

Narrative Statement of the University of Portsmouth's Compliance with the UUK Concordat to Support Research Integrity 2017-2018

The University of Portsmouth is fully committed to the ongoing development of a culture that supports and nurtures research integrity, and to ensuring that mechanisms are in place to provide assurances, and ensure appropriate intervention, where standards are not fully met. A summary of the actions and activities undertaken by the University in meeting the requirements of the Concordat to Support Research Integrity are outlined below within each of its five Commitments.

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

The University continues to adopt the United Kingdom Research Integrity Office's (UKRIO) Code of Practice for Research as its own. Any breach of this code is dealt with following our 2013 Procedure for the Investigation of Allegations of Misconduct in Research.

Research ethics and governance

The University Ethics Policy (updated April 2017) requires an ethics review of all research undertaken by University staff and students. Reviews are proportionate to the type of research and the potential for raising ethical issues. This is achieved through a combination of i) an online review tool, ii) review by departmental ethics committees, iii) review by faculty ethics committees, and iv) review by national committees such as NHS RECs or MODREC. Guidance is provided to help researchers determine which type of review is required. The ethics system is co-ordinated by an ethics advisor who is familiar with national and international research ethics requirements and sits on the National Research Ethics Advisors Panel. Guidance is continually evolving based upon feedback from applicants and the changing legal and policy landscape (for instance introduction of GDPR principles as of May 2018).

The University has a research governance and ethics webpage that provides guidance for its research community as well as links to policies on research conduct. In the last year we have developed a one page checklist of research governance responsibilities that we are in the process of promulgating throughout our research community via the Research and Innovation Services blog, various researcher networks, training days, and ensuring all new staff receive copies of the appropriate information at their formal induction.

Research Environment

Research and Innovation Services (RIS) manages an internal, University-wide, Peer Review College (PRC) and pre-submission peer review has been fully incorporated into our research grant application approval, in line with best practice elsewhere in the sector. This is a necessary response to 'demand management' requirements being placed on HEIs by the major research funders in the UK but is also an essential feature of any quality research culture. The PRC has reviewed over 450 applications since its launch in May 2013. The aim of internal Peer Review is to ensure that all bids reaching certain external bodies, where the

application is led and submitted by researchers employed by the University, meets all necessary quality thresholds. The University regularly updates its PRC process in light of best practice operating at other institutions. For example, starting in 2017/18 the Research Data Officer reviews all Data Management Plans prior to submission to external research funding bodies. The PRC Co-ordinator provides an annual report to the University Research and Innovation Committee which includes an assessment of PRC operations and recommendations for future PRC development.

The University has invested in Pure, a Central Research Information System (CRIS), to provide a secure and stable platform to both manage our research data and share our research with the wider world. Pure includes an online archive in which academics' research data can be stored and, as appropriate, shared publicly. With regards to making research publications open access, we have processes in place to ensure that academics' publications are made open access in accordance with publishers' copyright policies. We have a permanent Research Outputs team working within the Library whose responsibility it is to manage and oversee all aspects of open access. All publications are validated by this team for accuracy and completeness when they are uploaded onto Pure. We have made excellent progress towards complying with both Research England and other funders' (e.g. RCUK) open access policies. The team provides faculties with weekly reports on what's missing from Pure, and they conduct a university-wide audit annually. Due to these processes, the University now has 97% of journal and conference articles compliant with Research England's open access policy, which means that they're in Pure and available to the public on our research portal website.

The University's Health and Safety Office continues to support research by developing and implementing policies and procedures that ensure the safety and well-being of researchers and participants and the reputation of the University. Recent examples of this work include the publishing of a new lone working procedure, improved risk assessment process for staff travelling overseas, which was developed in conjunction with the University's Insurance Adviser, and the publishing of legal and risk registers, which will help researchers with the preparation of risk assessments. To assist with implementation of policies the Health and Safety Office provides a comprehensive training programme and has representatives on all of the University's ethics committees. The Health and Safety Office recognises the importance of protecting research samples, products and artefact from physical damage caused by fire, flood and power failures. The protection of research material is considered when the University's Health and Safety Adviser (Fire Safety) carries out fire risk assessments.

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

The University's research governance structure is broadly aligned with the Association for Research Ethics' Framework of Policies and Procedures for University Research Ethics Committees. The University is also a subscriber to the UK Research Integrity Office (UKRIO). We are therefore confident that our governance framework is similar to those of other HEIs. The Pro Vice- Chancellor, Research and Innovation, is the formal contact point for all

research integrity matters and is publicly listed as the University's research integrity lead on the UKRIO website as well as the University's website.

The University Ethics Committee (UEC) is concerned with matters of policy, procedure and strategy. Faculty Ethics Committee (FETHCs) are responsible for overseeing the ethics review of specific projects and have common Terms of Reference and procedures. A Research Ethics Subcommittee is made up of the FETHC chairs from each faculty along with other representatives as necessary. It ensures consistency in the application of central policies and procedures, supports the development of new procedures, hears appeals from researchers (there have been none in 2017/18), and ensures that the University meets essential requirements for RCUK quality assurance purposes. The University Ethics Adviser is a member of each of the FETHCs and also chairs the Research Ethics Subcommittee.

The University currently enjoys a good reputation with the Health Research Authority and its ethics service with a number of staff directly involved with the HRA and other external ethics committees. The University Ethics Adviser is a Chair of an NHS REC and offers support to staff and research students completing NHS applications for ethics review. In the absence of a Human Tissue license, applications are regularly made to the NHS to grant approval for research involving the storage of human tissue with further guidance available to researchers via the research ethics website. Additional advice to all staff seeking NHS research passports is provided through the University's HR web pages.

We have a research support website that provides guidance for staff regarding what constitutes a conflict of interest in research and the requirement to declare interests according to the University's Declaration of Interests Policy 2016, is also flagged by research finance forms at the post award stage. The research support website also signposts the RCUK 2010 Concordat for Engaging the Public in Research and Research Finance documentation also flags this as appropriate to those in receipt of RCUK funding.

Data management

The University's Data Management Policy complies with research funder requirements and aligns with RCUK data policies. While his policy states that research data needs to be made open access where ever possible, first and foremost it states that academics must operate within the "Regulatory Environment", which includes all applicable legislation (e.g. GDPR and Data Protection Act 2018, etc.), contractual or funder obligations, and ethical and policy requirements. The University's Retention Schedule highlights best practice for the retention of Project Records including those pertaining to Research and Innovation Projects. The University has employed a full-time permanent Research Data Officer within the Research Outputs Team. The Research Data Officer is responsible for ensuring that academics comply with these requirements and standards. The post holder supports academics to develop data management plans (DMPs), assist them in managing their research data throughout their projects and make research data (wherever possible) open access at the end of the project. This role involves providing expert advice on a range of areas including, storage solutions, appropriate file types for long term preservation, security, licencing and the most suitable archive to house the data. This advice includes workshops, online training, one-to-one guidance and extensive online support which has been updated this year. Crucially, the

linkage is in place between the ethical review process and research data management; all researchers going through the ethical review process are directed to seek advice about research data management as part of this process.

The University has implemented the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 since they came into effect on 25 May 2018. This has entailed ensuring that researchers are aware of the requirements:

- i. to provide as much information as possible to participants about how their personal - and special category - data may be used via participant information sheets and references to updated University wide documents
- ii. to ensure that the correct legal basis(es) for processing data is / are employed
- iii. to minimise the amount of personal and special category data processed at all times and that
- iv. the data is stored, handled and deleted (where required) securely.

This work has been carried out in collaboration with the University's Ethics Adviser, the Research Outputs Manager and staff on Faculty Ethics committees. Awareness and training on the changes in the legislation and the new requirements has been, and continues to be, given to departments, schools and individuals. Local documentation is updated once identified following the training, in collaboration with staff in the appropriate areas. University wide data protection documentation has been updated, to reflect the legislative changes and is available to all staff on the University webpages, along with articles on data protection topics and helpful tips on compliance.

Animal Research

Whenever possible, our research uses alternative methods, such as cells grown in the laboratory and computer models, however there is still some research involving animals that remains essential. The University has an Animal Welfare and Ethical Review Body (AWERB) as a requirement under the Animals (Scientific Procedures) Act 1986. This is the legislation that allows us to do experiments on protected animals. Protected animals are those that have a backbone and members of the cuttlefish/squid/octopus family. The University has an Establishment License and PIs in the Institute for Biomedical and Biological Science (IBBS) hold 9 project licenses for work focused on diseases and basic biology in mice, fish and frogs. The day-to-day care of the animals is overseen by our named animal care and welfare officers (NACWOs). We have three, each being responsible for either mammals (we only hold mice and a few guinea pigs), frogs or fish and they work closely with our named veterinary surgeon (NVS). In total there are some 75 projects running at the University that involve animals, all have been approved by the AWERB.

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

Over the last five years the University has undergone transformational change, with a new University strategy and launch of a new Research and Innovation Strategy (2015-2020) and People Strategy (2016-2020). These documents reaffirm the institution's commitment to develop and support its researchers' and specifically commit the institution to "promote opportunities and develop skills for early and mid-career researchers", "nurture our postgraduate researchers to become the next generation of research and innovation leaders" and to "provide an infrastructure that improves the capacity and capability of our researchers". These strategic ambitions ensure a continued focus and prioritisation on implementing the principles of the Concordat to Support the Career Development of Researchers (2012) and further the progress made since gaining the HR Excellence in Research Award (2013-2017). The Concordat Implementation Group (CIG) and the Staff Development Coordinator (Research) (SDCR) have engaged with the University's research community to develop an Action Plan focusing on appraisal and performance management, mentoring, researcher development activities and induction. Data and written responses from CROS, PIRLS and PRES have also been taken into consideration.

The Research and Innovation Staff Development Programme (RISDP) is targeted to research staff and academic staff but is open to all staff in the University. Existing workshops and seminars for researchers seeking new funding sources and collaborative networks provide an overview of Research Integrity issues and researcher obligations as outlined in the Concordat. This practice helps us to embed a culture of integrity. Specific Research Ethics and Integrity workshops have been available for all staff, and Good Clinical Practice workshops are delivered in association with Portsmouth Hospitals Trust. In addition to the RISDP programme research staff sign up to attend coaching or the Researcher' Network events. Staff with a broad range of job roles including teaching fellows, technical specialists, scientific officers and librarians have also attended workshops to develop research skills. The University has a Researchers' Network to help make Researchers' aware of their individual responsibilities and a Google+ community of over 220 members. A network lunch is held each term with events designed to support researchers in connecting and learning from each other, and support them in reaching out to build skills and take responsibility for their own development and career choices. Research staff have also access to mentoring using an institution-wide online, mentor matching system.

Responsibility for ethics and impact has been promoted via online ethics resources and in promulgating the requirement for ethics review. A wide range of research related forms and documents are constantly being updated and modified to emphasise researcher responsibilities as defines in the Concordat to Support Research Integrity. The Research Integrity Information Leaflet is disseminated to all new postgraduate students at the point of induction, as well as to new researchers at the University staff induction. No student can submit a thesis without evidence of ethical review and a completed declaration modelled on the UKRIO Code of Practice for Research.

The Graduate School Development Programme (GSDP) offers broad-based generic skills training with over 100 workshops and special interest groups on a wide range of topics including research design, doctoral process and career development. There is a mandatory research ethics and integrity workshop for all first year research students. Workshops are delivered by expert tutors from across the University and support students at all stages of

their research degree. They offer face-to-face workshops and special interest groups, alongside e-learning resources to help PGR students to extend their knowledge and skills as a researcher. The GSDP has been developed to complement the subject-specific and advanced training available from faculties, departments or research groups, and provides some of the 10 days a year of research development required by the Research Councils UK (RCUK) for research students (five days for part-time students). The Graduate School's Research Supervision Events include introductory sessions, best practice workshops and topics of advanced or specialist interest. All supervisors who are new to supervising research degree students at Portsmouth are required to attend the Introductory Workshop for Research Supervisors before they can be confirmed on the research supervision team. The workshops provide an overview of the processes involved in managing a research degree student at Portsmouth as well as providing opportunities for to discuss the 'art' of supervision with experienced supervisors. These workshops take place twice a year.

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

There are established policies and procedures in place for the investigation of both alleged financial and research misconduct. The University has a Procedure for the investigation of Allegations of Misconduct in Research (September 2013, the policy is currently subject to review). This procedure provides a clear mechanism to report allegations of alleged misconduct and robust, fair and transparent processes for dealing with the same. This policy is based on best practice in the sector and advice received from UKRIO.

There have been no formal investigations into allegations of research misconduct by University of Portsmouth staff or postgraduate research students. Where the policy has been invoked, all cases have been resolved at the informal stage of the process. In summary, issues referred to the Director of Corporate Governance under the Research Misconduct Policy during the academic year 2017-18 were:

May 2018: Plagiarism

A PhD student was alleged to have plagiarised the published work of others and to have failed to properly attribute the ideas of others. The investigation concluded that this transgression was the consequence of poor scholarship rather than any deliberate attempt to plagiarise and that there was no broader case to answer. The student has received additional guidance and support from their supervisor to address the issues raised.

March 2018: Plagiarism

A PhD student was alleged to have used text from other sources without the use of quotations or consistent attribution, including use of text from unpublished papers written by another PhD student of the same supervisor. The investigation concluded that this transgression was the consequence of poor scholarship rather than any deliberate attempt to plagiarise and that there was no broader case to answer. The student has received additional guidance and support from their supervisor to address the issues raised.

October 2017: Plagiarism

A member of staff was alleged to have used, without permission or attribution, a document produced by a PhD student which the student claimed was unique to their own research. The investigation concluded, whilst some elements were derivative, there were also significant, clear and substantial differences within the work produced by the member of staff that did not sustain the allegation of plagiarism.

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

The Concordat states that it is important for employers of researchers to ensure that the University environment promotes and nurtures a commitment to research integrity which is communicated effectively, ensuring that the same standards apply to all. A Research and Innovation Support internal audit was conducted in 2017-18 providing recommendations to inform an action plan to further sustain and enhance the integrity of our research.

The Concordat recommends that all employers of researchers should make public an annual statement to their governing body. This document constitutes the University's annual statement for 2017/18 academic year to be presented and approved by the Quality and Audit Committee in September 2018. Upon approval, the narrative will be published on the University's Research Governance website.