

Embedding Equity, Diversity & Inclusion in Research Administration: Best Practices and Practical Actions

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Introduction

- Research administration offices support grant applications, project management, knowledge mobilization, and research compliance.
- Embedding Equity, Diversity & Inclusion (EDI) ensures fairness, innovation, and stronger research outcomes.
- Tri-Agency policies emphasize integrating EDI throughout all research and administrative processes.



Tri-Agency EDI Key Principles

- **Equitable Access** – Ensure fair and inclusive access to Tri-Agency funding and opportunities for all members of the research community.
- **Inclusive Participation** – Foster diverse representation and leadership across Canada’s research system.
- **Bias-Aware Excellence** – Redefine research excellence to value diverse perspectives, approaches, and contributions.
- **Transparency & Accountability** – Use data, monitoring, and open communication to track and report progress.
- **Systemic Change & Collaboration** – Engage institutions and communities to drive sustained cultural and structural transformation in the research ecosystem.

Benefits of Integrating EDI

- Broader participation and opportunity for all researchers and staff.
- Higher quality grant proposals and research outputs with diverse perspectives.
- Improved workplace morale, inclusion, and retention.
- Stronger institutional reputation and alignment with Tri-Agency expectations.

General Best Practices for Research Administration

Area	Best Practices / Practical Actions
Grant Application Support	– Assist applicants with EDI strategies in proposals. – Use inclusive, gender-neutral language. – Support trainees and staff from underrepresented groups.
Team Formation & Hiring	– Inclusive recruitment campaigns; advertise widely. – Selection panels include multiple evaluators. – Consider career interruptions (parental leave, caregiving).
Training & Mentorship	– Mentorship for early-career staff and trainees. – Workshops on EDI, grant management, and project coordination.
Project Planning & Review	– Encourage integration of EDI considerations in research design. – Promote accessible and inclusive dissemination strategies.
Accessibility & Flexibility	– Hybrid work and flexible schedules. – Accommodations for disabilities or caregiving responsibilities.
Monitoring & Reporting	– Track participation and retention of underrepresented groups. – Collect anonymous feedback to improve practices.



Conclusions & Call to Action

- EDI is essential in research administration and should be integrated into everyday practices, not just single projects.
- Offices can implement structured mentorship, inclusive recruitment, flexible work arrangements, and accessible knowledge mobilization.
- Continuous review and feedback are crucial to sustain equitable, inclusive, and innovative practices.

References

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