



**Research Institute
Application
Bronze and Silver Award**



ATHENA SWAN BRONZE RESEARCH INSTITUTE AWARDS

Recognise a solid foundation for eliminating gender bias and developing an inclusive culture that values all staff.

This includes:

- = an assessment of gender equality in the institute, including quantitative (student and staff data) and qualitative (policies, practices, systems and arrangements) evidence, and identification of both challenges and opportunities
- = a four-year plan that builds on this assessment, information on activities that are already in place, and what has been learned from these
- = the development of an organisational structure, including a self-assessment team, to carry proposed actions forward

ATHENA SWAN SILVER RESEARCH INSTITUTE AWARDS

Recognise a significant record of activity and achievement by the institute in promoting gender equality. In addition to the future planning required for bronze recognition, silver research institute awards recognise that the institute has taken action in response to previously identified challenges, and can demonstrate the impact of the actions implemented.

COMPLETING THE FORM

DO NOT ATTEMPT TO COMPLETE THIS APPLICATION FORM WITHOUT READING THE ATHENA SWAN AWARDS HANDBOOK.

This form should be used for applications for bronze and silver research institute awards.

You should complete each section of the application applicable to the award level you are applying for.

Additional areas for Silver applications are highlighted throughout the form: 5.3 (iv); 7.

If you need to insert a landscape page in your application, please copy and paste the template page at the end of the document, as per the instructions on that page. Please do not insert any section breaks, as these will disrupt the page numbers.

WORD COUNT

The overall word limit for applications are shown in the following table.

There are no specific word limits for the individual sections and you may distribute words over each of the sections as appropriate. At the end of every section, please state how many words you have used in that section.

We have provided the following recommendations as a guide.

Research institute application	Bronze	Silver
Word limit	12,500	15,000
<i>Recommended word count</i>		
1. Letter of endorsement	500	500
2. Description of the institute	1,000	1,000
3. Self-assessment process	1,000	1,000
4. Picture of the institute	2,500	3,500
5. Supporting and advancing careers	6,500	7,000
6. Supporting trans people	500	500
7. Case studies	n/a	1,000
8. Further information	500	500

Name of research institute		
Date of application		
Award Level	Bronze	Silver
Date joined Athena SWAN		
Current award	Date:	Level:
Contact for application		
Email		
Telephone		

1. LETTER OF ENDORSEMENT FROM THE HEAD OF INSTITUTE

Recommended word count: Bronze: 500 words | Silver: 500 words

An accompanying letter of endorsement from the head should be included.

Note: Please insert the endorsement letter **immediately after** this cover page.

2. DESCRIPTION OF THE RESEARCH INSTITUTE

Recommended word count: Bronze: 1000 words | Silver: 1000 words

Please provide a brief description of the institute, including any relevant contextual information. Present data on the total number, and gender, of professional staff, technical support staff, research staff and students.

3. THE SELF-ASSESSMENT PROCESS

Recommended word count: Bronze: 1000 words | Silver: 1000 words

Describe the self-assessment process. This should include:

- (i) a description of the self-assessment team
- (ii) an account of the self-assessment process
- (iii) plans for the future of the self-assessment team

4. A PICTURE OF THE INSTITUTE

Recommended word count: Bronze: 2500 words | Silver: 3500 words

4.1. Student data

If courses in the categories below do not exist, please enter n/a.

- (i) Numbers of men and women on postgraduate research degrees
Full and part-time. Provide data, by gender, on course applications, offers and degree completion rates/time to completion.
- (ii) Numbers of visiting students by gender
Full and part-time. Provide data, by gender, on applications, offers and acceptances.

4.2. Staff data

Present professional staff, technical support staff and research staff data separately. Include postdoctoral researchers in the most appropriate staff category.

Note: Institutes can use whichever staff categories are most appropriate to their staff profiles, as long a definition is provided.

- (i) Staff by grade and gender
Look at the career pipeline and comment on, and explain, any differences in the pipelines for different genders.
- (ii) Transition between technical support and research roles
Where relevant, comment on the transition of technical staff to research roles, and vice versa.
- (iii) Staff, by gender and grade, on fixed-term, open-ended/permanent and zero-hour contracts

Data to be provided by gender and grade.

- (iv) Leavers by grade and gender and full/part-time status
Comment on the reasons staff leave the institute and any differences by gender.
- (v) Equal pay audits/reviews
Comment on the findings from the most recent equal pay audit.

5. SUPPORTING AND ADVANCING CAREERS

Recommended word count: Bronze: 6500 words | Silver: 7000 words

5.1. Key career transition points

Present professional staff, technical support staff and research staff data separately.

- (i) Recruitment
Data to be provided by gender and grade. Include: applications, shortlisted candidates, offer and acceptance rates.
- (ii) Induction
Describe the induction and support provided to all new staff at all levels.
Comment on the uptake of this and how its effectiveness is reviewed.
- (iii) Promotion
Provide data on staff applying for promotion and comment on applications and success rates by gender, grade and full and part-time status.

5.2. Career development

Present professional staff, technical support staff and research staff data separately.

- (i) Training
Describe the training available to staff at all levels in the institute. Provide details of uptake by gender.
- (ii) Appraisal/development review
Describe current appraisal/development review schemes for staff at all levels and provide data on uptake by gender.
- (iii) Support given to staff for career progression
Comment and reflect on support given to staff, and in particular early career postdoctoral researchers, to assist in their career progression.
- (iv) Support given to students for research career progression
Comment and reflect on support given to students to enable them to make informed decisions about their career.
- (v) Support offered to those applying for research funding
Comment and reflect on support provided to staff applying for funding or fellowships and support offered to those who are unsuccessful.

5.3. Flexible working and managing career breaks

Present professional staff, technical support staff and research staff data separately.

- (i) Cover and support for maternity and adoption leave: before leave
- (ii) Cover and support for maternity and adoption leave: during leave
- (iii) Cover and support for maternity and adoption leave: returning to work
- (iv) Maternity and adoption return rate

Provide data and comment on the maternity return rate.

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Provide data and comment on the proportion of staff remaining in post six, 12 and 18 months after return from maternity leave.

- (v) Paternity, shared parental, adoption, and parental leave uptake

Provide data and comment on the uptake of these types of leave by gender and grade.

- (vi) Flexible working

Provide information on the flexible working arrangements available.

- (vii) Flexibility in contracted hours after career breaks

Outline the policies and practices that support and enable staff who work flexibly following a career break to transition back to full-time working.

- (viii) Childcare

Describe the institute's childcare provision.

- (ix) Caring responsibilities

Describe the policies and practices in place to support staff with caring responsibilities.

5.4. Organisation and culture

- (i) Culture

Demonstrate the institute's active consideration of gender equality and inclusivity.

- (ii) Institutional policies, practices and procedures

Describe how gender equality is considered in development, implementation and review.

- (iii) HR policies

Describe how the institute monitors consistency in the application of HR policies for equality, dignity at work, bullying, harassment, grievance and disciplinary processes.

(iv) Heads of units

Comment on the main concerns and achievements across the whole institute.

(v) Representation of men and women on committees

Provide data by committee, gender, staff type and grade. Identify the most influential committees.

(vi) Participation on influential external committees

Describe procedures in place to encourage women (or men where underrepresented) to participate in influential external committees.

(vii) Workloads

Comment on ways in which workloads and tasks are monitored for gender bias.

(viii) Timing of meetings and social gatherings

Describe the consideration given to those with caring responsibilities, and those working flexibly, when institute meetings and social gatherings are scheduled.

(ix) Visibility of role models

Describe how the institute embeds consideration of gender equality into the organisation of all events.

(x) Outreach activities

Provide data on the staff and students from the institute involved in outreach and engagement activities by gender and grade. Comment on the participants in these activities.

6. SUPPORTING TRANS PEOPLE

Recommended word count: Bronze: 500 words | Silver: 500 words

(i) Current policy and practice

Provide details of the policies and practices in place to ensure that staff are not discriminated against on the basis of being trans.

(ii) Monitoring

Provide details as to how the institute monitors the positive and/or negative impact of these policies and procedures, and acts on any findings.

(iii) Further work

Provide details of further initiatives that have been identified as necessary to ensure trans people do not experience unfair treatment at the institute.

SILVER APPLICATIONS ONLY

7. CASE STUDIES: IMPACT ON INDIVIDUALS

Recommended word count: Silver 1000 words

Two individuals working in the institute should describe how the institute's activities have benefitted them.

8. FURTHER INFORMATION

Recommended word count: Bronze: 500 words | Silver: 500 words

Please comment here on any other elements that are relevant to the application.

9. ACTION PLAN

The action plan should present prioritised actions to address the issues identified in this application.

Please present the action plan in the form of a table.




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LANDSCAPE PAGE

If you require a landscape page elsewhere in this document, please turn on SHOW/HIDE  and follow the instructions in red. This text will not print and is only visible while SHOW/HIDE is on. Please do not insert a new page or a page break as this will mean page numbers will not format correctly.