HLS EDIW Researcher Toolkit – “Worksheet”

Using the notes and reflective question examples provided in the EDIW Researcher Toolkit online, this is a “worksheet” to aid you and your team to reflect on equality, diversity, inclusion & wellbeing (EDIW) in your own research projects and team. There is “no one-size, fits-all” solution when it comes to EDIW. Therefore, taking the time to consider EDIW throughout the entire research life cycle of your research project/s is essential. Key areas to reflect on include: research design, publishing and dissemination of findings, team recruitment and development, partnerships, collaborations, accessibility and stakeholder engagement. This worksheet is intended to aid you and your team through this process, but you can use of course any other framework that you consider helpful.

**1. EDIW and designing my research project:**

***What do we do already in our research design that demonstrates active consideration of EDIW in our research design? What could we do better?***

*Use this space to write your ideas and plans expand as needed.*

**2. EDIW and team members’ recruitment and development:**

***How diverse is our current team? Is there anything we could do to improve it? How do we avoid unconscious bias?***

*Use this space to write your ideas and plans expand as needed.*

**3. My role as a research leader:**

***Do I lead by example on issues related to equality and inclusion? Is there anything I could do to improve this? How can I proactively support the development of all members of my team, regardless of their roles, personal circumstances or protected characteristics?***

*Use this space to write your ideas and plans expand as needed.*

**4. EDIW and collaborations, partnerships and stakeholder engagement:**

***How diverse are the teams that I am working with, apart from my own immediate group? What practices, policies and procedures do our partners and collaborators, or their organisations, have in place to demonstrate the importance they place on EDIW? Are there opportunities through the collaborations to share and improve best practice in terms of EDIW?***

*Use this space to write your ideas and plans expand as needed.*

**5. EDIW and publications:**

***Do we consider EDIW during the design and reporting phases of projects? Is there anything we could do to improve it? Have we considered the specific reporting guidelines for the journal? Where identity factors aren’t relevant to the research, have we explained why?***

*Use this space to write your ideas and plans expand as needed.*

**6. Accessibility:**

***Is our physical research and office space accessible? Do we provide suitable software and infrastructure to ensure digital accessibility? Are facilities available to support team members wellbeing? Is there anything we could do to improve it?***

*Use this space to write your ideas and plans expand as needed.*

**7. Outreach and impact:**

***How do we ensure that information about our research reaches a diverse range of stakeholders? Are there any groups of stakeholders, or members of society, who are not benefitting from our research and/or outreach? Is there anything we could do to improve this?***

*Use this space to write your ideas and plans expand as needed.*