

# Responsible-Industry



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GA 609817

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# 1 Introduction

In publicly funded projects, it is of particular importance to deliver good quality results. Not only should deliverables be submitted in a timely manner to inform later project work, but most importantly, to the required quality level.

This Quality Assurance Plan describes the procedures that were agreed by the Consortium at the kick-off meeting and later refined and operationalised by Uclan Cyprus.

*Quality assurance isn't Job One. Delivering good quality research is.*

Quality assurance in the project is based on the following principle:

- Quality assurance isn't Job One. Maintaining pride in one's work and delivering good quality research is.

The process by which quality will be assessed is:

- Internal and external peer review, the widely accepted standard for ensuring quality in research and academia.

# 2 Our Standards - What we try to achieve

A project consists of many elements, not all of which can be monitored through internal and external peer review.

## 2.1 Target of Quality Assurance

The main target of the Quality Assurance are our text-based deliverables. The mechanism does not cover conferences and workshops or the Delphi and interview scripts, the quality of which will be ensured by the Co-ordination team and through monthly tele-discussions within the consortium.



The following provides a list of the deliverables covered by the Quality Assurance mechanism.

No.	Deliverable
1.1	Systematic review of industry relevant RRI discourses
1.2	Case study descriptions
1.3	RRI tool and product matrix
1.4	Horizon Scanning - Report (a and b)
2.2	Delphi Exercise report and 1st Draft Implementation Plan
2.5	2nd Draft Implementation Plan
2.6	Pilot project final term report
2.7	Country reports on testing and evaluation
3.3	Models of RRI in Industry
3.4	Exemplar Implementation Plan on RRI in Industry
4.2	Stakeholder Dialogue Intermediate Report
4.3	Stakeholder Dialogue Final Report
4.4	RRI International Comparisons
5.4	Exploitation Plan

## 2.2 Criteria for Quality Assurance

Quality Assurance needs criteria against which outputs are assessed. Given that this project tries to engage industry, it is important to have criteria beyond scientific excellence, criteria that also cover research communication.

The Consortium agreed the following criteria.

### 2.2.1 Scientific Quality

In our efforts to deliver excellent science, we have three sub-aims.

First, we aim for new or innovative outputs and endeavour to avoid "cut and paste" from other work.

Second, we aim to avoid obvious messages that any lay person could have derived using their common sense. Our work will be based on know-how, fact-finding and research.

Third, we aim for useful outputs, useful to groups outside of academia as well as inside, given that we are engaged in an industry project.

Our three criteria for scientific quality therefore are:

- A. New or innovative
- B. Non-obvious (requires know-how)
- C. Useful

### 2.2.2 Match to Audience

Unless otherwise specified, educated non-specialists are our audience. This is the best way to ensure wider dissemination and possible take-up by industry. RRI is a new concept, or at least a new umbrella for existing concepts, it is therefore important not to assume too much knowledge on the part of our research users.

To achieve a good match to the audience, the writing style is highly important.

### 2.2.3 Writing Style

The following writing style criteria were agreed, as they will maximise our impact. We will write:

- Clearly and precisely
- Concisely (short is better than long)
- With relevance (no unnecessary detours)
- Without jargon
- With good use of cases
- With good use of examples

To supplement our clear and concise texts, using additional engagement tools is commendable.

### 2.2.4 Presentation Style

The outputs of research are competing against ever more outputs from other groups, aiming to reach ever busier people. The One-Pager, Executive Summaries, the elevator pitch etc, are all signs that we have little time to catch people's attention. Whilst our outputs have to be *based* on the knowledge that could fill hundreds of pages, we need to ensure that our readers can understand the essence of what we are saying even if they cannot read the long story.

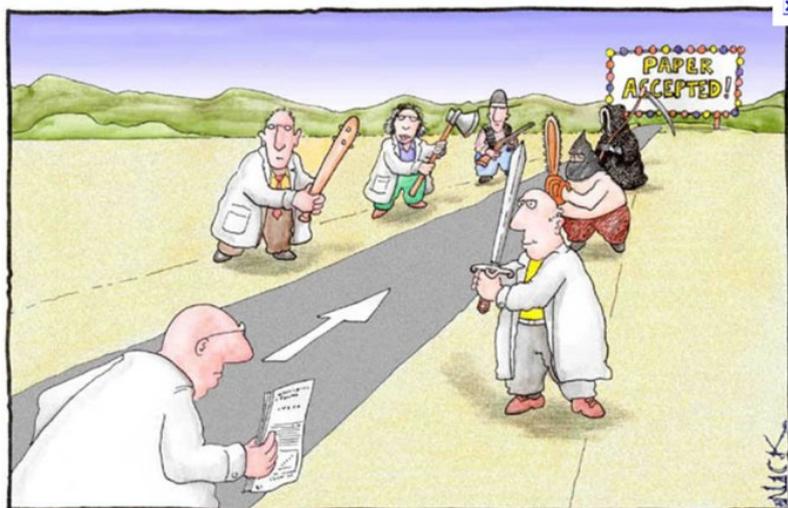


Books about creative and informative writing all emphasize that visual aids can help the reader significantly.

Diagrams are a good way to transfer knowledge concisely (and sometimes a good way to ensure that what one has written makes sense). Likewise, tables, bulleted lists and photos can help busy readers.

### 3 Our Processes - How we will do it

As noted above, our mechanism for assuring quality is the internal and external peer review.



*Most academics regarded the new streamlined peer-review process as an improvement.*

#### 3.1.1 Who are the Reviewers?

Each of the listed deliverables will be reviewed by at least two members of the consortium and one individual from outside the consortium.

Two currently funded sister RRI projects have agreed to provide external reviewers



Progress project



Responsibility project

Additional peer reviewers will be drawn from the large international networks of the Quality Assurance Task Leader (Prof. Doris Schroeder) and from suggestions within the Consortium. Reviewers will be provided with a template to help their assessment, see section 4.

### 3.1.2 Timing of Reviews

Unless otherwise agreed, the submission of the *final* draft deliverable to Doris Schroeder has to occur three weeks prior to the deadline as noted in the Description of Work.

Peer reviewers will return comments within 1.5 weeks.

This leaves 1.5 weeks for polishing the deliverable prior to submission in ECAS.

## 4 Peer Review Template for Reviewers

### 1. Scientific Quality

- 1.1. New or innovative  Yes  No
- 1.2. Non-obvious (requires know-how)  Yes  No
- 1.3. Useful  Yes  No

### 2. Match to Audience

- 2.1. Suitable for educated non-specialist  Yes  No

### 3. Writing Style

- 3.1. Clear and precise  Yes  No
- 3.2. Concise (short is better than long)  Yes  No
- 3.3. Relevant (no unnecessary detours)  Yes  No
- 3.4. No jargon  Yes  No
- 3.5. Good use of cases  Yes  No
- 3.6. Good use of examples  Yes  No

### 4. Presentation Style

- 4.1. Emphasis on "engaging", i.e. use of graphics  Yes  No

### 5. Comments to Author for Improvements/Changes:

*(please add additional pages, where necessary)*