

Document type	<i>Policy</i>				
Title	<b>Keele University Research Integrity Policy</b>				
Version	1.0	Date	24 Jun 2020	Policy ID	RI-POL-01

# Keele University Research Integrity Policy

<b>Policy Reference Number:</b>		RI-POL-01		
<b>Author</b>	Dr Tracy Nevatte, Head of Project Assurance			
<b>Approver</b>	University Senate Committee	<b>Date</b>	24 June 2020	
<b>Version Number</b>	1.0	<b>Version date</b>	24 June 2020	
<b>Implementation</b>	This policy will be implemented directly after its approval date.			

This policy is the property of Keele University and the content cannot be reproduced without specific permission from the owner.

Printed versions of this document are uncontrolled and cannot be assured as the current version. Always check that the most up to date version is being used by only accessing via the web link.

The latest version of this policy can be found at <https://www.keele.ac.uk/policyzone/>  
Any superseded versions of this document need to be promptly withdrawn from use.

Document type	<i>Policy</i>				
Title	<b>Keele University Research Integrity Policy</b>				
Version	1.0	Date	24 Jun 2020	Policy ID	RI-POL-01

## Contents

1. Summary.....	3
2. Background.....	3
3. Policy on Quality Management and Compliance .....	3
3.1. Training.....	3
3.2. Quality Assurance.....	3
3.3. External Review .....	4
4. Policy on Research Oversight .....	4
4.1. Senate .....	4
4.2. Research Committee .....	4
4.3. Responsibilities.....	4
4.4. Project Assurance Research Integrity Team.....	4
4.5. Organogram of Keele University oversight of Research Integrity.....	5
5. Policy on Research Misconduct .....	5
6. Related Documents .....	5
7. Version History .....	5

Document type	<i>Policy</i>				
Title	<b>Keele University Research Integrity Policy</b>				
Version	1.0	Date	24 Jun 2020	Policy ID	RI-POL-01

## 1. Summary

Keele University is committed to maintaining a research environment that develops and encourages good research practice; upholding the highest standards or rigour and integrity; and embedding a positive and supportive culture of research integrity within the institution.

This Policy applies to all Keele University staff members, postgraduate research students, Keele University honorary contract holders and others within Keele University who are actively involved in any research.

All staff members within Keele University involved in the delivery of research must adhere to this policy, in addition to other relevant university policies. By reading this document, anybody conducting research at or on behalf of Keele University should be aware of what is expected of them.

## 2. Background

Keele is committed to supporting and conducting research to the standards set out in [The Concordat to Support Research Integrity](#).

Keele University has set up a Research Integrity Quality Management System (RI-QMS), of which this policy forms part, to provide a clear set of policies, practices and procedures to aid compliance with the Concordat to Support Research Integrity. The RI-QMS is a suite of documented procedures, training provision and quality control/quality assurance processes, which ensures compliance across all aspects of research managed and conducted by Keele University as well as meeting the expectations of funders, collaborators and participants.

## 3. Policy on Quality Management and Compliance

The Pro-Vice Chancellor for Research and Enterprise, the Head of Project Assurance and the Academic Lead for Research Integrity and Improvement, are responsible for the management and development of the RI-QMS covering key processes that must be followed when conducting research. The Research Committee (see section 4) have oversight of the RI-QMS.

### 3.1. Training

Any staff involved in research must be appropriately trained and have relevant experience to take on their respective task(s) in the research. Any relevant training or education must be documented, and readily available e.g. for quality review.

### 3.2. Quality Assurance

Keele University undertakes audit of research in accordance with its Audit Programme. This audit programme is designed to help minimise the risk of poor-quality research, research misconduct and fraud. Findings are resolved primarily by research teams and are reported to Keele University's committee structure (see Figure 1) and escalated in accordance with risk.

Document type	<i>Policy</i>				
Title	<b>Keele University Research Integrity Policy</b>				
Version	1.0	Date	24 Jun 2020	Policy ID	RI-POL-01

### 3.3. External Review

Keele University may seek external review or consultation of any aspect of the RI-QMS, including this policy. Review bodies may include but are not limited to other UK Universities, the UK Research Integrity Office and relevant advisory bodies.

## 4. Policy on Research Oversight

Keele University has set up an infrastructure for maintaining appropriate oversight of research integrity and reproducibility (see Figure 1).

### 4.1. Senate

The Senate is the academic governing body of Keele University. Its responsibility is to direct academic policy in relation to teaching and research, and to assure itself that Keele University's academic standards are properly observed.

### 4.2. Research Committee

The Research Committee is one of the Senate committees and is responsible for all matters concerning the management of, and support for, Keele University research.

### 4.3. Responsibilities

Collectively, the Pro-Vice Chancellor for Research and Enterprise, the Head of Project Assurance and the Academic Lead for Research Integrity and Improvement are responsible for:

- managing and delivering the Research Integrity Action Plan, which is a dynamic document that captures all outstanding tasks relating to research integrity and reproducibility;
- the development and management of the RI-QMS;
- training in relation to research integrity and research misconduct;
- oversee research integrity-related audits across Keele University and the requirements of the national annual monitoring exercise, as stated in the Concordat to Support Research Integrity;
- establish and maintain oversight of external relationships and queries relating to research integrity and reproducibility.

### 4.4. Project Assurance Research Integrity Team

The Project Assurance Research Integrity team is responsible for the day-to-day administration tasks related to the research integrity-related functions, including, but not limited to:

- Maintenance of the RI-QMS
- Administrative support for research integrity-related training
- Audit function and reporting
- Maintenance and updating of the Keele University webpages relating to research integrity and reproducibility.

Document type	<i>Policy</i>				
Title	<b>Keele University Research Integrity Policy</b>				
Version	1.0	Date	24 Jun 2020	Policy ID	RI-POL-01

#### 4.5. Organogram of Keele University oversight of Research Integrity

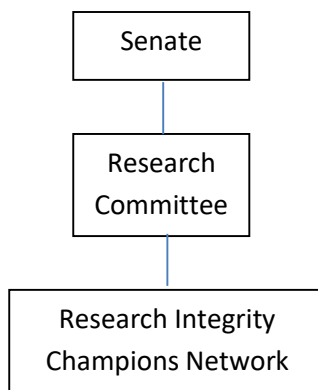


Figure 1 - Overview of Research Integrity Oversight Structure

### 5. Policy on Research Misconduct

Research misconduct is defined as actions and/or behaviours that do not meet the standards of ethics, research and scholarship required to ensure that the integrity of research is upheld. Individual researchers are responsible for their actions at a personal level. Where research is conducted by a group, the Academic Lead of a project is responsible for ensuring overall, that the research is robust and meets the standards required by this policy.

Keele University is committed to using transparent, timely, robust and fair processes when allegations of research misconduct arise. Honest errors can happen and Keele shall support its researchers through the process of dealing with allegations of research misconduct. The procedure can be found in the RI-QMS.

### 6. Related Documents

[Keele University Research Ethics Policy](#)

### 7. Version History

Version	Date	Reason for change
1.0	24-Jun-2020	New document

Equality issues have been taken into account during the development of this policy and all protected characteristics have been considered as part of the Equality Analysis undertaken.