

INFORMATION LETTER

For Potential Users of the ENLIGHT Toolkit for Self-Assessment of Universities Research Impact Awareness, Literacy and Readiness

The ENLIGHT toolkit for the self-assessment of research impact awareness, literacy and readiness is a self-reflection tool designed for universities who wish to explore at an institutional level their research impact potential. The toolkit has been developed in the framework of the EU Horizon 2020 [ENLIGHT RISE project](#), more specifically in the context of Work Package 8 – Impact assessment and frontiers of the common R&I agenda.

The toolkit is largely inspired by the [Institutional Healthcheck Workbook](#) of Dr. David Phipps and Dr. Julie Bayley, but also by other sources such as [EARMA Impact Strategy Survey](#), [Vertigo Ventures Impact Landscape Survey](#) and the [ACCOMPLISSH Assessment of Institutional Support and Staff Awareness of Research Impact](#).

The leaders of this Work package are the persons beyond the development of the ENLIGHT toolkit. They are members of the ENLIGHT research impact team. More specifically:

Igor Campillo
Euskampus Fundazioa
University of the Basque Country
Email: impact.enlight@ehu.eus

Glória Nunes Rodrigues
Euskampus Fundazioa
University of the Basque Country
Email: impact.enlight@ehu.eus

Louise Hannon
University of Galway
Email: impact.enlight@ehu.eus

Esther de Smet
Ghent University
Email: impact.enlight@ehu.eus

INFORMATION ABOUT THE TOOLKIT

You are invited to answer the self-assessment toolkit, which has been developed by the leaders of Work Package 8 (University of the Basque Country, Ghent University, University of Galway) in the framework of the EU Horizon 2020 [ENLIGHT RISE project](#).

Please take the time to read this information letter carefully before you decide to respond to the different questions of the self-assessment toolkit. Do not hesitate to ask questions to the contact persons above mentioned if there are any ambiguities or if you would like additional information. Make sure you understand everything. Once you have decided to proceed with the self-assessment you will be asked to sign the consent form at the end of the [toolkit webpage](#).

ENLIGHT is a European University Network formed by nine comprehensive, research-intensive universities to promote equitable quality of life, sustainability and global engagement through

Higher Education transformation. ENLIGHT has obtained funding from the European Commission in the framework of the Horizon 2020 programme to develop a joint comprehensive research and innovation strategy among the nine universities, through the [ENLIGHT RISE project](#).

Impact is at the core of the mission of the European University Alliance ENLIGHT and, as such, one of its main objectives is to promote an impact-based culture both within and beyond ENLIGHT universities. This includes the promotion of a model of good practice of impact-directed management and the integration of impact across Higher Education, Research and Innovation activities.

The University Research Impact Awareness, Literacy and Readiness self-assessment toolkit is one of a number of project outputs of the ENLIGHT project to achieve these objectives. It is specifically designed for universities, both within and beyond the ENLIGHT network, who wish to explore their research impact potential. The toolkit guides users through 6 focus areas considered as relevant for universities to be research impact-driven (clarity; context; commitment; competencies and resources; connectivity; co-creation). The toolkit is not a benchmarking tool but a diagnostic aid to identify areas of strengths and weaknesses and where there is space for improvement in the research impact environment.

For the objectives of the present survey, please consider WP8 definition of research impact: "Impact is the provable effects of research in the real world. Impact is the changes we can see (demonstrate, measure, capture), beyond academia (in society, economy, environment) which happen because of our research (caused by, contributed to, attributable to)" (from Julie BAILEY and David PHIPPS. Institutional Healthcheck Workbook. Emerald Publishing 2020).

INFORMATION ABOUT PARTICIPATION

What does answering the toolkit questions entail?

The toolkit is targeted at 2 potential users: 1) university management staff member; 2) academic/researcher or member of research support staff. The toolkit consists of 19 major questions organised around 6 major focus areas and provides the user with instant access to the detailed results of his/her responses to these questions and to the average results obtained for the same ENLIGHT university where the responder is from. The toolkit is free, confidential and open to anyone to use. It is designed as a self-reflection tool for university staff who wish to explore at an institutional level their research impact potential.

Participation is completely voluntary and there can be no coercion in any way. You may refuse to go through the self-assessment exercise and you may withdraw from it at any time without having to provide a reason. If you refuse to participate, or if you decide to withdraw from it, this will in no way affect your continued relationship with the ENLIGHT community, the ENLIGHT research impact team, your evaluation and/or study supervision (if you are a student), or your treatment (if you have a therapeutic relationship with the ENLIGHT representatives).

If you wish, you can get a summary of the potential findings and conclusions taken from the toolkit answers after these results are known. The summary will be made available at the ENLIGHT website in due time.

There is no known ongoing risk associated with the ENLIGHT toolkit for the self-assessment of research impact awareness, literacy and readiness. There is no compensation or reward provided when participating in the self-assessment exercise.

INFORMATION ABOUT PRIVACY AND PERSONAL DATA

The legal framework for the processing of personal data and confidential information in the context of this study is defined by:

- The European General Data Protection Regulation 2016/679 of April 27, 2016, in force since May 25, 2018 (the GDPR);
- The Spanish Organic Law 3/2018, of 5 December, on Data Protection and Guarantee of Digital Rights.

What personal data are collected?

The following personal data will be processed:

- University affiliation, profile used for responding to the ENLIGHT toolkit for self-assessment (member of the university management staff; academic/research staff, research support staff), discipline focus, research stage.

This personal data will be collected using a questionnaire.

For the processing of your personal data, your explicit permission will be asked. This is done by clicking on “yes” in the consent for participation section of the toolkit. This consent can be withdrawn at any time by notifying the contact persons above mentioned.

Who has access to my (personal) data?

(Personal) data will be collected by the University of the Basque Country and will be immediately pseudonymized. The (pseudonomised personal) data will also be shared (in a secure way) with experts involved in the [ENLIGHT RISE project](#) at the Ghent University and the University of Galway. These persons will be responsible for analyzing the results.

Reuse of data

The data collected through the ENLIGHT toolkit for the self-assessment of research impact awareness, literacy and readiness may also be useful in answering other ENLIGHT RISE questions. Therefore, there is a possibility that the data will be reused at a later date for other analysis. The reuse of data can be done both within the own ENLIGHT RISE Work Package 8 team and in the context of the ENLIGHT Alliance. To this end, data will be made available in a controlled manner via a dedicated research data sharing platform. All necessary measures will be taken to guarantee the confidentiality of your personal data.

What rights do you have as a participant with regard to the processing of your personal data?

In accordance with European and Spanish privacy legislation¹, your personal privacy is respected. As already indicated, you may withdraw your consent at any time without giving any reason. This means that your data will not be processed any further from the moment of withdrawal.

¹ These are: the European General Data Protection Regulation 2016/679 of April 27, 2016, in force since May 25, 2018 (this is the GDPR); The Spanish Organic Law 3/2018, of 5 December, on Data Protection and Guarantee of Digital Rights.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 101035819

You have the right to consult the data which have been collected about you and you may also request a copy, as long as this does not violate the rights and freedoms of others. Any incorrect data about you can be corrected at your request. Moreover, you have the right to be forgotten: this means that, after withdrawing your permission, you can ask to have your personal data removed.

To exercise any of the above rights, please contact ENLIGHT research impact team at: impact.enlight@ehu.eus.

How can I file a complaint?

If you want to file a complaint about the way your personal data are handled or if you have any questions regarding your personal data in the context of the ENLIGHT toolkit you can contact us at impact.enlight@ehu.eus or at the Spanish Data Protection Agency (contact details available [here](#)).