Quick Reference

Please note that you must read the full Call document for guidance before submitting your application

Inclusion Matters

Furthering equality, diversity and inclusion in Engineering and Physical Sciences research

Call type: Invitation for outline applications

Closing date: 07 November 2017

Funding Available: Up to £5 million is available to support around 10 partnership awards

How to apply: Outline stage followed by full applications and interviews. There will be two briefing workshops in Glasgow on 19 September 2017 and Bristol on 25 September 2017. These workshops will enable applicants to discuss challenges that might be addressed through applications to the call, participate in a questions and answers session with EPSRC staff, and explore any potential synergies across institutions. We invite all institutions (maximum two representatives per institution) considering submitting an application to attend. We would particularly encourage institutions to share challenges and themes. To register your attendance please click http://www.smartsurvey.co.uk/s/XNWLC/. The deadline for applying to attend either workshop is 16:00 on 25 August 2017. A transcript of question and answer sessions, presentations and challenges and themes shared by the participants will be published on the EPSRC website shortly after the workshops.

Assessment Process: Two stage process. Stage 1: Expert panel to sift anonymous outlines. Stage 2: invitation to full application and interview, resulting in a rank ordered list and funding decision.

Key Dates:

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<th>Activity</th>
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<tr>
<td>Deadline for Workshop Applications</td>
<td>25 August 2017</td>
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<tr>
<td>Workshop in Glasgow</td>
<td>19 September 2017</td>
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<td>Workshop in Bristol</td>
<td>25 September 2017</td>
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<td>Deadline for requests to submit an additional proposal on behalf of a consortium</td>
<td>1 November 2017</td>
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<td>Deadline for Outline Applications</td>
<td>07 November 2017</td>
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<td>Sift Panel</td>
<td>Week beginning 04 December 2017</td>
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<td>Event</td>
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<td>Briefing Meeting (Full applicants only)</td>
<td>18 January 2018</td>
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<td>Deadline for Full Applications</td>
<td>03 April 2018</td>
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<td>Questions of Clarification to applicants</td>
<td>Week beginning 07 May 2018</td>
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<td>and PI responses</td>
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<td>Interview Panels</td>
<td>Week beginning 04 June 2018</td>
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<td>Funding decision</td>
<td>Week beginning 18 June 2018</td>
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**Additional information:** Stage one of this call will be conducted anonymously. It is the institution’s responsibility to make sure that their applications contain no information that would allow them to be identified. We expect to work in partnership with institutions and anticipate appropriate commitment from applicant institutions. Applicants must be eligible to apply for research council funding. We will allow only one submission per lead institution. Institutions may be involved as co-applicants in other applications. We encourage potential applicants to consider analogous learning from outside of the higher education sector and therefore encourage the involvement of Project Partners (collaborating organisations) that can bring new perspectives and capabilities. Successful applicants will be expected to share knowledge and expertise with others in the sector and with EPSRC (and other Councils in UKRI).

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Inclusion Matters

Furthering equality, diversity and inclusion in Engineering and Physical Sciences research

Call type: Invitation for outlines

Closing date: 07 November 2017

Related themes: Digital economy, Energy, Engineering, Healthcare technologies, ICT, LWEC, Manufacturing the future, Mathematical sciences, Physical sciences, Quantum technologies, Research infrastructure

Summary

EPSRC is launching an open, competitive call to fund projects aimed at improving equality, diversity and inclusion within the engineering and physical sciences. This call is the first of its kind in the Research Councils and is being managed as a pilot by EPSRC as part of the Research Councils’ collective approach to Equality, Diversity and Inclusion during the transition to UK Research and Innovation (UKRI).

We would like to see ambitious and inspiring applications that focus on the development and implementation of new approaches aimed at tackling and accelerating culture change and activities that disseminate and embed best practice more broadly. We are looking to add value by building on current activities with new knowledge and ways of working, to incentivise a culture change across the engineering and physical sciences academic research sector.

Funding of up to £5 million is available to support around 10 inspiring applications with duration of up to 24 months to promote a more diverse, fair and inclusive engineering and physical sciences community. There is no limit on how large or small requests for funding can be.

Funding will be awarded to institutions to aid with culture change and piloting new approaches, as well as disseminating and embedding best practice across the sector. We encourage institutions with complementary equality, diversity and inclusion challenges to consider forming consortia to address common challenges.

Institutions will be permitted to lead on one application and may be involved as co-applicants / partners in applications led by other
institutions. Applications from consortia of institutions or consortia of faculties, departments, etc. within institutions (applications led by an Institution) must meet the requirements of the call in relation to promoting institutional/sectoral change (see ‘Scope of call’ section). All of the institutions within the consortium must be currently eligible to receive EPSRC funding. Other organisations are welcome to participate in proposals as a Project Partner.

We expect applications from consortia to be led by one of the partners as its single application to this call. However, in exceptional circumstances, EPSRC may permit an institution to lead a consortium bid in addition to its one application. This must be formally agreed by EPSRC in advance of the closing date for outline proposals.

1. Applicants wishing to request an additional bid should submit a statement by email to inclusionmatters@epsrc.ac.uk by **16:00 on 1 November 2017** including details of the following:
   - Details of the consortium, its objectives and its component organisations.

2. Confirmation that all of the partners involved in the consortium are submitting an institutional bid. If one or more of the partners is not submitting an institutional bid, applicants should explain why that partner/those partners are unsuitable to act as the lead institution.

3. The identity of the proposed lead institution and details of how the proposed lead institution intends to maximise the benefits from hosting two Inclusion Matters awards.

4. Details of financial contributions from all of the partners involved in the consortium.

We consider partnering with institutions on equality, diversity and inclusion activities as key to success of this Call and we therefore expect strong indications of matched support from institutions. We encourage potential applicants to consider analogous learning from outside of the higher education sector and therefore encourage the involvement of Project Partners (collaborating organisations) that can bring new perspectives and capabilities. Project Partner support can be in the form of a financial contribution and/or in kind support e.g. secondments, trainers, sharing of expertise and experience, hosting visiting researchers, supporting events or collaborative work focussed on exploring issues or actions relating to the academic research environment.

This call has two stages. In stage one, the outline stage, an independent assessment panel will evaluate and subsequently select a number of applications **anonymously** (i.e. without the panel knowing the identities of the institutions) that will be taken forward to stage two of the process. Stage two will be full applications followed by an interview.

Before the deadline for outline applications, EPSRC will be holding two briefing workshops in Glasgow on 19 September 2017 and Bristol on 25 September 2017. These workshops will enable applicants to discuss challenges that might be addressed through applications to the call, participate in a question and answer session with EPSRC staff, and explore any potential synergies across institutions. We invite all institutions (maximum two representatives per institution) considering submitting an application to attend. We would particularly encourage institutions to share challenges and themes. The deadline for applying to attend
either workshop is **16:00 on 25 August 2017**. A transcript of question and answer sessions, presentations and challenges and themes shared by the participants will be published on the EPSRC website shortly after the workshops.

EPSRC, upon guidance from the assessment panel, may seek to facilitate collaborations between institutions for potential joint applications following the outline stage of assessment. Therefore, EPSRC may hold a briefing session for those institutions that are invited to submit a full application at the EPSRC offices in Swindon on 18 January 2018. Based on guidance from the assessment panel, EPSRC reserves the right to fully or partially award successful applications to ensure that an appropriate balance of activities is supported.

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### Background

Our ambition is for RCUK to be recognised as a leader in equality, diversity and inclusion in the research community, working with partners throughout the sector.

EPSRC are looking to show leadership in changing the culture, practices and makeup of the research community to improve equality, diversity and inclusion as laid out in the **RCUK Equality, Diversity and Inclusion Action Plan**.
Increasing the diversity of the engineering and physical sciences research community is key to EPSRC’s current Strategic Plan and Delivery Plan. As part of this strategy we are launching this open, competitive call to add value by working collaboratively with our partners to expand current activities directed at improving and embedding equality, diversity and inclusion in the community.

We hope to fund inspiring applications aimed at accelerating and incentivising behavioural and long term culture change with respect to equality, diversity and inclusion. This call builds on the:

- EPSRC’s Building Leadership strategy to nurture the next generation of skilled researchers and innovators and provide the knowledge and skills vital to a healthy sustainable and prosperous society.
- Previous EPSRC interactions with institutions about equality, diversity and inclusion activities through the university dialogue campaign and institutional sponsorship awards.
- Charter mark initiatives and activities of the learned societies, such as the Athena SWAN Charter, Race Equality Charter and Project Juno.

For more information about EPSRC’s portfolio and strategies, see our website: https://www.epsrc.ac.uk/research/ourportfolio/

**Scope of call**

The case for equality, diversity and inclusion is clear. It builds stronger perspectives and performance within an organisation and fosters more innovative and creative approaches.

EPSRC recognises that there is a concerted effort in the sector to actively improve equality and diversity for academic researchers and doctoral students\(^1\). However, there is still significant work to be done. The low numbers of women in engineering and physical sciences research across the career pipeline\(^2\); the persistent BAME attainment gap; the under representation of women, people from an ethnic minority, people with disabilities and other underrepresented groups in senior academic and governance positions; the disadvantages faced by researchers particularly doctoral students from lower socio-economic backgrounds; and the reform of Disabled Students’ Allowances highlight just some of the equality challenges faced by the sector that require continued concentrated action. This call aims to improve equality, diversity and inclusion in the engineering and physical sciences by working in partnership with institutions to advance efforts in these and other areas.

EPSRC encourages applicants to consider what activities would be complementary to, yet go beyond, their current activities, strategies and opportunities. We do not expect applicants to restrict themselves to existing mechanisms or activities. We would like to support ambitious and inspiring applications aimed at accelerating culture change with respect to equality,

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\(^1\) Sector-leading and innovative practice in advancing equality and diversity - Report to HEFCE by the Equality Challenge Unit

\(^2\) Equality Challenge Unit’s statistical reports
diversity and inclusion. Applications may focus on making a step change to institutional capabilities, building on existing strengths, or tackle challenging issues that have not previously been addressed. In either case, applicants are expected to draw on the existing evidence base and develop appropriate monitoring and evaluation arrangements to measure the impact of their proposed activities.

To fit the scope of the call all applications must focus on one or more of the following:

1. **Embedding**: To broaden out activities already in progress more widely – across the institution and sector.

2. **Innovating**: To try new and/or different approaches (based on available evidence) to those currently used.

3. **Researching**: Undertake new research to understand more about specific challenges and issues and what actions might be taken. Learning from others, engaging nationally and internationally. Engaging a broad spectrum of relevant stakeholders.

In addition, all applications must address the following issues:

- **Collaboration**: Looking beyond the local department and institution and reaching out to work collaboratively and information share with other organisations e.g. other institutions, charities, support agencies, the police, the NHS, business and primary / secondary schools. This could also include the development of networks that promote inclusivity, connectivity and support for individuals with common challenges based around shared characteristics and also act as information and knowledge hubs, disseminating information, and providing a forum for communicating to and from other areas of the institution(s) or sector.

- **Communication**: To capture, exchange, disseminate and embed best practice across an institution, between institutions and ultimately more broadly across the sector. The efficacy of new approaches often relies on efforts to communicate and raise awareness of the work. Consideration of accessibility and usability of new approaches at the outset is often key to the success of an activity. Networks can also be used as a tool for sharing best practice, advocacy, consultation and celebration.

- **Leadership**: To take the lead in promoting new approaches and in doing so raise awareness of equality, diversity and inclusion issues across the sector – ambassadorial work.

- **Evaluation**: To build on the existing evidence base, drawing relevant learning from other sectors, and ensuring that the impact of funded activities on equality, diversity and inclusion is appropriately assessed and benchmarked.

Examples of the types of activities that might be included are those aimed at:

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3 Please note this list is provided for illustrative purposes and is not intended to be definitive.
• Combating gender- and race-based violence, discrimination and harassment.

• Creating networks and peer support groups to promote equality and help to generate cultural change, particularly where they provide outcomes which benefit not only individual members but will contribute to wider improvements relating to equality and diversity, either within the host institution or the wider community.

• Understanding what makes an inclusive research environment, encouraging stakeholders and partners representing under-represented groups to be involved to identify barriers and enablers, embedding equality, diversity and inclusion throughout the campus and community.

• Supporting the transition across career stages: to mentor, sponsor and aid career development for under-represented groups, particularly in applying for promotion and strategic positions e.g. on advisory bodies.

• Increasing under-represented groups on governing bodies and other committees within the institution and more broadly.

• Engaging academic researchers and doctoral students in challenging issues e.g. disability and race, to better understand and develop support mechanisms.

• Developing events for sharing ideas and best practice, providing both an opportunity to reflect and a catalyst for new initiatives and learning. Helping devise solutions to equality and diversity priorities.

• Supporting those academics and doctoral students who are considering, taking, or have taken career breaks particularly due to disability, caring or parental responsibilities, understanding the diverse needs of the workforce in relation to equality and inclusion. This might include a flexible carers fund and return to work programmes alongside financial support to help the individuals research related activities to resume.

• Enabling development and uses of training courses in equality, diversity and inclusion to increase awareness of policy and practice, e.g. embedding best practice on issues such as no single gender panels or advisory bodies, guidance on wording used in job adverts and advice on best practice in recruitment and assessment.

• New approaches to data gathering and analysis to uncover and understand equality, diversity and inclusion issues.

• Equality, diversity and inclusion training for researchers and postgraduates

• New approaches to removing potential sources of bias from assessment and career progression mechanisms.

This call is specifically focused on promoting a more diverse, fair and inclusive engineering and physical sciences community. EPSRC recognises the important role that charter mark initiatives and activities of the learned societies (e.g. the Athena SWAN Charter, Race Equality Charter, Project Juno and others) continue to play in making the engineering and physical sciences research community more equal, diverse and inclusive. In recognition of this, we wish to avoid
duplication of activities that already fall within the scope of these schemes. Therefore, the following activities are ineligible to be supported by this call:

- Activities that are not focused on promoting a more diverse, fair and inclusive engineering and physical sciences community.
- Activities funded by other sources such as Athena SWAN, Project Juno or similar.
- Preparation of submissions to Athena SWAN or similar.
- Public engagement activities.
- Postgraduate training, with the exception of equality, diversity and inclusion training for postgraduates.
- Undergraduate activities.

**Funding available**

Up to £5 million is available and we expect to fund around 10 awards aimed at accelerating and incentivising behavioural and long term culture change with respect to equality, diversity and inclusion. Each award can be for up to 24 months in duration.

We encourage the involvement of Project Partners (collaborating organisations) that can bring new perspectives and capabilities to proposals. We expect to work in partnership with institutions and therefore anticipate appropriate commitment/support from institutions.

**Equipment**

Funding for equipment is not available through this call. For more information on equipment funding, please see: https://www.epsrc.ac.uk/research/facilities/equipment/.

**Eligibility**

For information on the eligibility of organisations and individuals to receive EPSRC funding, see the EPSRC Funding Guide: https://www.epsrc.ac.uk/funding/howtoapply/fundingguide/.

As this call is a targeted funding opportunity provided by EPSRC, higher education institutions, and some research council institutes and independent research organisations are eligible to apply. A list of eligible organisations to apply to EPSRC is provided at: http://www.rcuk.ac.uk/funding/eligibilityforrcs/.
How to apply

A two-stage application process will be used.

- **Stage 1 Outline proposal** - application details are shown below.
- **Stage 2 Full proposal** - further details of this stage, including the Je-S submission route, will be made available to the successful outline applicants. Only successful applicants will be invited to submit an application to the full proposal stage. No other applications will be accepted.

Submitting your outline application

You should prepare and submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System ([https://je-s.rcuk.ac.uk/](https://je-s.rcuk.ac.uk/)). Outline applications should be submitted to EPSRC using Je-S (this call opens for outline applications on 24 August 2017).

**Although both single and multi-institutional applications are welcome, only one Je-S application form should be submitted per application.**

*We expect the Pro Vice Chancellor for Research or Pro Vice Chancellor for Equality, Diversity and Inclusion or similar to be the principal investigator on applications.* In addition, applicants will be required to nominate one of the named investigators as the Inclusion Matters Programme Director. The Programme Director will be responsible for successful operation of the grant and will be recognised as the institutional lead by EPSRC. EPSRC will work with Programme Directors in recognising and sharing best practice at a national level.

When adding a new proposal, you should select:

- Council ‘EPSRC’
- Document type ‘Outline Proposal’
- Scheme ‘EPSRC Outline’

On the Project Details page you should select the ‘Inclusion Matters’ call.

Note that clicking ‘submit document’ on your proposal form in Je-S initially submits the proposal to your host organisation’s administration, not to EPSRC. Please allow sufficient time for your organisation’s submission process between submitting your proposal to them and the call closing date. EPSRC must receive your application by **16:00 on 07 November 2017**.

Guidance on the types of support that may be sought and advice on the completion of the research application forms are given on the EPSRC website ([https://www.epsrc.ac.uk/funding/howtoapply/](https://www.epsrc.ac.uk/funding/howtoapply/)) which should be consulted when preparing all applications.
**Briefing Workshops**

EPSRC will be holding two briefing workshops in Glasgow on the 19 September 2017 and Bristol on the 25 September 2017. These workshops will enable applicants to discuss challenges that might be addressed through applications to the call, participate in a questions and answers session with EPSRC, and explore potential synergies across institutions. We invite all institutions (maximum two representatives per institution) considering submitting an application to attend. Representatives of non-academic organisations wishing to work with universities are welcome to register to attend, but priority will be given to individuals nominated by universities. We would particularly encourage institutions to share their equality, diversity and inclusion challenges and themes. To register your attendance please click [http://www.smartsurvey.co.uk/s/XNWLC/](http://www.smartsurvey.co.uk/s/XNWLC/). The deadline for applying to attend either workshop is **16:00 on 25 August 2017**. All travel expenses and incidental costs incurred while at the event must be met by the participants. A transcript of question and answer sessions, presentations and challenges and themes shared by the participants will be published on the EPSRC website shortly after the workshops. **Attending a briefing workshop is not a prerequisite to submitting an application.**

**Guidance on writing your outline application**

**Stage 1**

Your outline application should include:

- **Je-S application form**, filling in your name, institution and proposal details, (see ‘Assessment process’ below). The panel will not see this form.

- **Case for Support** (3 pages), being careful not to give away your identity or institution(s) see ‘Assessment Process’ for further guidance.

The outline case for support should clearly articulate, under the following headings:

- **Vision and objectives of the application** – Please explain how your application fits the scope of this call. This should include an overview of the equality, diversity and inclusion opportunities and challenges that your institution(s) is/are facing and a clear description of your proposed approaches to addressing them. Being careful not to identify your institution(s).

- **Appropriateness of the funding** - Please explain why the overall research challenges and opportunities are best addressed through this type of funding, and also why it is appropriate for the EPSRC to provide the funds, given the funding landscape.

- **Resources requested** – please include a resources table that outlines the resources requested (due to the anonymous aspects of this stage your Je-S form will not be seen by the assessment panel). Applicants will provide a more detailed breakdown at stage 2. Your resources table should copy the following format:
Stage 2

Further details of the Je-S submission route will be made available to the successful outline applicants. Only successful applicants will be invited to submit an application to the full proposal stage. No other applications will be accepted.

In brief, full proposal applications should include:

- Je-S application form, filling in your name and institution, you are now able to disclose identities and institutions
- Institutional letter(s) of support detailing their commitment and support to the application. The letters should explain: how the funding would align with the institution’s equality, diversity and inclusion strategy; what commitment (direct or in-kind) the institution will be contributing to the activities; what support will be given to the core team. If there is more than one Institutional Support Statement then please combine all letters into one document and upload into Je-S as ‘Host Organisation Statement’ attachment type.
- Project Partners Letters of Support – if applicable.
- Case for Support (10 pages) including track record (up to 2 pages) combined as a single document uploaded as case for support to include under the following headings:
  - **Vision and objectives** – Explain succinctly the overall vision and how this will achieve the call aims, explaining the strategic need for activity in this area, including an overview of the equality, diversity and inclusion opportunities and challenges that your institution(s) is/are facing. Demonstrate an awareness of your institution’s wider objectives and how your proposal fits into an institution-wide framework of equality and diversity.
  - **Proposed EDI activities** - Provide a clear description of your proposed approaches to addressing the opportunities and challenges, how they will address the need for action and why these approaches were chosen. How the application will engage with the relevant stakeholders and underrepresented groups. How the

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<td>1. Embedding</td>
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<td>2. Innovating</td>
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<td>3. Researching</td>
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<td><strong>Operational / Management Support</strong></td>
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activities and proposed approach fit with and complement other activities already funded.

- **Capability of the team** - This should include evidence that the team have the necessary skills (or a route to access those skills) and competencies to drive forward the vision and address the proposed challenges and approaches. This section should also include the relevance and appropriateness of any collaborators.

- **Impact of proposed ED&I activities** - Detail how the activities in the application will help contribute to a culture change in equality, diversity and inclusion within the engineering and physical sciences community, including how they might be scaled up and broadened across the community (resources for this activity can be requested). Detail how you intend to measure the impact of your activities, including any suitable Key Performance Indicators or success features you will use in determining value. Outline your plans for how you will ensure sustainability of your proposed approaches and activities after this initial investment period. Explain the steps that will be taken to ensure that outputs of the award will be disseminated broadly, including networking and outreach to others, as well as public engagement.

- **Resources and Management** – outline appropriate resources and management plans.
  
  - Justification of resources (2 pages)
  - C.V’s for named researchers if applicable (2 pages each)
  - Workplan (1 page)

**All stages**

Applicants should demonstrate that they have fully considered any ethical issues concerning the material they intend to use, the nature and choice, current public perceptions and attitudes towards the subject matter or research area. It is expected that applicants will adhere to their Institutions’ policies on data protection. EPSRC will not fund a project if it believes that there are ethical concerns that have been overlooked or not appropriately accounted for.

**Assessment**

**Assessment process**

Applications will follow a non-standard format and will be assessed via a 2 stage process. At stage 1, an independent panel will convene, selecting a small number of applications **anonymously** (i.e. without knowing the identities or institutions of applicants) which are taken forward to stage 2 of the process – a full application and interview. There will be no postal peer review. Subsequent to full applications being submitted and prior to the interview, the panel will have a chance to pose questions of clarification to the applicants, who will be asked to respond to these in writing in advance of the interview. The chosen applicants
will pitch their ideas to the independent panel, followed by a period of questioning and discussion with the panel.

**Stage 1: The Assessment and Selection of Outline Applications**

A single application should be filled out in Je-S on behalf of the lead institution/team of institutions.

**Applications must be anonymous. Applicants must therefore be extremely careful not to give away their identity or institution in the Case for Support. EPSRC reserves the right to reject proposals where the identity of the applicant(s) and/or institution(s) is revealed or can be inferred. The panel will not see the Je-S form.**

The outlines will be assessed anonymously by a peer review panel based solely on the information provided in the Case for Support and the permitted accompanying attachments. The panel will consist of around 15 members with broad expertise of equality, diversity and inclusion issues and challenges. The peer review panel will score applications according to the assessment criteria. EPSRC will decide, based on the advice of the peer review panel, which proposals to invite to the full stage.

As stage 1 of this call is anonymous, the emphasis of the outline applications is focused on the fit to the scope of the call, the vision, need for action and specific objectives proposed to address the issues, as well as the appropriateness of resources requested. Further detail of the activities and how the overall approach fits within the wider institutional framework of equality and diversity and complements other activities, the capability of the team to deliver, and the potential impact will be assessed in Stage 2.

**Management of Potential Conflicts of Interest**

The panel for this initiative will assess applications anonymously (i.e. without knowing the identities or institutions of applicants) at stage 1 and therefore your outline applications will be considered without members of the panel having knowledge of your identity. **For that reason, please note that your institutional track record (e.g. detail of Athena SWAN awards) should not be included in your outline application, neither should any references that may reveal the identity of your institution(s).**

The panel will operate on perceived conflicts (since EPSRC declaring conflicts of interest could reveal the identity of the institution). Panel members will leave the room voluntarily and take no part in the assessment of any application if they believe that they have identified the applicant(s) or institution(s) involved. It is the responsibility of the applicant(s) to ensure that their applications are anonymous.

**The closing date for outline applications is 07 November 2017**

Applicants will be informed of their selection for stage 2 in the week commencing 11 December 2017. Applicants will then be given further guidance for preparing their full applications.
No feedback will be given on unsuccessful applications at this stage. However, in exceptional circumstances the panel may offer feedback to particular applicants to aid the future development of their ED&I plans.

The panel may offer feedback to applicants successful at Stage 1 to guide the development of their full application; this may include suggestions or invitations for institutions to collaborate to develop full applications. Where recommended by the panel, EPSRC will seek to facilitate collaborations between institutions. In this situation, we will not disclose content of individual applications. If applicable, EPSRC may hold a briefing sessions for those institutions that are invited to submit a full application at the EPSRC offices in Swindon on 18 January 2018.

Unless specifically guided to do so by the panel, we do not expect to see large changes in requested resources from outline to full proposal. Significant changes to applications considered at the outline meeting that have not been specifically recommended by the panel, will be considered a new proposal and rejected.

**Stage 2: The Assessment of Full Applications at Interview**

All applicants that are invited to stage 2 will be invited to submit a full proposal and to attend an interview.

Subsequent to full applications being submitted and prior to the interview, the panel will have a chance to pose **questions of clarification** to the applicants. These questions will be submitted by the panel members independently, collated and sent to the applicants by EPSRC. Applicants will be asked to respond to these in writing in advance of the interview.

The interview panel will consist of members with broad expertise of equality, diversity and inclusion issues. The panel will score then rank the applications against the full assessment criteria, using the information contained in the applications, the questions of clarification response and the interview performance. The PI and Programme Director plus up to three others identified on the proposal will be permitted to attend the interview, including at least one representative of the collaborators, if appropriate.

EPSRC will decide, based on the advice of the interview panel, which proposals to fund. Based on guidance from the interview panel, EPSRC reserves the right to fully or partially award successful applications to ensure that an appropriate balance of activities is supported.

The interview panel may offer feedback to particular applicants to aid the future development of their ED&I plans.

**Assessment criteria: Outline stage**

The criteria for assessment of outline proposals will be, in no particular order of priority:

- Fit to the scope of the call.
- Quality and ambition demonstrated within the vision and objectives.
- Appropriateness of EPSRC funding.
- Appropriateness of resources requested.
It is important that all the assessment criteria are met as outline proposal assessment will consider all of them equally.

**Assessment criteria: Full Proposal stage**

The criteria for assessment of full proposals at interview will be, in no particular order of priority:

- **Quality of vision and objectives** (primary criterion) - how the activities in the application will help contribute to a culture change in equality, diversity and inclusion within the engineering and physical sciences community. The appropriateness of the proposed approach and the degree of ambition and novelty in the plans.

- **Importance** (major secondary criterion) – the strategic need for activity in this area, the potential for impact on the broader community (transferrable to other institutions/across sectors to improve equality, diversity and inclusion across the UK and international research base).

- **Capability of the team** (secondary criterion) - Appropriateness of the track record and skills of the applicant(s). Balance of skills of the project team to deliver the aims and objectives. Appropriate team training and development. The relevance and appropriateness of any collaborators.

- **Potential Impact** (secondary criterion) - The effectiveness, scalability and sustainability of the activities identified to help realise the described impacts, including networking and outreach activities and exchanging, disseminating and embedding best practice across the local environment and more broadly across the engineering and physical sciences community. Appropriateness of the resources requested for this purpose. The inclusion of clear success measures and a route to monitor progress against these.

- **Resources and Management** (secondary criterion) – Appropriate management and governance plans, including the level of collaborators and support. Level and appropriateness of institutional support and commitment for the application. Appropriate resources requested and justified.

**Repeatedly Unsuccessful Applicants Policy**

Submissions to this call (outline and full applications) will not count towards the Repeatedly Unsuccessful Applicants Policy. Further information about the policy can be found at: [https://www.epsrc.ac.uk/funding/howtoapply/basics/resubpol/rua/](https://www.epsrc.ac.uk/funding/howtoapply/basics/resubpol/rua/)

**Additional grant conditions**

In addition to the standard terms and conditions for grants, successful applicants may be required to adhere to further non-standard terms and conditions based on recommendations by the panel.
Notwithstanding the standard terms and conditions, throughout the lifetime of the grant EPSRC requires the grant holders to share best practice with EPSRC and the wider community. In addition the grant holders must champion Equality, Diversity and Inclusion within the community and advocate for the RCUK Equality, Diversity and Inclusion action plan. EPSRC also expects grant holders to complete an Equality Impact Assessment (EIA) for each activity before it is undertaken.

### Key dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for Workshop Applications</td>
<td>25 August 2017</td>
</tr>
<tr>
<td>Workshop in Glasgow</td>
<td>19 September 2017</td>
</tr>
<tr>
<td>Workshop in Bristol</td>
<td>25 September 2017</td>
</tr>
<tr>
<td>Deadline for requests to submit an additional proposal on behalf of a consortium</td>
<td>1 November 2017</td>
</tr>
<tr>
<td>Deadline for Outline Applications</td>
<td>07 November 2017</td>
</tr>
<tr>
<td>Sift Panel</td>
<td>Week beginning 04 December 2017</td>
</tr>
<tr>
<td>Briefing Meeting (Full applicants only)</td>
<td>18 January 2018</td>
</tr>
<tr>
<td>Deadline for Full Applications</td>
<td>03 April 2018</td>
</tr>
<tr>
<td>Questions of Clarification to applicants and PI responses</td>
<td>Week beginning 07 May 2018</td>
</tr>
<tr>
<td>Interview Panels</td>
<td>Week beginning 04 June 2018</td>
</tr>
<tr>
<td>Funding decision</td>
<td>Week beginning 18 June 2018</td>
</tr>
</tbody>
</table>

### Contacts

The EPSRC contacts for this call are Paula Bailey, Christine Elson, Eleanor Jaskowska and Richard Gunn. They are contactable on the following email:

inclusionmatters@epsrc.ac.uk

(firstname.surname@epsrc.ac.uk)

### Change log

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Version</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paula Bailey</td>
<td>When published</td>
<td>1</td>
<td></td>
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</table>
Details of process for requesting an permission to submit an additional proposal on behalf of a consortium (page 1, table of key dates; page 4, lines-1-24; page 17 table of key dates).

Requirement to nominate an Inclusion Matters Programme Director (page 10, lines 20-26). The Programme Director will be expected to attend at the interview stage (page 15, line 30).

**Je-S attachments Check List**

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Maximum Page length</th>
<th>Mandatory/Optional</th>
<th>Extra Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case for Support</td>
<td>3 pages</td>
<td>Mandatory</td>
<td>Care should be taken not to identify applicants or institutions</td>
</tr>
<tr>
<td>Case for Support and track record</td>
<td>10 pages</td>
<td>Mandatory</td>
<td>Comprising up to two A4 sides for a track record, and eight A4 sides describing proposed research and its context.</td>
</tr>
<tr>
<td>Workplan</td>
<td>1 page</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>Justification for Resources</td>
<td>2 pages</td>
<td>Mandatory</td>
<td></td>
</tr>
<tr>
<td>CVs</td>
<td>2 pages each</td>
<td>As Required</td>
<td>For named and visiting researchers, and researcher co-investigators only.</td>
</tr>
<tr>
<td>Project Partner Letters of Support</td>
<td>No page limits</td>
<td>As Required</td>
<td>Must be included from all named project partners. Must be on headed paper, and be signed and dated within six months of the application submission date.</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>No page limits</td>
<td>As Required</td>
<td>In exceptional circumstances a maximum of three letters can be submitted.</td>
</tr>
<tr>
<td>Technical assessment</td>
<td>No page limit</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Proposal Cover</td>
<td>No page limit</td>
<td>As required</td>
<td>The cover letter can be used to</td>
</tr>
<tr>
<td>Letter</td>
<td></td>
<td>highlight any important information to EPSRC. This attachment type is not seen by reviewers or panel members.</td>
<td></td>
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<tr>
<td>Host Organisation Statement</td>
<td>Mandatory</td>
<td>Institutional letters detailing commitment and support to the application. Multiple letters should be combined as one document.</td>
<td></td>
</tr>
<tr>
<td>Other attachment</td>
<td>No page limit</td>
<td>As required</td>
<td>This can be used for a document that does not fit under any of the headings above. This attachment type is not seen by reviewers or panel members.</td>
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