## Annex D Nominating body template for submitting information on equality and diversity in the nominations process

### Introduction

1. All associations or organisations wishing to submit nominations for REF panel membership will need to provide information about howequality and diversity issueswere taken into account in putting forward nominations, using the template below.
2. The information provided by nominating bodies will be reviewed by the Equality and Diversity Advisory Group (EDAP) to consider examples of good practice. Where a nominating body's report suggests that equality and diversity issues may not have been appropriately taken into account the funding bodies may request further information. EDAP’s findings will be summarised and published in a report, which will inform any amendments to the nominations process for the assessment phase.
3. Information on equality and diversity in the nominations process submitted in this template may be disclosed on request, under the terms of the relevant Freedom of Information Acts across the UK. The Acts give a public right of access to any information held by a public authority, in this case the four UK funding bodies. This includes information provided in this template. We have a responsibility to decide whether any responses, including information about your identity, should be made public or treated as confidential. We can refuse to disclose information only in exceptional circumstances. This means that information submitted in this template is unlikely to be treated as confidential except in very particular circumstances. For further information about the Acts see the Information Commissioner’s Office website, <https://ico.org.uk/> or, in Scotland, the website of the Scottish Information Commissioner [www.itspublicknowledge.info/home/](http://www.itspublicknowledge.info/home/).
4. The completed template should be submitted when making nominations through the online nominations form at [www.ref.ac.uk/about/nompan](http://www.ref.ac.uk/about/nompan).

### Template for nominating bodies

Name of nominating body

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Q1. Please describe the nature and size of your association or organisation, including research areas of interest and details of any organisational policies on diversity and inclusion (max 250 words).

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Q2. Describe the process your association or organisation followed in making nominations, and how equality and diversity issues were taken into account in the process followed (max 750 words). This could include, where applicable:

* A description of any distinct processes followed for identifying a pool of candidates, and then for selecting nominees from among the pool identified.
* A description of any differences in the processes followed for different panels, where making nominations to multiple panels.
* Information about who (in terms of job roles) from your association or organisation was involved in the nominations process.
* Considerations relating to the diversity of the group(s) involved in any selection processes, as well as considerations relating to the diversity of the pool of nominees.
* Information about how the guidance and data provided at Annex C informed any processes followed

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