|  |
| --- |
| International School on Research Impact Assessment |
| Research Impact Assessment Plan |
| Version 2.0  Refer to the Research Impact Assessment Plan – Guidelines for help in completing this Research Impact Assessment Plan template. |

[Creative Commons Licence](http://creativecommons.org/licenses/by-nc-sa/4.0/)  
This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](http://creativecommons.org/licenses/by-nc-sa/4.0/). To accelerate the sharing of research impact assessment (RIA) knowledge and creativity, the International School on Research Impact Assessment (ISRIA, the School) has adopted this license to allow remixing, enhancing, and building upon the School materials non-commercially by others, so long as appropriate credit is given to ISRIA, the changes are indicated, and the new materials are licensed under the identical terms. ISRIA encourages all School material creators, i.e., faculty and participants, to adopt this license by placing the Creative Commons logo on School-related materials, which should not be bound by copyright, license or contractual restrictions otherwise.

International School on Research Impact Assessment (ISRIA) 2014

**Acknowledgements**

The International School on Research Impact Assessment (ISRIA) gratefully acknowledges the financial support of Alberta Innovates - Health Solutions (AIHS) and the assistance of the following individuals in the development of the first version of the *Research Impact Assessment (RIA) Plan* and the associated *RIA Plan - Guidelines*: Gretchen Jordan (360 Innovation LLC) and Kathryn Graham (AIHS) for content development; Heidi Chorzempa (AIHS) for input and review; and Angela Wiens (Meridian Communications, Inc.) for formatting and editing. ISRIA would also like to acknowledge Deanne Langlois-Klassen (AIHS) and Eddy Nason (Institute on Governance [IOG]) for updating the *RIA Plan* and *Guidelines* to the current versions and for their assistance in developing the *RIA Plan – Summary Matrix* and *RIA Plan – Implementation Work Plan*. ISRIA also extends its appreciation to the participants of ISRIA 2013 who provided feedback about the *RIA Plan* and *RIA Plan* *– Guidelines* from a user’s perspective.

As reflected by the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License, ISRIA encourages its participants to adapt the *RIA Plan, RIA Plan – Guidelines,* and other ISRIA tools and resources to meet their impact assessment needs.

**RIA Plan - Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Author(s)** | **Description of Changes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **[NAME OF PROGRAMME BEING ASSESSED]**  [Name of the Organisation(s) Responsible for the Programme]  [Version (Date)]  **Authored by:**  [Name(s), Position Title, Organisation, Contact Information]  **Requested by:**  [Name(s), Position Title, Organisation] |

**[OPTIONAL] Signatures**

The following organizations, through the signature of their representative(s), endorse this *Research Impact Assessment Plan*. As the *Plan* is a living document, it will be revised as necessary to reflect the evolving complexities of the programme environment. These revisions will be communicated to the representatives and the updated version of the Plan will be provided for endorsement, if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Printed Name | Position Title, Organisation | Signature | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Contents

[BLOCK 1: Understand the Context 1](#_Toc396735224)

[1.1 Programme and Assessment Context 1](#_Toc396735225)

[1.2 Framework(s) 2](#_Toc396735226)

[1.3 Programme Stage, Time Frame, and Desired Characteristics of the Assessment 2](#_Toc396735227)

[BLOCK 2: Identify the Assessment Purpose 3](#_Toc396735228)

[2.1 Which Stakeholders Want the Impact Assessment 3](#_Toc396735229)

[2.2 Assessment Purpose(s) for Each Stakeholder 3](#_Toc396735230)

[2.3 Assessment Questions 4](#_Toc396735231)

[BLOCK 3: Measure: Define Indicators of Success 4](#_Toc396735232)

[3.1 Programme Theory 4](#_Toc396735233)

[3.2 Indicators of Success 5](#_Toc396735234)

[BLOCK 4: Develop the Design, Methods and Data Collection 5](#_Toc396735235)

[4.1 Assessment Design 5](#_Toc396735236)

[4.2 Methods 6](#_Toc396735237)

[4.3 Data Collection 6](#_Toc396735238)

[4.4 Analysis 7](#_Toc396735239)

[4.5 Data Management 7](#_Toc396735240)

[BLOCK 5: Communicate and Use Findings 8](#_Toc396735241)

[5.1 Communicate Findings 8](#_Toc396735242)

[5.2 Use Findings 8](#_Toc396735243)

[BLOCK 6: Manage the Assessment 9](#_Toc396735244)

[APPENDIX 1: Research Impact Assessment Plan – Summary Matrix 10](#_Toc396735245)

[APPENDIX 2: Research Impact Assessment – Implementation Work Plan 11](#_Toc396735246)

# BLOCK 1: Understand the Context

## 1.1 Programme and Assessment Context

|  |
| --- |
| **Briefly describe the programme, including its context, and the unit of analysis.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

## 1.2 Framework(s)

|  |
| --- |
| **Identify a potential framework(s) that suits the programme context, if applicable.** |
|  |

## 1.3 Programme Stage, Time Frame, and Desired Characteristics of the Assessment

|  |
| --- |
| **Programme Stage and Time Frame Describe the programme’s stage of development and time frame.**  **Desired Characteristics of the Assessment Identify the desired characteristics that are required for the assessment, taking into consideration the programme’s stage of development** |
|  |

# BLOCK 2: Identify the Assessment Purpose

## 2.1 Which Stakeholders Want the Impact Assessment

|  |
| --- |
| **Identify and describe the stakeholders (i.e., people and/or organisations) who will be the primary users of the assessment and describe the need(s) that each of these stakeholders has for the RIA (i.e., who needs to know what and why?).** |
|  |

## 2.2 Assessment Purpose(s) for Each Stakeholder

|  |
| --- |
| **Highlight the main purpose(s) for the RIA based on how the primary assessment stakeholders intend to use the assessment results.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

## 2.3 Assessment Questions

|  |
| --- |
| **General Assessment Questions Identify the general (i.e. broad, overarching) assessment questions that the primary assessment stakeholders need answered in relation to the main purpose(s) of the assessment.**  **Specific Assessment Questions Identify a set of specific assessment questions for each general assessment question or, depending on resource availability, a shortlist of prioritised general assessment questions.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

# BLOCK 3: Measure: Define Indicators of Success

## 3.1 Programme Theory

|  |
| --- |
| **Describe the programme logic and anticipated key strategies/actions that the programme has for achieving its impacts.** |
|  |

## 3.2 Indicators of Success

|  |
| --- |
| **Identify indicators for each specific question, ensuring that the indicators relate to the framework and the needs of the primary assessment stakeholders.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

# BLOCK 4: Develop the Design, Methods and Data Collection

## 4.1 Assessment Design

|  |
| --- |
| **Identify and describe the type of design that will be used for each specific assessment question.** |
|  |

## 4.2 Methods

|  |
| --- |
| **Methods and Data Sources Identify and select the methods that are most appropriate for answering the priority assessment question(s) given the specified design(s) and that will generate credible evidence at the required level of defensibility.**  **Frequency and Timeline For each specific assessment question and its associated key indicator(s), identify the frequency or timeline for data collection after taking the respondents into consideration.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

## 4.3 Data Collection

|  |
| --- |
| **Describe the logistics of data collection.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

## 4.4 Analysis

|  |
| --- |
| **Identify the strategy and associated methods that will be used for data analysis.** |
|  |

## 4.5 Data Management

|  |
| --- |
| **Identify and describe how the data will be managed as well as the logistics of data management.** |
|  |

# BLOCK 5: Communicate and Use Findings

## 5.1 Communicate Findings

|  |
| --- |
| **Identify who needs to know what, in what format, and who will deliver the assessment findings given the target audience for the assessment findings.**  **See Appendix 1: *Research Impact Assessment Plan – Summary Matrix*** |
|  |

## 5.2 Use Findings

|  |
| --- |
| **Identify the potential future uses of the assessment findings, if appropriate.** |
|  |

# BLOCK 6: Manage the Assessment

|  |
| --- |
| **Describe how the assessment will be implemented and managed.**  **See Appendix 2: *Research Impact Assessment - Implementation Work Plan*** |
|  |

# 

# APPENDIX 1: Research Impact Assessment Plan – Summary Matrix

| **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)** |
|  |  |  |  |  |  |  |  |  |

# APPENDIX 2: Research Impact Assessment – Implementation Work Plan

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Research Impact Assessment – Implementation Work Plan | | | | | | | | | | | | | | | | |
| Name of Programme | | | | | | | | | | | | | | | | |
| ACTIVITIES | YEAR 1 | | | | | YEAR 2 | | | | | | | | | | Etc. |
| Month | Month | Month | Month | Etc. | Month | Month | Month | Month | Month | Month | Month | Month | Month | Month | Etc. |
| RIA Initiation |  | | | | | | | | | | | | | | | |
| Identify stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify factors driving the RIA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RIA kick off meeting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RIA Plan |  | | | | | | | | | | | | | | | |
| Identify framework |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify RIA purpose |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify RIA questions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify indicators |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop data collection plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RIA Plan completed and communicated |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data Collection & Analysis |  | | | | | | | | | | | | | | | |
| Method 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Method 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Method 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Method 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data management (cleaning, coding, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reporting and Communications |  | | | | | | | | | | | | | | | |
| Identify audiences |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop communications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Report released/communications delivered |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managing the RIA |  | | | | | | | | | | | | | | | |
| Manage the resources |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Progress updates to stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |