# 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

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|  | **Response** |
| Name of activity being assessed | 3D Nanoscale Metamaterials Hub for a Sustainable Future |
| Council/department/project team | EPSRC |
| Aims and objectives of the activity | Provide a brief outline of your activity being considered and its rationale and aims.  Funding to create a research hub focused on developing 3D Nanoscale Metamaterials that support Sustainable Futures. Hubs should aim to deliver a step change in our understanding of how to design and build these materials from end to end, addressing design through to manufacture and translation.  Our primary focus is materials that underpin technology and deliver against national and global environmental challenges.  We are looking to continue and build on UK excellence in Metamaterials Research  Outline the aspects of your activity that need to be covered by the EIA. For example:   * as funding opportunity we will consider equality as part of advertising, application process, external review, building a panel, hosting panel meetings etc. |
| Who is affected by your policy/funding activity/event? | applicants, panel members, awardees, wider impact-based beneficiaries (knowledge, social and economic) |
| What data and consultation have you used? | Detail the evidence used and any consultation that was done related to the equality impact of your activity.   * UKRI data and reports that underpin current EPSRC ‘good practice’ * Previous consultations, outcomes or lessons learned from similar projects * Previous EIAs both within 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.

## Protected characteristics

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| --- | --- | --- | --- | --- |
| **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 |  |  | Possible that younger applicants may suffer unconscious bias at interview | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |
| Disability |  |  | Possible that disabled applicants may suffer unconscious bias at interview. Possible that disability may make accessing the call and assessment more difficult. | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members.  Interviews will be help virtually to support greater accessibility for disabled candidates and panel members. All candidates and panel members will be asked if we can make reasonable adjustments to enable better interaction with the review process. |
| Gender reassignment (Trans identity) |  |  | Possible that known trans applicants may suffer unconscious bias at interview | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members.  We would not collect or share data that would make it known that someone is trans. |
| Marriage or civil partnership |  |  | No known impacts positive or negative |  |
| Pregnancy and maternity |  |  | Possible that some individuals may miss the opportunity due to pregnancy or maternity timings aligning with the peer review process | Where the individual is able to engage with the writing process, they may still be on the application but send others for interview. |
| Race |  |  | Possible that applicants may suffer unconscious bias at interview | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |
| Religion or belief |  |  | Possible that applicants may suffer unconscious bias at interview should they discuss religion or belief | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |
| Sexual orientation |  |  | Possible that applicants may suffer unconscious bias at interview should their sexual orientation become apparent (no reason for this information to be shared) | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |
| Sex |  |  | Possible that applicants may suffer unconscious bias at interview | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |

## 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) |  |  | Possible that applicants may suffer unconscious bias at interview | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members.  Place of research remains unassessed though impact via place may be an aspect of grant applications |
| Socio-economic status |  |  | Possible that applicants may suffer unconscious bias at interview where facsimiles of socio-economic statues may be identified | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |
| Education background |  |  | Possible that applicants may suffer unconscious bias at interview where facsimiles of socio-economic statues may be identified | Known biases and unconscious bias will be covered in panel briefing and training to try and limit unconscious or conscious bias in decision making. Any evidence comments or interactions that hint at bias will be challenged by EPSRC staff or by panel members. |
| Parent/guardian responsibilities |  |  | Interview times may inconvenience those with caring responses.  Publishing times (in summer holidays) may present an initial engagement barrier | EPSRC will work with applicants to ensure that interview times are manageable for all attendees. Interview week dates will be published with the funding finder document to aid pre-planning and times will be confirmed shortly after submissions to give as much notice as possible.  EPSRC will explore putting out a pre-announcement sooner to try and raise awareness |
| Carer/parent carer responsibilities |  |  | Interview times may inconvenience those with caring responses. | EPSRC will work with applicants to ensure that interview times are manageable for all attendees. Interview week dates will be published with the funding finder document to aid pre-planning and times will be confirmed shortly after submissions to give as much notice as possible. |
| Political opinion (Northern Ireland only) |  |  | N/A |  |
| Other characteristics |  |  | N/A |  |

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| --- | --- |
| Are there **general or overarching impacts on multiple groups**? What actions will you take to increase positive impact, or reduce/mitigate negative impact? | **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).  **For specific impacts and actions for individual characteristics, please use the table below**.  Your assessment could encompass:   * How your activity supports UKRI or Council’s [EDI objectives](https://www.ukri.org/what-we-do/supporting-healthy-research-and-innovation-culture/equality-diversity-and-inclusion/edi-strategy/) * **positive impacts**. Think about how you promote equality and foster good relations between people who do or do not share a characteristic. * **negative impacts** * **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 |

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**. |  |  |
| 1. **Adapt or change** the activity in a way which you think will eliminate negative impact or promote equality. |  | The activity has been adapted following the actions described in the previous section. We will continue to adapt in response to any changes in situation or more information available about the needs of the panel and applicants |
| 1. **Stop** the activity because the evidence shows bias or negative impact towards one or more groups. |  |  |
| 1. 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. |  |  |

Continued below…

## Review and sign off

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| --- | --- |
| **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  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:   * 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. |
| **Next review date:** | *August 2024* |

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| --- | --- |
| **Will this EIA be published? \* Yes/Not required** | Yes  \*EIA’s should be published alongside relevant funding activities for example funding opportunities and events. |
| **Point of contact** | Zaffie.cox@epsrc.ukri.org |
| **Signed off by (name and date):** | XXX [Head of Advanced Materials, EPSRC – Budget Holder] |
| **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](https://forms.office.com/Pages/ResponsePage.aspx?id=juC3i6TajkqSfvyjjbBLfuzmJllr2UxPiagnQdB9dGBUMzFPRDY0RUJIRlpCRkwzN01WMTJWM1BKRCQlQCN0PWcu)**   **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?** |
| Pre-announcement | 18/6/2024 | Zaffie Cox | ongoing | Inform the community to raise awareness of call coming in August – avoids people only finding out during the holidays |
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|  |  |  |  |  |