

TRUSTparenity

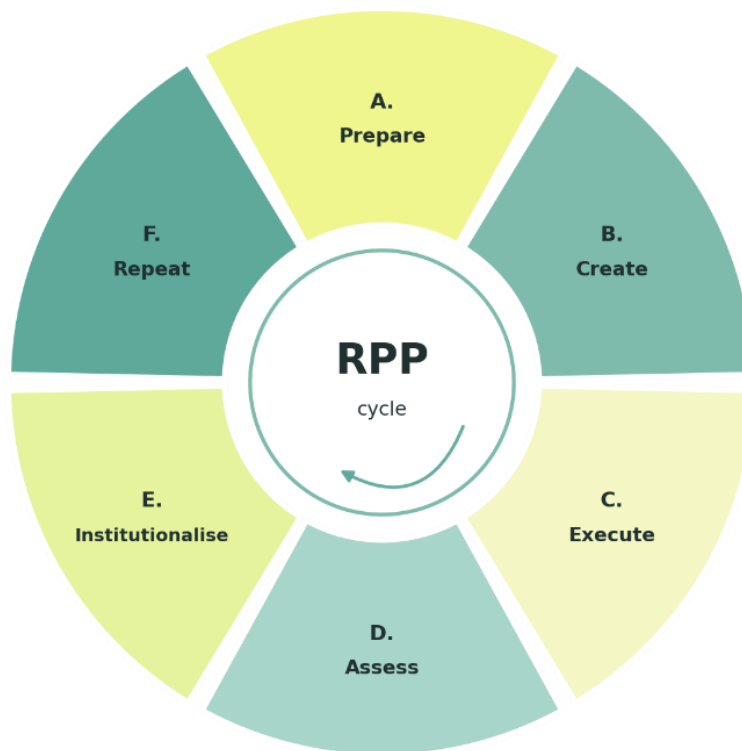
**Reproducibility Promotion Plan (RPP) Template
for
Research Funding Organisations
(RFOs)**

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How to use this template

As described in the *How to Create and Implement a Reproducibility Promotion Plan (RPP) for Research Funding Organisations (RFOs)* – hereafter referred to as the **How to-guide** – there are six core steps that an organisation must follow when developing an RPP (see Figure).



To support the actual writing of the RPP – step **B. Create** – we have developed this Template. The main part of the Template is structured around the seven sub-steps of Step **B. Create**: 1. specifying goals, 2. ensuring employee participation, 3. describing the organisational setup, 4. using TRUSTparenacy's toolbox, 5. specifying actions and responsibilities, 6. setting the timeline, and 7. specifying indicators and targets.

The Template assumes that the organisation has already completed the main preparatory work in Step **A: Prepare**: securing a mandate, conducting a diagnosis, assessing readiness, and identifying relevant stakeholders (see the *How-to Guide*, Step A: Prepare).

As described in more detail in the *How to-guide*, organisations can draw on **TRUSTparenacy's toolbox** of reproducibility interventions and training material when creating the RPP. The Toolbox also provides guidance for how to work with the RPP framework, including the *How to guide*, a *Primer* and this *Template* for writing an RPP.

Note: This Template is intentionally aligned with the seven sub-steps of the **B. Create** step of the document *How to Create and Implement a Reproducibility Promotion Plan (RPP) for Research Funding Organisations (RFOs)*. Organisations may want to expand sections if they need a more detailed institutional plan.

Basic information

Complete the basic document information below.

Organisation / unit	
RPP title	Reproducibility Promotion Plan for [organisation/unit]
RPP period	e.g. 2026–2028
Version number	
Date	
Responsible office/unit	
Main contact person	
Approved by	
Date for next review	
Brief scope	Whole organisation / funding programme / grant scheme / call / review process / other

Preparation summary

Purpose: Briefly record the key outcomes from the preparation phase (see **A. Prepare** in *How to-guide*) so the RPP is grounded in the organisation's context and the preparation work.

Questions to consider:

- What mandate supports this RPP, and who has approved or sponsored it?
- What diagnosis or evidence shows that the selected reproducibility challenges should be addressed?
- Which funding programmes, grant schemes, calls, review processes or units are most ready to engage, and where will implementation begin?
- Who has been identified as important stakeholders or members of the change coalition, e.g. programme officers, grant managers, reviewers, panel members, grantees, applicants, research-performing organisations, policy staff, data or methodology specialists?

Expected output: A short contextual summary that explains why this RPP is needed and where it will be implemented.

Notes / response:

In the following, the Template follows the seven sub-steps (1-7) of the Step B. Create

1. Specifying goals

Purpose: Define clear goals for change at the individual, unit and organisational levels (i.e. **B. Create, sub-step 1**).

Questions to consider:

- What should change at the level of individual programme officers, grant managers, reviewers, panel members, applicants or grantees?
- What should change with the funding programme, call, review process or grant scheme level?
- What should change at the funding organisation or organisational level?
- Which reproducibility problems identified in the diagnosis do these goals address?
- How do the goals support reproducibility and replicability of funded research?
- Which goals are short-term, and which require longer-term cultural, procedural or structural change?

Expected output: A prioritised list of RPP goals at programme, funding process and organisational levels.

Notes / response:

2. Stakeholder and employee participation

Purpose: Describe how relevant staff groups and faculty will be involved in the process (i.e. **B. Create, sub-step 2**).

TRUSTparenacy resource note: Some members of the change coalition may need training or preparation to support the process effectively. Relevant training materials are available in the TRUSTparenacy toolbox.

Questions to consider:

- Which stakeholder groups should be involved, e.g. senior leadership, programme officers, grant managers, reviewers, panel members, applicants, grantees, research-performing organisations, research support staff, policy

teams, data or methodology specialists, infrastructure providers, policymakers or disciplinary communities?

- How has stakeholder mapping informed who should participate?
- How will participants contribute to shaping the process and the outcome of the change?
- How will the funding organisation create a shared vision for the RPP?
- How will concerns, resistance, workload issues or differences between research fields, institutions and funding mechanisms be addressed?
- Who should be part of the change coalition or working group?

Expected output: A concise participation and engagement plan, including the main groups to involve and how they will be involved.

Notes / response:

3. Describing the organisational setup

Purpose: Explain how the envisioned change will be implemented within the organisation, including structures, roles and responsibilities (i.e. **B. Create, sub-step 3**).

Questions to consider:

- What organisational level does this RPP cover: whole organisation, funding programme, grant scheme, call, review process or other?
- Which office, unit or group coordinates the RPP?
- Which existing funding policies, call texts, application forms, review criteria, grant agreements, monitoring procedures, reporting systems, services or infrastructures will the RPP build on?
- Will implementation be organisation-wide, programme-specific, call-specific, pilot-based or phased?
- What resources, time, budget, expertise or infrastructure are available?
- How will decisions about the RPP be made and communicated to programme staff, applicants, reviewers, panel members, grantees and research-performing organisations?

Expected output: A short description of the organisational setup, including scope, governance, resources and implementation approach.

Notes / response:

4. Using TRUSTparenity's toolbox

Purpose: Identify the interventions and training materials in the TRUSTparenity toolbox that best match the goals (i.e. **B. Create, sub-step 4**).

TRUSTparenity resource note: Interventions and training materials can be found in TRUSTparenity's toolbox. TRUSTparenity's 9-dimensional classification scheme can be used to assess resources, receptiveness and relevance when selecting interventions.

Questions to consider:

- Which reproducibility topics are most relevant to the selected goals and to the research areas supported by the funder?
- Which interventions from the TRUSTparenity toolbox could support better practices?
- Which interventions are most feasible and relevant in this funding context?
- Which training materials are needed to support implementation among programme teams, reviewers, panel members, applicants, grantees or other stakeholders?
- Do the selected interventions need to be adapted to specific funding programmes, research fields, grant types, assessment processes or institutional capacities?
- Which interventions should be prioritised in this RPP cycle, and which should be postponed?

Expected output: A list of selected reproducibility topics, interventions and training materials.

Notes / response:

5. Specifying actions and responsibilities

Purpose: Describe the concrete actions to be taken, who will be responsible for each intervention, who will be accountable, and who will lead the process (i.e. **B. Create, sub-step 5**).

Questions to consider:

- What concrete activities are required to implement each selected intervention in funding policies, call texts, application forms, review criteria, grant agreements, monitoring, reporting or guidance?
- Who is the target group for each intervention, e.g. applicants, grantees, reviewers, panel members, programme officers, grant managers, or research-performing organisations?
- Who is responsible for carrying out each action?
- Who is accountable for delivery and outcomes?
- Who needs to be consulted or informed?
- What resources, expertise, infrastructure or training are required for each action?

Expected output: An action and responsibility table that specifies what will be done, by whom, for whom and with which resources.

Notes / response:

6. Setting the timeline

Purpose: Define the timeline for implementing the interventions included in the RPP (i.e. **B. Create, sub-step 6**).

Questions to consider:

- What are the key milestones in this RPP cycle?
- When will each intervention start and end?
- Will there be pilot tests, small-scale experiments or targeted initiatives in selected funding programmes, calls, review processes or grant schemes before wider implementation?
- When will feedback rounds, assessments and revisions take place?
- Are there dependencies between actions such as updates to call texts, application forms, review criteria, grant agreements, reporting systems or guidance?
- How does the timeline align with existing funding cycles, call schedules, panel meetings, policy reviews, strategy reviews or evaluation processes?

Expected output: A realistic timeline with milestones, start and end dates, and review points.

Notes / response:

7. Specifying indicators and targets

Purpose: Identify the indicators and targets that will be used to assess the effectiveness of the interventions (i.e. **B. Create, sub-step 7**).

TRUSTparenacy resource note: TRUSTparenacy has developed an Intervention Experience Sharing Form, which organisations can use to document and share their experiences with reproducibility interventions.

Questions to consider:

- What indicators will show whether each goal or intervention is progressing?
- What baseline information is available or needs to be collected?
- What targets should be reached by the end of the RPP cycle?
- What data sources will be used, e.g. application data, review reports, monitoring reports, final reports, portfolio analysis, policy changes, training attendance, applicant or reviewer feedback, grantee feedback or feedback from research-performing organisations?
- Who will conduct the assessment and when?
- How will unintended consequences, burdens or inequities be identified, including effects on applicants, grantees, reviewers, programme staff, or research-performing organisations?
- How will lessons learned be used to revise the RPP and inform the next cycle?

Expected output: An assessment plan with indicators, baselines, targets, data sources, responsibilities and review dates.

Notes / response:

Review and next cycle

Purpose: Clarify how the RPP will be reviewed, updated and connected to the next RPP cycle (i.e. a short description of Steps **D. Assess, E. Institutionalise, F. Repeat**, see *How to-Guide*)

TRUSTparenacy resource note: Each new cycle should build on what was learned in the previous one. The existing RPP can be used as the starting point for updates.

Questions to consider:

- When will the RPP be reviewed?
- Who is responsible for initiating the next cycle?
- Which actions should continue, be revised, scaled up to other funding programmes or grant schemes, or stopped?
- Can the RPP cycle be linked to existing review processes such as programme reviews, funding scheme evaluations, research evaluations, policy reviews or strategy reviews?
- What key lessons should be carried forward?

Expected output: A short plan for review, revision and continuation.

Notes / response:

Optional planning tables

The following tables can be copied into the relevant sections if useful.

Goals

Level	Goal	Rationale	Priority	Expected change

Participation and engagement

Stakeholder group	Role in process	Engagement method	Timing	Responsible

Selected interventions

Goal/topic	Intervention	Training material	Target group	Fit with context

Actions and responsibilities

Action	Responsible	Accountable	Consulted/informed	Resources needed

Timeline and milestones

Milestone	Description	Due date	Responsible	Status

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Indicators and targets

Goal/intervention	Indicator	Baseline	Target	Data source	Assessment date	Responsible

About this document

This document is partly based on input from a co-creation process involving internal TRUSTparency seminars and three workshops with representatives from RPOs, RFOs, and publishers. We gratefully acknowledge the workshop participants for their valuable input.

During the preparation of this document, an AI tool (Chat GPT 5.5) was used to support the development of the structure, tables and graphics, and for improvements to readability and clarity. All AI-generated outputs were critically reviewed and edited by the authors.