

4. LEADERSHIP AND EMBEDDING A CULTURE OF RESEARCH INTEGRITY

4.1 Overall University management responsibility

The University is committed to providing the right framework for research integrity to flourish. In part, this means providing clear guidance about policies, procedures and responsibilities, and the training and support necessary for researchers to play their role. It is also important to monitor the implementation of such policies and procedures.

4.2 The research governance structure at UWE Bristol

4.2.1 The governance structure for research at UWE Bristol is set out in the flow diagram at **Annex 4**. Ultimate responsibility rests with the Vice Chancellor and Board of Governors. The key Committee with oversight of research governance, reporting ultimately to the Governors via Academic Board, is the University Research and Knowledge Exchange Committee, and the senior level oversight rests with the Pro Vice Chancellor Research and Business Engagement, reporting to the Vice Chancellor. Executive Deans, Associate Deans and Heads of Department all play a key role in the governance structure. It is important to understand, however, that research governance is everyone's business – all staff and students involved with research at the University have a responsibility to play their appropriate part in ensuring our research is conducted to the highest standards of research integrity. Responsibilities are described in more detail below.

4.2.2 Within the University, it is the responsibility of the Senior Management Team, Executive Deans and Associate Deans (both Research, and Teaching and Learning) within faculties, or Heads of Professional Service, to ensure that research is conducted in accordance with good research practice. Where research is being conducted by Professional Service staff, responsibility rests with the Head of Service. The Pro Vice Chancellor (Research and Business Engagement) has overall executive responsibility for overseeing the review and implementation of the UWE Bristol Policy on Good Research Conduct and this Code of Conduct. The Pro Vice Chancellor (Research and Business Engagement) will be supported in this function by the University's Research Governance Manager, who is the first point of contact for research conduct matters.

4.3 Research project management

4.3.1 Different funders and authorities use different terms for a research Project Manager (e.g. Principal Investigator, Chief Investigator). UWE Bristol uses the term Project Manager for research to indicate a formal University management role in relation to a project. This does not necessarily refer to the person responsible for the day to day activities of managing the project, but to the person with overall University management responsibility for the project. Where UWE Bristol is the lead institution, this will usually be the first named applicant on the funding application. Where another institution leads, a UWE Bristol Project Manager should be appointed from amongst the UWE Bristol co-applicants, to take management responsibility for the UWE Bristol part of the project.

- 4.3.2 All research projects must have a designated UWE Bristol Project Manager, including internally funded projects, and research undertaken as part of personal research and scholarship. For postgraduate research student projects this will be their Director of Studies. For students conducting research as part of taught courses this will be the student research Supervisor (see also section 5.3.3 on Supervision).
- 4.3.3 The Project Manager is the person designated as taking overall responsibility within the team of researchers for the design, conduct and reporting of the study and has responsibility for ensuring compliance with all aspects of the UWE Bristol *Code of Good Research Conduct*. This includes ensuring that:
- the research is carried out in accordance with this Code (and related guidelines, regulations, procedures and Health and Safety Standards) and that all research project staff, including public research partners, are aware of the provisions of the Code and any research practice guidelines produced by relevant professional and other bodies. Where the provisions of this Code are in conflict with those of any partner organisation such as a collaborator or funder, agreed arrangements must be included in the contractual agreements between the parties concerned; ¹
 - the dignity, rights, welfare and safety of researchers and any research participants are safeguarded;
 - the project complies with all legal, contractual and ethical approval requirements;
 - the University's research project approval process is adhered to for externally funded research;
 - the research is carried out as defined in the original proposal to the funder (where applicable) and that any proposed changes to the protocol need to be approved by the appropriate funder, and the relevant research ethics committee where appropriate;
 - controlled trials, and where appropriate other health related research, are registered on an appropriate external register, and on the UWE Bristol register of clinical trials in accordance with the regulation of clinical trials; ²

¹ Advice and support will be available to the Project Manager from the Research Governance team and the Contracts team.

² Whilst the requirement to register clinical trials is mandatory, in line with the WMA Declaration of Helsinki October 2013 (<http://www.wma.net/en/30publications/10policies/b3/>), and National Research Ethics Service Guidance, it is also recommended for reasons of transparency that all other research into human health should also be registered in a publically accessible database.

- human tissue research is registered on the UWE Bristol Human Tissue Register, appropriate approvals for the project are in place, and it complies with the national regulations for use of Human Tissue in Research, further details of which are at: <http://hta.gov.uk/licensingandinspections/sectorspecificinformation/research/researchsector.cfm>;
- where necessary, Department of Health Research Governance Framework obligations, including reporting of serious adverse events, are complied with (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/139565/dh_4122427.pdf); and complying with the Caldicott Principles on confidentiality: <http://www.hscic.gov.uk/media/12822/Guide-to-confidentiality-in-health-and-social-care/pdf/HSCIC-guide-to-confidentiality.pdf>;
- procedures are in place to collect, store and protect project data (and its integrity and confidentiality, during collection, processing, analysis and storage), and that it is appropriately archived or destroyed upon completion of the research;
- reports on research progress and outcomes are produced on schedule and to an acceptable standard and in accordance with assessment requirements set out for students;
- findings are consistent with principles of open access and are open to critical review through accepted research and professional channels and disseminated promptly as appropriate to participants (for student research this requirement applies only where appropriate judged by the student research Supervisor);
- the terms of any confidentiality and intellectual property rights agreements are complied with and any intellectual property arising is managed and reported appropriately; any conditions regarding publication arrangements are in place; and
- Research project staff, including public research partners, are appropriately skilled, trained and supported in their work on the project, and students acquire research skills to the necessary level in the course of their research training.