

## Equality and Inclusion Impact Assessment Template

BBSRC uses equality and inclusion impact assessments as a tool to review our funding mechanisms, processes and practices to ensure they are not inadvertently presenting barriers to participation and to reduce the potential for unintentional bias.

The template below sets out the key elements of an Equality and Inclusion Impact Assessment that need to be documented.

### Section 1

<p><b>1. Policy/activity being assessed</b></p>	<p>BBSRC Discovery Fellowships (DF) Scheme – the annual selection process including the application, shortlisting and interview stages for the award of DFs.</p>
<p><b>2. Summary of aims and objectives of the policy/activity</b></p>	<p>DFs provide support for researchers wishing to undertake independent research and gain leadership skills. The DF will support the transition of early stage researchers to fully independent research leaders.</p> <p>The DF represents part of BBSRC’s commitment to the supply of highly skilled professional scientists to the UK.</p> <p>Applicants will have demonstrated high potential and have no more than five years of active postdoctoral research experience. Proposals are assessed by BBSRC’s <a href="#">Committee E</a>.</p> <p>The scheme is aimed at early career researchers who want to conduct their own independent research within a host laboratory. The call is open to current PhD students who are expected to have completed their PhD <i>viva</i> exam prior to announcement of the awarded DFs.</p>
<p><b>3. Is the policy/activity relevant to equality and diversity?</b> <i>(Advice should be sought from HR. If not relevant, record reasons and evidence; the remainder of the form need not be completed)</i></p>	<p>Yes.</p>
<p><b>4. What involvement and consultation has been done in relation to this policy?</b> <i>(e.g. with relevant stakeholders)</i></p>	<p>Using input from a wide ranging community survey and workshop, BBSRC carried out a fundamental review of its strategy for investing in Fellowships in 2014/15. The review aimed to establish the community’s views regarding why BBSRC should support Fellowships and provide ideas as to how BBSRC can invest in Fellowship programmes in a way that will maximise the impact gained from the investment made. The review included determining</p>

	<p>whether funding is being directed to the most appropriate career stage in the most appropriate ways, and it asked a range of fundamental questions such as should BBSRC support Fellowships, and if so where and how BBSRC should target its investments.</p>
<p><b>5. Who is affected by the policy?</b></p>	<p>DF applicants.</p>
<p><b>6. Arrangements for monitoring and reviewing actual impact of the policy</b></p>	<p>Through BBSRC office, primarily colleagues in SCU and Delivery. In addition standing panels such as Committee E and the BSC Strategy Panel play an active role in this area. BBSRC works hard to ensure appropriate and diverse representation on these Panels.</p> <p><b>Recommendation:</b></p> <p>One area of focus moving forward is to understand BBSRC's fellowship reviewing portfolio in greater detail to ensure bias is not occurring during the peer review stage of the process. An analysis of the gender, discipline and career stage of reviewers would be useful to determine if there is any evidence of potential bias.</p>

## Section 2 – Identifying Impact

Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
<b>Declared disabilities</b>	Potential negative impact – however based on current policies this is very low risk.	<p>Data is collected regarding disability at the DF application stage.</p> <p>Adjustments are made throughout the assessment process where appropriate e.g. interview attendance to assist individual applicants.</p>	<p>Flexible terms and conditions are in place to support applicants appropriately without discrimination. Adjustments are made throughout the assessment process where appropriate e.g. regarding interview attendance to assist individual applicants. This may include the use of video conferencing and other mechanisms etc.</p> <p>At interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.</p> <p>BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>To ensure no disability-based discrimination is occurring BBSRC should conduct an analysis of the number of applicants and fellows with disabilities.</li> </ul>
<b>Gender</b>	Potential negative impact –	Data is collected regarding	Throughout the process and particularly at

<b>reassignment</b>	however based on current policies this is very low risk.	gender at the DF application stage.  This information is not made available to reviewers and assessment panel members throughout the peer review process.	interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.  Flexible terms and conditions are in place to appropriately support applicants who require time to attend psychiatrist/psychologist appointments or who are undergoing gender reassignment involving medical interventions.  Adjustments are made throughout the assessment process where appropriate e.g. regarding interview attendance to assist individual applicants. This may include the use of video conferencing and other mechanisms etc.  BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.  <b>Recommendation:</b> <ul style="list-style-type: none"> <li>• To ensure records are updated following transition</li> </ul>
<b>Marriage or civil partnership</b>	Impact expected to be neutral.		
<b>Pregnancy and maternity</b>	Potential negative impact – however based on current policies this is very low risk.	This information is not made available to reviewers and assessment panel members throughout the peer review process. At interview stage	Flexible terms and conditions are in place to support applicants appropriately without discrimination. Adjustments are made throughout the assessment process where appropriate e.g. regarding interview attendance

		<p>however it may become apparent to the Panel.</p>	<p>to assist individual applicants. This may include the use of video conferencing and other mechanisms etc.</p> <p>Throughout the process and particularly at interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.</p> <p>BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.</p>
<b>Race</b>	<p>Potential negative impact – however based on current policies this is very low risk.</p>	<p>Data is collected regarding race at the DF application stage.</p> <p>This information is not made available to reviewers and assessment panel members throughout the peer review process. At interview stage however it may become apparent to the Panel.</p>	<p>At interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.</p> <p>BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.</p>
<b>Religion or belief</b>	<p>Potential negative impact – however based on current policies this is very low risk.</p>	<p>This information is not made available to reviewers and assessment panel members throughout the peer review process. At interview stage however it may become apparent to the Panel.</p>	<p>Throughout the process and particularly at interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.</p> <p>Consideration is given to the timing of interviews</p>

			<p>so that suitable applicants from different religious communities can attend.</p> <p>BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.</p>
<b>Sexual orientation</b>	Potential negative impact – however based on current policies this is very low risk.	<p>This information is not made available to reviewers and assessment panel members throughout the peer review process.</p>	<p>Throughout the process and particularly at interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.</p> <p>BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.</p>
<b>Sex (gender)</b>	Potential negative impact – however based on current policies this is very low risk.	<p>Data is collected regarding gender identity at the DF application stage.</p> <p>This information is not made available to reviewers and assessment panel members throughout the peer review process. However, it is likely to be apparent in most cases through the application paperwork and particularly at interview stage.</p> <p>Annual statistics are produced on an on-going basis to identify trend concerns in a timely</p>	<p>Throughout the process and particularly at interview stage, panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are annually refreshed regarding the conditions that can result in unintentional bias.</p> <p>BBSRC presence at assessment meetings and during interviews acts as an additional assurance to help ensure unbiased peer review.</p>

		manner. There is no evidence to suggest discrimination regarding gender with regard to both application and success rates.	
<b>Age</b>	Potential negative impact – however based on current policies this is very low risk.	<p>Data is collected regarding age at the DF application stage.</p> <p>Eligibility rules stipulate that applicants must have less than 5 years of active research experience. However, career breaks, change of career etc. are taken into account throughout the process to ensure applicants are not penalised for following alternative career paths.</p>	<p>The flexible terms and conditions of the scheme are already in place to support applicants appropriately without discrimination.</p> <p>At interview stage, panel members are required to follow procedures in line with BBSRC annual unintentional bias training. BBSRC representation on interview panels acts as an additional assurance that discrimination is not occurring.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>To ensure no age-based discrimination is occurring BBSRC should track the age and career path of those applying for and those awarded DFs.</li> </ul>

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