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| International School on Research Impact Assessment |
| research impact assessment plan – summary matrix |
| Version 1.0A tool that guides the data capture of the Research Impact Assessment Plan and assists in communicating the critical components of the Plan to stakeholders. |


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# Purpose

The *Research Impact Assessment* *(RIA)* *Plan -* *Summary Matrix* is a valuable tool for communicating the critical components of the assessment to stakeholders in a comprehensive and concise manner. It also serves as an essential guide when implementing the data capture of the *RIA Plan*.

The *Summary Matrix* is one component in the Toolbox of the International School on Research Impact Assessment (ISRIA) and is intended to be used in conjunction with the *RIA Plan* and the *RIA Plan – Guidelines.* As such, information about the *Summary Matrix* can also be found in Appendix 1 of the *Guidelines* and a copy of the template in Appendix 1 of the *RIA Plan*.

# What is the Summary Matrix?

The *Summary Matrix* highlights important components of the *RIA Plan* as developed through the six building blocks of ISRIA and with the *RIA Plan – Guidelines*. As the *Summary Matrix* it is designed to accompany, not replace, the *RIA Plan*, it should be referenced in the main body of the *RIA Plan* and included as an appendix.

The *Summary Matrix* links the purpose-driven assessment questions with the indicators used to answer them given the available resources and time. For each indicator, the *Summary Matrix* outlines the essential implementation details, including:

* The proposed data collection methods that will be used
* The data sources
* Who will be collecting the data
* When the data will be collected (frequency and/or timeline)
* The baseline data that will be used
* The audiences who need the information

As with any tool, the benefits and challenges of using the *Summary Matrix* should be taken into consideration.

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| --- | --- |
| **Benefits** | **Challenges** |
| * Concise summary of the *RIA Plan*
* Clearly links aspects of the *RIA Plan* together
* Highlights *who* needs to be engaged for *what* data and *how* often
* Communicates the RIA approach to stakeholders in an easily accessible format
* Can be used to confirm the stakeholders’ shared understanding of the *RIA Plan*
 | * Can be perceived as reductive by the primary assessment stakeholders (i.e. users of the *RIA Plan*)
* The table format implies linearity despite highlighting where feedback loops exist in the *RIA Plan*
* Must remain as a ‘living document’ that is changed as necessary when revisions are made to the *RIA Plan*
 |

As emphasised in the *RIA Plan* and *RIA Plan – Guidelines* and reflected in the *Summary Matrix*, it is important to identify and select the indicators and associated data collection methods and sources that will most appropriately answer the assessment question(s) given the purpose of the assessment (i.e., anticipated use of the assessment findings). This approach helps establish a clear link between the data to be collected and the assessment questions while reducing the unnecessary burden of collecting information that will not be used. If a multi-year assessment plan is being developed, it will be important to revisit data collection efforts during the life-cycle of the assessment to examine the burden on respondents and stakeholders.

# How to Use the Summary Matrix

Refer to the *RIA Plan – Guidelines* to better understand the content that should be summarised in each block of the *Summary Matrix*. Although some assessors may find it easier to complete the *Summary Matrix* after writing the *RIA Plan*, others may prefer to work on these documents concurrently and in a more iterative manner.

The format of the *Summary Matrix* can be adapted to suit different assessment contexts and implementation requirements.

| **Research Impact Assessment Plan – Summary Matrix** |
| --- |
| **BLOCK 1**  | **Programme:** |
| **BLOCK 2** | **Purpose of Assessment:** |
|  |
| **BLOCK 2** | **BLOCK 3** | **BLOCK 4** | **BLOCK 5** |
| **General Assessment Questions** | **Specific Assessment Questions** | **Indicators** | **Methods**  | **Data Sources** | **Frequency or Timeline** | **Person Responsible For Data Collection** | **Baseline** | **Target Audience(s)**  |
|  |  |  |  |  |  |  |  |  |

# TEMPLATE: *RIA Plan – Summary Matrix*

# APPENDIX 1: Sample of a Research Impact Assessment – Summary Matrix

| **Research Impact Assessment (RIA) Plan - Summary Matrix** |
| --- |
| **BLOCK 1**  | **Programme:** Independent Investigator Programme |
| **BLOCK 2** | **Purpose of Assessment:** Accountability and Analysis |
|  |  |
| **BLOCK 2** | **BLOCK 3** | **BLOCK 4** | **BLOCK 5** |
| **General Assessment Questions** | **Specific Assessment Questions** | **Indicators** | **Methods** | **Data Sources** | **Frequency or Timeline** | **Person Responsible For Data Collection** | **Baseline** | **Target Audience(s)** |
| Did the research programme contribute high quality knowledge to science? | Did the Independent Investigators’ research produce high quality scientific knowledge?  | No. of peer-reviewed publicationsAverage impact factor of journals in which research was published | BibliometricsBibliometrics | Annual Reports; PubMed; Scopus; SCImago Journal & Country Rank | Annually | Internal monitoring unit | Pre-grant productivity data of investigators | Funding agency |
| To what extent were the Independent Investigators’ research results important to the scientific community?  | No. of citations per investigatorNo. of citations per publicationExpert assessment of innovativeness and impact | BibliometricsBibliometricsQualitative open–ended surveyExpert quantitative survey | Web of Science; Google ScholarWeb of Science; Google ScholarExpert review panelExpert review panel | Twice(mid-term and post-grant assessment) | Contractor vendor | Pre-grant impact data of investigators | Funding agency |