# The PREFET RRI Maturity Tool Guide
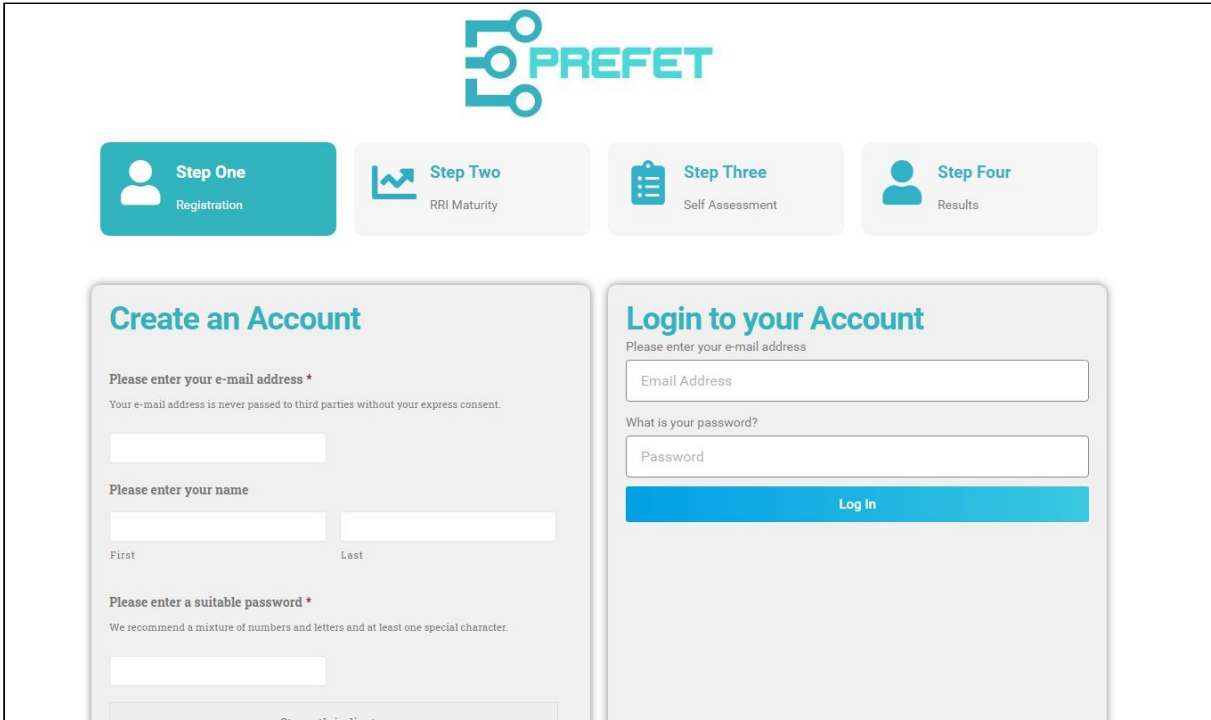
# Step One : Registration / Logging In

The following manual shows step by step instructions on how to successfully complete the PREFET RRI Maturity Tool and obtain the required results.

Initially please visit the following URL, where you will be presented with a login or registration page.

www.orbit-rri.org/rri-maturity/begin/



On the left hand side of the page you can create an account with the RRI Maturity tool by entering your email address, your full name and your desired password. We recommend a mixture of numbers and letters for extra security.

Please note that your personal information is kept secure and is never passed on to third parties. Anonymised data will be used for research purposes and potential publications.

If you already have an account (or have used the tool before) please enter your username and password on the right hand side of the page.

Whichever path you choose, once you have clicked either the **LOGIN** or **SUBMIT** button and you will be taken to the first stage of the RRI Maturity Tool.

If you are already logged in to your account you will be shown a large green button as seen in the screenshot below.

**Login to your Account**

It looks like you are already logged in to your account.
Please click here to continue

If this is the case, you do not need to create a new account. You can click this button and continue to the RRI Maturity Tool immediately.

# Step Two : RRI Maturity

## Information About Your Project and Affected SDGs

The first section of the RRI Maturity Tool asks you to give your project a name and then select the SDG (Sustainable Development Goals) that you believe are impacted by your project. This is done by clicking the checkbox next to the Sustainable Development Goals affected by this project.

Select the Sustainable Development Goals (SDG's) that, in the future, might be positively or negatively affected by the technology developed by your project.

Please choose as many as you believe are relevant. For more information please click the following link https://sustainabledevelopment.un.org/?menu=1300

| | | | |
|---|---|---|---|
| ☐ 01 No Poverty | ☐ 02 Zero Hunger | ☐ 03 Good Health and Wellbeing | ☐ 04 Quality Education |
| ☐ 05 Gender Equality | ☑ 06 Clean Water and Sanitation | ☐ 07 Affordable and Clean Energy | ☑ 08 Decent Work and Economic Growth |
| ☐ 09 Industry, Innovation and Infrastruct... | ☐ 10 Reduced Inequalities | ☐ 11 Sustainable Cities and Communities | ☐ 12 Responsible Consumption and Prod... |
| ☐ 13 Climate Action | ☐ 14 Life Below Water | ☑ 15 Life on Land | ☐ 16 Peace, Justice and Strong Institutions |
| ☐ 17 Partnerships for the Goal | | | |

Note : If you are unsure whether your project impacts a particular Sustainable Development Goal you can read more about them here.

https://sustainabledevelopment.un.org/?menu=1300

## Your Project and Affected SDGs

You will then notice that new fields have been created asking about the types of impact for your selected SDGs. You can choose from the following options …

No Impact - Explanation Here
Unquantified Impact - Explanation Here
Quantified Impact - Explanation Here

Please note that any Quantified Impacts must include cited sources too. The RRI Maturity Tool also asks for a brief summary on how that particular Sustainable Development Goal is affected positively or negatively.

# Technology Readiness Level

Once you have filled out all of the required information for the types of impact you may then continue.

Once your Impacts have been defined, you will be asked about the TRL (Technology Readiness Level) of your project. A brief description of each level is given so as to guide you in making a choice. You may only select one of these.

# Project Risks

You will then be asked whether you (or your peers) believe that this project / technology has the potential to pose significant risks or benefits that are not covered by the SDG's (Sustainable Development Goals). If you believe this to be true please select **YES**.

Once you have completed this section please click on the blue **PREVIEW YOUR REPORT** button to be given a full preview of your report before it is committed to your profile.

You will then be taken to your calculated RRI Maturity Report which includes detailed information regarding the calculations of your RRI Intensity Level and other factors.

## Your RRI Maturity Report Preview



When you enter the RRI Maturity Report preview you will be given a complete breakdown of your results, your affected Sustainable Development Goals and ultimately your RRI Intensity Level score.

As this is a preview, this is your opportunity to go back and change anything you deem to be incorrect regarding this report. You can do this by clicking on the blue **EDIT YOUR SURVEY** button at the bottom of the page.

If you are satisfied with your results click on the blue **SUBMIT AND COMMIT THIS REPORT TO YOUR PROFILE** button to save this RIL score.

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Would you like a copy of the RRI Intensity Level Report sent to your e-mail address?

Please select ...                                                    ⌄

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We also offer the opportunity to have this report emailed to you should you wish. The email is sent to the address you registered with by default. However you are able to change it should you prefer to use an alternate email address.

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Would you like a copy of the RRI Intensity Level Report sent to your e-mail address?
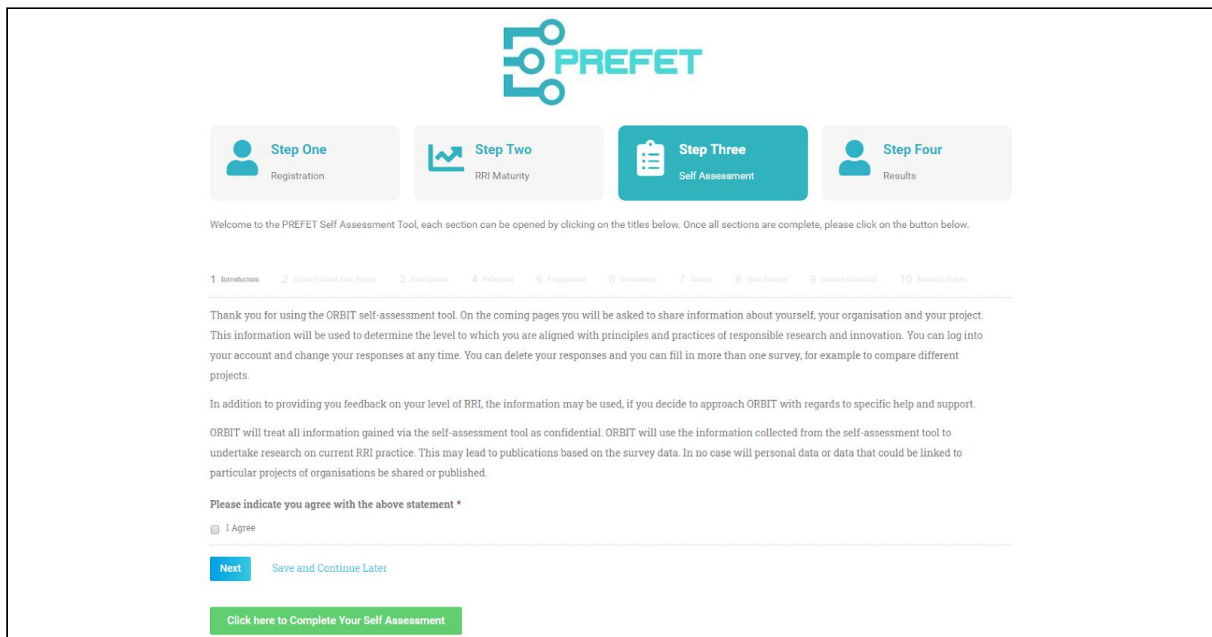
Yes                                                                  ⌄

This is the Email address we have on file for you.

If you would like the report sending to a different address, please enter it here.

paul.keene@orbit-rri.org                                              ⫿

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Once this has been completed, you can either finish the tool here or continue to the Self Assessment section by clicking the green button at the bottom of the page marked **CLICK HERE TO PROCEED TO THE SELF ASSESSMENT TOOL.**

# Step Three : The Self Assessment Tool

Once the self assessment tool has finished loading and your RIL score has been saved to your Project profile you will be presented with a new screen showing the eight elements of the Self Assessment.



The first section of the Project Self Assessment tool asks you to comply with the data processing requirements by clicking on the **I Agree** checkbox. Please click the checkbox and press the blue continue button.



## More Information about your Project

The following section then asks you for a more detailed summary of your Project and organisation.  Please fill out as many of these fields as possible, they are not required but do help us to further our research as to how better to improve this tool in future versions.

Once complete, please click the blue **NEXT** button to be taken to the first set of questions.

# The Question Segments



Each section of the Project Self Assessment Tool from here on contains a varied number of multichoice questions regarding your project. To answer a question please click on the relevant checkbox below the question itself.

**We have a sufficient data management plan in place. ***

- ☐ Strongly Disagree
- ☐ Disagree
- ☐ Neither Agree or Disagree
- ☑ Agree
- ☐ Strongly Agree
- ☐ Not Relevant

If the question is not relevant to your Project please click on the 'Not Relevant' checkbox.

*Note : All questions must be answered to complete each section. If you can not answer a question related to your project, please select Not Relevant.*

Please proceed through all remaining pages of the Project Self Assessment Tool in order to correctly fill out your Self Assessment profile. Once you have completed the final bank of questions (Research Ethics) you will be taken to the results page automatically.

# The Self Assessment Preview



Once you have completed all of the Project Self Assessment questions you will then be given the opportunity to review the answers to each segment along with a calculated score. This is done so that you may change your answers should you wish prior to committing them to the Project Radar Graph.

If you wish to change your answers, click on the blue **PREVIOUS** button at the bottom of the page to go back a page. Continue doing this to reach the section you wish to change.

At this point you are given the opportunity to have the Project Self Assessment report sent to you via email. If you would like an email copy please select YES in the following field.

Would you like this report sent to you via email?

Yes

This is the email address we will send the report to.

If you wish to have the report sent to another e-mail address, please enter it here.

paul.keene@orbit-rri.org

If you are satisfied with your answers and scores, click the blue **SUBMIT YOUR SELF ASSESSMENT** button at the bottom of the page where you will be taken to your results for this project.

# Step Four : Results



When the radar graph is displayed it shows two sections.

LIGHT BLUE : Your RIL score for your project.
DARK BLUE / GREY : Your self assessment radar graph.

You are also given a wealth of resources regarding each spine of the Radar Graph showing the various methods in which you can further your understanding of Responsible Research and Innovation.

Congratulations you have now completed your RRI Maturity and Project Self Assessment surveys. We hope you found the information useful.

> *Note : Please be aware, we are constantly refining and improving this tool and you may experience longer loading times during these periods of work. We will endeavour to keep the users informed during their assessments of future work and upgrades. This document will also be updated regularly to expand upon new additions and improvements.*