

Research Integrity Champions Forum

Terms of Reference

The Research Integrity Champions (RICH) Forum is convened termly 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 (RICHs) in fulfilling the requirements of their role. The RICH Forum provides the opportunity for sharing good practice and resources between Faculties and helps inform the priorities of the RIO.

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

The RICHs will:

- Provide feedback and act as a sounding board to the RIO on proposals to promote research integrity across the university, to include reviewing new or amended documents relating to relevant institutional policies, procedures or processes.
- Provide updates on Faculty-led research integrity initiatives and good practice, for peer-to-peer learning.
- 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 RIO 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 university, including changes to institutional policies and procedures related to good research practices.
- Seek endorsement from the RICHs for policy or procedural changes prior to submission to the College Research Committee for approval.
- Provide a high-level summary of active research misconduct investigations.

Membership of the RICH Forum will include:

- Dean of Research Culture
- Director of Research Governance, Ethics & Integrity
- Research Integrity Managers
- Research Integrity Champions (or nominated delegates)

Individuals outside of the formal membership group may be invited to attend meetings, as appropriate.

These Terms of Reference, including membership, will be reviewed regularly and updated as required.