

## **Research Integrity Constitution**

*The Research Integrity Committee* is the overarching policy body for research ethics within the Voice Study Centre. It is governed by four fundamental principles:

### **Principle 1: Ensure Independence**

- The RIC is governed by an officer of responsibility known as The Head of Research and Innovation
- The RIC ensures that members of the Research ethics committee include members from a range of disciplines. In accordance with ARMA regulatory guidelines, the composition of the committee consists of staff from the Voice Study Centre, and members from outside of the organisation.
- The RIC is responsible for ensuring the maintenance of consistent research ethics standards through the provision of policies and appropriate procedures.
- The RIC monitors performance through yearly reporting and auditing.
- The RIC is responsible for overseeing appeals against REC decisions. Please see the appeals policy.

### **Principle 2: Competence**

- The RIC ensures competence by including ethics expertise on all areas of voice-related research ensured by a multi-disciplinary panel.
- The RIC has access to legal advice through membership of the Association of Research Managers and Administrators
- The processing of ethics applications is recognised as institutional work within the Voice Study Centre and consistency is ensured through the VSC's role as sponsor and allocation of staff to both the REC and the RIC
- The RIC ensures competence through the regular review of operational procedures, the procedures of the REC and the training of its members. Such regulation will be evidenced by a yearly report.
- The RIC keeps abreast of national policy changes through its membership of the Association of Research Managers and Administrators and the UK Research Integrity Office.

### **Principle 3: Facilitation**

- VSC Provides adequate training for researchers for whom it acts as a sponsor for – processing ethics – efficiently, and rapidly with defined time frames. These defined time frames are available in our operations manual
- Ethics training is provided by ensuring completion of certificated modules by through the TRREE resource
- Mechanisms for fast-track review in well-justified situations are provided with clear time frames. The criteria for fast review are available in our operations manual
- Application forms for review are clear, easy to complete, request only necessary detail and relevant documents to guide and aid researchers are available. We also provide a ghosted version with detailed guidelines for ease
- We provide opportunities to seek informal advice on ethics at any stage of the activity and we encourage researchers to include the cost of preparation for ethics review when seeking funding

**Principle 4: Transparency and Accountability**

- All of our policies are clear and available on the web
- All applicants are provided with a primary point of contact
- The RIC maintains a consistent summary of records and support processes that are publicly available
- Regular reports to the RIC are submitted at least once per year