



REGULATION 17b: University Research Committee – Terms of Reference

Scope: To consider and advise Senate and Council on all strategic and policy-related matters concerning the management of, and support for, University research and innovation activity.

(a) Terms of Reference

1. To oversee the development and implementation of Faculty Research and Innovation strategies, including the encouragement of interdisciplinary research and innovation, and supporting a vibrant and inclusive research culture.
2. To refer to Senate matters related to research quality, research governance, research culture or performance which it is deemed requires the attention of Senate;
3. To keep under review the policies, procedures, guidance, frameworks, and codes of practice relating to research and innovation, ensuring compliance with legislation and regulations, funder policies, and any other relevant external factors, ensuring procedures are in place to address ethical, integrity and governance issues, and seeking approval for approval or amendment as per the Schedule of Delegation.
4. To receive and monitor key research and innovation data in relation to compliance with legal and regulatory requirements.
5. To receive relevant reports, data and associated responses relating to research and innovation, and to make recommendations on appropriate action, in consultation with Research and Innovation Policy and Performance Committee.
6. Monitoring levels and sources of external research and innovation grant income, and other research and innovation-related income, to optimise overhead recovery and FEC grants.

7. To ensure the institution meets all research and innovation-related regulatory and reporting requirements from external organisations.
8. To ensure the university is providing effective support to researchers, research professionals, technicians and postgraduate researchers.
9. To oversee the identification and setting of priorities for the engagement of academic colleagues, research professionals, technicians and postgraduate researchers with professional development related to research and innovation.
10. To maintain awareness and oversight of external developments in the areas of research and innovation, ensuring that the university is adapting to these developments.
11. To prepare responses on behalf of the University to relevant consultations relating to research and innovation, in consultation with University Executive Committee.
12. To oversee the works of its sub-committees and recommend items, where appropriate, for approval to Senate.
13. The promotion of equality and diversity and ensuring equity of opportunity in the way it conducts itself and in the transaction of its business.
14. To be responsible for University schemes to allocate funding for research.
15. To be responsible for the oversight of the University's institutes and research centres.
16. To ensure that all Faculties have appropriate infrastructure i.e. structures, resources, facilities and procedures, for the management of research and innovation activity, including the approval of Faculty Research Strategies, annual Faculty targets for research and innovation performance, and monitoring actual performance against those targets.
17. To oversee arrangements, particularly as provided by the Keele Doctoral Academy, for postgraduate researchers and their supervisors.
18. Overseeing the development of policy, initiatives and resources to promote opportunities for the progress of early career researchers and the enhancement of the Athena Swan agenda.
19. Advising the University on resource allocation mechanisms (including processes and timeframe) and levels of funding for research and innovation activity, including but not limited to non-recurrent QR funding.

20. Ensuring that the University effectively promotes understanding of Research Integrity and reproducibility and encourages good research practice.
21. To receive reports of research misconduct investigations and to approve outcomes.
22. To facilitate and promote a positive, vibrant and inclusive research culture.
23. Review and oversight of international research and innovation activity, with support from Global Research Development and Decolonisation Group, related to the Trusted Research initiative.

(b) Constitution (13 members)

- Pro Vice-Chancellor Research & Innovation (Chair)*
- Deputy Vice-Chancellor and Provost
- Associate Pro Vice-Chancellor Research & Impact
- Executive Deans (x3) (*ex officio*)
- Director of Engagement and Partnerships
- Director of Research Strategy Delivery
- Faculty Deans for Research (x3)
- Director, Keele Doctoral Academy
- Chief Information Officer
- University Academic Lead for Research Integrity & Improvement
- Technical representative

** Or a nominee appointed by the Chair or the Chair of Senate*

Only those listed above are normally expected to attend the meetings, other members (below) continue to receive agenda, papers and minutes.

- President of the Keele Postgraduate Association or nominee
- Head of Research Quality
- Head of Research Development
- Heads of Partnership Development (x3)
- Head of Project Assurance
- Head of Project Finance
- Chair of the Research Degrees Committee (RDC) if not already a member in another capacity

Secretary: Secretariat Officer

(c) Sub-committees

- Research Culture Committee (RCC)
- Research Integrity and Improvement Committee
- Faculty Research Committees (FRC)
 - School Research Committees (SRC)
- REF Strategy Steering Group (RSSG)
 - REF People, Culture and Environment Sub-Group
 - REF Outputs Sub-Group
 - REF Impact Sub-Group
- University Doctoral Academy Committee
- Human Tissue Oversight Committee
- Health Research Oversight Committee
- Ethics Oversight Committee
- Faculty Research Ethics Committee(s)
- Animal Welfare and Ethical Review Board
- Global Research: Development and Decolonisation Group

(d) Principal management information needs

- Faculty Research Strategies
- Quarterly Research Performance report including applications, awards, income, PGRs and outputs
- Quarterly Innovation Performance report
- Quarterly Research Governance report
- Researcher Development report
- Postgraduate Research updates and reports including:
 - Minutes of the University Doctoral Academy Committee
 - Research Degrees Committee Outcome Summary Report
- Staff survey data relevant to research and innovation e.g. CEDARS and PRES
- Consultation responses related to research and innovation
- Regulatory requirements and changes
- Reports on compliance with research and innovation policies, frameworks, guidance, codes of practice and procedures

- External audit reports related to research and innovation

(e) Frequency and timing of meetings

Minimum of four meetings per year

(f) Quorum

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting

(g) Chair's action

Between ordinary meetings of the committee, the Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give committee members the opportunity to comment on the proposals.

(h) Delegated powers

The Research Committee has delegated authority to take action under item 15.