RESEARCH COUNCIL EQUALITY AND DIVERSITY GUIDANCE FOR RESEARCH FUNDING

Guidance

This document provides guidance for managers and employees involved in developing or running funding schemes (and related activities), to help them consider the equality and diversity dimensions of their work.

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1. Introduction

This guidance sets out the Research Council approach to the development or running of funding schemes (and related activities).

The TU Side have been consulted about the contents of this guidance.

2. Developing or running funding schemes

2.1 When developing a new scheme, activity, etc or considering changes to an existing one, thought should be given to any potential positive or negative impact on individuals or groups? Some challenging questions should be asked:

- Which individuals or groups are likely to be affected by this policy / project / initiative?

- What is the likely impact on these groups, and how have you arrived at this judgement?

- If there is potential for a negative impact, what actions can be taken to mitigate the effect?

- Can this policy / project / initiative be used to help promote equality and diversity?

2.2 Those who are involved in supporting research projects involving public participation in the research, should consider how best to ensure that there is equal opportunity for a wide range of relevant people and groups to get involved in the research [1].

2.3 Those involved in establishing an advisory group, assessment or moderation panel, should consider whether the proposed membership is suitably diverse.

2.4 Those involved in planning an event or panel should confirm that the venue has suitable accessibility for people with disabilities, including ramps and hearing loops. Consideration should also be given to the potential implications for those with caring responsibilities, and whether information from the event can be made accessible in a different form.

3. Monitoring schemes and activities for adverse impact

3.1 A key element in understanding whether the Research Council's schemes, processes, activities or events are having inadvertent impact on groups, is to *monitor* the uptake of opportunities. The Research Council will identify:

- **What** management information (MI) should be looked at in relation to the operation of schemes / processes / events.

- **How often** this information should be reviewed. For some schemes or activities with low numbers of applicants or participants this might just be once per year; for other schemes this might be after every round. The Research Council will set the timetable for reviewing diversity MI as appropriate.

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[1] See Strategies for diversity and inclusion in public involvement (NIHR 2012)

- **How** potential areas of concern will be identified. Comparing the data (e.g. on gender of applicants) with HESA data on the make-up of the relevant academic community may indicate issues. Equally, comparing the proportions of people in a given group at application stage, compared to successful applicants, may indicate any inadvertent bias in the application process.

3.2 The Research Council will seek to identify a member of staff as the Diversity Champion**,** in order to help with coordination and embedding of equality and diversity actions in a business area. The Champion acts as a focal point within their teams to promote discussion and reflection on how diversity considerations are met, or issues addressed.

4. Guidance review

4.1 This guidance will be regularly reviewed. The TU may request that guidance is reviewed.

5. Amendment history

Version	Date	Comments/Changes