Guide to Promoting Gender Equality for Research & Innovation Funding Organisations:

Data collection and impact monitoring

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Author list

The ACT FORGEN CoP Data Working Group is comprised of gender equality practitioners from R&IFOs across Europe.

Chair

Dr Rochelle Fritch, Science Foundation Ireland[1]

ORCiD iD: https://orcid.org/0000-0001-9073-8786

Members

Dr. Arn Sauer, German Environment Agency

ORCiD iD: https://orcid.org/0000-0001-5308-201X

María-Ascensión Barajas, Centre for the Development of Industrial Technology

ORCiD iD: https://orcid.org/0000-0002-2110-0890

Claire Walsh, Enterprise Ireland

Dr Katy J. Petherick, Innovate UK

Helen Murphy, Department of Agriculture, Food and the Marine, Ireland

Contributors also include:

Clare Foley, Science Foundation Ireland

ORCiD iD: https://orcid.org/0000-0002-9151-786X

Marion Boland, Science Foundation Ireland

ORCiD iD: https://orcid.org/0000-0002-3234-0101

Lukas Weißenberger, German Environment Agency

Marie Schwan, German Environment Agency

With support from

Dr. Rachel Palmén, Universitat Oberta de Catalunya (UOC)

ORCiD iD: https://orcid.org/0000-0003-3038-2807

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1 At the time of publication, Rochelle Fritch is no longer affiliated with Science Foundation Ireland.

Guide abbreviations and definitions

ACT	Communities of PrACTice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe, EU Horizon 2020 project
CoP	Community of Practice
EDI	Equality, diversity and inclusion
FORGEN CoP	Funding Organisations for Gender Equality Community of Practice
GDPR	General Data Protection Regulation
Gender Mainstreaming	The (re)organisation, improvement, development and evaluation of policy processes, so that a gender equality perspective is incorporated in all policies at all levels and at all stages, by the actors normally involved in policy-making.
R&IFOs	Research and Innovation Funding Organisations[2]
RFOs	Research Funding Organisations
RPOs	Research Performing Organisations
She Figures	An initiative by the European Commission started in 2003 to monitor comparable pan-European data based on the state of gender equality in research and innovation
STEM	Science, Technology, Engineering and Mathematics
GEAR	Gender Equality in Academia and Research

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2   To ensure the inclusion of innovation funding organisations, here we coin the term "Research and Innovation Funding Organisations", rather than using the standard "Research Funding Organisations", as per the consensus of the members.

Introduction

> **"Gender equality is a core principle of the European Union, but it is not yet a reality. In business, politics and society as a whole, we can only reach our full potential if we use all of our talent and diversity. Using only half of the population, half of the ideas or half of the energy is not good enough."[3]**
>
> **President Ursula von der Leyen** EUROPEAN COMMISSION

As part of its commitment to making gender equality a reality, from 2022, the European Commission will require that a Gender Equality Plan (GEP) is in place for individual organisations applying to Horizon Europe for funding.[4]

Research and Innovation Funding Organisations (R&IFOs) are well-positioned to contribute to monitoring the impact of GEPs on progress towards gender equality. This guide is designed specifically for R&IFOs to support them in collecting gender-related data.

This guide relates to the collection of data designed to improve gender equality affecting R&IFOs' external stakeholders, including grant applicants, researchers funded on grants awarded, and individuals who influence funding decisions. It does not focus on the internal stakeholders within the R&IFO, e.g. job applicants and staff within the funding agency, as there are many resources available for organisational gender equality plan actions, including the GEAR tool.[5]

This guide was prepared by the Funding Organisations for Gender Equality Community of Practice (FORGEN CoP)[6] Data Working Group, as part of the Communities of PrACTice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe (ACT) Horizon 2020 project[7].

It builds upon foundational documents[8] offering guidance for R&IFOs in the following areas:

1) Rationale for data collection and types of data;

2) Gender Equality Plans (GEPs) and General Data Protection Regulation (GDPR) considerations;

3) Integration of the sex and gender dimensions in research and innovation; and

4) Collection of baseline data and monitoring the impact of actions outlined in GEPs, through a data questionnaire.

Considering the unique position of, and the lack of specific guidance for R&IFOs, this guide aims to support the establishment and monitoring of GEPs and the monitoring of their effect on external-facing stakeholders within the activities of R&IFOs. The guide provides practical information to R&IFOs regarding rationale for, special considerations and specific areas of inclusion in data collection practices.

By following a consistent approach to data collection across international funding agencies, informed by European legislation and identified good practice, R&IFOs will be supported in assessing progress against gender equality targets and performing benchmarking practices, allowing them to identify areas that require further action.

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3 European Commission press release, Gender Equality Strategy: Striving for a Union of equality. 5 March 2020; https://ec.europa.eu/commission/presscorner/detail/en/IP_20_358

4 European Commission, Horizon Europe Guidance on Gender Equality Plans, 2021; https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1

5 Gender Equality in Academia and Research – GEAR tool; https://eige.europa.eu/gender-mainstreaming/toolkits/gear

6 FORGEN CoP website: https://forgen.act-on-gender.eu/

7 ACT website: https://act-on-gender.eu/

8 Science Europe, *Practical Guide to Improving Gender Equality in Research Organisations*, 2017 https://www.scienceeurope.org/media/ubbllodu/se_gender_practical-guide.pdf

Background

Progress toward gender equality has been slow and uneven across the European Research Area[9]. According to the She Figures 2021[10], only 1.7% of all Horizon 2020 projects integrated a gender dimension[8]. Similarly, less than 2% of all publications across the European Union included the sex or gender dimensions in their research content.[8] In the UK, reproductive health research receives less than 2.5% of publicly funded research[11]. Lack of incorporation of the gender dimension can lead to significant bias in research outputs and even cause harm. For example, testing of pharmaceutical products is conducted primarily in males, resulting in reports of undesirable, and sometime deadly, side effects in females[12]. Compounding this problem, artificial intelligence tends to adopt gender bias which may exist in training data sets[13].

To address these problems, the European Commission Gender Equality Strategy 2020-2025[14] describes the vision, policies and actions designed to achieve a "gender equal Europe"[12]. Under this strategy, Horizon Europe 2021-2027 has established a framework that emphasises gender equality in scientific careers, gender balance in decision making, and integration of the gender dimension in the content of research and innovation.[15]

Aligning with this framework, the ACT Horizon 2020 project supported eight Communities of Practice (CoP) to advance knowledge, collaborative learning, and institutional change in gender equality in the European Research Area. Through these international CoP, ACT seeks to address common needs and improve assessment of gender equality in higher education and research and innovation by emphasising three key areas:

- Eliminating gender barriers in research careers;

- Promoting gender equality in decision-making and leadership; and

- Integrating the gender dimension in research content and teaching.

9   European Commission, European Research Area Progress Report 2018 https://op.europa.eu/en/web/eu-law-and-publications/publication-detail/-/publication/5641328c-33f8-11e9-8d04-01aa75ed71a1

10   European Commission, She Figures, 2021 https://op.europa.eu/en/web/eu-law-and-publications/publication-detail/-/publication/67d5a207-4da1-11ec-91ac-01aa75ed71a1

11   UK Clinical Research Collaboration 2015, UK Health Research Analysis 2014 http://ukcrc-org.stackstaging.com/wp-content/uploads/2015/08/UKCRCHealthResearchAnalysis2014-WEB.pdf

12   European Commission, Gendered Innovations 2: How Inclusive Analysis Contributes to Research and Innovation (Policy Review) https://op.europa.eu/en/publication-detail/-/publication/33b4c99f-2e66-11eb-b27b-01aa75ed71a1/language-en

13   Zou, J. & Schiebinger, L. *AI can be sexist and racist — it's time to make it fair*. Nature 559, 324-326 (2018) https://www.nature.com/articles/d41586-018-05707-8

14   European Commission, The Gender Equality Strategy 2020-2025 Factsheet https://ec.europa.eu/info/sites/default/files/aid_development_cooperation_fundamental_rights/gender_equality_strategy_factsheet_en.pdf

15   European Union, Horizon Europe Gender Equality Factsheet, 2021 https://ec.europa.eu/info/files/gender-equality-strengthened-commitment-horizon-europe_en

Key points from SheFigures

Moreover, significant gaps persist in terms of gender equality in scientific careers and gender balance in decision making, as evident in the figures captured in the infographic below.

26.2%

Top academic positions in stem fields occupied by women

3.9%

Difference in funding success rates between men-led and women-led teams

32.8%

Women researchers at a European level

23.6%

Women working as heads of institutes in higher education

10%

Patents held by women

31.1%

Women holding Board positions at European level

All figures in the infographic are taken from the European Commission 'She Figures', 2021
https://op.europa.eu/en/web/eu-law-and-publications/publication-detail/-/publication/67d5a207-4da1-11ec-91ac-01aa75ed71a1

Rationale for data collection and types of data

In the European Union, national requirements for the collection and monitoring of gender statistics vary by country.[16] Although extensive pan-European data has been collected for gender equality in research and innovation in general[8] and for gender equality and mainstreaming[17] in Research Performing Organisations (RPOs)[18], limited data from R&IFOs exists.

The Science Europe Working Group on Gender and Diversity makes recommendations on quantitative indicators for gender equality monitoring by both RPOs and Research Funding Organisations (RFOs)[6].

In terms of general recommendations for gender equality monitoring, they suggest the following:

● Organisations should define explicit objectives for gender equality;

● Where necessary, mandatory actions should be undertaken to meet the objectives; and,

● Gender equality data should be collected and indicators calculated annually, with the results being made public on a regular basis.

Building on the work of the Science Europe Working Group on Gender and Diversity[6], the FORGEN CoP Data Working Group has identified the following indicators specifically relevant to R&IFOs[19].

This first group of indicators concerns applications for funding:

1. Proportion of women, men and non-binary people[20] among main/lead applicants;

2. Proportion of women, men and non-binary people among successful main/lead applicants

3. Success rate for women, men and non-binary main/lead applicants; and

4. Average size of grant for projects led by women, men and non-binary people.

The success rate is the number of successful applications from organisations or research teams led by women, men and non-binary people divided by the total number of applications, expressed as a percentage.

As suggested by Science Europe, these four indicators should be broken down by scientific field, funding scheme, and age or career stage (number of years since obtaining PhD or equivalent). The three first indicators can be used to determine whether women, men and non-binary people are underrepresented among successful applicants. Comparisons can be made against the gender distribution across the national pool of researchers. The fourth indicator can reveal whether men receive grants that are disproportionately larger compared with those grants received by women or non-binary people.

Collection of these and other indicators through online grants managements systems, as part of the overall application and monitoring process of grants portfolios, can help funders identify gaps and barriers in the grant making process, as well as in policies and procedures. For example, if discrepancies in the number of applicants versus those who are funded emerge in specific stages of the grant evaluation process, funders can investigate and direct their actions at these critical junctures.

16 European Institute of Gender Equality, *Legislative and policy backgrounds*, 2021 https://eige.europa.eu/gender-mainstreaming/toolkits/gear/legislative-policy-backgrounds

17 In 1998, the Council of Europe defined gender mainstreaming as: "The (re)organisation, improvement, development and evaluation of policy processes, so that a gender equality perspective is incorporated in all policies at all levels and at all stages, by the actors normally involved in policy-making."

18 Science Europe, *Practical Guide to Improving Gender Equality in Research Organisations*, 2017 https://www.scienceeurope.org/media/ubbllodu/se_gender_practical-guide.pdf

19 FORGEN CoP Data Working Group identified that collection of data about non-binary peopleis important to also include, where applicable. DeHority, Riley, Ramos Báez, Román, Burnette, Timber, & Howell, Lars, *Nonbinary Scientists Want Funding Agencies to Change How they Collect Gender Data, 2021* https://www.scientificamerican.com/article/nonbinary-scientists-want-funding-agencies-to-change-how-they-collect-gender-data/

20 Some individuals may identify as non-binary; hence this term applies where relevant.

R&IFOs can also assess the gender balance in their peer review and evaluation processes (i.e., composition of panels) and decision-making bodies, specifically collecting data on the percentage of women, men and non-binary people who serve as reviewers and evaluators, heads of review or evaluation panels, and as members of internal funder decision-making bodies.

To indicate the distribution of power and influence between women, men and non-binary people, R&IFOs can also collect data on gender balance in the research/innovation team.

Collecting data on the gender of individual task leaders in relation to the costs associated with each task can help elucidate ''gender budgeting''[21], revealing whether there are imbalances among those who receive allocated funds for designated project tasks, thus allowing the task leader in charge of the budget to maintain control over project spending. Through systematic data collection related to the indicators relevant to GEPs, R&IFOs can further promote gender mainstreaming. In this context, gender mainstreaming translates into the equitable distribution of funding allocated to women, men and non-binary people as well as the effective incorporation of the sex and gender dimensions in research and innovation.

Intersections with other variables such as ethnicity, sexual orientation and disability can also be considered with reference to the level of participation in research as well as the incorporation of such dimensions in research and innovation content. Questions related to research and innovation arising from the private sector and considering geographical distribution may also provide relevant indicators for analysis of gender equality issues.

Publication of data collected, for example, through data dashboards, can encourage transparency in metrics, and provide information for international benchmarking. Comparing gender equality data from R&IFOs with available national statistics, such as those gathered in Higher Education institutions, can facilitate assessment of R&IFOs' comparative progress, and help in setting specific targets in order to meet objectives. For example, comparing the proportion of women, men and non-binary people in R&IFO grant portfolios with the potential applicant pool, such as national Higher Education figures. For some potential applicant pools, such as for companies funded by innovation funders, gender balance information may not be available.

Annual data collection by R&IFOs from their own portfolio, and respective applicants and funded researchers, allows for monitoring of progress and identification of potential barriers. For example, looking at the application versus the award rates can aid R&IFOs in identifying if actions are required to increase the number of women applying, or focus on the review process if the award rate is significantly lower. In this way, targeted actions can be designed to promote gender equality in the R&IFO's portfolio of grants.

By using consistent, standardised data collection, with mandatory actions taken to reach explicit objectives, as well as public dissemination of results, R&IFOs can encourage thorough benchmarking and promote consistency in gender equality impact monitoring.

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21 Gender budgeting is gender mainstreaming of the public finance management processes, that is, integrating gender to the planning, implementation, auditing, and evaluation of the budget. This is followed by the account-based approach, that is, assessing the consistency between gender objectives and budget allocations (Axelsdóttir, L. Steinþórsdóttir, F. & Einarsdóttir, T. (forthcoming), "A Gender Budgeting Community of Practice and Targeted Implementation Projects: a potential to challenge gender biases in decision-making in research organisations?" in (ed.s) Palmén, R. & Müller, J. (forthcoming) A Community of Practice Approach to Improving Gender Equality in Research, Routledge.).

Gender Equality Plans and GDPR considerations

The European Commission describes a GEP as "a set of commitments and actions that aim to promote gender equality in an organisation through institutional and cultural change."[22] The Commission's guidance suggests the following actions among a broader set which can be incorporated in a GEP:

1. Conducting an impact assessment of or auditing procedures and practices to identify gender bias;

2. Identifying and implementing innovative strategies to correct any bias; and

3. Setting targets and monitoring progress via indicators.

The European Institute for Gender Equality also provides guidance on GEPs and their implementation.[23]

As they collect gender statistics, R&IFOs should consider General Data Protection Regulation (GDPR) requirements for the collection and processing of personal information. The following aspects are particularly relevant:

- Where sensitive personal data are being requested, the collection, storage and use of such data must comply with relevant data protection legislation, such as GDPR in EU countries.

- Prior to collecting sensitive personal information, R&IFOs should consult with their legal and data protection experts and obtain clearance. R&IFOs should present clear guidance for potential applicants and funded researchers, including the rationale for collecting such data for the purpose of monitoring and generating anonymised reports, for example. Transparent communication with applicants and funded researchers is likely to minimise problems related to the provision of sensitive personal data.

- Electronic grant management systems may be established to allow project team members to provide their personal data through an individual link on their grant management portal. Access to this information should be restricted only to those R&IFO administrators performing monitoring and data collection while maintaining confidentiality to the greatest extent possible.

- Any reports published from the data collected should not contain identifying particulars of a sensitive personal nature and data must be presented in a fully anonymised aggregated fashion.
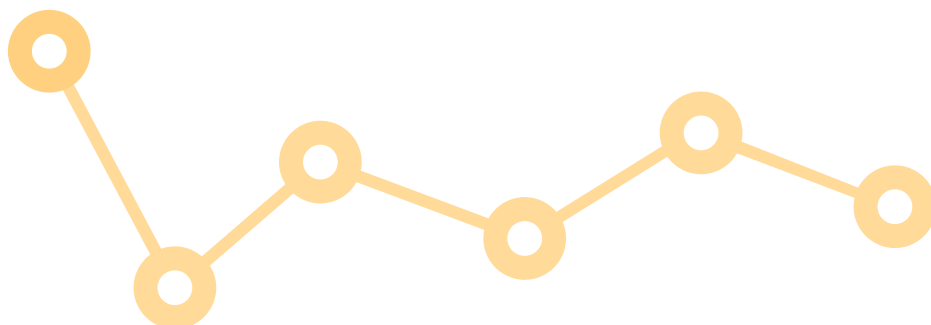
22 European Commission, Horizon 2020 Guidance on Gender Equality Plans, 2021 https://gender-spear.eu/assets/content/Horizon%20Europe%20Guidance%20on%20GEP_en.pdf

23 European Institute of Gender Equality, *What is a Gender Equality Plan (GEP)*, 2021 https://eige.europa.eu/gender-mainstreaming/toolkits/gear/what-gender-equality-plan-gep

Integration of the sex and gender dimensions in funded research and innovation

Although they may appear gender neutral, it has become apparent that the formulation of research questions, the research study population, and the outputs of research and innovation can affect women, men and non-binary people differently[24]. To ensure that the benefits of research and innovation are relevant and made available for all members of society, the sex and gender dimensions must be integrated throughout the research life cycle. Under Horizon Europe, integration of the sex and gender dimensions in research and innovation content across the Work Programmes will be mandatory unless justified by the applicant(s) that sex and/or gender aspects are not relevant.

Many international R&IFOs require applicants to respond to mandatory questions in application forms that describe incorporation of the sex and gender dimensions in the proposed research. For example, applicants should be asked if there are sex or gender aspects (biological, social or cultural) relevant to the project's tasks, deliverables, outcomes and impacts that should be considered in the project. They should be asked to give detailed answers by referring to relevant statistics, published research or other sources as appropriate. Applicants should explain their responses and describe incorporation of the sex and gender dimensions in the project. The inclusion of mandatory questions in application forms facilitates review of a project's potential to contribute to improved gender equality and assessment of integration of sex and gender aspects in the proposed research and innovation project.

24 Tannenbaum, C., Ellis, R. P., Eyssel, F., Zou, J. & Schiebinger, L. *Sex and gender analysis improves science and engineering*. Nature 575, 137-146 (2019)
https://www.nature.com/articles/s41586-019-1657-6.pdf

Collection of baseline data and monitoring the impact of actions outlined in GEPs

The FORGEN CoP data questionnaire was designed to serve as a tool for R&IFOs as they implement GEP requirements and consider the collection and monitoring of gender equality data of their external stakeholders across their funding portfolios. These questions are intended to form a starting point for R&IFOs who are encouraged to expand upon/refine as their approach to data collection and impact monitoring evolves. Although this list of questions covers several areas, individual R&IFOs will have different organisational structures and types of data that can be collected.

Therefore, this list should not function as a final product, as there are many additional data points that can be collected to elucidate progress and barriers to gender equality to suit the needs of individual R&IFOs. R&IFOs should compare their data to national statistics and R&IFO data (when available) to perform benchmarking, set appropriate targets, and monitor relative impact.

FORGEN CoP data questionnaire

1. National statistics

1.2 Are national statistics available on the percentage share of women, men, and non-binary people in the researcher pool? If yes, what is the percentage share of women, men, and non-binary people in the researcher pool?

1.2.1 Are the national statistics on the percentage share of women, men, and non-binary people in the researcher pool broken down by scientific field?

1.2.2 Are the national statistics on the percentage share of women, men, and non-binary people in the researcher pool broken down by age?

1.3 Are the national statistics on the percentage share of women, men, and non-binary people in the researcher pool broken down by academic age (number of years since obtaining a PhD)?

1.3.1 Is academic age adjusted for periods of leave (e.g., parental leave)?

1.4 Are the national statistics on the percentage share of women, men, and non-binary people in the researcher pool broken down by academic position?

1.5 Are the national statistics on the percentage share of women, men, and non-binary people in the researcher pool broken down by sector (e.g., higher education, government, non-for-profit, business)?

2. Statistics on applicants

2.1 Does your organisation collect data on the percentage share of women, men, and non-binary people among main applicants?

If yes, what is the percentage share of women, men, and non-binary people main applicants?

2.1.1 Is the data on the percentage share of women, men, and non-binary people among main applicants broken down by scientific field?

2.1.2 Is the data on the percentage share of women, men, and non-binary people among main applicants broken down by funding scheme?

2.1.3 Is the data on the percentage share of women, men, and non-binary people among main applicants broken down by age?

2.1.4 Is the data on the percentage share of women, men, and non-binary people among main applicants broken down by academic age (i.e., number of years since obtaining a PhD)?

2.1.5 Is the data on the percentage share of women, men, and non-binary people among main applicants broken down by academic position?

2.1.6 Is the data on the percentage share of women, men, and non-binary people among main applicants broken down by sector (e.g., higher education, government, non-for-profit, business)?

2.2 Does your organisation collect data on the average size of grant awarded to women, men, and non-binary people?

If yes, what is the average size of grant awarded to women, men, and non-binary people?

2.2.1 Is the data collected on the average size of grant awarded to women, men, and non-binary people broken down by scientific field?

2.2.2 Is the data collected on the average size of grant awarded to women, men, and non-binary people broken down by funding scheme?

2.2.3 Is the data collected on the average size of grant awarded to women, men, and non-binary people broken down by age?

2.2.4 Is the data collected on the average size of grant awarded to women, men, and non-binary people broken down by academic age (i.e., number of years since obtaining a PhD)?

2.2.5 Is the data collected on the average size of grant awarded to women, men, and non-binary people broken down by academic position?

2.2.6 Is the data collected on the average size of grant awarded to women, men, and non-binary people broken down by sector?

2.2 Does your organisation conduct a comparison against available national data (examples in section 1) for the categories above?

If yes, does your organisation meet or exceed the gender balance in the national statistics?

3. Reviewers and selection committees

3.1 Does your organisation collect data on the percentage share of women, men, and non-binary people among reviewers?

If yes, what is the percentage share of women, men, and non-binary people among reviewers?

3.1.1 Is the data collected on the percentage share of women, men, and non-binary people among reviewers broken down by scientific field?

3.1.2 Is the data collected on the percentage share of women, men, and non-binary people among reviewers broken down by funding scheme?

3.2 Does your organisation collect data on the percentage share of women, men, and non-binary people assigned the role of Chair on review panels?

If yes, what is the percentage share of women, men, and non-binary people among heads of review panels?

3.2.1 Is the data collected on the percentage share of women, men, and non-binary people assigned the role of Chair on review panels broken down by scientific field?

3.2.2 Is the data collected on the percentage share of women, men, and non-binary people assigned the role of Chair on review panels broken down by funding scheme?

3.3 Does your organisation collect data on the percentage share of women, men, and non-binary people in funding decision-making bodies[25]?

If yes, what is the percentage share of women, men, and non-binary people in funding decision-making bodies?

3.3.1 Is the data collected on the percentage share of women, men, and non-binary people in funding decision-making bodies broken down by scientific field?

3.3.2 Is the data collected on the percentage share of women, men, and non-binary people in funding decision-making bodies broken down by funding scheme?

3.4 Does your organisation collect data on the percentage share of women, men, and non-binary people in internal funding decision-making bodies?

If yes, what is the percentage share of women, men, and non-binary people in internal funding decision-making bodies?

3.5 Does your organisation provide resources and/or materials on gender stereotypes and unconscious bias in the evaluation process for reviewers?

3.6 Does your organisation conduct regular training sessions on gender stereotypes and unconscious bias in the evaluation process for reviewers?

If yes, how many training sessions has your organisation conducted in the past year?

3.7 Does your organisation collect data on the percentage share of women, men, and non-binary reviewers participating in the training?

If yes, what is the percentage share of women, men, and non-binary reviewers trained on gender stereotypes and unconscious bias?

4. Funding

4.1 Does your organisation collect data on the percentage share of women, men, and non-binary people among successful main applicants?

If yes, what is the percentage share of women, men, and non-binary people among successful main applicants?

4.1.1 Is the data on the percentage share of women, men, and non-binary people among successful main applicants broken down by scientific field?

4.1.2 Is the data on the percentage share of women, men, and non-binary people among successful main applicants broken down by funding scheme?

4.1.3 Is the data on the percentage share of women, men, and non-binary people among successful main applicants broken down by age?

4.1.4 Is the data on the percentage share of women, men, and non-binary people among successful main applicants broken down by academic age (i.e., number of years since obtaining a PhD)?

4.1.5 Is the data on the percentage share of women, men, and non-binary people among successful main applicants broken down by academic position?

4.1.6 Is the data on the percentage share of women, men, and non-binary people among successful main applicants broken down by sector?

1.4.7 Is data collected on the percentage share of women, men, and non-binary people on applications (attempts)?

[25] Decision-making bodies may include organisational board, grant approval board, executive committee.

4.2   Does your organisation collect data on the percentage share of women, men, and non-binary people in research teams of funded research or innovation projects?

If yes, what is the percentage share of women, men, and non-binary people in research teams of funded research or innovation projects?

4.3   Does your organisation collect data on the funding distribution to women, men, and non-binary people among successful main applicants of funded research or innovation projects?

If yes, what is the funding distribution to women, men, and non-binary people among successful main applicants of funded research projects?

4.4   Does your organisation collect data on the funding distribution to women, men, and non-binary people among successful co-applicants of funded research or innovation projects?

If yes, what is the funding distribution to women, men, and non-binary people among successful co-applicants of funded research or innovation projects?

4.5   Does your organisation collect data on the funding distribution to women, men, and non-binary people in research teams of funded research or innovation projects?

If yes, what is the funding distribution to women, men, and non-binary people in research teams of funded research or innovation projects?

4.6   Does your organisation collect data on the percentage share of women, men, and non-binary people in funded researchers broken down by scientific field?

If yes, what is the percentage share of women, men, and non-binary people in funded researchers broken down by scientific field?

5. Prizes and awards

5.1   Does your organisation give prizes or awards to researchers based on their scientific excellence? If yes, do you collect data on the percentage share of women, men, and non-binary people (where applicable) of prize/award recipients? If yes, what is the percentage share of women, men, and non-binary people?

5.2   Does your organisation ensure gender balance among nominees for such prizes/scientific awards? If so, what specific measures are taken?

6. Sex and gender dimensions in research

6.1   Does your organisation have clearly defined definitions for sex, gender, other diversity characteristics and intersectionality? If yes, what are those definitions?

6.2   Does your organisation have a policy or guidance on the sex and gender dimensions in research for applicants?

6.3   Does your organisation have a policy or guidance on the sex and gender dimensions in research for reviewers/panel members?

6.4   Does your organisation provide tools (e.g., gender impact assessment, sex and gender analysis) and/or training for applicants about the integration of the sex and gender dimensions in research?

6.5   Does your organisation provide tools (e.g., gender impact assessment, sex and gender analysis) and/or training for reviewers/selection committees about the integration of the sex and gender dimensions in research?

6.6 Is training on gender equality and integration of the sex and gender dimensions available for relevant staff in your organisation? If yes, is it mandatory?

6.7 Does your organisation require grant applicants to indicate how the sex and gender dimensions will be integrated into the entire research or innovation cycle, where relevant?

6.8 When the sex and gender dimensions are not found relevant for the field of study/research, does your organisation require an explanation of why they are not relevant from applicants?

6.9 Are reviewers/selection committees instructed to consider the appropriateness of how the applicant has addressed the sex and gender dimensions across the entire research or innovation cycle, relevant to their application for funding?

6.10 Does your organisation collect data on the percentage share of the projects with/without the sex and gender dimensions? If yes, what is the percentage share?

6.11 Does your organisation collect data on the percentage share of the publications/outputs with/without the sex and gender dimensions? If yes, what is the percentage share?

6.12 Does your organisation allocate funds for specific programmes on gender focused research aimed at fostering the production of new knowledge for a better understanding of gender issues?

7. Sexual harassment

7.1 Does your organisation have an organisational policy or strategy document on sexual harassment and bullying?

If yes, do you collect anonymised data on the percentage share of women, men, and non-binary people (where applicable) who have been victims or perpetrators of sexual harassment and bullying?

7.1.1 Does your organisation have a policy or strategy that stipulates the organisation's stance on sexual harassment and bullying at grantee organisations, field sites, or anywhere funded research is conducted?

7.1.2 Does the sexual harassment and bullying policy adequately cover activities in which external collaborators engage?

8. Diversity, inclusion and intersectionality

8.1 Does your organisation collect data on the percentage share of minority groups/protected characteristics[26] as recipients of funding? If yes, which data are collected? If yes, what is the percentage share of minority groups?

8.2 Is the collected data on diversity and inclusion further broken down by gender and/or sex?

If yes, what is the percentage share of women, men, and non-binary people among those minority groups?

8.2.1 Does your organisation have an Equality, Diversity & Inclusion strategy?

8.2.2 Is diversity & inclusion taken into consideration in programme call development and management?

8.2.3 Is diversity & inclusion taken into consideration in the evaluation of applications for grant funding?

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[26] As defined by the United Kingdom Equality Act 2010; https://www.legislation.gov.uk/ukpga/2010/15/introduction

9. Institutional structures, decision-making, and budget for gender, diversity, and inclusion

9.1 Does your organisation have an established institutional structure to promote gender equality, for example, a gender equality committee/unit/working group?

9.2 Does your organisation have a comprehensive gender equality plan/ strategy, adopted with the advice of gender experts?

9.3 Does your organisation carry out gender budgeting[18] for your funding programmes?

If yes, what proportion of your overall funding budget is subject to gender budgeting?

9.3.1 Does your organisation publish gender/sex disaggregated data on the distribution of funding? If yes, are these data available to the public?

9.3.2 Does your organisation allocate a budget for implementing your gender equality plan/strategy?

9.3.3 Does your organisation allocate budget to employ staff with gender expertise, assigned with the task of implementing and monitoring your gender equality plan/strategy?

10. Further measures

10.1 Does your organisation use the data gathered to inform evidence-based measures?

If yes, how many measures are designed?

10.2 Does your organisation require gender equality plans as an eligibility requirement to apply for funding? If yes, do you require these gender equality plans to be evaluated/certified by a qualified gender expert?

10.3 Does your organisation require other gender equality measures to be evidenced by institutions and/or applicants as eligibility requirements when applying for funding (e.g., requirement of an institutional sexual harassment policy, sex and gender dimension certificate, etc.)

10.4 Does your organisation implement any measures to foster gender balance in areas of underrepresentation (e.g., project leads in R&I projects)?

10.5 Does your organisation have a process of quality assurance in place to proofread the language of programme call documents and other public communications to avoid gender stereotyped language?

10.6 Does your organisation fund and/or enable the funding of work-life-balance measures (e.g., project extension for parental leave, carers' leave, benefits in travel grants for child-care) for funded researchers?

11. Additional questions for innovation funders

11.1 Does your organisation collect gender data on founding teams for new companies? If yes, what is the percentage of women, men, or non-binary people on founding teams for new companies?

11.2 Does your organisation collect data on the percentage share of companies that are led by women, or have women as Chief Executive Officers (CEOs)? If yes, is this information broken down by market sector? If yes, what is the percentage share of companies led by women, or with women as CEOs?

11.3 Does your organisation collect data on the percentage share of companies with women, men, and non-binary people in senior management positions or in executive leadership roles? If yes, what is the percentage share of companies with women, men, and non-binary people in senior management positions or in executive leadership roles?

11.4 Does your organisation collect data on the percentage share of investments that are secured by men-led, women-led, and non-binary-led companies? If yes, is this information broken down by market sector? If yes, what is the percentage share of investments that are secured by companies led by men, women, or non-binary people?

11.5 Does your organisation collect data on the average value of investments secured by men-led, women-led, and non-binary-led companies and companies led by mixed-gender teams? If yes, what is the average value of investments secured by companies led by men, women, and non-binary, or mixed leadership teams?

11.6 Does your organisation require businesses or other organisations to have a Gender Equality Plan or equivalent in place or be committed to developing gender, diversity and inclusion plans to be eligible for funding?

11.7 Does your organisation provide businesses or other organisations with support to help them develop their gender, diversity, and inclusion plans?

11.8 Does your organisation provide any specific innovation/business supports for women and non-binary founders, or women-led and non-binary led executive teams?

11.9 Does your organisation offer any specific financial support based on gender? If yes, what is the value/percentage of financial supports offered to women, men, or non-binary people?

Data questionnaire reference list

The FORGEN CoP data questionnaire has been largely based on an appraisal, discussion and adaptation of the following surveys for R&IFOs:

● **Practical Guide to Improving Gender Equality in Research Organisations**, Science Europe (2017)[6]

  This guide lists indicators that comprise the basic data all academic R&IFOs should collect to ensure they can monitor gender equality in their organisation. They formed the basis for core questions of the FORGEN CoP data questionnaire.
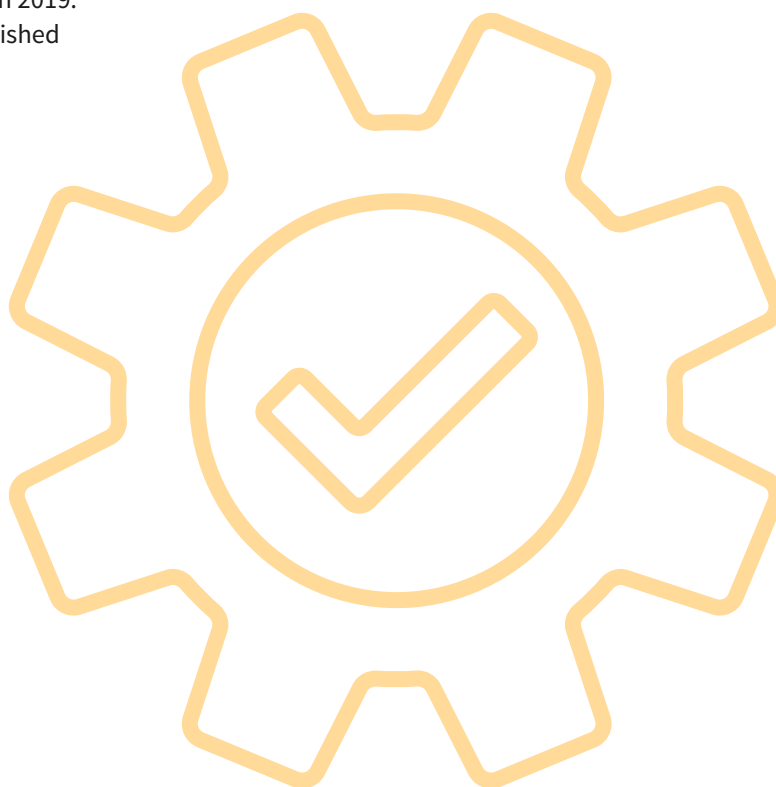
● **Global Research Council Gender Working Group Data Survey 2019** – Questions

  This survey was used to benchmark international academic RFOs in the GRC network in 2019. Results from this Survey[27] were published in 2021.

● **Diversity & Inclusion TAFTIE Task Force: Baseline Survey**[28], The European Network of Innovation Agencies – Survey Questions

  This survey was circulated to TAFTIE members, and with an aim to gather baseline information of Diversity & Inclusion in member organisations.

● **Sex, Gender, and Diversity Analysis in Research Policies of Major Public Granting Agencies: A Global Review**[29] This study reviewed policies for integrating sex, gender and diversity analysis (SG&DA) into the design of research in 23 funding agencies across six continents.

27   Global Research Council, Gender-Disaggregated Data at the Participating Organisations of the Global Research Council: Results of a global survey, 2021; https://www.globalresearchcouncil.org/fileadmin/documents/GRC_Publications/Survey_Report__GRC_Gender-Disaggregated_Data.pdf

28   Diversity & Inclusion TAFTIE Task Force: Baseline Survey, The European Network of Innovation Agencies; https://info.ktn-uk.org/p/2VFU-7C4/ diversity-and-inclusion-survey

29   Hunt, L. E., & Schiebinger, L. (2021, December 16). Sex, Gender, and Diversity Analysis in Research Policies of Major Public Granting Agencies: A Global Review. https://doi.org/10.31219/osf.io/3agxf

Following on from the work of FORGEN CoP, **GENDERACTION+** is a Horizon Europe project aimed at supporting gender equality policy coordination and integration in the European Research Area. This guide will form an important basis for future developments in these areas.

Read about and follow the activities of **GENDERACTION+**:

https://genderaction.eu/

https://twitter.com/GENDERACTION_EU