Annual Statement 2018/19

Excellence in research underpins all of Royal Holloway's activities and aspirations. We aspire to produce world-leading research that substantially advances the knowledge base, and that fosters transformational impacts for individuals, society, and the environment. We also aspire to give our students an education that is informed by the highest standards of research and scholarship.

Royal Holloway is committed to upholding the principals of the [Concordat to Support Research Integrity](#) (Universities UK, October 2019)

1. upholding the highest standards of rigour and integrity in all aspects of research
2. ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards
3. supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice, and support for the development of researchers
4. using transparent, timely, robust and fair processes to deal with allegations of research misconduct should they arise
5. working together to strengthen the integrity of research and to review progress regularly and openly

External Audit

Research Integrity, ethics and governance Review

In May 2019, an external review of the Institution's Ethics, Governance and Research Integrity practices concluded. Following the recommendations, we have implemented an action plan to address the issues identified by the review. This includes:

- Creating and updating internal webpages

We have created and improved internal content to provide researchers with a broader understanding of ethics and integrity which underpins our research culture.

- Taking out membership of UKRIO and working with them to review current codes, process and scope training events for 2020

In October 2019, we met with UKRIO to discuss our action plan, the revised Concordat, codes of Good Research Practice and Research Misconduct. This meeting culminated in a planning session to develop a targeted training and support training programme, aimed at Academic researchers.

- Reviewing current online training resources and developing future training
- We reviewed our current training resources and identified support that must be made available to Academic researchers. We continue to explore options for video/ethics Moodle

training resources.Bringing together professional services teams to deliver cohesive support that speaks to current practice

As we revised the code of good research practice, we are collaborating with a number of professional services in addition to teams within R&I to deliver cohesive support that speaks to current practices. We have held meetings with internal professional services teams including Legal and Governance, Strategic Planning HR, Equality and Diversity, Health and Safety and Research Finance in order to align current practice

- Formation of the Research Integrity and Ethics Consultation group

The working group brings together Academics from a broad range of disciplines across the Institution to advise and review outcomes from the action plan and to develop and agree cross College training programmes to be included in all staff/student training programmes.

Codes, policies and guidance

Research and Innovation have implemented a plan to address revisions to current policies as detailed below:

Name of Policy	Revision Plan
Statement on research performance expectations	TBC
Code of Good Research Practice	2019/20
Company Formation Policy and Procedures	2019/20
Consultancy Policy	2019/20
Exploitation of Inventions and Patents	2019/20
Intellectual Property Policy 2017	2019/20
Research Data Management Policy	2021
RHUL Research Ethics Guidance Notes	2019/20
Conflict of Interest Policy 2016	2019

In addition to the policies above we are currently revising the Research Misconduct Policy and Procedure, introducing as Safeguarding Policy and have introduced a privacy notice for research participants.

Supporting Researchers

- Research Integrity and Ethics Manager

We now have a full time post dedicated to Research Integrity and Ethics post.

- School Research Knowledge and Exchange Committee

Following our Institutional restructure, terms of reference for each School committee includes responsibilities for research ethics within each department and will provide reports to the Institution Research Ethics Committee.

- Virtual teams

The Research & Innovation Department lead the Virtual Research Team. To support our ongoing collaboration amongst professional services, ethics and integrity that are represented in this team.

- Ethics and Integrity as part of the core probationary sessions

Core probationary sessions are delivered three times per year to members of Academic staff and these now include an ethics and integrity session.

- Implementation of a new ethics system

We are implementing a new ethics system, we have identified a software solution to replace our current in house system.

- Research Ethics Committee

We have increased the number of meetings per year to four, spot checks are a regular item agenda on and we now have a medical member of the committee, who is a practicing physician.

Misconduct Allegations

We investigated no allegations of potential research misconduct in 2018/19

The senior member of staff responsible for overseeing research integrity is the Deputy Principal Academic), Professor Kate Normington k.normington@rhul.ac.uk

Policies, regulations and guidance

Relating to Research Integrity include:

- Statement on Research Performance Expectations
- Code of Good Research Practice
- Data Protection Policy
- Research Ethics Guidelines
- Anti-Bribery Policy
- Code of Practice for Inquiry into Allegations of Misconduct in Relation to Academic Research and Scientific Activity
- Tobacco industry funding
- Whistleblowing Policy and Procedure
- Anti-Money Laundering Policy
- Criminal Finances Act Policy
- Conflict of Interest Policy
- Counter-Fraud Policy and Procedures