SRE 026

![Liverpool Hope University logo]

Annual Statement on Research Integrity 2019-20

Statement of Principles

Liverpool Hope University fully embraces the Concordat to Support Research Integrity in UK research and expects the highest possible standards of research integrity from all those involved in research under its auspices. This includes staff, students and any other individuals working on university premises or using the facilities. Those involved in research are expected to adhere to the principles drawn from the UK Research Integrity Office Code of Practice for Research. These are outlined in the University's Research Integrity Statement of Principles appended to this document and embedded in the University's Scholarship Development Plan 2014-2021. In addition, the University's Research Ethics Policy explains roles and responsibilities in this area.

Summary of actions and activities undertaken to support research integrity

Research integrity continues to feature within training sessions for academic staff on the research environment, for example in staff development and training sessions on REF and REF Impact workshops.

An on-line submission route is now operational simplifying the application process for applicants. The University Code of Practice for Investigations involving Human Participants has been updated and the Sub-Committee has undertaken a review of its Guidance Notes with updated versions having been approved and published.

The University has not to date been involved in any research involving human tissue. It is a subscriber to UKRIO (UK Research Integrity Office)

Process for dealing with allegations of research misconduct

The University policy on whistleblowing outlines how to disclose general concerns regarding potential unethical conduct of an employee. In addition, the University has clearly defined academic regulations for dealing with allegations of research misconduct. The Academic Misconduct Regulations cover matters that would arise under the general heading of research misconduct, and include a section *Undertaking research without gaining ethical approval.* There are also specific PGR Regulations and a PGR Code of Practice covering Postgraduate Research awards which cover research misconduct and dealing with allegations around ethical approval.

Statement on formal research misconduct investigations

There have been no formal investigations of research misconduct by research students, and none involving a member of staff during the 2019-20 academic year.
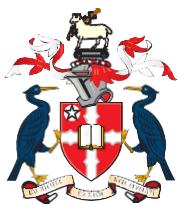
Contact

If you require further information concerning matters of research integrity, you should contact the Pro Vice-Chancellor (Research), Professor Atulya Nagar directly:

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Liverpool Hope University

Research Integrity

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	Received by Research Committee, recommended to Senate	21st May 2014
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	Endorse by University Council	3rd July 2014
Document Owner	Chair of Research Committee	

Statement of Principles

Liverpool Hope University fully embraces the Concordat to Support Research Integrity in UK research. In particular, it shares the commitments to:

- maintaining the highest standards of rigour and integrity in all aspects of research

- ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards

- 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

- using transparent, robust and fair processes to deal with allegations of research misconduct should they arise.

- working together to strengthen the integrity of research and to reviewing progress regularly and openly.

Hope expects the highest possible standards of research integrity from all those involved in research under its auspices. This includes staff, students and any other individuals working on university premises or using the facilities. Those involved in research are expected to adhere to the following principles, drawn from the UK Research Integrity Office Code of Practice for Research:

- **Excellence.** Hope and its researchers should strive for excellence in research, seeking to produce and disseminate work of the highest quality.

- **Honesty.** Hope seeks to foster and maintain a culture that values honesty in research. Researchers are expected to be honest in relation to research, both their own and that of others. All reasonable measures should be taken to assure the accuracy of findings, give due acknowledgement to the contributions of others. Members are expected neither to engage in misconduct nor to conceal it.

- **Integrity.** All research undertaken under the auspices of Hope should comply with legal, ethical and professional expectations and requirements as relevant to the field of study. Conflicts of interest, potential and actual, should be declared as part of the Research Ethics procedure. Action may then be required to ensure that the conflict of interest does not compromise the integrity of the research or the interests of the university.

- **Co-operation.** In the spirit of collegiality, transparency and openness, Hope promotes the open exchange of ideas, methods, results and their discussion. This includes engagement with peers external to the institution and with the public. It is, however, recognized that other valid concerns may limit the degree of openness that is appropriate: such as confidentiality, sponsors' requirements or interests, data protection or intellectual property issues.

- **Accountability.** All research undertaken should comply with any agreements or terms and conditions relating to the project and allow for appropriate transparency. Any requirements, regulations and guidance of professional bodies should be followed.

- **Training and Skills.** Researchers should ensure that they have or know they can gain access to the necessary skills and training to conduct proposed research. Hope endeavours to resolve unmet needs through, for example, staff development, mentoring, training opportunities and the fostering of teamwork and collaboration. This includes support in assisting researchers in identifying unmet development needs.

- **Safety.** Hope and those involved in research should ensure the dignity, rights, safety and well-being of all research participants. Such considerations form part of the Research Ethics Policy.

All those involved in research at Hope are expected to be aware of and adhere to relevant policies and procedures governing the practice of research to ensure its integrity.

Recommended checklist for researchers

The Checklist lists the key points of good practice in research for a research project and is applicable to all subject areas. More detailed guidance can be found in section 3. A PDF is available from www.ukrio.org

Before conducting your research, and bearing in mind that, subject to legal and ethical requirements, roles and contributions may change during the time span of the research:	
1. Does the proposed research address pertinent question(s) and is it designed either to add to existing knowledge about the subject in question or to develop methods for research into it?	☐
2. Is your research design appropriate for the question(s) being asked?	☐
3. Will you have access to all necessary skills and resources to conduct the research?	☐
4. Have you conducted a risk assessment to determine:	
a. whether there are any ethical issues and whether ethics review is required;	☐
b. the potential for risks to the organisation, the research, or the health, safety and well-being of researchers and research participants; and	☐
c. what legal requirements govern the research?	☐
5. Will your research comply with all legal and ethical requirements and other applicable guidelines, including those from other organisations and/or countries if relevant?	☐
6. Will your research comply with all requirements of legislation and good practice relating to health and safety?	☐
7. Has your research undergone any necessary ethics review (see 4(a) above), especially if it involves animals, human participants, human material or personal data?	☐
8. Will your research comply with any monitoring and audit requirements?	☐
9. Are you in compliance with any contracts and financial guidelines relating to the project?	☐
10. Have you reached an agreement relating to intellectual property, publication and authorship?	☐
11. Have you reached an agreement relating to collaborative working, if applicable?	☐
12. Have you agreed the roles of researchers and responsibilities for management and supervision?	☐
13. Have all conflicts of interest relating to your research been identified, declared and addressed?	☐
14. Are you aware of the guidance from all applicable organisations on misconduct in research?	☐

When conducting your research:	
1. Are you following the agreed research design for the project?	☐
2. Have any changes to the agreed research design been reviewed and approved if applicable?	☐
3. Are you following best practice for the collection, storage and management of data?	☐
4. Are agreed roles and responsibilities for management and supervision being fulfilled?	☐
5. Is your research complying with any monitoring and audit requirements?	☐

When finishing your research:	
1. Will your research and its findings be reported accurately, honestly and within a reasonable time frame?	☐
2. Will all contributions to the research be acknowledged?	☐
3. Are agreements relating to intellectual property, publication and authorship being complied with?	☐
4. Will research data be retained in a secure and accessible form and for the required duration?	☐
5. Will your research comply with all legal, ethical and contractual requirements?	☐