# IMPACT CASE TEMPLATE

## ABOUT THIS TEMPLATE

This template was first set up for an impact cases workshop at the High-tech Business and Entrepreneurship (HBE) department at the faculty of Behavioural Management and Social Sciences (BMS) of University of Twente in January of 2024. The template builds on work by University of York, University of Bath, University College Dublin and Nyenrode University.

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# WRITING TIPS

A diagram of information on a chart

Description automatically generated with medium confidenceSource: UCD Dublin

## VOCABULARY TO REFLECT ON YOUR IMPACT

The **BMS Position Paper on Impact** aims to describe what impact means for BMS, the (type of) impact we aim to make and how, while at the same giving vocabulary to further explore what impact means in your own work. A key part of this is adopting Impact by Design as working method, contextualised by a set of 10 guiding principles.

[Link to online version](https://www.utwente.nl/en/bms/research/support/documents/bms-position-paper-on-impact-guiding-principles-towards-impact-by-design.pdf). You can also find the paper yourself on the BMS Research Support Website, under the Impact heading or request a copy at Tom Boogerd.

*Template starts on next page*

# WRINTING YOUR IMPACT CASE

## A. GENERAL INFORMATION

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| Author name(s):  Other contributors/partners:  Month and year of writing this case:  Title of the Impact Case: |

## B. EXECUTIVE SUMMARY OF THE IMPACT CASE

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| *Approximately 150 words. You are advised to work on section C first.*  This section summarises the “impact case”. **You should start by writing Section C and then move back to section B**.  You can summarise your case by explaining:   * What is/was your project/work about? * What new knowledge and insights were generated? * Which communities/stakeholders were impacted by your efforts and how?   Focus on the change that has occurred (impact). Be bold and focused. This section should briefly state what specific impact is being described in the case study.  ------------------------------------------------------------------------------------ |

## C. DISCUSSION OF THE IMPACT

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| *Advice: max 1000 words.*  The following question provide a guideline to define your impact case:   1. **Problem identification.** What is the problem/opportunity addressed? And why is this relevant? 2. **Activities: what did you do?** Describe enough of your topic so the audience can place your work in context. Specify if this is the result of a single project or a combination of multiple projects with a shared goal.    1. What did you do? *(interviews, prototyping, literature research, focus groups, modelling, lab work, field work, …, …)*    2. What was your contribution to the project(s)? Were other partners/parties involved?    3. How long did the project run (until now)? 3. **Output.** What new knowledge and insights were generated? How did you capture this? *(In a tool, publication, set of standards, model, exposition, …, …)* 4. **Outcome.** Who will use your work? *(reference, build on, expand, shorten, translate to practice, …, …)* What steps did/will you take to maximise the chance that your stakeholders/communities are reached? 5. **Impact**. Which communities/stakeholders were impacted by your efforts and how? How did these communities/stakeholders benefit from your work? What changed for them? Did things change for the better? 6. **Discuss evidence**. How can you explicitly substantiate your impact and your efforts?   ------------------------------------------------------------------------------------ |

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## D. REFERENCES GENERATED AS A RESULT OF THE RESEARCH

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| Include a maximum of 10 references (e.g., grants or follow-up grants, journal articles, book or book chapters, newspaper articles, given talks, …, ….). Specifically, this section should provide references to key **outputs** from the research described in the previous section, and **evidence** about the quality of the research. Preferably **APA style**.  You can use the **Impact Indicator Inspiration Framework** to get inspired by different possible measures that can underpin your story.  ------------------------------------------------------------------------------------ |