



RCUK Websites - Accessibility Policy

Summary

Research Councils UK (RCUK) has a responsibility to make sure that the information and services we provide through our websites are usable and accessible to all of our users. This policy sets out RCUK's responsibilities and how we are meeting them.

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Updated December 2016.

1. Background

Role of our accessibility policy

The RCUK Strategy Unit has developed an accessibility policy to help manage the accessibility of our websites and ensure we continue to develop websites to meet the needs of our users and our legal responsibilities.

Our accessibility policy includes:

- Which sites our policy covers
- Our accessibility statement
- Steps we are taking to ensure our website is accessible
- Our management structure

Sites covered by the policy

Our accessibility policy covers the following websites

- www.rcuk.ac.uk (excluding associated sub-domains)

In addition to the websites above, any project or programme websites that require RCUK involvement will be developed, where possible, to the standards outlined in this document.

Enabling core tasks

We will aim to provide a website that allows all users of the website regardless of disability to fulfil the following top user tasks:

- Find information related to research funding (commercial and public).
- Find out information related to the Research Councils and cross-Council funding schemes and projects.

Web pages

The RCUK Strategy Unit will aim to develop RCUK's websites, user tools (where applicable) and functionality to meet World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 Priorities 1 and 2, and a Web Accessibility Initiative (WAI) AA rating.

Source: <http://www.w3.org/WAI/>

Microsoft office documents

We will aim to make common Microsoft Office files such as Word, Excel and PowerPoint more accessible by:

- Structuring documents using Word styles to define headings
- Using alternative (alt) text on images

Source: <http://www.webaim.org/techniques/word/>

Adobe PDFs (Portable Document Format)

We will aim to create new PDF files in an accessible style using the guidance available from Adobe.

Source: <http://www.adobe.com/accessibility/>

Current guidance and best practice

We are using cascading style sheets (CSS) to control page layout and design, avoiding tables where possible. In addition to the W3C/WAI standards we do the following to optimise our content for our

users (highlighted in the British Standards Institute (BSI) guidance: Publicly Available Specification 78:2006: Guide to good practice in commissioning accessible websites)

Source: <http://www.bsigroup.com/en-GB/industries-and-sectors/accessibility/>

We will:

- Use plain and concise English.
- Avoid the excessive use of capitals.
- Provide links to our accessibility statement.
- Provide clear link to “Home” in the global navigation.
- Provide alternative versions of content where users may not be able to access the content – e.g. provide transcripts of multimedia content.
- Provide content in a variety of formats e.g. for Word documents we will also endeavour to provide a PDF version.
- Use consistent, simple page layout and menu displays
- Ensure pages and navigation can be understood without the use of colour
- Use relative text sizing so users can change text size

Commissioning third party suppliers

We will provide any third party suppliers with our accessibility policy. We will require them to meet our minimum accessibility standards as outlined in the policy. Where possible, this is reflected in new and renegotiated contracts and agreements with these suppliers.

Exclusions

The following sites are not subject to this policy:

- RCUK Extranet (restricted to staff and certain stakeholders).

Monitoring our accessibility

We will (where budgets permit):

- Invest in accessibility and usability testing and assessment.
- Use a variety of automated software to check the accessibility of our websites.
- Manually check content and actively address accessibility when preparing content.

2. Management structure

Roles and responsibilities

Role	Who	Responsibilities
RCUK Director of Communications	Matt Goode	Agreeing policy with/on behalf of senior management.
RCUK Web Manager	Ben Aubrey	Writing and reviewing policies. Ensuring policies are adhered to.
Other site contributors		Ensuring code and documentation is produced to policy standards.

3. Accessibility statement 2016

RCUK Accessibility Statement

Research Councils UK (RCUK) is committed to enabling as many people as possible, access to our website. We aim to comply with all of the Priority 1 (A), 2 (AA) and 3 (AAA) accessibility checkpoints as established by the World Wide Web Consortium's (W3C) web accessibility initiative.

By improving both the accessibility and usability of our site, we are seeking to meet the requirements of all our users.

About the Web Accessibility Initiative

The [Web Accessibility Initiative](#) promotes usability and accessibility for people with disabilities and promotes good practice amongst the web community.

Contact us / further information

If you have any questions or comments, or you are experiencing problems accessing any area of the website please contact webmaster@rcuk.ac.uk.