



The University of Edinburgh's Research Ethics & Integrity Group: Terms of Reference

1. The terms of reference for the group are as follows. The Group will:

- a. work on behalf of the Research Strategy Group to ensure that research integrity and governance has a strong profile at Edinburgh and is part of our ethos and culture.
- b. ensure compliance with the Universities UK Concordat as well as the terms and conditions of funders of University research including Scottish Funding Council, UK Research and Innovation.
- c. ensure that information on all aspects of integrity, ethics and governance is visible and up to date.
- d. identify gaps in policy and procedure and recommend to Research Strategy Group specific actions to remedy gaps.
- e. ensure that there is a connected community of integrity professionals at Edinburgh with key named individuals.
- f. engage, through membership and collaboration, with other University committees and RSG sub-groups on matters of common interest.
- g. draw on advice and guidance from those involved with the governance of research programmes involving clinical volunteers and human tissue¹ and animals in scientific research.²
- h. promote awareness and training of integrity and ethics.
- i. act as point of contact with the UK Research Integrity Office.
- j. ensure compliance with statutory reporting requirements and other reporting needs.

Membership

2. The membership of the Research Ethics & Integrity Group includes the holders of the following posts:

Director, Edinburgh Research Office, CSG (Chair)
Academic Lead for Research Integrity and Improvement (Vice-Chair)
Nominated Academic Representative
Research Integrity Manager, Edinburgh Research Office, CSG
Associate Dean (Research Ethics and Integrity), CAHSS
College ECR Representative, CAHSS
Research Support Officer, CSE
College ECR Representative, CSE
Head of College Research Office, CMVM
College ECR Representative, CMVM
College Research Manager, CAHSS
Research Governance Coordinator, CAHSS.
Co-Director of Research Ethics, CMVM
Impact Officer and Administrative Lead for Ethics, CMVM
Baillie Gifford Chair in the Ethics of Data and AI, EFI
Director, Bioresearch and Veterinary Services, CMVM
Head of Research Contracts, Governance and Integrity, Edinburgh Research Office, CSG



Director of Health and Safety, CSG

Head of Library Research Support, Library and University Collections, ISG

Head of Research Governance, ACCORD office, CMVM.

Clinical Facilitation Manager, Clinical Research Governance, ACCORD office, CMVM

Head of Researcher Development & Assistant Director, Institute for Academic Development, University Secretary's Group

Academic Developer, Institute for Academic Development, University Secretary's Group

University Records Manager, Records Management Office, University Secretary's Group.

Senior Strategic Planner, Governance & Strategic Planning, University Secretary's Group and Secretary to Research Strategy Group

In Attendance (Minute Secretary)

PA to Director of Edinburgh Research Office, CSG

¹ <http://accord.scot/about-accord>

² <http://www.ed.ac.uk/research/animal-research/regulation;>

Frequency of Meetings

3. REIRG meets four times each year. As a subgroup of Research Strategy Group, the Chair will provide a report to RSG covering issues that REIRG feel merit the attention of RSG.

Reporting

4. Reporting on research integrity and ethics matters is intended to be both light touch and ensure compliance with external reporting requirements. It is also intended to show the senior management of the University that there are clear and effective processes for the monitoring of research with regard to integrity and ethics. We will, at a minimum, need to ensure we can show we are compliant with the UUK Concordat on Research Integrity as well as meeting any specific requirements of funders such as UKRI and the Scottish Funding Council. Other funders may have their own distinctive reporting requirements and we will maintain a watching brief in this regard.

5. SFC's requirements are light-touch – we are required to assure through the Annual Outcome Agreement that we are compliant with the UUK Concordat on Research Integrity.

6. We will regularly review our approach to annual reporting to ensure that we remain fully compliant with the expectations of UKRI and funders of University of Edinburgh research other than SFC and UKRI. As a subgroup of RSG, we will ensure that the group's annual report to the University's Risk Management committee shows our full commitment to maintaining and promoting the highest standards of research integrity and ethics within the university. Following approval by RMC the annual report will, in compliance with the UUK Concordat, be made publicly available.



7. We recognise that individual Colleges of the University of Edinburgh may have additional needs that need to be part of their individual reports, but the minimum is what is needed to create a university-level report that can be provided to UKRI, and provided to any other external agencies that require it.

Author:

Alan Campbell
Research Integrity Manager
Edinburgh Research Office
The University of Edinburgh

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