

# **RESEARCH GOVERNANCE COMMITTEE**

## **TERMS OF REFERENCE 2025/26**

**PARENT BODY:** Senate

**PURPOSE:**

To have oversight of research governance matters across LSHTM, including clinical trials, Chariot Innovations, the MRC/UVRI and LSHTM Uganda Research Unit and MRC Unit The Gambia at LSHTM.

To oversee the work of LSHTM bodies with particular responsibility for research governance matters, including the Research Ethics Committees (REC) and the Animal Welfare and Ethical Review Board (AWERB).

To consider and adjudicate on any appeals relating to decisions by the Research Ethics Committees.

To oversee the development of policies and procedures relating to research governance, to ensure that LSHTM continues to comply with relevant regulatory requirements, the Concordat for Research Integrity, and best practice.

To promote best practice and encourage consistency in matters of research governance across LSHTM.

To monitor compliance with LSHTM policies and procedures relating to research governance and external regulatory requirements.

To ensure that effective monitoring and reporting arrangements are in place to investigate any allegations of research misconduct

To receive reports of research governance audits or inspections of the School by external bodies, including the Medicine and Healthcare products Regulatory Authority and the Human Tissue Authority, to receive regular reports from AWERB based on Home Office inspections, and to consider LSHTM's response to any findings arising from these reviews, including monitoring the outcome of any associated actions.

To ensure that equity, diversity and inclusion considerations are integrated into all aspects of its business.

To determine the terms of reference of any sub-committee, task and finish or working group including any appointments as Chair or Deputy Chair.

## **COMPOSITION:**

### **Membership:**

- Pro Director Research and Academic Development (Chair) (ex-officio)
- Senior academic staff nominated by the MRC Unit Directors – one representative for MRC Unit The Gambia and one representative for MRC Unit Uganda
- Senior academic staff member nominated by the Dean of Faculty – one representative for each Faculty (EPH, ITD and PHP)
- Chair(s) of Research Ethics Committee (ex-officio)
- Head of Legal and Compliance (ex-officio)
- Head of Research Governance, MRC/UVRI and LSHTM Uganda Research Unit (ex-officio)
- Head of Governance and Research Support Services, MRC Unit The Gambia at LSHTM (ex-officio)
- Head of Research Governance and Integrity (RGIO) (ex-officio)
- Head of Strategic Research (SRO) (ex-officio)
- Head of Governance and Risk (ex-officio)

### **In attendance:**

- Committee Secretary from the Research Governance and Integrity Office.

Nominated members will be appointed for a three-year term, which may be renewed up to a maximum of three terms in total.

## **Expectations of members**

### **All members are expected to:**

- attend all Committee meetings if possible – attendance will be reviewed regularly by the Chair;
- undertake post-meeting actions as required; and
- facilitate communication between the Committee and the organisational area they represent, including providing updates, undertaking consultation, and collating feedback when required.

Members should nominate a colleague to deputise for them at any meeting(s) the member cannot attend.

Members should advise the Secretary who they nominate to deputise for them before the meeting, subject to approval by the Chair. For the avoidance of doubt, a deputy would not assume the same rights as the member and would be treated as in attendance.

Academic staff members will support the Designated Officer in dealing with the initial stage of research misconduct allegations in accordance with the Procedure For Inquiring into Allegations of Research Misconduct .

## **MODE OF OPERATION:**

The committee will meet four times per year as outlined in the annual Schedule of Business.

The Committee's quorum will be at least half of the Committee members in attendance, including at least three academic staff members.

### **Reporting**

The Research Governance Committee will report on its activities to Senate. The Chair will use their judgement to determine whether the Committee can approve minor changes to regulations, processes and procedures or whether to escalate proposed changes to Senate for consideration.

To facilitate effective research governance at LSHTM, the Research Governance Committee will prepare and submit an annual report to Senate.

The Head of Research Governance and Integrity will prepare and submit an annual report on research governance and integrity to the Audit and Risk Committee.

The minimum reporting requirements for the Research Governance Committee and its Sub-Committees are provided in Appendix 1 Research Governance.

# **APPENDIX 1**

## **RESEARCH GOVERNANCE REPORTING REQUIREMENTS**

All reports will include relevant data and analysis of outcomes, trends and issues where appropriate.

### **Research Integrity Report**

This report is submitted to the Audit and Risk Committee in compliance with the Concordat to support Research Integrity. The report will then be submitted to the UK Council on Research Integrity (UK CORI) and made public via the LSHTM website. The report is drafted using the recommended template provided by UK CORI. .

#### **Contents**

1. Key Contact Information
2. Promoting high standards of research integrity and positive research culture
  - a. Description of current systems and culture
  - b. Changes and developments during the period under review
  - c. Reflections on progress and plans for future developments
3. Addressing research misconduct
  - a. Statement on processes that the organisation has in place for dealing with allegations of misconduct
  - b. Information on investigations of research misconduct that have been undertaken
4. Concluding Statement

### **Research Governance Committee Annual Report**

This report is submitted to Senate and provides details of Research Governance Committee activities, policies and other documents reviewed and approved at meetings over the past year.

#### **Contents**

1. Summary
2. RGC policies and procedures
3. Meeting discussions and outcomes
4. Inspections

5. Reports
  - a. Research Governance and Integrity Office (RGIO) Report
  - b. Research Ethics Committees Annual Report
  - c. Animal Welfare and Ethical Review Board Annual Report
  - d. MRC Unit The Gambia at LSHTM Report
  - e. MRC/UVRI and LSHTM Uganda Research Unit Report
6. Research Governance Committee Membership

## **Research Ethics Committee Annual Report**

This report is submitted to Research Governance Committee as part of the Annual Report to Senate.

### **Contents**

1. Chair's summary
2. Introduction
3. Research Ethics Committee Membership
4. Committee meetings and activities
5. Key Research Ethics Committee activities and developments
6. Education and training
7. Compliance and monitoring
8. Number and types of projects and activities considered
9. Research Ethics Committee performance data

## **Animal Welfare Ethics and Review Board Annual Report**

This report is submitted to Research Governance Committee as part of the Annual Report to Senate.

### **Contents**

1. Key activities
2. UK/EU/Overseas projects
3. Other AWERB activities
4. Other relevant information

## **Report from MRC Unit The Gambia at LSHTM**

This report is submitted to Research Governance Committee as part of the Annual Report to Senate.

### **Contents**

1. Ethics and regulatory support
  2. Research study monitoring
  3. Research related audits
- Staff training

## **Report from MRC/UVRI and LSHTM Uganda Research Unit**

This report is submitted to Research Governance Committee as part of the Annual Report to Senate.

## Contents

4. Ethics and regulatory support
5. Research study monitoring
6. Research related audits
7. Staff training