



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**

	<b>Response</b>
Name of activity being assessed	Call for Establishing a UK Ultra-high Field NMR National Research Facility (Invite only)
Council/department/project team	EPSRC, Advanced Materials and Physical Sciences Theme
Aims and objectives of the activity	<p>Provide a brief outline of your activity being considered and its rationale and aims.</p> <ul style="list-style-type: none"> <li>• What is the activity?</li> <li>• If it is an existing activity, when was it originally introduced? What changes are you proposing and why?</li> <li>• What are the aims and objectives?</li> </ul> <p>Outline the aspects of your activity that need to be covered by the EIA. For example:</p> <ul style="list-style-type: none"> <li>• a funding opportunity may require you to consider equality as part of advertising, application process, external review, building a panel, hosting panel meetings etc.</li> <li>• introducing a new system may involve equality considerations as part of assessing a supplier, accessibility, user testing, training, communication and how to guides.</li> </ul> <p>To establish a national research facility that provides access to Ultra-high Field solution-, and solid-state NMR experiments. The facility is an expansion of the remit of UK High Field Solid-State NMR National Research Facility, which was established in 2010 to provide top-tier solid-state NMR access. The new facility must provide</p> <ul style="list-style-type: none"> <li>• access to a range of cutting-edge High Field, and Ultra-high Field instruments for both solution and solid-state NMR</li> <li>• access to a range of expertise and techniques in High Field/Ultra-high Field solid-state, and solution-state NMR</li> <li>• support excellent research spanning disciplinary boundaries</li> <li>• easy and efficient to access for existing users and facilitate access for new researchers.</li> </ul> <p>The funding opportunity should consider equality when implementing the assessment process and membership of the peer-review/interview panel, and practical arrangements for an in-person panel.</p>

<p>Who is affected by your policy/funding activity/event?</p>	<p>For example, staff, visitors, contractors, businesses, applicants, panel members, awardees, wider beneficiaries</p> <p>HEIs/Research office and staff, applicants, panel members who will also act as reviewers, awardee(s), staff employed (support/administrative/RTPs) on the award, and the community of facility users.</p> <p>Funding opportunity will be published to raise awareness to the wider research community. Publicity will encourage potentially interested groups to contact the applicants and help shape the proposal submission.</p>
<p>What data and consultation have you used?</p>	<p>Detail the evidence used and any consultation that was done related to the equality impact of your activity. This could include (not an exhaustive list):</p> <ul style="list-style-type: none"> <li>• UKRI data and reports. For example, UKRI workforce profile or funding diversity data</li> <li>• External data e.g. HESA, BEIS, sector reports</li> <li>• Survey results or feedback from networks or people who share a protected characteristic, subject matter experts, diverse user groups, unions</li> <li>• Previous consultations, outcomes or lessons learned from similar projects</li> <li>• Previous EIAs both within and outside UKRI</li> <li>• Legal precedent and case studies - seek advice from legal or HR if you're unsure</li> </ul> <p>EDI is embedded in the funding opportunity and is key requirement of the facility. The applicants plans to address EDI will be assessed by peer review as part of the "approach" assessment criterion.</p> <p>The assessment process has been designed to ensure unconscious bias is minimised and managed. All panel members will receive information about unconscious bias in their pre-panel briefings</p>

## 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"/>	Unconscious bias on the part of panel members may disadvantage applicants from specific age groups.	Applicants are not asked to disclose their age. Standard EPSRC policies will be followed. Unconscious bias briefing will be given as part of the panel guidance and panel presentation. Aim for diversity in the panels. EPSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased assessment.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	None identified	Applicants are not asked to disclose whether they have a disability. Standard EPSRC policies will be followed. Panel will be hybrid. Every attempt will be made to accommodate interviewee, panel members' accessibility requirements ahead of and during the panel. The ability to request accommodations will be flagged clearly during pre-panel briefings.
Gender reassignment (Trans identity)	<input type="checkbox"/>	<input type="checkbox"/>	None identified	Applicants are not asked to disclose whether they have undergone gender reassignment.

				<p>Ensure we provide the location of non-gender specific bathroom facilities during Interview panel meeting</p> <p>Panel members will be provided with an unconscious bias document and will be briefed by the panel convenors. EPSRC members of staff assisting the process must have completed the unconscious bias training.</p> <p>Empowering all panellists to challenge potential bias.</p> <p>Aim for diversity in the panels.</p>
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	None identified	Applicants are not asked to disclose their marital status. Standard EPSRC policies will be followed.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Timetable of key dates will be made available to applicants and panellists in advance as early as possible.</p> <p>Applicants are not asked to disclose pregnancy.</p> <p>The assessment panel will be held in-person; EPSRC policies for offering support to those with caring responsibilities will be followed and panel members and applicants will be made aware of these.</p>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<p>Applicants are not asked to disclose their ethnicities. Standard EPSRC policies will be followed.</p> <p>Unconscious bias briefing will be given as part of the panel guidance and panel presentation. EPSRC presence at</p>

				assessment meetings and during interviews acts as an additional assurance to help ensure unbiased assessment. Aim for diversity in the panels.
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Key dates (open call closing, interview) coinciding with specific religious festivals/ events could disadvantage specific religious groups.	Ensure religious observances are considered when meeting dates and opportunity closing dates are chosen. Applicants are not asked to disclose their religious beliefs. Aim for diversity in the panels.
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unconscious bias on the part of panel members may disadvantage individuals of specific sexual orientations, if this is known to the panel.	Applicants are not asked to disclose their sexual orientation. Standard EPSRC policies will be followed. Aim for diversity in the panels.
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unconscious bias on the part of panel members may disadvantage applicants based on gender.	Standard EPSRC policies will be followed. Unconscious bias briefing will be given as part of the panel guidance and panel presentation. EPSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased assessment. In line with EPSRC policies, the assessment panel will be mixed gender, with a target of 30% for the under-represented gender.

### 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).
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	Leave blank if there is no impact or unknown			
Geographical location and place (consider UK and international offices)	<input type="checkbox"/>	<input type="checkbox"/>	None identified	The panel will be hybrid to allow for panellists and applicants to attend remotely.
Socio-economic status	<input type="checkbox"/>	<input type="checkbox"/>	None identified	
Education background	<input type="checkbox"/>	<input type="checkbox"/>	None identified	
Parent/guardian responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Timetable of key dates will be made available to applicants and panellists in advance as early possible. EPSRC policies for offering support to those with caring responsibilities will be followed and panel members and applicants will be made aware of these.
Carer/parent carer responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Timetable of key dates will be made available to applicants and panellists in advance as early possible. EPSRC policies for offering support to those with caring responsibilities will be followed and panel members and applicants will be made aware of these.
Political opinion (Northern Ireland only)	<input type="checkbox"/>	<input type="checkbox"/>	None identified	
Other characteristics	<input type="checkbox"/>	<input type="checkbox"/>	Work for reviewers/panel members may affect those with anxiety. Overly large workloads, and/or a lack of clarity from EPSRC, may affect decision-making.	Ensure we are clear in what the reviewer/panel is assessing, and what is required of them.  Aim to give reviewers/panellists sufficient time to complete their review or panel pre-work.

			<p>Some individuals have care-giving responsibilities that may coincide with the panels.</p> <p>Some attendees may have dietary requirements for health or lifestyle reasons.</p> <p>All considerations above should be applied to panel members, applicants, and EPSRC staff.</p>	<p>Date(s) for the panel will be outside of school holidays wherever possible.</p> <p>DST will request details of any dietary requirements and other potential issues, but we will be aware that some individuals may choose not to disclose this information.</p> <p>Leave sufficient travelling time at the end of the panels and be aware that some attendees may be required to leave sooner.</p> <p>Ensure there are good provisions for those with dietary requirements.</p> <p>Aim for diversity in the panels.</p>
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<p>Are there <b>general or overarching impacts on multiple groups</b>? What actions will you take to increase positive impact, or reduce/mitigate negative impact?</p>	<p><b>For general impacts and actions that affect more than one protected characteristic, please use this space.</b> 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><b>For specific impacts and actions for individual characteristics, please use the table below.</b></p> <p>Your assessment could encompass:</p> <ul style="list-style-type: none"> <li>• How your activity supports UKRI or Council's <u>EDI objectives</u></li> <li>• <b>positive impacts.</b> Think about how you promote equality and foster good relations between people who do or do not share a characteristic.</li> <li>• <b>negative impacts</b></li> </ul>
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- **no impact.** Share evidence to support this
  - **actions** you are going to consider/put in place to remove disadvantages or minimise negative impacts. You should consider whether you need to change the activity, change how it is implemented or whether the aims could be achieved in a different way
  - **outcomes and outputs.** Share how you will measure these
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- Negative impacts due to accessibility and caring responsibilities will be mitigated using EPSRC/UKRI policies when organising the in-person panel meeting. The panel meeting will be held at a location/venue that will be fully accessible to all participants.
  - Unconscious bias briefing will be given as part of the panel guidance and panel presentation. EPSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased assessment.
  - In line with EPSRC policies, the assessment panel will be mixed gender, with a target of 30% for the underrepresented gender.
  - An evaluation survey will be given to panel members, and they will be actively encouraged to fill these out and return them. This will help support future activities through a better understanding of impacts.



Continued below...

### 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"/>	The activity has been adapted following the actions described in the previous section.
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><b>What are the arrangements for monitoring and reviewing the impact of your activity?</b></p>	<p>An EIA is a live document and should regularly be reviewed throughout the life cycle of an activity</p> <p>Consider how you monitor the impact identified in your EIA. Put a plan in place to ensure that the impact is being monitored throughout the activity and evaluate the outcomes of any actions identified in the EIA. For example, you could:</p> <ul style="list-style-type: none"> <li>• Plan regular reviews of the EIA and action plan</li> <li>• Review the EIA as part of any closure or lessons learned activity.</li> <li>• Be transparent: continue to consult with the groups affected by your activity and use new insights to review you EIA.</li> </ul> <p>The EIA will be referenced and updated at the following points:</p> <ul style="list-style-type: none"> <li>• During the panel selection</li> <li>• When making the arrangements for the in-person panel meeting</li> </ul>
<p><b>Next review date:</b></p>	
<p><b>Will this EIA be published? * Yes/Not required</b></p>	<p>Yes</p> <p>*EIA's should be published alongside relevant funding activities for example funding opportunities and events.</p>
<p><b>Point of contact</b></p>	<p>For example, the person or group responsible for the EIA. This may or may not be the point of contact for the EIA. For example, workstream in a project or a team</p> <p>Talit Ghaffar</p>
<p><b>Signed off by (name and date):</b></p>	<p>For example, project board, committee, budget holder, Senior Responsible Owner (SRO)</p> <p>Daniel Smith</p>

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](mailto:ISPF@ukri.org)

### Change log

Name	Date	Version	Change
	27/03/2026	1	Original draft
		2	E.g. Based on input received from x at the <b>announcement of opportunity</b> stage, added/removed/edited x
		3	E.g. Based on input received from x at the <b>investment authorisation</b> 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 2023	Applications manager	Updated form published and submissions reflect individual needs	Individual needs can be addressed. Inform inclusive design of the activity