

## **University Research Ethics and Integrity Committee (UREIC)**

*(a sub-committee of Research Committee)*

The University Research Ethics and Integrity Committee has a core responsibility to foster and develop a culture of ethical research and research integrity in our research community. UREIC will bring together oversight of the core elements of research ethics and integrity including the commitment to the Concordat to Support Research Integrity.

### **Terms of reference**

The Committee reports to the University Research Committee and is responsible for the following.

1. The ongoing review of the University's policies and guidelines on research ethics and research integrity, including providing guidance on their interpretation and oversight, review and development of such policies.
2. Providing advice on research ethics and research integrity, and promoting best practice and good conduct in research throughout the University including institutional adherence to the Ethics Policy (Code of Practice) and associated policies and procedures.
3. Providing oversight of the University structures to consider the ethical review of research, including accrediting the delegated ethics review arrangements in place via Faculty Research Ethics Committees (FRECs) (FASS/LUMS, FST, and FHM) and including:
  - (i) monitoring the FREC arrangements, receiving regular termly FREC reports and providing guidance on cases of uncertainty raised by FRECs;
  - (ii) acting as an appeal mechanism for FREC decisions ensuring due process was followed and instigating procedures for the matter to be investigated and if appropriate overruling FREC decisions, suspending the approval process for that proposal or suspending the research activity in question;
  - (iii) agreeing additional arrangements in relation to the FRECs as necessary;
  - (iv) arranging or conducting reviews on an exceptional basis to deal with special circumstances which cannot be dealt with by FRECs e.g. where specific confidentiality requirements apply.
4. Providing oversight of research misconduct policy, including periodic review of the Procedure to Investigate Misconduct in Research, receiving regular anonymised reports on investigations and ensure compliance with the reporting requirements of the Concordat to Support Research Integrity by making annual Research Integrity Report to Research Committee (and for final approval by University Council).
5. Devolved responsibility (from Research Committee) for general oversight of specified areas linked to research ethics and/or integrity. These are outlined and evidenced in the document Lancaster University Mapping – Commitment to Support Research Integrity 2019.

6. Undertaking periodic quality assurance reviews to demonstrate robust procedures and consistent practices in relation to research ethics and integrity and developing mechanisms to prevent reoccurrence of any issues identified.
7. Keeping abreast of externally-driven developments, policies and regulations concerning research ethics and research integrity ensuring that the University meets all necessary requirements.
8. On an annual basis provide a report to Research Committee following an assessment of the Committee's own performance and efficiency with any recommendations for change as necessary

## **Membership**

### *ex officio*

Chairs (and/or Deputy Chairs) of Faculty Research Ethics Committees  
Assistant Director of People and Organisational Effectiveness (Health and Safety) (or nominee)  
Associate Director of Research Services (or nominee)  
Head of Research Quality and Policy  
Chief Information Officer (or nominee)  
Director of Library Services and Learning Development (or nominee)

### *appointed*

a senior and experienced researcher nominated by Research Committee (Chair)

a senior and experienced researcher nominated by Research Committee (Deputy Chair)

a senior and experienced researcher from the faculties of Science and Technology, Arts and Social Science and the Management School with no involvement in the FREC (3 members)

member of research staff (e.g. someone in a Research Associate position) (appointed by the Research Staff Association)

two Postgraduate Researchers from different disciplinary areas (e.g. someone doing a PhD at Lancaster)

senior academic researcher with a clinical background from Health and Medicine (acting as the representative from that faculty)

one or two independent lay members (not linked to the university) with appropriate knowledge or experience

*co-opted*

If required, other co-opted members with required knowledge and/or expertise may be appointed.

*in attendance*

Research Ethics Officer

### **Procedure**

Chairs will be appointed for 3 years renewable once.

Committee members will be appointed for 3 years renewable twice.

No appointed member will serve for more than 9 years.

### **Notes**

- (i) The membership will include at least one third male and one third female members.
- (ii) UREIC may temporarily co-opt members of FRECs in exceptional circumstances.
- (iii) The Committee will meet at least four times per year.
- (iv) Six Committee members shall constitute a quorum.
- (v) The appointment of appointed and co-opted members shall be ratified by Research Committee.
- (vi) Quality assurance reviews could include sampling of cases not reviewed by the full FREC, additional requests and investigations.
- (vii) Membership will be reviewed annually to ensure appropriate representatives from relevant areas and Faculties taking into account strategic plans for growth.