

University of Portsmouth Research & Innovation Project Governance Responsibilities

Appropriate governance of research and innovation activities is mandated by all research and higher education funders¹. It is also required by professional and learned societies. Responsibility for governance (including when research or innovation activities are conducted for educational purposes) lies initially with the member of staff responsible for the project/student followed by their department/school head, followed by dean of faculty, and ultimately PVC research.

The following list is not exhaustive as there may be additional requirements for specific types of research (such as clinical trials), but at the minimum those responsible should ensure:

General:

1. The project is justified and the primary and secondary outcomes are appropriately designed.
2. Everyone who will be involved in the project is appropriately qualified by education, training and/or experience to discharge their roles and responsibilities in the project.
3. The project has been appropriately *peer reviewed*.
4. Plans are in place for a suitable *ethics review* of the project and this will be completed prior to any work being undertaken.
5. Appropriate dissemination and engagement activities have been considered and (if required) an impact plan is in place.
6. All health and safety risk assessments and considerations have been made and/or taken into account.
7. All amendments, annual and final reports, will be submitted to the appropriate authorities if required.
8. All relevant laws and professional guidance are being followed.

University of Portsmouth specific:

9. The aims of the project, and the organisation(s) we want to work with, are consistent with the University's mission and values.
10. Any relevant project initiation forms have been completed.
11. All external support and collaborations comply with the University's financial policies and procedures. This includes due diligence checks where necessary.
12. Data will be managed in accordance with the University Data Management Policy, and where appropriate a data management plan will be put in place.
13. The scope of the proposed project falls within the University's insurance and indemnity policies.
14. All required declarations of interest have been made and will comply with the University's research integrity and misconduct policies.
15. The University's intellectual property policies has been consulted and appropriate discussions/arrangements have been made as required.

Permissions:

16. All required contracts and/or agreements will be in place prior to starting the project.
17. Arrangements are in place for the project team to access resources and support to deliver the work as proposed.
18. Approval to conduct the project has been gained from the relevant department head(s)/deans(s).

¹ See the Universities UK Concordat to support research integrity: <http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2012/the-concordat-to-support-research-integrity.pdf>