

## Role Description for School / RI Research Integrity Adviser

<b>Grade</b>	Lecturer, Senior Lecturer, Reader, Professor
<b>Duration</b>	Appointed for a period of 3 years in the first instance.
<b>Reporting to</b>	Research Integrity Champion in the relevant College ( <a href="#">for this role</a> ).
<b>Appointment Process</b>	Appointment will be made by the Head of College.
<b>Role Summary</b>	<p>Acting as a local point of contact for staff and students, to raise the profile of research integrity training and policies.</p> <p>Providing advice to researchers (staff and students) about good research practice, research ethics or integrity, and informed support for those who may be considering whether to make an allegation of misconduct.</p> <p>Liaising with the College-level Research Integrity Champion to try to resolve misconduct allegations locally, or through referral to Research &amp; Innovation Services (R&amp;IS).</p>
<b>Responsibilities</b>	<p><b>The School/Research Institute Research Integrity Adviser will:</b></p> <ol style="list-style-type: none"> <li>1 Promote staff and student engagement with training and resources for research integrity and organise regular local seminars or workshops in this area as appropriate.</li> <li>2 Provide informal advice to staff and students who are unsure about a research integrity issue, referring potential misconduct issues to the Research Integrity Champion in the College.</li> <li>3 Act as a local point of contact and liaise with the library (open access and data management teams), ethics advisers or Research Integrity Advisers / Champions in other Schools/RIs/Colleges to ensure advice, training and resources are comprehensive and joined up.</li> <li>4 Ensure that the principles contained in the Code of Good Practice in Research are interpreted in the context of the specific discipline represented by the Adviser. Ensure that promoting good data management is part of the role.</li> <li>5 Alert R&amp;IS to any required alterations to the Code of Good Practice in Research, to the definition of misconduct or to the application of the misconduct investigation procedure (view <a href="#">policies</a>).</li> <li>6 Share examples of good research practice or other information for institutional assurance statement.</li> <li>7 Where appropriate, demonstrate willingness to participate in misconduct investigation panels.</li> <li>8 Where required, attend relevant external integrity/ethics workshops or meetings (a central budget can be made available by R&amp;IS). Attend the University internal annual integrity meeting.</li> <li>9 Maintain the Integrity Logbook and take responsibility for ensuring the chain of reporting is communicated throughout the School/RI.</li> <li>10 Advisers are to report to the School/RI research committee or management groups, as appropriate, with the expectation that integrity-related matters (including logbook issues) will be reported on at least twice yearly or included as a standard agenda item.</li> <li>11 Keep a record of activities undertaken throughout the year (in the integrity logbook) that have helped to promote research integrity and good research practice throughout your School/RI/College. These activities can be reiterated in the P&amp;DR review process or in promotion (under “leadership”).</li> </ol>

## Role Description for School / RI Research Integrity Adviser

Examples of activities undertaken to promote research integrity and good research practice throughout the School/Institute (NB: these activities can be delegated to junior staff members where appropriate)

- Email updates, newsletter articles and / or social media activity to draw attention to new developments such as a change in policy or funder requirements, the launch of the new Concordat for Research Integrity or discipline-specific integrity information
- Ensuring staff and students are aware of the integrity adviser role and whom to go to for advice
- Responsibility for and completion of the logbooks
- Talks at away days, conferences or seminar series
- Developing local/ specialist training or materials or advising on development of these by R&IS
- Encouraging participation in research integrity and data management training by staff and students
- Attending and reporting back on external meetings e.g. UKRIO annual integrity conference.

### What Research & Innovation Services (R&IS) can do to support you!

- Provide bi-annual reports which will provide sector updates, in-house developments, and locally sourced examples of good research practice within the university.
- Organise annual Champion and Adviser meetings to share practice and provide opportunity to input policy and strategy development in this area.
- Provide confidential advice by phone or email to support any queries relating to research misconduct ([research-integrity@glasgow.ac.uk](mailto:research-integrity@glasgow.ac.uk)).
- Offer training and support for attendance at external meetings or training as appropriate.
- We are open to other suggestions as to how we can assist you in your role as Research Integrity Champion. Please email comments or suggestions to [Amanda.McKenna@glasgow.ac.uk](mailto:Amanda.McKenna@glasgow.ac.uk)

## Role Description for School / RI Research Integrity Adviser

### Appendix 1: Role of Research Integrity Champion and Adviser in Handling Concerns about Research Conduct

The core role of the Research Integrity Champion/Adviser is to provide guidance and support in relation to good research practice. Champions/Advisers also ensure that advice is available to researchers (staff and students) who are unsure about a research conduct issue and who might be considering whether to make an allegation of misconduct.

This section clarifies the actions and roles of the Champion/Adviser when queries, concerns or allegations are communicated to them. This document supplements section 4.3.1 of the [Code of Policy and Procedures for Investigating Allegations of Misconduct in Research](#) (the “Code”). Research Integrity Champions and Advisers may seek advice or support at any time by contacting the Named Person via R&I Services ([research-integrity@glasgow.ac.uk](mailto:research-integrity@glasgow.ac.uk)).

#### Queries, concerns, and allegations

##### Queries

Staff and students might have questions or requests for clarification about an aspect of research practice, for example, publication policy, data ownership, ethical approval, or integrity training. These queries may be resolved locally by the Champion/Adviser, without notifying the Named Person.

##### Concerns and allegations

The advisory role of Champions/Advisers in addressing queries is distinct from their role in addressing concerns about research conduct raised by a student or staff member, or indeed when approached by a student or staff member who is thinking of making an allegation of misconduct. What to do if a concern or allegation arises:

The Champion/Adviser should record the case as described to them by the complainant, in as much detail as possible without the need to review documentation, conduct interviews or otherwise undertake detailed fact-finding.

The details of the case should then be communicated confidentially (that is, without disclosing the identities of the parties involved) as follows:

- If an Adviser receives a concern or an allegation of misconduct, they should contact their [College Integrity Champion](#), who will then contact the Named Person via [research-integrity@glasgow.ac.uk](mailto:research-integrity@glasgow.ac.uk).
- If the Adviser perceives a conflict of interest with the College Champion, the Adviser should contact the Named Person directly via [research-integrity@glasgow.ac.uk](mailto:research-integrity@glasgow.ac.uk).
- Where an allegation is received from a source external to the University, it should be forwarded immediately to the Named Person via [research-integrity@glasgow.ac.uk](mailto:research-integrity@glasgow.ac.uk).

The Named Person or their senior support team will, in accordance with the Code, advise on the most appropriate course of action, ranging from dismissal of the concern, informal resolution, through to initiating a screening process, which might progress to a full investigation. After considering the details of the case, the Named Person or their senior support team might advise the College Champion to determine whether a resolution to the concern or allegation can be reached informally e.g. via a discussion with the complainant and/or respondent. The Named Person or their senior support team will support the resolution of the case by mediating all communications with external parties such as funders, publishers or external collaborators.

## Role Description for School / RI Research Integrity Adviser

The role of the Champion/Adviser is not to decide whether a case should be dismissed or investigated; that is the role of the Named Person and the Research Integrity Council. Confidentiality is vital throughout all cases of possible misconduct: the names of the individuals involved (whether that be the complainant, the respondent, or other parties) should not be disclosed. The name of the complainant should not be disclosed to the respondent unless written consent has been given by the complainant to do so.

### **Record-keeping**

In all cases, whether a query, a concern or an allegation, the Champion/Adviser is required to note case details in their logbook. An example logbook can be found on our Champion/Adviser [webpages](#).