Impact case guidelines
Each case study should include sufficiently clear and detailed information to enable the evaluation committee to make judgements based on the information it contains, without making inferences, gathering additional material, following up references or relying on members’ prior knowledge. References to other sources of information will be used for verification purposes only, not as a means for the evaluation committee to gather further information to inform judgements.

**Timeframes**

* The impact must have occurred between 2011 and 2021
* Some of the underpinning research should have been published in 2010 or later
* The administrative units are encouraged to prioritise recent cases

**Page limit**

Each completed case study template will be limited to **five pages** in length. Within the annotated template below, indicative guidance is provided about the expected maximum length limit of each section, but institutions will have flexibility to exceed these so long as the case study as a whole remains no longer than **five pages** (font Arial size 10,5 or similar). Please write the text into the framed template under the sections 1–5 below. The guiding text that stands there now, can be deleted.

**Maximum number of cases permitted per administrative unit**

For up to 10 researchers: one case; for 10 to 30 researchers: two cases; for 30-50 researchers: three cases; for 50-100 researchers: four cases, and up to five cases for units exceeding 100 researchers.

**Naming and numbering of cases**

Please use the standardised short name for the administrative unit, and the case number for the unit (1,2,3, etc) in the headline of the case. Each case should be stored as a separate PDF-document with the file name: [Administrative unit short name] [case number]

**Publication of cases**RCN plans to publish all impact cases in a separate evaluation report. By submitting the case the head of the administrative units consents to the publication of the case. Please indicate below if a case may not be made public for reasons of confidentiality.

*If relevant, describe any reason to keep this case confidential:*

## [Administrative unit short name] [case number]

|  |
| --- |
| **Institution:** |
| **Administrative unit:** |
| **Title of case study:** |
| **Period when the underpinning research was undertaken:** |
| **Period when staff involved in the underpinning research were employed by the submitting institution:**  |
| **Period when the impact occurred:** |
|  |
| **1. Summary of the impact** (indicative maximum 100 words)This section should briefly state what specific impact is being described in the case study. |
| **2. Underpinning research** (indicative maximum 500 words)This section should outline the key research insights or findings that underpinned the impact, and provide details of what research was undertaken, when, and by whom. This research may be a body of work produced over a number of years or may be the output(s) of a particular project. References to specific research outputs that embody the research described in this section, and evidence of its quality, should be provided in the next section. Details of the following should be provided in this section: The nature of the research insights or findings which relate to the impact claimed in the case study. An outline of what the underpinning research produced by the submitted unit was (this may relate to one or more research outputs, projects or programmes). Dates of when it was carried out. |
|  Names of the key researchers and what positions they held at the administrative unit at the time of the research (where researchers joined or left the administrative unit during this time, these dates must also be stated). Any relevant key contextual information about this area of research. |
| **3. References to the research** (indicative maximum of six references)This section should provide references to key outputs from the research described in the previous section, and evidence about the quality of the research. All forms of output cited as underpinning research will be considered equitably, with no distinction being made between the types of output referenced. Include the following details for each cited output: Author(s) Title Year of publication Type of output and other relevant details required to identify the output (for example, DOI, journal title and issue) Details to enable the panel to gain access to the output, if required (for example, a DOI or URL). All outputs cited in this section must be capable of being made available to panels. If they are not available in the public domain, the administrative unit must be able to provide them if requested by RCN or the evaluation secretariate. |
| **4. Details of the impact** (indicative maximum 750 words)This section should provide a narrative, with supporting evidence, to explain: How the research underpinned (made a distinct and material contribution to) the impact; The nature and extent of the impact.The following should be provided: A clear explanation of the process or means through which the research led to, underpinned or made a contribution to the impact (for example, how it was disseminated, how it came to influence users or beneficiaries, or how it came to be exploited, taken up or applied). Where the submitted administrative unit’s research was part of a wider body of research that contributed to the impact (for example, where there has been research collaboration with other institutions), the case study should specify the particular contribution of the submitted administrative unit’s research and acknowledge other key research contributions. Details of the beneficiaries – who or what community, constituency or organisation has benefitted, been affected or impacted on. Details of the nature of the impact – how they have benefitted, been affected or impacted on. Evidence or indicators of the extent of the impact described, as appropriate to the case being made. Dates of when these impacts occurred. |
| **5. Sources to corroborate the impact** (indicative maximum of ten references) |