

## **Statement about the University Ethics Committee 2018 Audit**

During 2018, the University Ethics Committee (UEC) carried out its annual internal audit of a random sample of research projects (10% of the total number) in order to support high research integrity standards and maintain compliance with the 'Concordat to support research integrity'.

The audit was carried out on a random sample of research projects chosen from ethics applications submitted to the committee between Aug 2016 and July 2017. The researchers completed self-assessment audit forms which were reviewed by UEC members to highlight areas of best practice and issues in need of attention. Also, the audit was used as an opportunity for researchers to comment on their experience of the ethical review process and on training needs.

The UEC are grateful for feedback offered by researchers on unanticipated ethical issues encountered and for suggestions made on additional requirements for training and resources. These have all been communicated to the Committee for reflection and passed on to additional bodies (e.g. RIGO, Doctoral College) for action as appropriate. The feedback is extremely useful in helping the UEC to continue to develop and improve their activities.

The overall outcome of the audit was satisfactory, but the UEC would like to remind all researchers that all electronic data, textual or audio, should be stored on a University of Surrey secure server, in a secure project folder allocated by IT Services. The Research Integrity and Governance Office (RIGO) should be informed of any minor changes to the study documents, so these can be recorded as a minor amendment. Also, researchers are advised to utilise and make use of "[RIGO bytes](#)", a series of guidance documents which highlight common risks, mistakes and useful facts to help researchers plan and undertake research effectively and in line with relevant guidelines and regulations.

If you have any questions, or want to know more about the audit procedure, please contact the UEC on the following email address: [ethics@surrey.ac.uk](mailto:ethics@surrey.ac.uk)

University Ethics Committee

University of Surrey

28<sup>th</sup> Nov 2018