University of Ottawa
Office of the Vice-President, Research

Equity, Diversity and Inclusion Self-Assessment Tool for Research Proposals

The three Canadian granting agencies (the Tri-Agency) recognize that achieving a more equitable, diverse and inclusive research enterprise is essential to creating the excellent, innovative and influential research needed to meet local, national and global challenges. The University of Ottawa is committed to this vision. Accordingly, Research Management Services supports initiatives and strategies committed to excellence in research.

This self-assessment tool is meant to guide you in creating innovative, accurate and adapted EDI strategies that contribute to rigorous research open to contributions of members of groups traditionally excluded from research such as women, Indigenous people, visible minorities, persons with disabilities and members of LGBTQI2S+ communities.

This self-assessment should help you better integrate EDI in your proposals by making it more visible, concrete, strategic and measurable, according to the Tri-Agency guidelines.

How to use this self-assessment tool

- Be honest. Self-evaluation should always be done before external evaluation.
- Be specific and realistic. You can acknowledge you have not attained ideal levels of EDI reflection or planning while showing that your team is committed to meeting higher EDI standards.
- Once the assessment is done, you can follow recommendations according to your team’s EDI situation.
- You can find resources (guidelines, critical definitions) and contacts below the results.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Yes</th>
<th>No</th>
<th>Explain and mention the proposal sections where this is shown (recommended)</th>
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<tbody>
<tr>
<td>1)</td>
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<td><strong>Does your proposal clearly show the diversity of your team and your efforts to recruit and retain researchers and trainees from at least two underrepresented groups?</strong></td>
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<td>2)</td>
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<td><strong>Does your proposal include concrete mechanisms for effective participation of diverse groups in research design, implementation, analysis and dissemination?</strong></td>
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<td>3)</td>
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<td><strong>Does your proposal clearly display the benefits of its approach to diversity</strong> (e.g., creation of new knowledge from dialogue among different perspectives, new analytic tools or viewpoints, new applications coming from diverse groups’ backgrounds and needs, etc.)?</td>
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<td>4)</td>
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<td><strong>Does your proposal clearly assess at least one equity measure in research?</strong> For example: spaces for voice, for promoting the leadership and influence of members of</td>
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underrepresented groups, adapted equipment, flexible schedules, inclusive mentoring, language accommodations.

5) Does your proposal clearly establish mechanisms to train team members on **unconscious bias** (stereotypes, prejudices, misinterpretations, misconceptions about underrepresented groups) in research and to use knowledge about bias in inclusive ways?

6) Can you mention in your proposal at least one **practical tool or strategy** for ensuring equity, diversity and inclusion?

7) Are your EDI strategies or actions **clearly stated and measurable with a timeline**?

8) Do you clearly establish methods (surveys, stories, cases) to **measure and report** your EDI progress?

9) Is your proposal written in **inclusive language** that avoids stereotypes about underrepresented groups and embraces their diversity as much as possible?

10) Is EDI a cross-cutting element of your proposal clearly presented in **at least three proposal sections** (summary, methodological approach, roles and responsibilities, knowledge translation, budget, team description, etc.)?

### Self-Assessment Test Results:

| 7 or more affirmative ("yes"), clear answers | Congratulations! Go ahead, do a final check and submit your proposal. |
| 5 or 6 affirmative ("yes"), clear answers | Consider the sections where you may need to strengthen your EDI component. Be as concrete and realistic as possible! |
| Fewer than 5 affirmative ("yes"), clear answers | Use the resources and tools below to boost your EDI commitments, take training, look for expert advice and strengthen your EDI strategy. |

### Resources

- **NSERC/CRSNG Guide for Considering Equity, Diversity, and Inclusion in your Application**
- **SSHRC/CRSH Best Practices in Equity, Diversity and Inclusion in Research**
- **CIH-IRSC EDI Resources**
- **Self-assessment tools**
  - Gendered Innovations project *(Stanford University)*
  - **GBA+ assessment**
- **uOttawa contacts**
  - Diego Herrera, PhD, Equity, Diversity and Inclusion Adviser for Research dherrer2@uOttawa.ca
- **Research facilitators by faculty**