

Appendix 10 – Research Integrity and Governance Committee

Terms of reference

General

Role of Committee

The Research Integrity and Governance Committee (RIGC) is responsible for overseeing all aspects of research integrity and governance at the University of Surrey. The committee aims to foster a culture of excellence in research and to ensure that research conducted under the auspices of the University is carried out to the highest standards of rigour and integrity and within a framework of its institutional values. The committee directs the development and implementation of policies and procedures to ensure compliance with regulatory, governance and research integrity frameworks including, but not limited to, the following areas:

- Animals (Scientific Procedures) Act (ASPA) 1986
- Concordat on Openness in Animal Research
- Concordat to Support Research Integrity
- Export Control Legislation
- Human Tissue Act (HTA) 2004
- International research governance frameworks and due diligence
- Medical Devices Regulations
- Medicines for Human Use (Clinical Trials) Regulations
- Nagoya Protocol
- Non-ASPA research
- Research Data Management including compliance with Data Protection Legislation
- Research misconduct
- UK Code of Conduct for Data-driven Health and Care Technology
- UK Policy Framework for Health and Social Care
- UKRI Policy and Guidelines on Governance of Good Research Conduct

Specific

1. Policy creation, review and approval, as necessary, to account for developments in research integrity and governance within the UK higher education research sector, subject to appropriate consultation.
2. Oversee the correct implementation of research integrity and governance policies through mechanisms that demonstrate to stakeholders that the University of Surrey is compliant with regulatory and governance frameworks. Approve, subject to appropriate consultation, related operational procedures.
3. Ensure the University of Surrey has robust mechanisms in place to meet the obligations set out in the Concordat to Support Research Integrity.
4. Oversee the operation of the University Animal Welfare and Ethical Review Body (AWERB) and the University Ethics Committee.
5. To ensure that research integrity and governance policies and procedures are being effectively communicated to the academic research community.
6. Oversight of and responsibility for ensuring allegations of research misconduct and breaches of governance procedures are handled appropriately and in-line with

fundersons' terms and conditions, the Concordat to Support Research Integrity and any relevant regulatory requirements

7. To review/debate any research ethics and/or integrity-related matters which may have wider implications for institutional reputation, the University ethical code of practice or the ethical review processes. To refer to the University Research and Innovation Committee (URIC) or Pro-Vice-Chancellor, Research and Innovation (PVCRI), such matters that the committee considers should receive further attention and/or seek support/approval.
8. To provide advice and guidance to the University Research and Innovation Committee (URIC) on material issues relating to research integrity and governance.
9. To receive, review and approve a Research integrity annual statement from the Research Integrity and Governance Office (RIGO) for publication annually on the University's external webpage.

Membership

Ex-officio members

- Pro-Vice-Chancellor, Research and Innovation (PVCRI) Chair
- Associate Deans of Research and Innovation (ADRI) Deputy Chair (annually by rotation)
- Director of Doctoral College
- Chair of Human Tissue Research Operations Group
- Chair of Research Data Governance Operations Group
- Chair of Open Research Working Group
- Director of Clinical Trials Unit (CTU)/Clinical Research Facility (CRF)
- Director of Health and Safety
- Chief Information Security Officer
- Head of Research Integrity and Governance
- Head of Research Legal Contracts
- Chair of University Ethics Committee (human, non-clinical)
- Chair of Animal Welfare Ethical Review Body (AWERB)
- Chair of the Non-Animals (Scientific Procedures) Act 1986 (NASPA) Sub-committee
- Academic Lead for Research Culture and Integrity
- Open Research Manager (Library)
- Deputy Director, Research and Innovation Services
- Data Protection Officer
- Hub Person Designate (PD) for HTA licence

Nominated members

Early Career Researcher (ECR) representative (nominated by the Doctoral College)
Postgraduate Researcher representative (nominated by the Students' Union)

In attendance

Secretary to the Committee provided by the Research Integrity and Governance Office (RIGO)

The Committee can co-opt additional members as required for specific purposes.

Terms of appointment

Ex-officio members remain a Member of the Research Integrity and Governance Committee (RIGC) for the term of their appointment.

Nominated members shall serve an initial term of up to two years and shall be eligible for re-nomination for one further year. In any event, a maximum of three years in total may be served.

Co-opted members will only remain as members for as long as their participation is required.

Operation

Quoracy

The Committee will be considered quorate with a third of current members, to include the Chair and at least one ADRI (this may be in the capacity of Deputy Chair), one other academic and one member of RIS. If the Committee is not quorate any decisions should be ratified at the next meeting or through email communication.

Frequency of meetings

RIGC will meet four times per year to align with, and occur prior to URIC meetings which occur four times a year.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to

These Terms of Reference will be reviewed annually.

The RIGC will report annually via the Chair to the University Research and Innovation Committee (URIC).

The Chair of each of the sub-groups of this Committee, should provide a brief written report of their recent activities and actions taken to the secretary of RIGC at least one week in advance of the meeting date in order to be included with the meeting papers and provide an audit trail for reporting purposes.