

Research Integrity and Governance Committee (RIGC)

Terms of Reference

1. RESEARCH INTEGRITY AND GOVERNANCE COMMITTEE FUNCTION AND RESPONSIBILITIES

1.1 Research Integrity and Governance Committee (RIGC) is accountable to the Vice-President (Research and Enterprise) and reports via the Vice-President to the University Research and Enterprise Executive Group (REEG), which in turn reports to the University Executive Board (UEB).

1.2 Its core responsibility is to develop and foster a culture of research integrity, and to promote responsible research conduct and governance amongst the University academic community.

1.3 RIGC responsibilities:

1.3.1 Oversight of research integrity and governance including:

- ☐ Recommending, reviewing and consulting on required policy development for approval by UEB.
- ☐ Assessment of the impact of regulatory environment applicable to research and development of relevant guidance and procedures.
- ☐ Oversight of the research misconduct procedure (staff) and advisory capacity for academic integrity matters (students).
- ☐ Review and consideration of reputational implications of collaboration with certain research partners (e.g. tobacco and weapons industry, hostile regimes).
- ☐ Receipt and review of annual Research Integrity Reports from all University Faculties on activities undertaken to foster a culture of research integrity.
- ☐ Oversight and advice in regard to provision of research integrity training to staff and students.

1.3.2 Oversight and support to the University Research Ethics Committee (UREC) and Animal Welfare and Ethical Review Body (AWERB) by way of guidance and dissemination of policies related to research activities.

1.3.3 Responsibility for oversight, development, implementation, and monitoring of certain University policies as per the Research Policies Action Plan. The policies within the RIGC remit include:

- ☐ Code of Conduct for Research
- ☐ Procedure for Investigating Cases of Alleged Misconduct in Research
- ☐ Conflicts of Interest Policy
- ☐ Research Data Management Policy
- ☐ Publication and Authorship Policy
- ☐ Open Access Policy

- ☐ Responsible Research Metrics Policy
- ☐ Responsible Collaboration (Tobacco Policy)
- ☐ Export Controls Policy
- ☐ Research Ethics Policy
- ☐ Policy on the ethical conduct of studies involving Human Participants
- ☐ Policy for involving animals in research and education
- ☐ Ethics Policy on Cultural Heritage

2. MEMBERSHIP

2.1 The membership of RIGC shall include:

- ☐ Vice-President (Research and Enterprise) (or delegate), Chair
- ☐ Associate Deans Research (ADRs) from all University Faculties
- ☐ Doctoral College Representative
- ☐ Chair of UREC
- ☐ Chair of AWERB
- ☐ Library Representative
- ☐ Finance Representative
- ☐ iSolutions Representative
- ☐ Research and Innovation Services (RIS) Representative – Head of Research Integrity and Governance
- ☐ Lay/Independent Member

2.2 A single member may represent more than one membership positions listed above.

2.3 In attendance:

- ☐ Research Integrity and Governance Team Representative(s)
- ☐ Research Integrity Champions (RIGs)
- ☐ Representatives from other University teams or departments - as appropriate and as required for specific matters.
- ☐ Secretariat provided by the Governance Officer

2.4 Lay/Independent Member:

2.4.1 A lay member is a volunteer who is independent of the University (i.e. an individual who has not studied at, been employed by, or held offices with the University in the last three years).

2.4.2 The eligibility criteria for a lay member of RIGC are:

- ☐ Be able to act independently and impartially, and behave responsibly and ethically.
- ☐ Be able to understand key issues in research integrity.
- ☐ Be able to contribute to the work of the RIG Committee.
- ☐ To live within a reasonable geographical proximity of the University (maximum 30 miles), and be able to attend RIGC meetings during the working day, three times a year.

2.4.3 A lay member may be selected and appointed through a nomination or responses to adverts. Appointment is made by the RIGC Chair who may, if required, use appropriate selection process. Normally a term of a lay/independent member is 3 years, with the option of up to 2 renewals. A lay member will be reimbursed for reasonable expenses e.g. travel, childcare.

3. MEETINGS

3.1 RIGC shall meet three times a year. Each meeting should have Minutes and agreed Actions.

3.2 All members are expected to attend all Committee meetings. Where this is not possible, a delegate of appropriate seniority should be appointed to attend the Committee in order to represent the respective Faculty, Department or Team.

4. QUORUM

4.1 For decision making the quorum shall be at least six members which shall include the Chair and at least three academic members (including Associate Deans Research, UREC or AWERB Chairs and Doctoral College Representative).

4.2 If the Committee is not quorate, any decisions made should be ratified by email communication by the required quorum or at a subsequent quorate meeting.

5. REPORTING

5.1 RIGC shall report indirectly via the Vice-President (Research and Enterprise) to REEG, University Council, Senate and UEB on an annual basis.