

Template: annual statement on research integrity

Section 1: Key contact information

Question	Response
1A. Name of organisation	Royal Holloway, University of London
1B. Type of organisation:	Higher Education Institution
1C. Date statement approved by governing body	16/12/2024: Research and Knowledge Exchange Committee; 7/1/25 Executive Board.
1D. Web address of organisation's research integrity page (if applicable)	https://www.royalholloway.ac.uk/research-and-teaching/research/research-environment/research-integrity/
1E. Named senior member of staff to oversee research integrity	Name: Professor Ruth Livesey, Associate Pro-Vice-Chancellor (Research & Innovation)
	Email address: ruth.livesey@rhul.ac.uk
1F. Named member of staff who will function as a first point of contact for anyone wanting more information on matters of research integrity	Name: The ex-officio points of contact are the Director of Legal & Governance and the Vice Chancellor and Principal. The named points of contact are: <ul style="list-style-type: none"> • Nicola Hargreaves (as Director of Legal and Compliance) • Professor Julie Sanders (as Vice Chancellor and Principal), and
	Email address: legal@rhul.ac.uk

Section 2: Promoting high standards of research integrity and positive research culture.

2A. Description of current systems and culture

- **Policies and systems**

Research Integrity at Royal Holloway University of London is supported collaboratively by a number of Professional service teams including HR, Organisational Development, Library Services, Legal and Research and Innovation.

Our central policy for Research Integrity is the [Code of Good Practice for Research](#). The Code of Good Practice for Research was extensively revised in 2020-21 through a consultation process and our current version was reviewed and approved in January 2023.

The Code of Good Practice for Research aligns to the principles of the [Concordat to Support Research Integrity](#).

The Code of Good Practice for Research aligns to UKRI's Trusted Research and Innovation Principles. The assessment of partner suitability is examined through third-party due diligence conducted prior to any funded research or innovation collaboration. The Head of Policy and Integrity oversee this.

Trusted Research is reflected in Royal Holloway's template collaboration agreements (irrespective of whether the collaboration agreement is based on the Brunswick agreement or a Lambert agreement) and template project partner agreements which all include a clause reminding the collaborators and project partners to follow the Trusted Research guidance and a schedule which includes for an academic partner the Trusted Research checklist for academics and in the case of any other partner the Trusted Research checklist for industry

We also have a Research Policy and Integrity team within the Research and Innovation Directorate who oversee policy that relates to research integrity.

We have a research environment working group that recently worked with our Head of Organisational Development to complete our successful [HR Excellence in Research](#) submission. This submission and its supporting [action plan](#) align to the principles in the Concordat to Support the Career Development of Researchers and our own internal [Enabling Success: Research Expectations document](#).

We have an [Research Misconduct Policy and Procedure](#) which sits alongside the University [Disciplinary policy and procedure](#). The Research Misconduct Policy and Procedure are owned by the Director of Research and Innovation and the Disciplinary Policy and procedure are owned by Human Resources.

We have a [Whistleblowing Policy and procedure](#) that is owned by the Director of Legal and Compliance.

- **Communications and engagement**

A Research Ethics and Integrity session is included in the Advance programme for new staff and is part of the mandatory core probationary sessions.

We have a dedicated UKRIO webpage and promote UKRIO webinars during training. We have used our UKRIO membership and hosted Introduction to research integrity training session, with a UKRIO speaker at the new annual Festival of Research in June 2024.

We engage with the wider sector through membership of UKRIO, UKRN and UK CORI. We hold Institutional membership of UKRIO, UKRN and COPE.

Professional service staff are encouraged to develop peer networks, including those accessed via ARMA for which we have a group membership.

- **Culture, development, and leadership**

The University appointed a Research Ethics Lead, to support the University in undertaking an upgrading of Research Ethics processes. The University recognised the requirement for additional focused academic leadership to ensure the successful completion of the changes proposed in the research ethics project. The University Ethics Lead is managed by the Associate Pro-Vice-Chancellor, Research and Innovation, who reports to Executive Board.

The University has an Open Research working group. This working group was established by a group of academics who were committed to creating a culture for open research. The working group was formalised in 2021 and is chaired by Director of Library, Learning Support and Culture. The working group led the delivery of a [University statement on its commitment to Open research](#). Open Research website and intranet pages were created, and new Open Research sessions were devised and delivered within the Organisational Development and PGR training programmes. Future work will be aligned with priorities identified via emerging University strategic planning and REF 2029 project plans. This includes a key performance indicator that tracks take-up of research related CPD activities, including research integrity.

- **Monitoring and reporting**

Research Environment is a standing item at the twice-termly University Research and Knowledge Exchange Committee: monitoring reports are tabled on Culture, Open Research and Research Integrity. Annual reports on research integrity are received by Academic Board, Executive Board and University Council Student Education and Research Subcommittee.

2B. Changes and developments during the period under review

- **Policies and systems 2023/24**

In this period, we had significant policy revisions.

We identified the need to revise open access publication policy, research data management services and the need to create a policy position on responsible use of research metrics.

Following a period of extensive consultation, in May 2024 we introduced a new Research Publications Policy, which replaces the 2010 Open Access Publications Policy, to support our commitment to Open Research. This policy was ratified in 2024 and will be implemented in 2025.

In June 2024 we published a responsible research metrics statement. This will be the precursor to a formal policy that we hope to implement in 2024/25.

A project to review research data management planning is near completion with a specific focus on reviewing planning processes and updating guidance for researchers. An exercise to complete a DPIA (Data Protection Impact Assessment) for Dropbox for Business is underway which has involved reviewing processes and enhancing user guidance to identify, address and mitigate risks to create a DPIA document ready for Data Protection sign off. There is an acknowledgement that there will be a continuation task that some risks are being carried and further risk escalation and mitigation actions will be investigated for implementation.

This year, under the leadership of the Research Ethics Lead, the Research Ethics Committee (REC) have been acting as the project board for the launch of an improved ethics system. As part of this work the REC have made minor amendments to the [University Research Ethics Policy and Risk framework](#), which include identifying areas where research mitigation protocols are required, and launched a successful pilot of a new ethics system that will be fully implemented at the end of 2024.

Communications and engagement 2023/24

Over 120 colleagues signed up and attended the inaugural Festival of Research, which took place 10-14 June 2024. The Festival was co-produced by colleagues from across the University, including our academics schools, the Doctoral School, Research & Innovation, Library and Cultural Services, and IT. Three departments hosted all

day events with presentations by academics and Q&As. Other events included lighting research talks, training sessions (including research integrity and research ethics), workshops and highlights of research projects. The Festival was opened to all staff and students.

In July 2024 there was an overhaul of the Research and Innovation webpages. We updated our Research Integrity and Research Ethics and created a new page with guidance on Trusted Research.

- **Culture, development, and leadership 2023/24**

The University has developed its new strategy, RH2030s in this period. In November, as part of work developing the RH2030s vision of inclusive, excellent research we appointed three colleagues to new University-wide leadership roles. These roles will all drive projects that improve and develop areas of our research culture. The roles are:

- Early Careers Researcher (ECR) Academy Chair-whose role will be to represent ECR voices at University-level, shape Royal Holloway's strategy from the ECR perspective and organise events to connect ECRs with one another.
- Two Senior University Research Leads- who will be leading projects and advancing best practice in research culture. One project focuses on research expectations by career stage and identifying and sharing areas of best practice; another project on removing barriers to international research with a focus on global mobility, risk, reward, equity and compliance.

The University appointed a research culture development manager in 2023 to support its commitment to promoting a positive research culture, the delivery of a research culture action plan and enhanced research training and engagement events. This post is based in Organisational Development and works closely with Research and Innovation.

We have looked at the way we evaluate, support and reward quality and have produced a SCOPE toolkit that was launched in September 2024. This toolkit will allow School leadership teams to reflect on their own processes and priorities and evaluate their own research culture.

- **Monitoring and reporting 2023/24.**

There is a standing report to the university's Research and Knowledge Exchange Committee on Research Environment, where reports are tabled on Culture, Open Research and Research Integrity.

In 2023/2024 Research and Knowledge Exchange Committee monitored noted the successful resubmission of our HR Excellence in Research application and action plan.

In 2024 the University introduced a new Research Planning Cycle which asks all Departments and Schools to report and identify examples of positive research culture development and good practice in relation to research integrity. Vice Deans Research in Academic Schools will lead the feedback and sharing of best practice in open culture identified through this process, with support from Research and Innovation.

2C. Reflections on progress and plans for future developments

Research Ethics

We will continue with the research ethics system for PGR students and staff. In line with this roll out, planned for November 2024, we will update our guidance and websites, in addition to running training sessions for researchers and reviewers.

We will also provide guidance to improve the quality of research ethics applications and empower supervisors to support students ensuring the applications are ready for submission.

We will continue to evaluate the training needs around emerging ethical considerations. Three areas for

training planned for 24/25 are.

- Supporting the researcher
- De-risking your research project
- Communication Skills: How to translate your research

Research Festival

Plans for the second Festival of Research are underway, taking place in the summer term. Lessons learned will be implemented, including engaging academics and professional staff with a listening exercise to establish the kinds of training sessions would be welcomed, as well as the potential implementation of researcher excellence awards which would recognise good practice and contributing to our research culture.

Research Culture

In 2024/25 a project will be undertaken to consolidate the work across the University that has a stake in or impacts on our research culture (e.g. Doctoral School, HR, IT, in addition to our academics Schools and Departments). This will enable us to put in place a cohesive and strategic governance structure. By bringing this in under one umbrella, objectives and deliverables will be visible across departments, ensuring that objectives are not conflicting and deliverables, and thus progress, are kept under review. This work will also be linked to our new strategy RH2030.

In addition to the above, to ensure the wider community is heard we will be offering a monthly drop-in with the Research Culture Development Manager. Staff can attend on a one-to-one basis for an informally and confidentially conversation to contribute ideas or highlight good or bad practice.

HR Excellence in Research Action plan

We will continue to deliver to the actions agreed in our HR Excellence in Research Action plan which are:

1. Ensure researchers act in accordance with employer and funder policies related to research integrity.
 - Continue with the development of Ethics and integrity training, using UKRIO and other external experts as appropriate.
 - Update and promote Code of Good Practice for Research
 - Develop role of Policy and Integrity team in R&I including new Research Compliance role
 - Embed into new grant award communication direct links to relevant policies.
 - Develop a training programme on Trusted Research and roll out training events in 2024/25.
2. Ensure researchers use available mechanisms to report staff who fail to meet the expected standards of behaviour in relation to research misconduct.
3. Ensure researchers and their managers are aware of, and act in accordance with, the highest standards of research integrity and professional conduct.
 - Continue with the development of Ethics and integrity training, using UKRIO and other external experts as appropriate.
 - Update and promote Code of Good Practice for Research
 - Develop role of Policy and Integrity team in R&I Include leadership of initiatives in relation to research integrity.
 - Training and development for managers on Research Misconduct policy and processes
4. Ensure managers' report and address incidents of poor research integrity.
 - Training and development for managers on Research Misconduct policy and processes

2D. Case study on good practice (optional)

The Department of Psychology has implemented several initiatives that aim to create an inclusive research culture where all members of the department — independent of career stage, discipline, or background — feel valued and supported.

To support staff outside of formal probation processes, we have introduced a Psychology Mentoring Scheme, which offers one-on-one mentorship and career advice and underpins an open culture around raising potential research integrity concerns.

Our departmental EDI leads have also been instrumental in development the new LSE Dignity Listeners scheme, where a trained and impartial staff member is identified as a point of contact for LSE staff to confidentially discuss challenges relating to their dignity at work (e.g., bullying, harassment, sexual misconduct, and discrimination).

Our Research Committee collaborates closely with the EDI Committee, underscored by the recent inclusion of the EDI Chair (Sidarus) within the Research Committee. Additionally, one of our research group leads (Mok) now champions inclusive research practices and represents this focus within the EDI committee.

We also run targeted sessions for undergraduate students from historically underrepresented backgrounds, including career development workshops aimed at demystifying research career pathways.

Additionally, the department recently hosted a Women in Cognitive Science event focused on building an inclusive, non-racist academic culture, further demonstrating our commitment to advancing diversity in our research community.

Section 3: Addressing research misconduct.

3A. Statement on processes that the organisation has in place for dealing with allegations of misconduct.

The University an [Research Misconduct Policy and Procedure](#) outlines how Royal Holloway approaches allegations of misconduct, and is supported by the University [Whistleblowing Policy and procedure](#) and [Disciplinary policy and procedure](#).

3B. Information on investigations of research misconduct that have been undertaken

Type of allegation	Number of allegations			
	Number of allegations reported to the organisation	Number of formal investigations	Number upheld in part after formal. investigation	Number upheld in full after formal. investigation
Fabrication	0	0	0	0
Falsification	0	0	0	0
Plagiarism	0	0	0	0
Failure to meet legal, ethical, and professional obligations	0	0	0	0
Misrepresentation (e.g. data; involvement; interests; qualification; and/or publication history)	0	0	0	0
Improper dealing with allegations of misconduct	0	0	0	0
Multiple areas of concern (when received in a single allegation)	0	0	0	0
<i>Other*</i>	0	0	0	0
Total:	0	0	0	0

***If you listed any allegations under the 'Other' category, please give a brief, high-level summary of their type here. Do not give any identifying or confidential information when responding.**

The University has completed no formal investigations in the last three years which corresponds to the UKRI Misconduct register.