

## Terms of Reference

### 1. Purpose and Remit.

- a. In its Pilot Year (Academic Year 2019/20) the White Rose Universities Gender College vision is to:
  - i. Support gender equality in research design and delivery, using Gender Equality Statement requirement for UKRI/Newton GCRF grant applications and funded research:
  - ii. Use the process, in its legislative context (<https://services.parliament.uk/bills/2013-14/internationaldevelopmentgenderequality.html>) as a lever for change to embed gender equality within research projects involving ODA recipient countries, and to better align research to UN SDG5: <https://sustainabledevelopment.un.org/sdg5>.
  - iii. Closely monitor the first year of work in terms of partnerships, project applications, successes and challenges.
- b. A wider and longer term vision for the College is to:
  - i. Embed and increase visibility of gender equality strategies across the WRUs;
  - ii. Align our work to other EDI initiatives across the WRUs, other gender equality networks and the HEI sector in relation to matters intersecting with gender such as LGBTQIA+, race, ethnicity, age, disability and socio-economic status.
  - iii. Develop the Gender College's involvement as a quality benchmark for research developed at the WRUs.
  - iv. Strategically apply the functions of the Gender College to build research capacity and expertise in gender-based research jointly with international partners.
  - v. Serve as an agent for change in line with UKRI/Newton gender equality and wider EDI agendas across the WRUs.
  - vi. For applications that result in awards, monitor the longer term impact of the gender equality elements.

### 2. Membership.

- a. Current membership includes:
  - i. Founding members and College organisers Dr Mel Knight (Research Services, Sheffield) and Prof Patricia Cowell (Health Sciences School Sheffield), and Claire Pickerden (WRU Consortium).
  - ii. Academic and Professional Services members from the Universities of Sheffield, Leeds and York who signed up for the WRU Gender College Pilot, and contributed to formative seminars and events June-November 2019. Members will be listed on the Gender College Webpages with links to their university webpages.
- b. The Pilot will invite and include additional members as part of the ongoing monitoring.

- i. Research Services contacts at Leeds (Alison Lundbeck) and York (tbc).
- ii. Academic and Professional Services staff who join through expressions of interest and involvement in upcoming events.
- c. A wider and longer term vision for the College membership is to:
  - i. Expand membership in terms of research expertise and diversity of background.
  - ii. Expand the training capacity elements by introducing levels of membership based on internal pairings of senior, more experienced with junior, less experienced colleagues.
  - iii. Continue to update and involve University Executive and Strategy Group members; invite university leaders in Research and EDI roles to join the Gender College.

### **3. Member roles and commitments.**

- a. In the Pilot Year, the College will operate according to the Framework whereby members are matched with a PI/ research team who are preparing a UKRI/Newton GCRF grant application and who “opt in” to the process. [Appendix. Operating Framework].
  - i. Early involvement will be required for effective collaboration from the Gender College;
  - ii. Matches will be formed through initial contact from PIs through the website and supported by the nominated Professional Services leads in Research Services.
  - iii. Members will agree the level of collaborative involvement with PIs and Research teams for the embedding of gender throughout the application and advise on completion of the gender statement.
  - iv. Members and PIs will discuss, and where appropriate agree, the costing of the College member into the grant as a means of supporting in-depth and sustained involvement.
- b. PIs and College members will agree to share their experiences by way of feedback to monitor and shape the Pilot in terms of its utility, effectiveness and mutual benefits for PIs and College members.

### **4. Type and frequency of College Meetings / Events**

- a. The Gender College will host 2 major events in its Pilot academic year 2019/20 to support:
  - i. College vision, terms and operating processes.
  - ii. Talks from College members or keynotes on relevant topics.
  - iii. Networking and sharing experiences of members in the College specifically and in gender research more generally.
  - iv. Growth and diversification of membership.
- b. The Gender College will host 1-2 smaller events in its Pilot academic year 2019/20 to:
  - i. Follow up actions and work set at larger events.

- ii. Involve of members unable to attend major events.
- iii. Develop or refine ideas through focus groups.
- c. The longer term aspiration of the Gender College is to include events and meetings to support:
  - i. Dialogue with funders, training events, capacity building with ECRs/PGRs.
  - ii. Matching / pairing events with Research Teams and College members.
  - iii. Training on writing gender equality statements and integration of gender equality practice in research projects. This could involve traditional sessions and action learning pathways.
- d. Events will be planned to take place across WRUs to maximise involvement.

## 5. Code of Conduct for College Members and Collaborative Research Teams

- a. The principles outlined in this section apply to collaborative work among PIs, research teams and Gender College Members.
- b. General approach. The work conducted between research groups and Gender College members should take the form of an academic collaboration. The College provides access to individuals who can share their expertise with PIs and their teams as part of a process that starts with co-writing the Gender Equality Statement and mapping the statement into the research plans.
  - i. Requirements of Gender Equality Statements, plus their full consideration and integration into research proposals, form the basis of the collaboration. Details are listed under 5bi and 5bii below.
  - ii. Criteria required by UKRI/Newton GCRF gender equality statements: [www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/](http://www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/)
  - iii. Things to consider when incorporating gender equality into international development research and innovation: <https://www.ukri.org/files/research/gcrf/things-to-consider-incorporating-gender-equality/>
- c. Gender college members will work to the standards of responsible research practice, ethics and integrity set by the WRUs.
  - i. See the links WRUs: [www.sheffield.ac.uk/rs/ethicsandintegrity/collaborative-research](http://www.sheffield.ac.uk/rs/ethicsandintegrity/collaborative-research)  
<http://ris.leeds.ac.uk/goodpractice>  
<https://www.york.ac.uk/staff/research/governance/research-policies/research-code/>
  - ii. Matters pertaining to confidentiality, IP, conflicts of interest, WRU affiliations, etc., should be discussed and agreed in the initial stages of forming the collaboration with the PI and Gender College Member.
- d. Realistic plans for Gender College members and expectations of what can be achieved in this Pilot Year should form part of the initial discussions.
  - i. Early involvement is essential to the formation of meaningful collaborations, particularly when UK research teams are newly formed with international partners;

- ii. Costing the Gender College member into the grant application may be necessary to enable the production of a meaningful/integrated Gender Equality Statement, and should the application be successful, to foster sustainable involvement for delivery of research under the Gender Equality Statement.
- iii. Specific needs of early career researchers and members on fixed-term contracts should be considered.

**6. Additional terms.**

- a. The formation of the WRU Gender College was proposed in May 2019 to the University of Sheffield Vice President's Research Strategy Group. A final report of the Pilot Year will be sent to this group.
- b. The Gender College is building a repository of Gender Equality Statements and would welcome contributions from PIs of the relevant sections of their funding applications.