### Attaining Athena SWAN: General Top Tips for Submissions

Source: Scottish Athena SWAN Network (30 Sep 2013)
Sukhi Bains, E&D HR, University of St Andrews

<table>
<thead>
<tr>
<th>Comment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Self Assessment Team (SAT) should be a representative cross-section of staff, including postdocs and postgrads.</td>
</tr>
<tr>
<td>2. Actions for advancing gender equality should be integrated in day-to-day management of the institution/department and this should be made clear in the application.</td>
</tr>
<tr>
<td>3. For a ‘Bronze Departmental Award’ there is an expectation of a staff survey or similar to have been run in the department to inform the Action Plan.</td>
</tr>
<tr>
<td>4. Direct links between the data analysis and the Action Plan.</td>
</tr>
<tr>
<td>5. Data from staff surveys should be mentioned at the relevant point in the application, not as an afterthought.</td>
</tr>
<tr>
<td>6. Consultation of staff is seen as a very important aspect.</td>
</tr>
<tr>
<td>7. Don’t use a large amount of space to mention research achievements unless directly relevant.</td>
</tr>
<tr>
<td>8. Use diagrams to illustrate the structure of the institution or the SAT.</td>
</tr>
<tr>
<td>9. It is not recommended to cut back on Actions – it is worth embedding these at the relevant point in the main application, as well as in the Action Plan.</td>
</tr>
<tr>
<td>10. Appendices cannot be used.</td>
</tr>
<tr>
<td>11. Submit all required application documentation as one single document.</td>
</tr>
<tr>
<td>12. The front page of the application should be the Athena SWAN cover, and not the institution’s letter (which should be embedded in the application).</td>
</tr>
<tr>
<td>13. Less reliance on URLs as all the information should be directly available within the application.</td>
</tr>
<tr>
<td>14. Make it easy for the panellists – include:</td>
</tr>
<tr>
<td>a. Page numbers</td>
</tr>
<tr>
<td>b. Acronyms</td>
</tr>
<tr>
<td>c. Key to abbreviations</td>
</tr>
<tr>
<td>d. Word count</td>
</tr>
<tr>
<td>e. Font size</td>
</tr>
<tr>
<td>15. Action plan – is it SMART, does it compliment the submission Data – clear? 3/5 years, analysis, benchmarking Academic/senior management involvement Staff consultation should inform the submission.</td>
</tr>
</tbody>
</table>