



## RIU 8.5.2 Research Integrity Advisor Network Terms of Reference

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### Purpose

- (1) The purpose of this document is to provide a Terms of Reference for the Research Integrity Advisor Network (RIAN).
- (2) The Research Integrity Advisor Network supports and promotes the Australian Code for the Responsible Conduct of Research ([Research Code](#)) and institutional and researcher responsibilities, pursuant to Principle 8 (Promotion of responsible research practices) and Responsibility 6 (Identify and train Research Integrity Advisors).
- (3) The purpose and practice of Research Integrity Advisors are set out in the NHMRC publication, Research Integrity Advisors: A guide supporting the Australian Code for the Responsible Conduct of Research 2022 ([The RIA Guide](#)).
- (4) The Research Integrity Advisor Network supports the University's objectives in Research Excellence by:
  - a. developing and fostering a strong culture of researcher excellence conduct consistent with the Research Code and RIA Guide;
  - b. taking a positive approach in achieving awareness through education on the principles of responsible research conduct;
  - c. fostering professional behaviour within the scope of research, whilst providing advice at an operational level; and
  - d. demonstrating commitment to the University's Research Strategy.

### Scope

- (5) This practice applies to those appointed in the capacity of Research Integrity Advisor as appointed by the Deputy Vice-Chancellor Research on behalf of Charles Sturt University.

### Membership

- (6) The University seeks to ensure there is a network of Research Integrity Advisors in place covering the breadth of research conducted across the University.
- (7) A Research Integrity Advisor must be a current staff member at Academic or Research Level B or above, with either a continuing appointment or a contract of a minimum of three (3) years at time of appointment.
- (8) The Research Integrity Advisor Network shall be comprised of the following members, appointed by the Deputy Vice-Chancellor Research:
  - a. at least two representatives from each Faculty
  - b. at least one representative from each Research Institute
- (9) As far as possible, the network should have gender and cultural balance.
- (10) As far as possible the network should have representatives across the geographical footprint of the University.

### Term of office

- (11) The term of appointment for Research Integrity Advisors shall be three years.



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- (12) Members of the network are to provide three months' notice of their intention to resign.
- (13) Members may be appointed to consecutive terms.

### Appointment of advisors

- (14) Appointments to the network will be administered by the Research Integrity Unit.
- (15) All RIAs are appointed by the Deputy Vice Chancellor Research:
  - a. Initial appointment shall be via a merit-based recruitment process.
  - b. Reappointment shall be on the recommendation of the Pro-Vice-Chancellor Research.
- (16) For staff seeking appointment to the network the recruitment process shall include confirmation of the support of the staff member's line management to take up, or continue, participation in the network.
- (17) All members of the network are appointed as individuals for their knowledge, qualities and experience, and not as representatives of any organisation, group or opinion.

### Induction program and professional development

- (18) All members of network are provided with a formal notice of appointment and must complete an induction program. The induction program includes:
  - a. University members of staff, completion within the last three years of the University's eLearning modules for research integrity and human research ethics and animal ethics.
  - b. An induction session with the Research Integrity Unit setting out the roles and responsibilities of the Network.
  - c. Provision of an opportunity for familiarisation with these terms of reference.
  - d. The network members are also supported with an ongoing program of continuing professional development coordinated by the Research Integrity Officer.

### Functions and responsibilities

- (19) The members of the network shall, either directly or by delegation fulfil the following functions pursuant to Section 4 of the RIA Guide:
  - a. Provide advice on responsible research conduct;
  - b. Engage in relevant training, professional development and seek support;
  - c. Disclose interests and manage conflicts of interest as appropriate;
  - d. Report potential breaches of the Research Code to the Research Integrity Unit (RIU), where required;
  - e. Ensure record keeping including keeping a record of all formal discussions and advice given.
- (20) The network members shall, either directly or by delegation, fulfil the following discretionary functions on behalf of the University:
  - a. Refer complaints not involving research to the appropriate person, area or procedure
  - b. Provide content for the internal promotion of responsible research practice (for example research communique and other publications)
  - c. Promote responsible research practices throughout the university (for example presentations, workshops and seminars)



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### Member responsibilities

- (21) Network members shall:
- thoroughly prepare for network meetings by reading reports and documentation provided in meeting agendas.
  - attend scheduled meetings.
  - actively engage in informed and thorough discussion of matters before the network.
  - in a timely manner complete actions assigned to them arising from matters before the network.

### Non-attendance

- (22) RIAs who have continued absences from scheduled network activities may be approached by the Manager, Research Integrity Unit, or nominee, to discuss continuation of membership. If the advisor opts to remain in the network but continues to be absent from activities, they may be asked to end their term.

### Network support

- (23) The Research Integrity Unit will facilitate and support the Research Integrity Advisor Network functions and institutional responsibilities, pursuant to Section 3 of the RIA Guide by:
- recruiting and coordinating the appointment of Research Integrity Advisors.
  - Making available information about RIAs, particularly via the Research Integrity Advisor Network webpages
  - facilitating induction and ongoing training of Research Integrity Advisors
  - Retaining records
  - Keeping a log of Research Integrity Advisor enquiries and matters
- (24) The term of appointment for Research Integrity Advisors shall be three years.
- (25) Members of the network are to provide three months' notice of their intention to resign.
- (26) Members may be appointed to consecutive terms.

### Meetings

- (27) The research integrity advisor network meets at least six times per year during the period February to December.
- (28) Agendas are circulated to the members one week before the meeting.
- (29) Meeting minutes to be taken by the Research Integrity Unit representative.
- (30) Minutes of the meeting are circulated to members within two weeks following the meeting.

### Conflicts of interest and Confidentiality

- (31) Where a person has a perceived or actual conflict of interest as described in the University's Conflict of Interest Procedure, they must declare this to the Research Integrity Unit representative at the meeting before discussion of the item.
- (32) The Research Integrity Unit representative will determine if members with a conflict of interest may remain be present for the discussion of that item.



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- (33) Confidential matters relating to the network include, but are not limited to information relating to complaints, misconduct or investigations.

### Record requirements

- (34) Records of meetings and decisions made by the network are to be retained by the Research Integrity Officer in UniRecords

### Associated documentation

- (35) None

### Glossary

- (36) There are no glossary terms relevant to this document.

### Table of references

Number	Reference type	Title, Publisher, Date	Hyperlink
1	Code	Australian Code for the Responsible Conduct of Research, NHMRC, 2018	<a href="https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018">https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018</a>
2	Guide	A guide supporting the Australian Code for the Responsible Conduct of Research, NHMRC, 2022	<a href="https://www.nhmrc.gov.au/file/18189/download?token=ICGN4pDn">https://www.nhmrc.gov.au/file/18189/download?token=ICGN4pDn</a>