

Equity, Diversity & Inclusion (EDI) Considerations in Research Grant Applications

The example measures and actions included in the chart below align to the three areas of EDI in Research Practice (EDI-RP) - team composition and training, recruitment, and inclusion. Example actions are intended as a guide. Research teams are strongly encouraged to tailor specific measures and actions to the individual research project.

The fourth section relates to EDI in Research Design (EDI-RD), also known as SGBA+ (sex and gender-based analysis plus).

The guidelines below are comprehensive. You are not expected address all of these goals, measures and actions, but can use this guide to help develop a solid EDI plan.

Resources:

Refer to Tri-agency Institutional Programs Secretariat (TIPS) resource [Equity, Diversity and Inclusion: A Best Practices Guide for Recruitment, Hiring and Retention](#) for additional recommendations and examples.

The New Frontiers in Research Fund has an excellent EDI resource – please go to <https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx>.

SSHRC also distinguishes between EDI in Research Design (EDI-RD) and EDI in Research Practice (EDI-RP) – please go to https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx

[NSERC's guide on integrating equity, diversity and inclusion considerations in research](#)

Team Composition and Training	
Key Question: What measures and safeguards will be implemented to ensure that EDI principles are key considerations in the composition and management of the research group and training activities?	
Examples of Concrete Measuresⁱ	Examples of Actions Aligned to Measuresⁱⁱ
Ensuring strong, consistent senior leadership that is committed to an equitable and diverse research team	• Include a statement from the PI and/or co-applicants outlining a strong commitment to EDI among the research team • Outline the PI/co-applicant's involvement in EDI activities related to the project • Identify key leads from the research team for each EDI measure included in the application • Communicate EDI objectives to all research team members
Providing and encouraging training in unconscious bias and other EDI training for team members to build awareness of the different barriers faced	• Team members to complete the interactive online unconscious bias training module created by CIHR available HERE • Work with BU's Diversity and Human Rights Advisor to undertake training in the following areas:

by underrepresented groups in academia/research	○ An Introduction to Brandon University's Discrimination and Harassment Prevention Policy and Procedures ○ Managing Conflict Effectively ○ Exploring Unconscious Bias ○ A Diverse and Inclusive Campus ○ Communication and Conflict Resolution ○ Having a Respectful Workplace ○ Bystander Training
Implementing procedures to ensure that training and other opportunities associated with the grant (conferences, publications, networking) are distributed equitably among team members	• Keep transparent documentation regarding the basis of all opportunities associated with the grant • Include evidence of how opportunities are distributed in any public communications—this will also strengthen messaging that all team members, including those from designated groups, earned opportunities
Recruitment Key Question: What safeguards will be put in place to ensure the recruitment of additional team members (faculty, postdoctoral fellows, undergraduate and graduate students, etc.) is open and transparent and aligned with best practices (e.g. minimizing barriers and mitigating against unconscious bias)? BU is primarily an undergraduate institution and often UG students here receive similar training and opportunities reserved for graduate students at larger institutions. Researchers should refer to Human Resources for assistance with job postings and attendant policies, pay rates - https://www.brandonu.ca/hr/	
Examples of Potential Measures	Examples of Actions
Unconscious bias and other EDI training for recruitment of committee members	• Team members complete the unconscious bias training created Tri-Agency • Team members review and understand all BU policies relevant to EDI – please go to https://www.brandonu.ca/research/policies-programs/canada-research-chairs-program-at-brandon-university/canada-research-chairs-equity-diversity-and-inclusion/ and scroll down to collective agreements, recruitment information, orientation and onboarding, and relevant BU policies, including: ○ BU collective agreements ○ Recruiting checklist ○ Onboarding guide for the hiring manager
Inclusive job postings for team member recruitment	• Only include necessary qualifications and skills

	• Use inclusive, unbiased, ungendered language (e.g. use the phrase “all genders” rather than “women and men,” and use the pronoun “them” instead of “him” and/or “her.” Avoid stereotyping, and avoid prioritizing those traits and descriptions traditionally viewed as masculine.)ⁱⁱⁱ • Consider a record of accomplishment related to EDI as an asset in job postings when hiring research team members • Do not focus solely on a strong publication record to the exclusion of knowledge translation through community service and other outputs • Focus on the quality of publications rather than quantity taking into account career interruptions and reduced workloads • Have an EDI expert review the job posting
Broad distribution of job postings, as appropriate for the position	• Aim for broad <i>external</i> distribution of the job posting by using social media, job portals, electronic mailing lists, and professional and discipline/industry associations of underrepresented groups (e.g., Canadian Coalition of Women in Engineering, Science) to promote research team positions • Best practice is to post all job postings for a minimum of at least 30 days
Ensuring a diverse hiring committee	• Consider and address issues of potential concern for members of the designated groups (including women, Indigenous peoples, persons with disabilities, members of visible minorities, and LGBTQ2+) when developing the hiring committee ○ Never guess or disclose the gender, race, or other characteristics of a research team member as this is a violation of the individual’s right to privacy and is open to error/misrepresentation
Ensuring that career leaves of applicants (e.g. parental leave, sick leave) do not adversely affect the candidature of a potential candidate	• Accept a full CV ensuring that career interruptions due to career leaves, and reduced workloads are considered (e.g. time to degree completion, number of publications, conferences, etc.) • Let applicants know through job posting that career leaves and reduced workloads will be taken into consideration when candidates are assessed • Refer team members to policies regarding career leaves, accommodation and reduced workloads (see collective agreements) • Refer student team members to bursaries related to career leaves, accommodation and reduced workloads (see collective agreements)

Ensure a consistent, unbiased and transparent selection process is used	- Rank selection criteria prior to screening applications - Use a consistent assessment process for all candidates, such as rubrics
Inclusion Key Question: What measures will be put in place to ensure team members from underrepresented groups are supported and integrated into the team?	
Examples of Potential Measures	Examples of Actions
Mentoring programs	Check with your Faculty or Department/School/Unit to see if there is a mentorship program available and connect research team members if a suitable program is available
Creating opportunities for the team to discuss workplace environment concerns, and a plan to address any concerns that arise	- Provide information on BU's statement on inclusion to all research team members - Make all team members aware of relevant guides and policies regarding EDI workplace concerns Discrimination and Harrassment Prevention Policy and Procedures Guide to Conflict Resolution at BU Accessibility for Manitobans Act BU Accessibility Policy BU Workplace Accommodation Policy BU Workplace Accommodation Procedure BU Sexualized Violence Policy BU Sexulaized Violence Protocol - Work with BU's Diversity and Human Rights Advisor to undertake training (see section above on Team Composition for details)
Awareness/promotion of organizations or community groups that support underrepresented faculty, staff and students	- Promote the availability of services available through the following programs/offices for research team members, as relevant BU Status of Women Review Committee BU Students' Union BU Students' Union – LGBTTQ* Collective BU Students' Union Gender Empowerment Collective BU Students' Union Indigenous Student Collective BU Students' Union International Students' Collective BU Students' Union Racialized Collective BU Student's Union clubs, including BU Black Student Association BU Indigenous Peoples' Centre

Communication/Institution of a network of elders, traditional knowledge keepers, traditional healers and Indigenous-focused facilities (where appropriate)	• Encourage all research team members to participate in Indigenization at BU by ○ Learning more ○ Raising awareness ○ Providing support ○ Further reading • Promote the Indigenous Peoples' Centre and Indigenous Student Collective to students • Ensure that if your project involves Indigenous research and team members that the research team undertakes training and education in the following: ○ Indigenous methodologies and knowledges ○ Relationship building ○ Knowledge of cultural products • Resources: ○ Fundamentals of OCAP - https://fnigc.ca/ocap-training/take-the-course/ ○ Indigenous Canada course – Ualberta ○ Indigenous Research Partnerships course – Queen'sU ○ San'yas Anti-Racism Indigenous Cultural Safety Training Program
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Applicants are encouraged to consider incorporating EDI across the research enterprise – and should indicate how they have done so (this is referred to as EDI in Research Design – see links below and in the Resources section of this document). The table below provides example measures and actions.

EDI in Research Design (as applicable)	
Key Question: What measures will be put in place to ensure EDI-RD is embedded across the research enterprise?	
Examples of Potential Measures	Examples of Actions
Demonstrating excellence of the researcher by contributing to the promotion of equity, diversity and inclusion	• Provide evidence of contributions highlighting the extent to which the applicant's work has advanced EDI by promoting the inclusion and advancement of under-represented groups in: ○ Research ○ Public policy ○ Influenced activities of industry or the general public
Considering the contributions of EDI in the research design, if applicable	• Avoid extrapolation of research results to the population as a whole if they actually only apply to a portion of the population • Provide a description of how EDI will be addressed in research design by responding to the following questions: 1. Are sex (biological) considerations taken into account in this study?

	2. Are gender (socio-cultural) considerations taken into account in this study? 3. Are diversity considerations taken into account in this study? 4. (If you answer "yes" for any of these questions) Describe how the sex and/or gender and/or diversity considerations will be considered in your research proposal. 5. (If you answer "no" for one or more questions) Explain why sex and/or gender and/or diversity are not applicable in your research proposal.^{iv} • Refer to the Stanford University Gendered Innovations project for examples and practical methods for completing sex and gender analysis • Refer to CIHR's guide on How to Integrate Sex and Gender into Research • Refer to NSERC's guide on integrating EDI considerations in research • Refer to SSHRC's description of EDI-RD • Ensure that if your project involves Indigenous research and teams members, partners that the research team undertakes training and education in the following and incorporates principles into the core design of the project and throughout: ○ Indigenous methodologies and knowledges ○ Relationship building ○ Knowledge of cultural products ○ Indigenous Data Sovereignty • Resources: ○ Fundamentals of OCAP - https://fnigc.ca/ocap-training/take-the-course/ ○ Indigenous Canada course – Ualberta ○ Indigenous Research Partnerships course – Queen'sU ○ San'yas Anti-Racism Indigenous Cultural Safety Training Program ○ TCPS 2 – Chapter 9: Research Involving First Nations, Inuit and Métis Peoples of Canada
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ⁱ Examples of measures taken from Canada Research Chair Program equity, diversity and inclusion criteria.

ⁱⁱ Example actions adapted from CRC. (2017). [Equity, Diversity and Inclusion: Best Practices for Recruitment, Hiring and Retention](#); Gasman, M.

ⁱⁱⁱ [Equity, Diversity and Inclusion: Best Practices for Recruitment, Hiring and Retention](#)

^{iv} [Guide for Applicants: Considering equity, diversity and inclusion in your application.](#)