

White Rose Gender College: Operational Framework

1	Set Up Phase (not included here)		
2	PI contacts University Research office with UKRI/Newton grant application plans		
	Item	Action	Notes
2.1	Explore initial contact College Organisers (CO): Mel Knight, Sheffield Claire Pickerden, White Rose Point of Contact (PoC): Alison Lundbeck, Leeds Ingrid Kvangraven, York	Inform point of contact (PoC) at relevant University – MK, AL, IK Signpost to Gender College member webpage AL and IK to refer on to Mel Knight & Claire Pickerden	Single point of contact Identify any potential conflicts of interest eg GC members applying for same call Ensure communication between MK, CP and PoC at Leeds and York
2.2	PI receives Terms of Reference from CO	PI reads, returns to CO	
2.3	CO receives Project Summary	On file, for use in matching	
3	Matching and Set-Up		
3.1	Matching PIs with Gender College (GC) member	CO proposes GC member or PI selects GC member Member contacted for availability by OC Cross-institution match possible	Process of acceptance 1-1 negotiation, by PI and GC member, completed
3.2	Buddying	Consider partnering senior with junior	Case by case basis
3.3	Documentation – for services	ToR includes Code of Conduct Project Summary Evaluation template (PI, GC member)	
3.3	Documentation – operations	UKRI Checklist Evaluation documentation - incl Timesheets; Reflection	Library of: GCRF Gender Statements Hints and Tips (UKRI and TUOS websites) Egs of Good Practice
4	Action		
4.1	Meetings with PI	As negotiated with GC member	Agree level of GC involvement
4.2	Meetings with Project Team	As above	Consider formal costing of GC time in application
4.3	Engagement with ODA partners	Gender to be included in co-creation of application	
4.4	Gender Equality (GE) statements drafted GE embedded in application	Written by project team, under guidance of GC member	
5	Post-Submission Activities		
5.1	Evaluation completed	By GC member By PI	Monitor workload Range of disciplines
5.2	Gender Statement	On file to be shared with GC	

5.3	Workshop	Share experiences; contribute to pilot findings; training events	May/June 2020 - tbc
5.4	Review Success Stories	Collate any Reviewers comments Applications Funded	
5,5	Pilot Findings, Report	Dissemination of Report To GC; To senior management; Others	Recommendations ; Workload models;
6	Other		
6.1	Costs	Estimate of investment to date, mainly staff time	
6.2	Track Unexpected Outcomes	Applications from across GC members New introductions into project team New multidisciplinary working/projects/applications	Added value – new networks; across WR
6.3	Monitor other Institutions Successes	How are they doing it?	Explore relationship between GE statements and funded secured