We have outlined below how the best Champion applications are structured. We think that this enables the Juno Assessment Panel to see the full range of work that you have done across the five principles.

Introduction to the department
We recommend that you provide an outline of the department, its size and scale, numbers of staff and students, and its structure, including the research group structure (if there is one), the key people in the department and what their role has been in Juno. It is also a good idea to provide brief details of how line management operates in the department. How are line managers assigned? Do the roles rotate? While all of this has been covered in your Practitioner application, it is important that you update the information as appropriate.

Outline the Juno Committee and how its work and profile has changed since Practitioner, including how it has decided its priorities and how it continues to be resourced. All levels of staff, including senior management and postdocs, should be involved and there should be representation from all groups, sub-divisions or sub-disciplines, depending on your departmental structure. If you are a very large department with a large number of groups, you may not be able to have them all represented on your committee. However, you will have to demonstrate how they all have a way of engaging with the Juno work in the department.

It is important to provide information on how the Juno work feeds into the wider departmental decision-making and how all staff are made aware of the work of the Committee.

Progress since Practitioner
We recommend that you include a section that outlines progress since the Practitioner award, together with the key actions from the Practitioner Action Plan that have been implemented and how they have effected change in the department. Your Practitioner application will have focused on Principle 1 and we would not expect that information to be repeated directly, although a brief summary of the work is essential. You should remind the panel of your key data and highlight any further quantitative information that you have gathered since Practitioner. This is especially important if you had gaps in your data set.

It is important to recognise how far you have come on your Juno journey and reflect on all the positives and progress that you have made, not just worry about the things that you haven’t achieved yet. Evidencing how you communicate progress to the whole department is an important part of the process. It is too easy to make Juno updates a long list of all the things that you still have to do, but by dedicating some time to reflecting on progress and distance travelled, you can keep the momentum and positivity to your work going. Reflecting on the positives will also help you realise why some areas may have stalled completely or where progress has not been as fast as planned, and you can reflect on the reasons why this has happened in a constructive way.

The five principles
Address the five principles in turn and describe how you have addressed work for each of these.

The Champion Action Plan
The aim of your Champion Action Plan is to detail what the priorities are for your department over the three years of your Champion status, to either take you to Champion renewal or to work towards Athena SWAN Gold.

It is helpful to provide an initial commentary to your action plan, which outlines the department’s overall vision for where your action plan will take you and what the department’s priorities are.
**CASE STUDY: Progress since Practitioner**

**Introduction**
Our case for progressing to Juno Champion, presented in this document, rests on the advances that we have made since -----, when we made our successful submission for Juno Practitioner. These advances centre on:

- embedding many aspects of the Juno Principles in the working of the school, taking note in particular of the new challenges and opportunities offered by three major changes in the running of the university;
- our efforts in investigating issues of PhD and postdoc satisfaction and career plans; and
- our progress against our Juno Practitioner Action Plan, including several new initiatives.

The Juno Practitioner submission contained a great deal of statistical and survey information, and statistics are still being gathered and analysed regularly, but in the intervening 18 months we have concentrated on improving our procedures for gathering statistics, further engaging research staff and PhD students in the way that the school works, and understanding the views of the school members via focus groups.

Significant changes in the organisation of three of the main functions of the university have taken place over the last year. These changes, and their impact on and opportunities for Juno, are described below... The restructuring has presented us with opportunities for:

- rethinking and improving our procedures in the school;
- influencing the practice of the university as a whole.

On the negative side, the additional time demands made by restructuring on senior staff meant that some parts of our Juno Champion plan did not proceed as far as we had hoped.

**Progress against Juno Practitioner Action Plan**
Our Juno Practitioner submission included a 13-point action plan aimed at improving our procedures, broadening the awareness and involvement of the school in Project Juno, and investigating in more detail the views of more junior members of our school. We have made significant progress against most of these action-plan items. Some activities were delayed by lack of time available to school senior management, who have been dealing with the fall-out from university restructuring. However, other activities have had a more significant outcome than anticipated, and have led to a better understanding of the factors influencing the careers and career choices of our PhD students and junior staff. This has also produced changes in the running of the school.