

Research Integrity Champions Forum

Terms of Reference

The Research Integrity Champions (RICH) Forum is convened every two (2) months by the Research Integrity Office (RIO) to ensure that good research practices are championed and embedded across all faculties at King's College London, and to support the Research Integrity Champions in fulfilling the requirements of their role.

Representation at the RICH Forum is provided by the Research Integrity Champions and RIO. The responsibilities of each group are set out below and are incorporated in these terms of reference.

The Research Integrity Champions will:

- Act as a sounding board for potential changes to relevant College policies and procedures.
- Provide feedback to the Research Integrity Office on proposals to promote research integrity across the College, to include reviewing new or amended documents relating to relevant College policies and procedures.
- Provide updates on Faculty-led research integrity initiatives.
- Identify appropriate discipline-specific training.
- Identify areas of support from the Research Integrity Office.
- Contribute to discussions to improve research integrity.
- Nominate a suitable delegate for any Forum meeting they are unable to attend.

The Research Integrity Office will:

- Circulate an agenda for each Forum meeting in advance.
- Circulate meeting minutes within a reasonable timeframe following a Forum meeting, and coordinate follow-up actions.
- Provide updates on any relevant national or international initiatives.
- Present proposals to promote research integrity across the College, including changes to relevant College policies and procedures.
- Seek endorsement from the Research Integrity Champions for policy or procedural changes prior to submission to the College Research Committee for approval.
- Provide a high-level summary of ongoing research misconduct investigations.

Membership of the RICH Forum will include:

- Dean of Research Governance, Ethics & Integrity
- Director of Research Governance, Ethics & Integrity
- Research Integrity Manager (Arts & Sciences)
- Research Integrity Manager (Health)
- Research Integrity Officer
- Research Integrity Champions (ordinarily the Faculty Vice Deans for Research or agreed deputy)
- Director of Research Assurance (permanent invitee)

These Terms of Reference, including membership, will be reviewed annually at the first meeting held within any academic year.