


Digital Equality Impact Assessment User Guidance

1. Open the digital EIA form, from the Equality Analysis Toolkit – <https://eleanorglanvilleinstitute.lincoln.ac.uk/di-hub/inclusion-resources/equality-analysis-toolkit/digital-eia/>
2. To start a new EIA, click on the plus sign **+** in the top right-hand corner of the screen.
3. If you have any existing completed or in progress EIAs, they will be shown in a list on the landing page of the EIA tool.
4. Once a new EIA form has been opened, you will see the **5 stages** of an EIA across the top of the screen. You can click onto any stage at any time.
5. The sections and questions are numbered to help you navigate the EIA.
6. Most sections are free text boxes, meaning that you can type into the boxes. These text boxes do not have a word limit.
7. Some stages allow you to attach files. You may want to include additional research documents or information to support your EIA.
8. Stage 3 has some buttons that you will need to press, if relevant to your EIA, which will then generate text boxes for further information and justification.
9. Stage 5 is for sign off and completion of your EIA. You will need to make a decision which will then automatically send an email to the Eleanor Glanville Institute for review and feedback. This feedback will be sent back to you within 7 days. Once the EGI has given their feedback, you will receive an email notifying you that your EIA is ready for review. You will need to review this feedback and make any changes before making a final decision. The EGI will then approve your request or ask for further information.
10. You can save your EIA at any time by clicking the save button 
11. You can revisit an EIA even after you have completed it.