



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 | Japan-UK joint opportunity in semiconductor research (JST-EP SRC) |
| Council/department/project team | EP SRC/Research Base/ICT Theme |
| Aims and objectives of the activity | <p>This international joint funding opportunity will support research projects in the field of semiconductors. Projects will further develop and strengthen the network and research collaboration between UK-based and Japan-based researchers.</p> <p>Applications will have a principal investigator based at a UK research organisation eligible for UKRI funding and a principal investigator based at a Japan research organisation eligible for JST funding.</p> <p>We envisage funding three projects, starting November 2024. EP SRC will fund 80% of the full economic cost (FEC). Projects can be up to 41 months.</p> <p>The aspects of the activity that need to be covered by this EIA are</p> <ul style="list-style-type: none"> • To consider equality as part of advertising, application process, external review, building a panel, hosting panel meetings |
| Who is affected by your policy/funding activity/event? | Research council staff, members of the research community, applicants, panel members, awardees. |
| What data and consultation have you undertaken? | <p>The following evidence has been used in relation to the equality impact of this activity:</p> <ul style="list-style-type: none"> • This opportunity has been co-developed between JST and EP SRC, including open consultation with the academic communities in both countries via a Webinar. • Previous equality impact consultations, outcomes or lessons learned from similar projects • Previous EIAs both within and outside UKRI |

Analysing your impact

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



Are there **general or overarching impacts on multiple groups**? What actions will you take to increase positive impact, or reduce/mitigate negative impact?

Positive Impacts:

The call will be open to all, and applications are welcome from any eligible UK-based researchers with expertise in the area. Contact details will be provided alongside the call document. EPSRC will engage with all grant holders to monitor the projects and learn challenges and successes.

As a funder of research, EPSRC remains committed to attracting the best potential researchers from a diverse population into research careers.

For this funding activity EPSRC will aim to:

- Select venues that are accessible and where possible accommodate any specific requirement in our planning and organisation of an initiative to support wider participation. This includes for applicants, reviewers, panel members and staff. Included in the interview invitation letter is a request for any access issues to be notified.
- All participants in the process are asked to inform staff if they have any additional needs to enable attendance or participation.
- Offer support for people with caring responsibilities, further details are available here.
- Clearly communicate the timeline and key milestones for funding activities, advertise these widely to reach the largest possible audience.
- Support and encourage panel members to follow best practice in taking positive steps to safeguard funding decisions. Staff will work closely with the Panel Chair(s) to agree approaches that are designed to minimize opportunities for bias and improve transparency of the decision making process. This includes managing environmental conditions, such as providing appropriate breaks.
- Support flexible working of stakeholders.
- Ensure diversity of peer review assessment and interview panels. Staff will adhere to a mixed panel policy and endeavor to achieve the minimum 30% for the underrepresented gender on the panel.
- Abide by the principles of peer review
- Provide EPSRC staff with tailored unconscious bias training for Peer Review processes and clear guidance for assessors.
- Handle personal sensitive information in compliance with General Data Protection

| | |
|--|---|
| | <p>No impact Applicants are not asked to disclose any information regarding their protected characteristics at any stage of the process. Standard EPSRC policies regarding protected characteristics will be followed.</p> <p>Negative impact Applicants may be unable to apply if they are unavailable/have limited availability during the time the call is open – for example reasons of pregnancy / parental leave / religious holidays</p> <p>Action The timetable of key dates will be made available to applicants and panellists in advance, as early as possible. The call will remain open for eight weeks. Religious observances will be taken into account when meeting dates are chosen.</p> <p>Negative impact Unconscious bias on the part of panel members may disadvantage individuals of specific protective characteristics (e.g. race, sexual orientation, gender, age), if this is known to the panel.</p> <p>Action Unconscious bias briefing will be given as part of the panel guidance and panel presentation. EPSRC presence at assessment meetings and as an additional assurance to help ensure unbiased assessment.</p> |
|--|---|

Continued below...



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 type="checkbox"/> | | |
| Disability | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Gender reassignment (Trans identity) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Marriage or civil partnership | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Pregnancy and maternity | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Race | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Possible name bias from reviewers given that both UK and Japan applicants will be named on applications. | If present, each application would be equally affected as all applications contain named applicants from both nations. |
| Religion or belief | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Sexual orientation | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Sex | <input type="checkbox"/> | <input type="checkbox"/> | | |



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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 type="checkbox"/> | | |
| Socio-economic status | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Education background | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Parent/guardian responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Carer/parent carer responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Political opinion (Northern Ireland only) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Other characteristics | <input type="checkbox"/> | <input type="checkbox"/> | | |

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"/> | The activity has been adapted following the actions described in the previous section. |
| 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"/> | |

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>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"> • Plan regular reviews of the EIA and action plan • Review the EIA as part of any closure or lessons learned activity. • Be transparent: continue to consult with the groups affected by your activity and use new insights to review you EIA. |
| <p>Next review date:</p> | <p><i>July 2024 – during panel preparation.</i></p> |
| <p>Will this EIA be published? * Yes/Not required</p> | <p>Yes</p> <p>*EIA's should be published alongside relevant funding activities for example funding opportunities and events.</p> |
| <p>Point of contact</p> | <p>ICT theme, ICT.Theme@epsrc.ukri.org</p> |
| <p>Signed off by (name and date):</p> | <p>For example, project board, committee, budget holder, Senior Responsible Owner (SRO)</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. Email it to your [council](#) EDI team and
2. 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 |
|-------------|-----------|---------|---|
| Joanna Watt | 24-4-2024 | 1 | Completion of EIA assessment for activity. |
| Joanna Watt | 26-6-2024 | 2 | Updated Protected Characteristic 'Race' information to consider potential name bias - added following feedback and developing reviewer process. |
| | | 3 | E.g. Based on input received from x at the investment authorisation stage, added/removed/edited x |

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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? |
|--|-----------|---|---|---|
| <p>Action The timetable of key dates will be made available to applicants and panellists in advance, as early as possible. The call will remain open for eight weeks. Religious observances will be taken into account when meeting dates are chosen.</p> | May 2024 | PM and SPM in charge of onboarding the call to TFS, ICT Theme | Key dates included in pre-announcement (already live on the funding finder) and updated when the call is published in May 2024. | Applicants have as much notice as possible to plan for the opportunity. |
| <p>Action Unconscious bias briefing will be given as part of the panel guidance and panel presentation. EPSRC presence at assessment meetings and as an additional assurance to help ensure unbiased assessment.</p> | July 2024 | PM and SPM in charge of running the call, ICT Theme | <p>Inclusion of unconscious bias training within the panel briefing.</p> <p>Arranging for EPSRC presence at panel meeting.</p> | Ensuring unconscious bias does not form part of the panel discussion. |
| | | | | |