-related, or logistical challenges in relocating.</p> <p>There may be underrepresentation of certain UK nations or regions in applications or awards.</p> <p>The flexibility of the scheme (e.g. possible options hybrid working, remote participation) may enable greater involvement from individuals.</p>	<p>Please refer to the general or overarching impacts section.</p> <p>Wherever possible, materials and cohort events will be designed to be accessible online ensuring equitable participation regardless of location or digital infrastructure.</p>
Socio-economic status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>While the scheme is open to all eligible applicants, individuals from lower socio-economic backgrounds may face indirect barriers, such as:</p>	<p>Please refer to the general or overarching impacts section.</p>

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			
			<ul style="list-style-type: none"> <li>Limited access to networks or institutional support, particularly if they are based at smaller or less well-resourced organisations.</li> <li>Financial constraints that make it harder to relocate or attend in-person events.</li> <li>Perceived inaccessibility of fellowships, which may discourage applications from individuals who have not previously engaged with UKRI or AHRC schemes.</li> </ul>	
Education background	☒	☒	<p>Applicants from non-traditional academic pathways or less research-intensive institutions may perceive the scheme as not being open to them and be discouraged from applying.</p> <p>Individuals from institutions with fewer resources or less experience in securing UKRI/AHRC funding may have less access to mentoring, grant-writing support, or institutional backing.</p> <p>Applicants with less conventional academic trajectories may find it harder to demonstrate their potential.</p> <p>The eligibility criteria allow for a range of postdoctoral experiences, including professional training and roles with significant research</p>	<p>Please refer to the general or overarching impacts section.</p> <p>The scheme defines postdoctoral standing in multiple ways, including professional training and roles with significant research components, allowing applicants from diverse educational and career pathways to be eligible.</p> <p>Early career researchers not currently employed can apply, provided a host IRO agrees to employ them for the duration of the fellowship. This helps remove barriers from those outside traditional academic institutions.</p>

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			
			<p>components, which can support applicants from varied educational and career backgrounds.</p> <p>The scheme welcomes early career researchers not currently employed, provided a host IRO agrees to employ them, this can help level the playing field for those outside traditional academic pathways.</p>	
Parent/guardian responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Parent or guardian responsibilities may limit the time available to prepare an application, attend meetings, or participate fully in cohort activities.</p> <p>Events or deadlines may clash with school holidays, childcare drop off/pick up times, or other caregiving duties.</p> <p>Applicants with children or dependants may be less able or willing to relocate especially if it involves significant disruption to family life.</p> <p>Some potential applicants may self-exclude if they perceive the scheme as demanding or inflexible, particularly if they've had prior negative experiences balancing research and caregiving.</p>	Please refer to the general or overarching impacts section.

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			
			<p>The scheme's encouragement of part-time, possible options for hybrid, and remote working can make it more accessible to those with parent or guardian responsibilities.</p> <p>A longer application window may give parents/guardians more time to plan and prepare.</p>	
Carer/parent carer responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Caring responsibilities especially for individuals with disabilities, chronic illnesses, or complex needs can significantly limit time and energy available for application preparation, travel, or participation in events.</p> <p>Carers may face sudden changes in availability due to emergencies or fluctuating care needs, making rigid deadlines or fixed schedules difficult to manage.</p> <p>Carers may be unable to relocate or travel for cohort events due to their responsibilities.</p> <p>The scheme's encouragement of part-time, possible options for hybrid, and remote working may make it more accessible to carers.</p>	Please refer to the general or overarching impacts section.

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			
			<p>A longer application window may give those with carer/parent carer responsibilities more time to plan and prepare.</p> <p>The postdoctoral criteria allow for career breaks, which can help carers who have had interrupted research careers.</p>	
Political opinion (Northern Ireland only)	<input type="checkbox"/>	<input type="checkbox"/>	No direct or indirect impact identified.	
Other characteristics	<input type="checkbox"/>	<input type="checkbox"/>	None identified	

<p>Are there general or overarching impacts on multiple groups? What actions will you take to increase positive impact, or reduce/mitigate negative impact?</p>	<p>Applicants and fellows may experience overlapping or intersecting impacts across multiple protected characteristics and personal circumstances, particularly where disability, caring responsibilities, geographical barriers, pregnancy or maternity, or socioeconomic disadvantage combine. Differences in institutional cultures and support capacity across Independent Research Organisations (IROs) may also contribute to unequal access or experience. To ensure consistency and reduce compound disadvantage, the following overarching mitigations apply across the scheme lifecycle.</p> <p><b>Inclusive and Accessible Processes</b></p> <ul style="list-style-type: none"> <li>All full proposal guidance, templates and instructions will be published in accessible formats (including screen reader compatible documents and plain language versions) to reduce reliance on institutional networks and ensure equitable participation for applicants from a range of backgrounds.</li> <li>Structured templates and clear documentation support applicants with limited time, unfamiliarity with UKRI processes, or restricted access to institutional support.</li> </ul>
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- All scheme materials will use inclusive, gender-neutral language to ensure broad accessibility and representation.

#### Confidential Discussion of Needs

- Applicants and host organisations are encouraged to discuss any personal or practical needs confidentially, including those relating to disability, health conditions, pregnancy or maternity, caring responsibilities, religious observance, socioeconomic circumstances, or other relevant factors.
- Hosts are expected to provide reasonable adjustments and supportive working environments in line with the Equality Act 2010, institutional EDI policies and considering UKRI's policies and approach to equality, diversity and inclusion.

#### Flexible Fellowship Design and Working Arrangements

- Fellowships may be undertaken full-time or part-time, with hybrid or remote working arrangements where this is compatible with access to collections etc, and agreed with the host organisation.
- Working patterns and project plans may be adapted to support fellows with caregiving responsibilities, long-term health conditions, religious observance needs, geographical constraints, or nonlinear career trajectories.

#### Fair, Bias Aware Assessment-Aware Assessment

- All assessors and panel members receive EDI briefings and unconscious bias reminders prior to undertaking reviews.
- AHRC staff attend panel meetings to observe and challenge potential bias, including bias linked to institutional prestige, protected characteristics, or career interruptions.
- Narrative CVs (Resume for Research) support contextual review of applicants whose experience includes career breaks, part-time roles, or varied professional pathways.

#### Equitable Expectations for Host Organisations

- Hosts are reminded to provide consistent support during proposal development and fellowship delivery, ensuring no applicant is disadvantaged by variations in institutional resources or EDI maturity.

	<ul style="list-style-type: none"> <li>• Expectations for inclusive practice, including accessible facilities and flexible meeting arrangements.</li> </ul> <p>Removal of Financial and Practical Barriers</p> <ul style="list-style-type: none"> <li>• Applicants may request additional travel, subsistence or relocation costs where geographical, disability related, caring, or socioeconomic barriers exist. These costs may be covered by the fellowship award where justified.</li> <li>• The extended application window supports applicants balancing caring responsibilities, health conditions, employment constraints or religious commitments.</li> </ul> <p>Ongoing Monitoring and Review</p> <ul style="list-style-type: none"> <li>• The EIA is treated as a live document and will be reviewed throughout the activity.</li> <li>• Separate EIAs will be developed for cohort events, training, and development activities to ensure targeted consideration of accessibility and inclusion.</li> <li>• Lessons learned from the pilot programme will inform continuous improvements to ensure future rounds of the scheme are increasingly inclusive.</li> </ul>
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## Evaluation

Final Decision:	Select the relevant box	Include any explanation / justification required
1. No negative or positive impact identified; therefore, activity will <b>proceed</b> .	<input type="checkbox"/>	
2. <b>Adapt or change</b> the activity in a way which you think will eliminate negative impact or promote equality.	<input checked="" type="checkbox"/>	<p>Possible risks and bias associated with this activity have been identified and activities have been/will be adapted accordingly.</p> <p>Early career researcher fellowships in cultural and heritage institutions will be designed to accommodate diverse needs. AHRC expects successful applicants and host organisations to organise fellowships in a way which eliminates barriers and bias. AHRC gives the fellows and host organisations the flexibility and ownership to meet diverse needs within UKRI's T&amp;Cs and guidance.</p> <p>Reasonable adjustments will be provided during all networking and training events for the fellows where needed. Separate EIAs will be produced to provide granularity for particular parts of the programme such as cohort events, and training and development activities.</p> <p>AHRC will continue to consider EDI throughout the activity and will review this EIA accordingly. Lessons learned from the pilot programme, in line with our monitoring, evaluation and learning approach, will help us to make future early career funding opportunities more inclusive should more opportunities arise.</p>



Final Decision:	Select the relevant box	Include any explanation / justification required
3. <b>Stop</b> 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 <b>extreme cases</b> or where <b>positive action</b> is taken). Therefore, you are going to <b>proceed with caution</b> with this activity knowing that it may favour some people less than others, providing justification for this decision.	<input type="checkbox"/>	

Continued below...



**Review and sign off**

<p>What are the arrangements for monitoring and reviewing the impact of your activity?</p>	<p>An EIA is a live document and should regularly be reviewed throughout the life cycle of an activity</p> <p>This EIA will be treated as a live document and monitored throughout the lifecycle of the funding opportunity to ensure that any emerging impacts are identified and addressed in a timely and proportionate way.</p> <p>Monitoring activity will focus on both the application process and the delivery of the fellowships.</p> <p>Review points and approach</p> <ul style="list-style-type: none"> <li>• AHRC, together with the cohort coordination team, will review EDI considerations as part of ongoing programme management, including cohort events, training activities, and support structures.</li> <li>• At the conclusion of the funding opportunity, the EIA will be reflected upon as part of the lessons learned and monitoring, evaluation and learning (MEL) activity. Findings will inform improvements for any future rounds or related schemes</li> </ul> <p>Data and consultation</p> <ul style="list-style-type: none"> <li>• AHRC, together with the cohort coordination team, will monitor application and award data identify any emerging patterns that may signal barriers or unintended impacts.</li> <li>• Fellows and host organisations will have opportunities to raise EDI related concerns or requirements throughout the programme, ensuring that new insights can be used to refresh the EIA.</li> </ul> <p>Updating the EIA</p> <p>Where monitoring activity identifies the need for additional mitigations, adjustments, or support, the EIA will be updated accordingly. Separate EIAs will also be produced for specific programme components (e.g., cohort events or training) where required to ensure detailed consideration of accessibility and inclusion.</p>
<p>Next review date:</p>	<p>June 2026</p>

Will this EIA be published? * Yes/Not required	Yes  *EIAs should be published alongside relevant funding activities for example funding opportunities and events.
Point of contact	Andrea Bond, Skills, Senior Investment Manager
Signed off by (name and date):	Allan Sudlow, Director of Partnerships and Engagment  16 February 2026
<p>Before publishing or archiving your EIA, please remove any sensitive or confidential information such as personal identifiable data.</p> <p>Once your EIA is completed or updated:</p> <ol style="list-style-type: none"> <li>1. Upload it to the UKRI central repository via <a href="#">the EIA submission form</a></li> </ol> <p>EIAs for ODA and non-ODA ISPF programmes should be emailed to: <a href="mailto:ISPF@ukri.org">ISPF@ukri.org</a></p>	

## 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?
Monitor the number of proposals where flexible, hybrid, or part-time working arrangements are requested where information is available	At full proposal review stage (date will be aligned with the assessment process)	AHRC Skills Team	Count of requests captured from host statements or application information, review post-round lessons learned.	Better understanding of how often flexibility is used; supports future improvements and consistent provision across the scheme.
Document that the four-month application window is the primary mitigation for applicants with caring responsibilities, and review any applicant feedback relating to deadline timing	At lessons-learned stage (post-award)	AHRC Skills Team	Collect and review any timing-related feedback from applicants or hosts.	Assess whether existing mitigations are sufficient and identifies whether any timing issues are raised in practice.
Provide panel members with the standard AHRC peer-review and panel-meeting briefing, including reminders of UKRI assessment principles and expectations for bias-aware decision-making	Prior to panel meeting	AHRC Operations Team	Attendance at briefing; confirmation from panel chair and observers	Reinforces fairness and consistency in assessment, aligned with existing AHRC peer review training.



Action	Deadline	Owner	How will it be monitored?	What is/will be the impact/outcome?
Collect and review anonymised application and award data (where permissible) to identify emerging trends in participation	At award decision point and post-round review	AHRC Skills Team with ECR Cohort Coordination Team	Data review during lessons-learned stage and as part evaluation undertaken by ECR Cohort Coordination Team	Better understanding of where barriers remain and evidence to inform future improvements.