

## **UoS/DH/25/26/QTR3/ Delivery of EDI-Focused Training for Internal Peer Review**

### **Delivery of EDI-Focused Training for Internal Peer Review**

#### **1. Background and Context**

The University of Salford are seeking to appoint an experienced external provider to design and deliver training for academic staff who are responsible for managing internal peer review (IPR) of research outputs, contributing to the University's preparation for the Research Excellence Framework (REF) 2029. These staff typically include IPR Panel Chairs, Unit of Assessment (UoA) Leads, deputy leads, Associate Deans of Research and Innovation and others involved in coordinating and overseeing internal review processes and compiling Contributions to Knowledge and Understanding (CKU) submissions.

The University is committed to embedding Equality, Diversity and Inclusion (EDI) principles throughout its REF preparations and recognises the critical role that internal peer review processes play in shaping decisions, researcher experience and confidence in the fairness and transparency of REF-related activity.

#### **2. Purpose of the Training**

The purpose of this training is to ensure that those managing internal peer review processes:

- Understand key EDI risks and considerations associated with academic peer review and outputs selection.
- Are equipped to manage and oversee review processes that are fair, inclusive, transparent and robust.
- Can identify and mitigate potential bias (conscious and unconscious) in peer review and decision-making.
- Are able to compile and manage CKU submissions in a way that aligns with REF guidance and institutional EDI commitments.

#### **3. Scope of the Training**

The successful provider will be expected to deliver training that covers, as a minimum:

- Overview of REF 2029 requirements relating to outputs and the role of academic peer review in outputs selection and submission decision-making.
- EDI principles relevant to peer review, including bias, consistency, transparency and accountability.
- Common EDI risks in academic peer review processes (e.g. disciplinary norms, authorship patterns, career stage, protected characteristics, part-time working, intersecting inequalities).
- Practical strategies for managing inclusive and equitable review processes at UoA level.

- Good practice in managing reviewer panels, feedback, moderation and decision-making.
- The relationship between academic peer review, CKU submission decisions and wider REF EDI responsibilities.

Training should be practical, evidence-informed and clearly grounded in the realities of REF preparation within UK higher education institutions.

#### **4. Delivery Requirements**

The University anticipates:

- Delivery to academic staff with REF leadership or coordination responsibilities.
- Interactive sessions (in-person, online or hybrid – to be specified by the bidder).
- Use of case studies, scenarios or exercises relevant to academic peer review and REF outputs.
- Materials that can be reused internally to support ongoing REF preparation.

#### **5. Provider Requirements**

Suppliers must demonstrate:

- Proven experience of working with UK higher education institutions.
- Strong understanding of REF processes, particularly the CKU submission and internal peer review.
- Expertise in EDI in research assessment, peer review or academic decision-making.
- Experience of designing and delivering training for academic audiences.

#### **6. Submission Requirements**

Interested providers should submit a quotation outlining: the proposed approach, content, delivery format, timeline, relevant experience and associated costs.

Your quotation will be evaluated on:

- Understanding of the Brief and Institutional Context
- Quality and Relevance of Proposed Training Content
- Approach to Delivery and Learning Design
- Expertise and Experience of the Provider
- Resources, Materials and Legacy Value
- Value for Money

Please contact **Janet Morana** [j.morana@salford.ac.uk](mailto:j.morana@salford.ac.uk) with your quotation and correspondence. Feedback will only be provided after the quotation deadline, if feedback is requested.

Procurement Contact **Dion Horsfield** – [d.horsfield2@salford.ac.uk](mailto:d.horsfield2@salford.ac.uk)

