

Oxford NIHR Survey Invitation Letter

Dear colleagues,

We are writing to you in our capacity as the directors of NIHR infrastructure organisations in Oxford to invite you to participate in a short survey about equality, diversity and inclusion and research inclusion activities in our organisations. This survey, which should take no more than 10 minutes, is [in line with the requirements and expectations of the NIHR](#) and is being administered in collaboration with the Oxford BRC, Oxford Health BRC, Oxford CRF, and Oxford Health CRF.

We are committed to listening to and learning from our staff, researchers and associates about their experiences in order to continue to foster an inclusive environment. Your response to this survey will enable us to do that and improve where needed.

We hope you will join us and participate in this survey.

What is the aim of the survey, and why am I being invited to participate?

You are being invited to participate because of your current role within the Oxford NIHR infrastructure.

Your responses will help us to create a more supportive, inclusive and engaging environment in which to work and conduct research. It will enable us to gather baseline information for the first time and better understand the needs and experiences of our communities.

Furthermore, the insights we gather and analyse will help us to design and organise better training, events, information and knowledge-sharing opportunities. As part of the NIHR, we aspire to play a supportive and facilitative role, championing and implementing relevant initiatives that will enable our researchers and staff to embed EDI and research inclusion in their work. Your responses will help us better understand needs, identify gaps and ensure we are providing the right type of support.

Confidentiality & anonymity

Your participation in the survey is entirely voluntary and confidential.

The data/information you provide will be collected by **SurveyMonkey** anonymously. No one will be able to identify you based on your responses, as we will report only aggregated data and analysis for groups greater than 10, and make sure to remove direct identifiers (such as names, email or any personal information) if these are inadvertently provided in the free-text box). Respondent anonymity is ensured even when sending personalised email reminders via SurveyMonkey.

You are free to withdraw at any time before you submit your survey responses without giving a reason. As participation is anonymous, it will **not be possible to withdraw your data once you have submitted your response**, as we will be unable to link responses to individuals.

What happens with my data?

The data collected will be aggregated to identify trends and themes in order to inform improvements. The data will not be used to analyse any one person's responses.

A summary of the findings will be shared on our websites.

The lead researcher and senior operational managers from Oxford BRC, Oxford Health BRC, Oxford CRF, Oxford Health CRF and the Oxford and Thames Valley ARC will have limited access to the data to analyse and draw meaningful inferences. Your data will be stored securely at all times.

Have a question or concern?

If you have questions or concerns about this survey, please contact Dr Pavel Ovseiko, Senior Research Fellow, Radcliffe Department of Medicine, (pavel.ovseiko@rdm.ox.ac.uk), the lead researcher, who will do their best to answer your query.

We encourage you to participate in the survey, and I look forward to receiving your views.

Thank you,

Professor Helen McShane

Director, NIHR Oxford Biomedical Research Centre
(BRC)

Professor Rachel Upthegrove MBE

Director, NIHR Oxford Health Biomedical
Research Centre (BRC)

Professor Chris Buckley

Director, NIHR Oxford Clinical Research Facility (CRF)

Professor Andrea Cipriani

Director, NIHR Oxford Health Clinical Research
Facility (CRF)