MAINTAINING THE HIGHEST STANDARDS OF RESEARCH INTEGRITY

Commitment 1: We are committed to maintaining the highest standards of rigour and integrity in all aspects of research

The core elements are:

- **Honesty** in all aspects of research, including in the presentation of research goals, intentions and findings; in reporting on research methods and procedures; in gathering data; in using and acknowledging the work of other researchers; and in conveying valid interpretations and making justifiable claims based on research findings.
- **Rigour**, in line with prevailing disciplinary norms and standards: in performing research and using appropriate methods; in adhering to an agreed protocol where appropriate; in drawing interpretations and conclusions from the research; and in communicating the results.
- **Transparency and open communication** in declaring conflicts of interest; in the reporting of research data collection methods; in the analysis and interpretation of data; in making research findings widely available, which includes sharing negative results as appropriate; and in presenting the work to other researchers and to the general public.
- **Care and respect** for all participants in and subjects of research, including humans, animals, the environment and cultural objects. Those engaged with research must also show care and respect for the stewardship of research and scholarship for future generations.

Concordat Key Statements	Policy and Practice at SHU	Support, Actions and Recommendations for SHU
Researchers will: - understand the expected standards of rigour and integrity relevant to their research - maintain the highest standards of rigour and integrity in their work at all times **Employers of researchers** are responsible for: - collaborating to maintain a research environment that develops good research practice and nurtures a culture of research integrity, as described in commitments 2 to 5 - supporting researchers to understand and act according to expected standards, values and behaviours, and defending them when they live up to these expectations in difficult circumstances **Funders of research** expect: - **researchers** to adhere to the highest standards of professionalism and integrity - **employers of researchers** to have procedures in place to ensure that research is conducted in accordance with standards of best practice; systems to promote research integrity; and transparent, robust and fair processes to investigate alleged research misconduct	**Policy and guidance** The University's research policy is to sustain programmes of excellent and ethical research. The Research Ethics Policies and Procedures ensure good practice and that research undertaken at the University which involves direct contact with patients or healthy participants, whether clinical, biomedical or social research, or the secondary use of existing human and animal materials or specimens, or where there may be other ethical issues, should be subject to ethical review. Furthermore, the following guidance has been produced to support the ethics policy: - Code of Practice for Researchers Working with Vulnerable Populations - Guidelines on Ethical Aspects of Research Using Information and Communication Technology - Guidance for researchers on the Mental Capacity Act - Procedures when Undertaking Research in Schools - Guidelines for Observational Studies - Guidance on university procedures to obtain an NHS Research passport - Use of Student Data in Research - Guidance on Survey Research Involving Potentially Criminal Behaviour - Guidance on undertaking research in the USA and Canada - Guidance on storage of qualitative data - Researcher Safety: guidance for risk assessment - Principles of Good Research Practice for Peer Reviewers	**Recommendations for SHU** - to review the Research Ethics Policy annually and to keep abreast of UK/EU policy and guidance - to ensure effective processes are in place to implement guidance - to widely disseminate policy and practice and ensure the research community is informed on matters pertaining to research integrity - to promote a culture of rigour, openness and integrity **Recommendations for Heads of Department and Research Centre Managers** - to ensure an up-to-date understanding of the University's ethics policy and procedures

	• Principles of Good Research Practice for Authorship • Insider Research Guidelines • Guiding Principles for Access to Staff and Students by External Researchers • Researching Prisoners, Young Offenders or Probation Services • Use of research Incentives As new issues emerge internally or externally, additional guidance is developed. This year when GDPR became law, *GDPR guidelines for researchers* and a *Privacy notice for research participants* were produced. Training sessions on GDPR were held across the University. These also included ethics and integrity training and updating to maximise impact. The University has clear policy and procedures on safeguarding integrity in research and dealing with allegations of misconduct in research. **Promotion of Good Research Practice** The University is committed to the promotion of good research practice. Within the University, there is a broad spectrum of courses and information available to researchers covering personal and professional development, research and knowledge transfer skills. The following is not an exhaustive list but provides a sample of development opportunities available that relate to research integrity. Bespoke sessions are held on a regular basis when a developmental need is identified. • Research Ethics and Integrity: on-line research training • Introduction to Research Ethics and Governance • Writing for Publication • Writing a successful grant Application • Open Access Publishing • REF Equality and Diversity Training • Research Ethics Governance for NHS & Social Care research • University and Faculty induction events for all new researchers • Research ethics on the Research Supervisor Training Course The principles of research integrity are embedded in the early stages of a research career through mandatory ethics training for all new post graduate students and advanced training for students using humans or animals in their research.	• encourage staff to update skills in aspects of research integrity as part of the appraisal process • to promote a local culture of rigour and integrity **Recommendations for Researchers** • to ensure an up-to-date understanding of the University's ethics policy and procedures • to apply best practice when conducting research • to access support and guidance from research managers, Research Ethics Committees, Research and Innovation Office and other central departments

Commitment 2: We are committed to ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards.

The core elements are:
• All parties have a responsibility to ensure they have up to date knowledge of those ethical, legal and professional frameworks, obligations and standards that apply to their work
• Relevant and appropriate resources should be drawn on by researchers when they undertake research, and may also be of use to employers of researchers

- It is important that researchers are familiar with the specific guidelines as part of their conditions of grant and, where necessary, by their employers
- Researchers should pro-actively engage in their own personal and career development and this includes recognition of changing ethical, legal and professional obligations

Concordat Key Statements	Policy and Practice at SHU	Support, Actions and Recommendations for SHU
Researchers will also: - ensure that all research is subject to active and appropriate consideration of ethical issues - comply with ethical, legal and professional frameworks, obligations and standards as required by statutory and regulatory authorities, and by employers, funders and other relevant stakeholders **Employers of researchers** are responsible for: - having clear policies on ethical approval available to all researchers - making sure that all researchers are aware of and understand policies and processes relating to ethical approval - supporting researchers to reflect best practice in relation to ethical, legal and professional requirements - having appropriate arrangements in place through which researchers can access advice and guidance on ethical, legal and professional obligations and standards **Funders of research** will expect **researchers** and **employers of researchers** who receive funding to conform to the ethical, legal and professional standards relevant to their research; this includes any specific codes of practice, legal requirements and other policies that the funder identifies as part of their conditions of grant. To support researchers and employers of researchers, **funders of research** will: - clearly identify any specific codes of practice, legal requirements and other policies that researchers and employers of researchers are expected to comply with - explore ways of streamlining requirements to reduce any duplication and inconsistency	**Legal Frameworks and Standards** The University's Research Ethics Policy and Procedures promotes good practice and the conduct of excellent and ethical research. The Policy is revised annually to ensure compliance with EU and national legislation and standards of good practice. The guiding principles of the ethics policy states that research undertaken by staff and students must conform to all legal requirements. This will include compliance with relevant data protection legislation, appropriate screening of researchers working with vulnerable groups and strict adherence to licensing requirements for any animal or biomedical research. Research should be undertaken in accordance with commonly agreed standards of good practice such as those laid down in the Declaration of Helsinki. A risk assessment approach is encouraged to safeguard the physical and psychological wellbeing of participants and researchers. This year as mentioned previously Training and guidance on GDPR for researchers and for student research projects was introduced to ensure compliance with the new law. **Data Retention** The Ethics policy is also concerned with research quality promoting the highest standards of integrity, impartiality and respect for data. The University supports a research data archive ensuring material related to published studies can be securely stored in line with funder and University data retention policies. The University has further developed our existing Research Data Management Processes and associated IT services by creating an electronic research data archive to ensure full compliance with emerging UK Research Council policy. This is being actively promoted and data management plans are now produced by researchers alongside research ethics proforma. To help address the Prevent agenda additionally secure research data storage behind two firewalls has been introduced for any security sensitive research that is undertaken at the University. The need for this is indicated in the research ethics application. **Open Access Publication** Researchers are required to deposit their work in the University Research Archive (SHURA), an open access repository containing scholarly outputs and publications authored by researchers at the University. The University has processes and procedures in place to ensure it adheres to Research Council Policy on Open Access publication and these are actively promoted across the university.	**Recommendations for SHU** - to review the Research Ethics Policy annually in line with UK/EU legal requirements - to continue to disseminate the Open Access policy for publicly funded research and to encourage all researchers to comply where possible - to ensure the necessary support structures are accessible to the research community to promote research integrity - to ensure approved policy and procedures are widely disseminated and implemented - to ensure that the Research Ethics leaflet is included in all induction packs for new staff - to ensure all grant conditions are scrutinised prior to the project commencing and to ensure the lead researcher is aware of their responsibilities **Recommendations for Managers** - to ensure an up-to-date knowledge of University and funder policy - to promote compliance with all ethical and legal

Advice and Guidance

Research Ethics Policy and Procedures and supporting guidance are available on an external website and are promoted through the University Research Ethics structure.

The University has dedicated points of contacts for all matters pertaining to research ethics, information governance and legal requirements including:

- Research policy: Head of Research Ethics and Research Ethics Committee Chairs
- Research process: Research Ethics Secretary, Research and Innovation Office
- Legal: IP and Contracts Manager, Research and Innovation Office
- Data Protection: Information Governance Officer, Secretariat
- Open Access and data management: Library Research Support Team

Conditions of Grant

The University grant management process ensures; i) the opportunity to raise potential ethical issues associated with each funding application prior to a grant being submitted to an external funder, ii) the scrutiny of terms and conditions of grant following award and iii) ethics scrutiny prior to commencement of the research and throughout the lifecycle of the project. All lead researchers are made aware of their obligations to University and funder policy, together with the support available.

Career Development

Career development responsibility is shared between the University and the researcher; institutional structures support development whilst researchers are encouraged to identify training and development needs that will achieve objectives and career aspirations via an annual appraisal process. It is a condition that all staff have an appraisal at least once per year.

Awards and Recognition

The University has secured the following awards and recognitions in relation to its support for research:

- Research HR Excellence in Research Award (2013) which demonstrates our commitment to improving the working conditions and career development for research staff, which will in turn improve the quantity, quality and impact of research for the benefit of UK society and the economy
- Bronze award for the Athena SWAN Charter 'Women in Science, Engineering and Technology (2010) recognising our foundation for eliminating gender bias and developing an inclusive culture

standards and all grant conditions for all research under their management

- to ensure researchers are provided with guidance for career development, reinforced through staff appraisal
- to ensure dedicated points of contact staff receive recognition in work plans for their roles.

Recommendations for Researchers

- to ensure an up-to-date knowledge of University and funder policy including specific terms and conditions of grant
- to apply best practice when conducting research and ensure compliance with all relevant ethical, legal and professional standards
- to access support and guidance from research managers, Research Ethics Committees, Research and Innovation Office and other central departments
- to fully engage with the appraisal process and to identify skills and knowledge that may need to be developed

	• Recognition by the European Science Foundation of our approach to promoting research integrity (Fostering Research Integrity in Europe, ESF, December 2012) • Invitation to the head of Research Ethics to present on the university perspective to the House of Commons Science and Technology Committee Investigation on Research Integrity in the UK.	

Commitment 3: We are committed to supporting a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers

A research environment that helps to develop good research practice and embeds a culture of research integrity should, as a minimum, include:
• clear policies, practices and procedures to support researchers
• suitable learning, training and mentoring opportunities to support the development of researchers
• robust management systems to ensure that policies relating to research, research integrity and researcher behaviour are implemented
• awareness among researchers of the standards and behaviours that are expected of them
• systems within the research environment that identify potential concerns at an early stage and mechanisms for providing support to researchers in need of assistance

Concordat Key Statements	Policy and Practice at SHU	Support, Actions and Recommendations for SHU
Employers of researchers will: • embed these features in their own systems, processes and practices • work towards reflecting recognised best practice in their own systems, processes and practices • implement the concordat within their research environment. • The concordat also recommends that **employers of researchers** should identify a senior member of staff to oversee research integrity and to act as first point of contact for anyone wanting more information on matters of research integrity. **Funders of research** are responsible for: • promoting adoption of the concordat within the research community • supporting the implementation of the concordat through shared guidance, policies and plans	**Governance** The University Research Ethics Committee (UREC) is responsible for developing and implementing policy and for providing guidance on research governance. This year the Committee became a full committee within the University governance structure. UREC now reports to the Creating Knowledge Pillar Board one of the four pillar boards governing the University. Each of the four Faculties within the University has a Research Ethics Committee (FREC) that advises on and oversees procedures for research projects at the local level. UREC will advise and monitor FRECs and act as an appeal body for the faculty committees. UREC ensures that policies are implemented at the local level and that processes are streamlined and accessible. This year a new procedure **Points of Contact** The University has a dedicated post of *Head of Research Ethics*; this senior member of staff is responsible for overseeing matters pertaining to research ethics and is the first point of contact both internally and externally for research ethics including any potential issues of research misconduct; the Head of Research Ethics is supported by a Research Ethics Secretary, normally a member of staff in the Research and Innovation Office. Furthermore, the University has FREC Chairs and administrators who provide a valuable source of support, training and advice in subject specific disciplines. **Research Environment**	**Recommendations for SHU** • to ensure that the Research Ethics Committee continues to be an integral part of the University Governance process with policy making and auditing powers • To continue to resource the Research governance process including the post of Head of Research Ethics • To ensure that policy, procedures and points of contact are clear and accessible to University staff and external bodies and individuals • To ensure that policy and procedures are embedded at all levels of University research **Recommendations for Managers** • to ensure that policies relating to research integrity

Whilst adherence to principles of good research practice is the responsibility of each individual, it is the responsibility of the University's senior management to ensure that a climate is created that allows research to be conducted with the principles of good research practice. This includes:

- Providing an environment that allows for mutual trust
- Ensure that managerial pressures do not influence research
- Research group leaders should maintain an awareness of activity within their group and the leadership chain in any group should not become too long
- Ensuring that commercial pressures do not unduly influence research outcomes and that integrity is maintained
- Requiring research staff to declare any potential conflicts of interest with regard to their research and ensuring that these are managed within research groups
- Introducing adequate induction programmes, mentoring and training provision for new or experienced research staff and for all research students and their supervisors
- Providing working environments and ensuring work practices meet with Health and Safety requirements as specified by the University.

Development and Mentoring of Researchers
The University is committed to supporting the principles of the UK Concordat to Support the Career Development of Researchers and the HR Excellence in Research Award received in January 2013. This award recognises good practice at the University for the management of researchers and their careers and ensures a highly valued research workforce who is central to the vibrant research environment and success of the University.

Faculties should ensure that responsibility for mentoring new researchers is clear and each new researcher should have a more senior researcher primarily responsible for his or her progress and should receive adequate supervision. For post graduate students the Postgraduate Research Tutor in each Faculty will act as a confidential independent source of information and advice for new researchers if they are experiencing difficulties in their immediate research team.

All staff are expected to undertake an annual appraisal as an integral part of the annual planning process; appraisals will review performance, set out clear objectives and a future development plan.

Management Systems
The University's grant management system and Research Ethics Policy and

are implemented
- to ensure that researchers are aware of their responsibilities and the standards expected of them
- to provide support, mentoring and developmental opportunities for researchers

Recommendations for Researchers
- to conduct research in accordance with the standards and behaviours expected by the University and funders of research
- to access support and advice to ensure best practice

Procedures promote the adherence of publicly funded research to ethical, legal and professional standards. Three specific procedures serve to highlight our approach:

1. Research Ethics

All research undertaken at the University undergoes ethical review. The University has developed an online research ethics management system which has streamlined the reviewing process and ensures efficient record keeping for all university research. This was fully implemented in 2017/2018. Researchers conducting research which does not involve human participants or human tissue register their study via an online checklist and if a low level of risk is confirmed the study is signed off. Research undertaken at the University which involves direct contact with patients or healthy participants, whether clinical, biomedical or social research, or the secondary use of existing human and animal materials or specimens, or where there may be other ethical issues, is subject to ethical review prior to the project commencing. Here a higher level of ethical scrutiny is required so a full ethics proforma is completed and reviewed online by three reviewers, one of whom may be a lay reviewer. The online research ethics management system also allows researchers to register studies where ethical approval is acquired elsewhere such as NHS studies or research with other universities. Around 500 staff and doctoral students attended training sessions to become familiar with the online ethics review system and refresh their knowledge of research ethics.

2. Grant/Contract Funded Research

All grant/contract funded research must obtain University approval for which a business case for the research must be made that sets out the strategic, financial and legal/ethical considerations of conducting such research. Following award this document acts as the reference point for all governance processes including ethical and legal review.

The University has an online system for the approval of funded research. This requires researchers to complete a more extensive review of potential ethical issues in the proposed research. The system allows for improved record keeping and reporting as well as being more efficient for researchers.

3. Doctoral Researchers

Post Graduate Researcher progress is formally monitored in the first three months (six months for part-time students) via a Research Programme (RF1 or equivalent for Professional Doctorates and DBAs) form which is independently assessed by a rapporteur on behalf of the Research Degrees Sub-Committee; the RF1 check on the research ethics status of the research and the compliance of the researcher with ethics training. Progress is further monitored at 12 months (24 months for part-time

students) This rigorous assessment of the candidate's ability to succeed at doctoral level involves the candidate presenting a 6000 word progress report outlining the potential contribution to knowledge of the project, supplemented by an oral assessment. The progress report includes an ethics section reporting how ethical issues have been and will be addressed in future in their research. They must include in an appendix copies of any ethical approvals they have obtained. Students cannot progress without having satisfactorily addressed ethical issues and having appropriate approvals in place. Research ethics proforma are also submitted for checking to ensure approvals are in place. Rapporteurs provide independent assessment. Doctoral students are required to include copies of their ethics proforma and approval letters in the appendices to their thesis. The University Policy stipulates that supervisors must ensure that appropriate ethical approval is in place for the students they supervise and that they must take reasonable steps to ensure the integrity of the student research which they supervise. This applies also to research projects in the University taught provision.

Commitment 4: We are committed to using transparent, robust and fair processes to deal with allegations of research misconduct should they arise.

Research misconduct can take many forms, including:
- **fabrication**: making up results or other outputs (e.g., artefacts) and presenting them as if they were real
- **falsification**: manipulating research processes or changing or omitting data without good cause
- **plagiarism**: using other people's material without giving proper credit
- **failure to meet ethical, legal and professional obligations**: for example failure to declare competing interests; misrepresentation of involvement or authorship; misrepresentation of interests; breach of confidentiality; lack of informed consent; misuse of personal data; and abuse of research subjects or materials
- **improper dealing with allegations of misconduct**: failing to address possible infringements such as attempts to cover up misconduct and reprisals against whistleblowers

Concordat Key Statements	Policy and Practice at SHU	Support, Actions and Recommendations for SHU
Researchers will: • act in good faith with regard to allegations of research misconduct, whether in making allegations or in being required to participate in an investigation • handle potential instances of research misconduct in an appropriate manner; this includes reporting misconduct to employers, funders and professional, statutory and regulatory bodies as circumstances require As part of existing mechanisms and conditions of grant, **employers of researchers** should already: • have clear, well-articulated and confidential	**Policy and Process** The University's Principles of Integrity in Research & Procedures for Dealing with Allegations of Misconduct ensures good practice and details the responsibilities of individuals within the institution for providing an environment conducive to such good practice. The document clearly details the procedures for reporting and investigating allegations of research misconduct, with contact points and timescales for completion of stages. The University has adopted a three stage approach: i) Initial, ii) Assessment and iii) Formal Investigation. The procedure will operate independently of the project management and the line management of the researcher(s) allegedly involved. The principles to be followed throughout are those of **fairness, integrity, confidentiality, prevention of detriment** and **balance.**	**Recommendations for SHU** • To ensure that policy, procedures and points of contact in relations to research misconduct are clear and accessible to University staff, students and external bodies and individuals • To ensure compliance with the Whistleblowing policy • To ensure sanctions are appropriate and reported to the relevant

mechanisms for reporting allegations of research misconduct

- have robust, transparent and fair processes for dealing with allegations of misconduct that reflect best practice (see Annexe II)
- ensure that all researchers are made aware of the relevant contacts and procedures for making allegations
- act with no detriment to whistle-blowers making allegations of misconduct in good faith
- provide information on investigations of research misconduct to funders of research and professional and/or statutory bodies as required by their conditions of grant and other legal, professional and statutory obligations
- support their researchers in providing appropriate information to professional and/or statutory bodies

Additionally, the concordat recommends that **employers of researchers** provide a named point of contact or recognise an appropriate third party to act as confidential liaison for whistle-blowers or any other person wishing to raise concerns about the integrity of research being conducted under their auspices. This need not be the same person as the member of staff identified to act as first point of contact on research integrity matters, as recommended under Commitment #3.

Funders of research will:
- have clear expectations of what constitutes research misconduct
- ensure that recipients of funding are aware of requirements regarding the investigation and reporting of research misconduct, and that these are openly stated

The Head of Research Ethics (deputy chair, if there is a conflict of interest) will have responsibility to receive allegations of research misconduct, initiate and oversee the investigative process and correspond on behalf of the university with the accused and the accuser.

Procedures for Staff and Students
For clarity, the University Principles of Integrity in Research applies to all research undertaken by the University, including research undertaken by students. However, the Procedures for dealing with Allegations of Research Misconduct apply only to staff undertaking research. Allegations of research misconduct against undergraduate students or students on taught masters' level courses are dealt with in accordance with the Academic Misconduct Regulations for students. Allegations of research misconduct against doctoral or masters research students are dealt with under the Policy and Procedures for Dealing with Allegations of Research Misconduct against Doctoral and Masters Research Students. In cases where members of staff are also registered for research degrees, the appropriate procedure will be determined by whether or not the research in question is related to the research degree.

Whistle-blowing
Attention is drawn to the Public Interest Disclosure Act, 1998 which states that employees who disclose information on certain matters in good faith will be legally protected from being disciplined, dismissed or victimised by their employer as a result. Compliance with the Whistle-blowing Policy is compulsory; members of staff must ensure that they understand the requirements and attend the appropriate training and development sessions offered by the University.

Confidentiality
The University recognises that an allegation of research misconduct is serious and potentially defamatory, and therefore could be actionable in law. Consequently, all information submitted in relation to an allegation of misconduct will be dealt with confidentially and will only be disclosed to those parties involved in the investigation and judgement of the allegation, or as is necessary to progress the accusation, or as required by law.

Sanctions
If the allegations of serious scientific misconduct are confirmed the University will apply appropriate sanctions as outlined in the policy. Where the research has been externally funded, the funding body will be notified of the outcome and the sanctions imposed by the University. If appropriate, relevant professional bodies will also be informed of the outcome and the sanctions being applied. Funding and professional bodies may also impose

regulatory/funding bodies
- To ensure research participants are protected

Recommendations Heads of Department and Research Centres
- to ensure that a climate is created that allows research to be conducted with the principles of good research practice

Recommendations for Researchers
- To be aware of the University's procedure and of the University's expectation that they will comply with its requirements.
- To act in good faith with regard to allegations of research misconduct and recognise it does not include honest error or honest difference in methodological approach, research design, interpretations or judgements of data.

- To report any observed instance of what appears to be research misconduct.

	sanctions in these circumstances.	

Commitment 5: We are committed to working together to strengthen the integrity of research and to reviewing progress regularly and openly.		

Employers of researchers already take steps to ensure that their environment promotes and nurtures a commitment to research integrity, and that suitable processes are in place to deal with misconduct. It is important that these efforts continue to be suitable and that they are communicated more effectively, and that the same high standards apply to all.

Concordat Key Statements	Policy and Practice at SHU	Support, Actions and Recommendations for SHU
The concordat therefore recommends that **employers of researchers** should present a short annual statement to their own governing body that: • provides a summary of actions and activities that have been undertaken to support and strengthen understanding and application of research integrity issues (for example postgraduate and researcher training, or process reviews) • provides assurances that the processes they have in place for dealing with allegations of misconduct are transparent, robust and fair, and that they continue to be appropriate to the needs of the organisation • provides a high-level statement on any formal investigations of research misconduct that have been undertaken to improve accountability and provide assurances that measures being taken continue to support consistently high standards of research integrity, this statement should be made publicly available **Employers of researchers** also need to be confident that the procedures and practices they have in place are robust. Given the changing nature of concerns relating to research integrity and the emergence of new types of research, it is important that employers periodically review their processes to ensure that they remain 'fit for purpose'. **Funders of research, employers of researchers** and other **organisations** recognising the concordat should work together to produce an annual narrative statement on research integrity. Supporters should convene an annual research integrity forum to assess progress and to draw out lessons for the sector as a whole	**Reporting** The University has clear terms of reference for the governance of the Research Ethics Committees. FREC annual reports are reported to UREC for consideration and approval. Subsequently, UREC provides an Annual Report annually on business and operations to the Creating Knowledge Board. FREC's provide copies of all minutes to UREC and UREC provides regular updates to the Creating Knowledge Board **Review and Development** The University commitment to continually improving standards and processes is exemplified by the continual programme of audit and review undertaken by UREC. Recent examples of activity include, but are not limited to the following: • Annual review of Research Ethics Policy and Procedures. • Implementation of online ethics review to improve efficiency of the process and concentrate research regulatory requirements in one place and provide effective record keeping for research across the university. • Additions to and revision of guidance documentation to meet the needs of researchers. This material is held in a single repository and is accessible to all staff, students and external bodies • Further checks on the compliance with research ethics review incorporated in to the Doctoral students' lifecycle paperwork. • Continuing mandatory ethics training (module 1) for all new students and advanced training (module 2) for students using humans or animals in their research • Delivering training in the university induction for new doctoral students • Annual audit of all sites files for NHS or Social Care research projects. • Continuing development of research integrity and research ethics and governance training to develop and support staff and students. • Lists of research manager and researcher responsibilities under the Concordat prepared and circulated to all relevant staff annually.	**Recommendations for SHU** • to review annually the activities of UREC and its sub-committees • UREC to report annually to Academic Board and to make the report available to external bodies • UREC to subject its Research Ethics Policy and Processes to annual review including associated support and operations