

Research Integrity and Governance Committee

1. Function and Responsibilities

- 1.1 This 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.
- 1.3 RIGC responsibilities:
 - 1.3.1 Oversight of research integrity, and research governance and compliance including:
 - (a) Compliance with the Concordat to Support Research Integrity
 - (b) Recommending, reviewing and consulting on required policy development for approval by UEB and other University Committees.
 - (c) Assessment of the impact of regulatory environment applicable to research and development of relevant policies, guidance and procedures.
 - (d) Oversight of the research misconduct procedure (staff) and advisory capacity for academic integrity matters (students).
 - (e) Review and consideration of reputational implications of collaboration with certain research partners (e.g. tobacco and weapons industry, hostile regimes).
 - (f) Receipt and review of annual Research Integrity Reports from RIGC members (including all University Faculties and other 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.
 - (g) 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 the 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:
 - (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 Policy
 - (g) Nagoya Protocol Policy

- (h) Policy for involving animals in research and education
- (i) Research Data Management Policy
- (j) Open Access Policy
- (k) Responsible Research Metrics Policy

2. Membership

2.1 The membership of RIGC shall include:

2.1.1 Vice-President (Research and Enterprise) (or delegate), Chair: Professor Mark Spearing

2.1.2 Associate Deans Research (ADRs) from all University Faculties:

- (a) Faculty of Arts and Humanities: Professor Nicky Marsh
- (b) Faculty of Medicine: Professor Diana Baralle
- (c) Faculty of Environmental and Life Sciences
- (d) Faculty of Engineering and Physical Sciences: Professor Robert Wood
- (e) Faculty of Social Sciences: Professor Rebecca Hoyle

2.1.3 Doctoral College Representative: Professor Chris Howls

2.1.4 Chair of UREC: Professor Mark Spearing

2.1.5 Chair of AWERB: Professor Rohan Lewis

2.1.6 Library Representative: Wendy White

2.1.7 Finance Representative: Tamsin Dickinson

2.1.8 iSolutions Representative: Chris Yorke

2.1.9 Research and Innovation Services (RIS) Representative: Dr Alison Knight – Head of Research Integrity and Governance

2.1.10 Lay/Independent Member: Dr Anna Stamouli

2.1.11 Lay/independent Member: James Kenny

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

2.3 In attendance:

2.3.1 Research Integrity and Governance Team Representative(s)

2.3.2 Research Integrity Champions (RICs)

2.3.3 Representatives from other University teams or departments - as appropriate and as required for specific matters.

2.3.4 Secretariat provided by the Governance Officer

2.4 Lay/Independent Members

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 3 years).

2.4.2 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 in order 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.
- 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.
- 2.4.4 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.

3. Meetings

- 3.1 Use RIGC shall meet 3 times during an academic year. Each meeting should have Minutes and agreed
- 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 6 members which shall include the Chair and at least 3 academic members (including Associate Deans Research, AWERB Chair or 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, UEB, University Council and Senate, and the Audit Committee (as necessary or required).