



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 Policy 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, Research Councils UK
- c. ensure that information on all aspects of integrity, ethics and governance are visible and up to date
- d. identify gaps in policy and procedure and recommend to Research Policy Group specific actions to remedy gaps
- e. ensure that there is a connected community of integrity professionals at Edinburgh with key named individuals
- f. draw on advice and guidance from those involved with the governance of research programmes involving clinical volunteers and human tissue¹ and animals in scientific research²
- f. promote awareness and training of integrity and ethics
- g. act as point of contact with the UK Research Integrity Office
- h. ensure compliance with statutory reporting requirements and other reporting needs

Membership

2. As noted above, the current membership of the Research Integrity Group is:

Dr Lorna Thomson	Head of Research Support Office, Corporate Services Group, (Convener)
Dr Graham Thomas	Director of Central Bio Research Services, CSG
Dr Lynn Forsyth	College Research Officer, College of Science and Engineering
Dr Michael Cummings	Planning Officer, CSE
tba	Member of the CSE Research Ethics Committee, CSE.
Jacq McMahon	College Research Officer, College of Arts, Humanities and Social Sciences
Charlotte Smith	Research Governance Coordinator, CAHSS.
Dr Laura Jeffery	Associate Dean for Research Ethics, CAHSS
Paul McGuire	College Research Officer, College of Medicine and Veterinary Medicine
Marise Bucukoglu	Head of Research Governance, ACCORD office, CMVM.
Dr Sara Shinton	Head of Researcher Development & Assistant Director, Institute for Academic Development, University Secretary's Group
Dr Renate Gertz	University Records Manager, Records Management Office, University Secretary's Group.
Dr Susan Cooper	Senior Strategic Planner, Governance & Strategic Planning, University Secretary's Group and Secretary to Research Policy Group
In Attendance (Minute Secretary)	
Sylvia Jenkins	PA to Head of Research Support Office, CSG

¹ <http://accord.scot/about-accord>

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



Frequency of Meetings

3. REIRG meets five times each year. As a subgroup of Research Policy Group the Convener will provide a report to RPG covering issues that REIRG feel merit the attention of RPG.

Reporting

4. Reporting on research integrity and ethics matters is intended to be both being light touch and ensure compliance with external reporting requirements and show senior management of the University that there is 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 RCUK and the Scottish Funding Council.

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 RCUK and funders of University of Edinburgh Research other than SFC and RCUK. As a subgroup of RPG, we will ensure that the group's annual report to the University's Research Management committee shows our full commitment to maintaining and promoting the highest standards of research integrity and ethics within the university.

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 RCUK, and provided to any other external agencies that require it.

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