



Research Ethics Policy

CU-RIO-POL-2.0 – V12

In achieving its overarching mission it is essential that all staff and students at Cranfield University act in accordance with the principles set out in the [Ethics Code](#).

Within this framework, all research must be undertaken with integrity. 'Research integrity' refers to high quality and robust practice across the full research process i.e. the planning and conduct of research, the recording and reporting of results, and the dissemination, application and exploitation of findings.

To demonstrate its commitment, Cranfield University is a signatory to the [Concordat to Support Research Integrity](#), and upholds its principles including the provision of public information on research integrity. Our research must be carried out in accordance with the University's Research Integrity Policy.

'Research ethics' are a subset of research integrity, focusing on the principles of avoidance of harm, within a statutory and regulatory framework.

ALL research must have appropriate ethical approval, as set out in the following Research Ethics Policy before data collection commences.

Cranfield University does not grant retrospective approval.

Research Ethics Policy

The Cranfield University Research Ethics Policy supports all members of the University in meeting ethical standards for research. This policy applies to all staff and students including visiting researchers of the University, persons holding honorary University appointments and students on placements conducting research within, or on behalf of the University. We expect that, in their research everyone will:

- Maintain professional standards which comply with ethical, legal and professional frameworks;
- Identify the possible sources of harm or discomfort for human participants which could include, psychological, social, legal or economic risk and find ways to minimize these risks.
- Obtain informed consent from human participants involved in your research.
- Properly document results as set out in the [Research Data Management Strategy](#) and the [Management of Research Data Policy](#);
- Critically evaluate results whilst maintaining integrity;
- Attribute honestly the contributions of others as set out in our [Policy on Authorship of Research Outputs](#) and [Authorship Guidance for Technical Staff](#);

- Wherever possible report all results openly, embedding integrity and ethical practice throughout, though bearing in mind the University's commercial considerations, sponsors' needs for confidentiality or other good reasons, guided by our [Open Research Policy](#);
- Ensure **ALL** research studies gain ethical approval through the Cranfield University Research Ethics System (CURES) prior to commencement of data collection; and
- Handle potential instances of research misconduct in an appropriate manner, including reporting to the appropriate person as required in line with the [Process for Implementing and Monitoring Research Integrity Policy](#).

In addition all staff will:

- Educate and develop themselves, colleagues and students to an understanding of good research practice; and
- Secure and store relevant primary data in accordance with the <https://www.gov.uk/data-protection>, the UK's implementation of the [General Data Protection Regulation](#) (GDPR).

Cranfield University Research Ethics and Integrity Committee (CUREIC)

CUREIC is responsible for the development, implementation and review of procedures and guidelines relating to research ethics. The Committee is also responsible for strategic development of the University's research integrity agenda, in compliance with the Concordat to Support Research Integrity. The committee's functions and duties include:

- Upholding the highest standards of rigour and integrity in all aspects of research and research related learning and teaching and to review progress regularly.
- Ensuring that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards.
- Supporting an academic environment that is underpinned by a culture of integrity based on good governance, best practice and is conducive to the development of researchers.

The University has a [Safeguarding Policy](#) which staff should read in order to ensure they put in place appropriate measures to protect and safeguard the welfare of all individuals involved in research undertaken on behalf of the University.

Membership of the Committee:

Chair

Karen Stoddart (external member), Director, Regulatory and Quality, aVaxziPen Ltd

Vice-Chair - Darren Ellis, Lecturer in Air Transport Management, Cranfield University

Two representatives from the School of Management

Two representatives from the School of Water, Energy and Power and Environment and Agrifood

Two representatives from Cranfield Defence and Security

Two representatives from the School of Aerospace, Transport Systems and Manufacturing
(includes the Vice-Chair)

Director of Research and Innovation, Research and Innovation Office

Research Governance Manager, Research and Innovation Office

Education Services representative, appointed by the Academic Registrar

Head of Library Education, Research and Skills Services

Technical Representative

Chair of Human Tissue Committee

Research Student representatives from each of Cranfield's four Schools

CUREIC Secretary

Ethics and Integrity Coordinator, Research and Innovation Office

External representation

Two external lay members (minimum and in addition to the Chair). Appointments are made through open recruitment on the University web site.

CUREIC contact - Michelle Carter, Research Governance Manager – m.carter@cranfield.ac.uk

Committee's reporting to CUREC

Human Tissue Committee

The **Human Tissue Committee** reports into CUREIC to consider any issues related to the University's use of tissue in research and professional practice. Cranfield University does not hold a Human Tissue Authority Licence for work with human tissues. Hence, all work, unless fitting into one of the exceptions detailed in [Cranfield's Human Tissue Policy](#), must be done with approval by a recognised ethics authority (Note: CURES approval does not satisfy this criteria).

The University does not hold a Home Office Licence under the [Animals \(Scientific Procedures\) Act 1986 \(ASPA\)](#) so all animal research that is deemed to be invasive or which requires a Home Office Licence needs to be carried out at and in collaboration with another organisation who holds a licence.

CUREIC are updated at each meeting on issues and changes relating to the use of human tissue in research.

Defence Academy Scientific Assessment Committee

Research involving human participants, where the project is funded by the Ministry of Defence and/or involves MoD-employed staff or participants may require approval through the MoD Research Ethics Committee (MODREC). The Defence Academy Scientific Assessment Committee (Def Ac SAC) are responsible for reviewing applications to determine if full MODREC approval is required. CUREIC are updated on changes to MoD policy which may affect Cranfield ethics processes at each meeting. Further information is available on [the intranet](#).

Gaining Ethical Approval

Information for Cranfield staff and students on how to apply for ethical approval through our on-line CURES system can be found on [our Intranet](#). This includes relevant training programmes and access to a support team.

Some research projects may require approval from research ethics committees external to Cranfield. This includes the [Ministry of Defence Research Ethics Committee](#) (MODREC) and the [Health Research Authority \(HRA\)](#). H.

To determine whether your research requires external approval, and to find out more about the process for each committee, Cranfield staff and students should refer to the [intranet pages](#).

Research reviewed by external committees must also be submitted to CURES. This is of particular importance for students, who will require a CURES letter of approval for thesis submission. If external ethics approval is required, this should be sought prior to submitting a CURES application.

Where a researcher has moved to Cranfield University but has **undertaken data collection at their previous institution**, they must still submit a CURES application which includes evidence of the ethical approval granted by the previous institution.

Research involving the use of **secondary data (data collected by someone else)** still requires CURES approval. [Further guidance including examples of secondary data is available on the intranet](#).

Some research projects may require approval over more than one CURES application, for example where there are significant changes to a project requiring updated review. Researchers should review their ethics application throughout the lifecycle of the research project to ensure their ethical approval accurately reflects their research.

Literature review exemption

Where research is based solely on openly available published literature which is in the public domain (e.g. published by an 'open', including paywalled, journal), and you are undertaking desk based research (e.g. a systematic literature review, re-analysis of publications, a literature review) not involving any other form of data or information, ethical approval may not be required. However, anyone undertaking research, must still log in to the CURES system and confirm that the research is based solely on openly available published literature. You will be required to complete a declaration after which, you will then be provided with a letter through the CURES system confirming you have declared that you do not require full CURES approval.

Responsible Innovation

Responsible Innovation seeks to promote creativity and opportunities for research and innovation that are socially acceptable and undertaken in the public interest. Innovation often raises questions and the potential impact can sometimes be unpredictable.

All members of the University are expected to conduct their work in an ethical and legal manner. Researchers should reflect on their personal and professional motivations for conducting their research and be able to anticipate, reflect and engage on the wider ethical and societal impacts, implications and value of their work by engaging with the public and other stakeholders where appropriate. Those receiving funding for their work from a third party are also expected to adhere to their requirements for responsible innovation, for example: the Engineering and Physical Sciences Research Council Framework for Responsible Innovation:

<https://epsrc.ukri.org/index.cfm/research/framework/>

Additional Information

Listed are useful sources of additional information about ethics. This list will be updated from time to time. The University is not responsible for the content of these websites.

[Association of Internet Researchers: Ethics guide](#)

[British Psychological Society](#)

[BPS Code of Ethics and Conduct](#)

[BPS Code of Human Research Ethics](#)

[BPS Ethics guidelines for internet-mediated research](#)

[European Network of Research Ethics Committees \(EUREC\)](#)

[Universities UK](#)

[Security-sensitive research - UUK](#)

[Ethics in Practice: Promoting Ethical Conduct in Public Life](#), Committee on Standards in Public Life (July 2014)

[Ethics in Research and Publication](#)

[Institute of Business Ethics](#)

[The Research Ethics Guidebook](#)

[UK Research Integrity Office: Code of Practice for Research](#)

Artificial Intelligence

[Gov UK - Understanding Artificial Intelligence ethics and safety](#)

[The Alan Turing Institute](#)



[The Alan Turing Institute - Understanding artificial intelligence ethics and safety](#)

[The Hitchhiker's Guide to AI Ethics](#)

[Provisional position on Chat GPT and other education AI tools](#)

Funders

[UK Research and Innovation \(UKRI\)](#)

[GDPR for researchers](#)

[Engineering and Physical Sciences Research Council \(EPSRC\) – Research Organisations and research ethics committees](#)

[Economic and Social Research Council \(ESRC\)- Research ethics guidance](#)

Document control

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Name	Professor Leon Terry
Title	Pro-Vice-Chancellor, Research and Innovation

Document Review

Version	Amendment	By	Date
Content (table content)	Updated with new brand.	RIO	14.9.16
V4	Under heading Research and Consultancy, text amended to include research and consultancy. Web links updated.	RIO	1.12.17
V5	Reference to Data Protection Act 1998 updated to reflect introduction of GDPR and Data Protection Act 2018	RIO	25.05.18
V6	Under heading Research and Consultancy, bullet point relating to CURES amended to include prior to commencement of data collection	RIO	17.04.19
V7	Updated policy title to include integrity. New section on Responsible Innovation added.	RIO	30.8.19
V8	Changes throughout to reflect the requirements of the revised UUK Concordat to Support Research Integrity	RIO	18.11.19
V9	Details on CUREC added	RIO	2.2.21

V10	Document control updated with details of new PVC R&I	RIO	27.1.22
<u>V11</u>	Additional information on sub-committee's of CUREC Clarity on process where data is gathered at another institution and secondary data. Link to provision position on use of Chat GPT and other education AI tools	CUREC	24.7.23
V12	Additional text added on: <ul style="list-style-type: none"> - who the policy applies to - possible sources of risk to participants - obtaining informed consent Remit of the extended committee which now includes integrity New membership under CUREIC Literature review exemption added	CUREIC	29.1.24