



## Office of the Pro Vice-Chancellor Research and Innovation - Research Integrity Unit

### Reflection on our values and purpose

#### What do we value?

- Research integrity
- Subject matter expertise
- Attention to detail
- Shared values
- Good working relationships within the University committees
- Commitment from committee members
- Honesty
- Good communication – timely replies, advice, feedback, understanding
- Respect
- Equity
- Trust
- Positive collaboration

#### What do we want to become?

- Value adders
- Experts
- Capability builders
- Educators
- Maintainers of standards
- Assistants and contributors to achieving strategy
- The “go to” hub for excellence in Research Integrity practice
- World standard but sustainable
- Reliable, credible and respected

#### What can go wrong?

- Compliance breaches and reputational damage
- Loss of staff – may result in some loss of trust between stakeholders and unit
- Stakeholder resistance
- Increased workload
- Inability to fill review committees
- Stakeholders are not fully aware of who we are and what we do
- Committee support roles are not valued and respected
- Loss of credibility

## Research strategy

### Link to KPIs

Our mission statement and service charter reflect the KPIs in the University Strategy.

We contribute most directly to the research related University Strategy KPIs of:

- Research in 50% of our **Fields of Education** (FoE) at or above world standard by 2030 to retain “Australian University” status.
- **Total research income** of \$100M by 2030

### How do we support the achievement of these KPIs?

Conducting research that is ethical and conducted with integrity contributes to the positive reputation of the University as an institution that can be relied on to deliver high quality research outcomes. In turn, this reputation attracts collaborators from other institutions enhancing the quality of research outcomes and gives confidence to funding bodies we will properly steward the use of research funding.

Implementing fit for purpose processes for the evaluation of research and teaching applications by the research integrity committees. The ongoing governance of these projects supports our university community to deliver the quality outcomes required to secure our future as an Australian university.

Engagement and collaboration with our stakeholders results in best in class business processes. The Research Integrity Unit provides quality support and the University’s staff and students to develop their capability to submit decision ready applications.

The reputation of the University’s research endeavours is safeguarded by establishing trusted relationships with our stakeholder community. Our Research Integrity Advisors are well known and highly regarded across the University and are seen as a valuable resource on matters regarding the principles of the responsible conduct of research. Finally, where there is failure to meet our high standards of ethical conduct, we have robust and fair processes to assess and determine if performance has met the requirements of our guiding standards and codes. We conduct these assessments having regard for the people at the centre of these issues and in a timely manner. We learn from our failures, at individual, unit and university level, and respectfully share learnings across the university.

## Mission and service charter

### Mission statement

We provide excellence in the promotion of research integrity at Charles Sturt. We serve as crucial facilitators for research and teaching activities, providing support, resources, education, and advice to our stakeholders. Our dedicated committees ensure research and teaching-related endeavours are ethical and compliant through timely expert review and assessment.



## Service charter

### Notes on service charters

- This charter governs the behaviour of the unit and its responsibilities
- This charter is more action oriented than the mission

### Our service charter

We strive for excellence in the assurance of the University's integrity of research. We provide our community with honest and respectful advice. We consult with our community to develop capability in the design and conduct of ethical and responsible research and teaching involving animals, radiation and biological agents. We safeguard the University's capacity to deliver research that is trustworthy, credible and high-quality.

### Service charter users

The users of this charter are the Research Integrity Unit and our stakeholders, including:

- The Research Integrity Unit team
- Committee members / attendees
- Researchers, academics and students at all levels
- Other teams within the Research Portfolio
- Other teams across the University we partner with from time to time (Risk and Compliance, Academic Integrity, etc)
- Research participants
- External stakeholders including Regulatory bodies.
- Named license holders (Vice-Chancellor)
- University management and governance committees
- Research Integrity Adviser network
- Other people who are interested in or concerned by research areas or projects.

## Service promise

### Notes on the service promise

- A service promise is typically formulated with active language and should outline the type of activities we deliver for the University.

### Our service promise

- We model the principles of research integrity and we facilitate the Research Integrity Adviser service across the University.
- We stay current with our professional development and actively engage with peers and colleagues across the Higher Education sector.
- We facilitate ethics and compliance review and approval services for research and teaching projects.
- We maintain a comprehensive web presence and a range of resources to support our committees in performing their duties.
- We provide guidance for our stakeholders through the policy and procedure library.
- We work collaboratively with our committee applicants to help them navigate the ethics review and approval process.



- We provide quality education and learning opportunities for all our stakeholders, both formally and informally.
- We govern our applicants' projects to support them meeting their research integrity responsibilities and objectives.
- We co-design our services and resources with our stakeholders.
- We work transparently and foster a culture of open and respectful communication.
- We provide institutional compliance assurance services in relation to Research Integrity.
- We perform our roles with respect, procedural fairness and with regard for the dignity of all persons involved.

## Service Provision

### Notes on service provision:

- Service provision is the key deliverable of the service charter – It is “the what”, in what we do
- The service provision is the identification of the actual services we provide to achieve the service promise – it is the deliverables, the project approvals, the licences renewals, the inductions for new stakeholders

### Our service provision

- We support our committees and applicants, with professional standards of administration and governance.
- We ensure the timely and effective review of applications at our committees.
- We provide resources and education to current and potential researchers, other staff and students.
- We report on performance to University management and governance committees and external bodies.
- We maintain comprehensive records.
- We maintain licences and accreditations.
- We facilitate the work of the Research Integrity Advisors with administrative support, information and training.
- We coordinate and undertake the review of issues where we may have failed to maintain our standards of research integrity.

## Rights and Obligations

### The Research Integrity Unit will:

- Promote and share our expertise through information sessions / training
- Provide timely, accurate and concise advice
- Establish and implement processes for all parties to meet their responsibilities and timelines
- Apply research integrity principles consistently
- Support our stakeholders to build capability in research integrity
- Maintain appropriate standards of privacy and confidentiality
- Be fair, honest, equitable and respectful in our dealings with each other and our stakeholders



### **We expect our stakeholders to:**

- Positively participate in the process of research integrity application and review.
- Undertake research with integrity and be ethical in research and in teaching activities involving animals, radiation and biological agents.
- Be proactive in the development of research integrity capability.
- Seek information and advice from the Research Integrity Unit when required.
- Maintain compliance with applicable standards and approved project protocols.
- Participate honestly and openly in reviews of compliance.
- Maintain appropriate standards of privacy and confidentiality.
- Engage with the Research Integrity Unit team members, research integrity committees, research integrity advisors and any other relevant person with respect and integrity.

### **Service improvement commitment**

We encourage feedback and suggestions that will assist us to improve our service. We will engage with our stakeholders via surveys and other means, to gather recommendations that will lead to enhancement of our services to build research excellence, and a positive research and teaching culture and community. We learn, and use these learnings to improve our processes, information, resources and education. We reflect, review and revise this service charter yearly or as required.

