

Research Review and Governance Committee (RRGC) Terms of Reference v2.0

Purpose

The Research Review and Governance Committee (RRGC) is responsible for ensuring that research at Bolton Clarke is ethically sound and that ethical standards are maintained to protect the interests of research participants, the investigator(s) and Bolton Clarke.

Research governance ensures that research is conducted according to established ethical principles, guidelines for responsible research conduct, relevant legislation and regulations and institutional policy. Key elements of this governance includes:

- ethical approval;
- compliance with legislation, regulations, guidelines and codes of practice;
- legal matters, including contracts, and indemnity/insurance frameworks;
- financial management, risk management and site-specific assessment;
- institutional policies and procedures for responsible research conduct and managing research misconduct; and
- management of collaborative research reporting requirements.

All research projects carrying minimal risk or greater undertaken at Bolton Clarke must obtain Bolton Clarke Human Research Ethics Committee (HREC) approval.

The RRGC is the first point of contact at Bolton Clarke for researchers who wish to conduct research at Bolton Clarke, utilising data, staff, clients, residents or carers as participants. The RRGC manages the process of reviewing research projects and funding applications and provides advice to applicants about the application process This process has three stages:

1. Review by RRGC for quality and feasibility of research project following objective criteria and approval by Bolton Clarke Head of Research.
2. Review and approval by relevant Executive and service delivery management for relevance to Bolton Clarke, impact on resources, staffing and any other service-related issues.
3. Review and approval by the Bolton Clarke HREC.

The RRGC aims to facilitate progress through stages 1 and 2 within 28 days.

The RRGC has a small core membership of Bolton Clarke researchers with the ability to co-opt members to assist with the conduct of its business. It provides advice and peer review of research applications from researchers external to the Bolton Clarke Research Institute (BCRI). Co-opted

members will be Bolton Clarke staff, usually members of the BCRI, but may be from other Bolton Clarke departments if specific expertise is required.

Objectives

To:

1. Develop a culture and model the practice of good research governance and conduct at Bolton Clarke;
2. Enable the support and implementation of Bolton Clarke strategic research priorities;
3. Avoid duplication of existing or future research to be done by Bolton Clarke;
4. Provide advice and support on matters of responsible conduct of research at Bolton Clarke to all applicants who seek to undertake research at Bolton Clarke, including:
 - a. Navigation of Bolton Clarke systems and processes related to undertaking research, such as:
 - i. Directing researchers to HREC information and guidance documents on the Bolton Clarke website;
 - ii. Providing advice on Bolton Clarke processes and timelines;
 - b. Peer review of research proposals before submission to the Bolton Clarke HREC or to funding bodies. BCRI reviewers are asked to consider the application and report to RRGC on the following areas:
 - i. Significance; research quality; research team quality and capability; risk, feasibility, measurement, cost, acceptability, alignment and impact; timelines; resources/staffing; relevance to Bolton Clarke; and involvement of BCRI.
 - ii. Appropriate project governance.
 - c. Providing guidance on whether projects are research or quality improvement;
 - d. Obtaining review by relevant Bolton Clarke Executive and operational service delivery management for:
 - i. Alignment with Bolton Clarke strategic priorities;
 - ii. Feasibility of undertaking the project ie. impact on resources, staffing and any other service-related issues.
5. Ensuring research project applications are ready for Bolton Clarke HREC review.

Membership

The core membership of the group will consist of four members:

- BCRI Head of Research;
- BCRI RRAG Coordinator (a BCRI Senior Research Fellow);
- BCRI Research Fellow/Research Officer (rotates on quarterly basis);
- Secretary Bolton Clarke HREC.

The group will meet on a weekly basis, or as needed, and will co-opt other Bolton Clarke staff from other departments as required depending on the needs/requirements of applications.

Accountability

A quarterly report on the work of the RRGc to be provided to the Executive Research Management Committee.

Review

This document is to be reviewed November 2021.