

## Research Integrity and Governance Committee

### Terms of Reference

#### Function and Responsibilities

- 1.1 Research Integrity and Governance Committee (RIGC) is accountable to the Vice-President (Research and Enterprise). It reports via the Chair (currently Vice-President Research and Enterprise) to the Research and Enterprise Executive Group (REEG), and via the Vice-President 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 research governance and compliance amongst the University academic community.

#### RIGC responsibilities:

- 1.3 Oversight of research integrity, and research governance and compliance including:
- 1.4 Compliance with the Concordat to Support Research Integrity
- 1.5 Recommending, reviewing, and consulting on required policy development for approval by UEB and other University Committees.
- 1.6 Assessment of the impact of regulatory environment applicable to research and development of relevant policies, guidance, and procedures.
- 1.7 Oversight of the research misconduct procedure (staff) and advisory capacity for academic integrity matters (students).
- 1.8 Review and consideration of reputational implications of collaboration with certain research partners (e.g., tobacco and weapons industry, hostile regimes).
- 1.9 Receipt and review of annual Research Integrity Reports from RIGC members (including all University Faculties and relevant departments/teams) on activities undertaken to foster a culture of research integrity, as part of the annual research integrity exercise under the Concordat to Support Research Integrity.
- 1.10 Oversight and advice in regard to provision of research integrity training to staff and students
  - 1.10.1 Oversight and support to the University Research Ethics Committee (UREC) and the Animal Welfare and Ethical Review Body (AWERB) by way of guidance and dissemination of policies related to research activities.
  - 1.10.2 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:
    - a) Code of Conduct for Research
    - b) Conflicts of Interest Policy

- c) Authorship, Contribution and Publishing Policy
- d) Responsible Collaboration (Tobacco Policy)
- e) Procedure for Investigating Cases of Alleged Misconduct in Research
- f) Export Controls.
- g) Nagoya Protocol.
- h) Policy for involving animals in research and education
- i) Research Data Management Policy
- j) Open Access Policy
- k) Responsible Research Metrics Policy

## Membership

The membership of RIGC shall include:

- Vice-President (Research and Enterprise) (or delegate), Chair
- Associate Deans Research (ADRs) from all University Faculties
- Director of the Doctoral College
- Chair of University Research Ethics Committee
- Chair of Animal Welfare and Ethical Review Body
- Deputy Director Library Services
- Director of Finance – Business Support
- iSolutions Head of Research and Enterprise Services
- Interim Heads of Research Integrity and Governance:
- Lay/Independent Member
- Lay/independent Member
- A single member may represent more than one membership positions listed above.

### In attendance:

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

### Lay/Independent Members

- 1.11 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 3 years).
- 1.12 RIGC lay members should meet the following criteria:
- a. Be able to act independently and impartially and behave responsibly and ethically.
  - b. Be able to understand key issues in research integrity and research compliance.
  - c. Be able to contribute to the work of the RIG Committee.
  - d. Have access to a computer/other device with the Internet or be able to

access the device provided by the university (e.g., via the university Library) in order to access Committee papers and attend meetings (if held via the remote means).

- e. Be able to attend meetings and training sessions during the working day, 3-5 times a year (either in person or via the remote means). Preferably should live within a reasonable geographical proximity to the University (up to 30 miles), however this is not a requirement.
- 1.13 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.
- 1.14 Lay members will be offered an annual honorarium of £250 (pro-rata for proportion of a year served), subject to review every 3 years, for their attendance and involvement with the RIGC. Lay members will be also reimbursed for reasonable expenses e.g.travel, childcare.

## Meetings

- 1.15 Use RIGC shall meet 3 times during an academic year. Each meeting should have minutes and agreed actions.
- 1.16 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.

## Quorum

- 1.17 For decision making the quorum shall be at least 6 members which shall include the Chair and at least 3 academic members (including Associate Deans Research, AWEBB Chair or Director of the Doctoral College).
- 1.18 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.

## Conflicts of Interest Declarations

- 1.19 In line with the University Conflicts of Interest Policy, RIGC members must inform the Chair of any relevant conflicts of interests before, or at the beginning of the RIGC meeting.
- 1.20 If the Chair has an interest in a matter under consideration by a Committee, a Deputy/Vice Chair who does not have a conflict of interest should be appointed to review the conflict and decide about any further steps required.

## Reporting

- 1.21 RIGC shall report indirectly via the Vice-President (Research and Enterprise) to REEG, UEB, University Council and Senate, and the Audit Committee (as necessary or required).