

# SCIENCE MUSEUM GROUP

RESEARCH ETHICS AND  
INTEGRITY FRAMEWORK  
OCTOBER 2022

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## RESEARCH ETHICS AND INTEGRITY FRAMEWORK

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#### 1) CONTEXT

Facilitating and carrying out research is a key part of SMG's statutory purpose, and is vital to our long-term strategic priorities.<sup>1</sup> This framework forms part of SMG's commitment to uphold the highest standards and rigour in research practice. Doing ethical research is a shared endeavour and shared responsibility, so this framework is designed to improve transparency and empower researchers by helping them to:

- 1) Recognise and actively reflect on ethical issues connected to their work;
- 2) Understand both their individual ethical responsibilities and those of SMG; and
- 3) Know how and where to access further sources of support.

The following document sets out SMG's principles of good research practice and standards of research conduct, which its researchers are expected to adhere to. Its principles apply to all SMG representatives (paid or otherwise) who conduct research at any level and in any field. These include staff, trustees, research students, volunteers and advisors. Its principles also apply to those who are not members of the SMG but who conduct research on our premises or using our facilities or funding.

This document is based on the Concordat to Support Research Integrity (2019), a national framework for good research conduct and governance; and is informed by codes of conduct and governance published by comparable organisations such as the British Museum.<sup>2</sup> It forms part of our overarching Group Ethics Policy, which it should be read alongside.<sup>3</sup>

The Research and Public History team provides further guidance and support on issues covered in this framework, and is also available to support colleagues who have queries about how ethical issues relate to their own research work.<sup>4</sup>

#### 2) DEFINITION OF RESEARCH AND RESEARCH INTEGRITY

This framework adopts the definition of research used in the Concordat to Support Research Integrity, as:

a process of investigation leading to new insights, effectively shared... It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially

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<sup>1</sup> National Heritage Act 1983, 10.1; SMG, *Inspiring Futures: Strategic Priorities 2017-2030* (reissued 2020).

<sup>2</sup> Universities UK, *The Concordat to Support Research Integrity* (2019).

<https://www.universitiesuk.ac.uk/topics/research-and-innovation/concordat-research-integrity>;

British Museum, *Code of Good Research Practice* (2017).

<https://www.britishmuseum.org/research/research-strategy-and-governance>.

<sup>3</sup> SMG, *Group Ethics Policy* (2021). <https://www.sciencemuseumgroup.org.uk/about-us/policies-and-reports/>.

<sup>4</sup> SMG research ethics and integrity support, SMG intranet.

improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction.

(Concordat to Support Research Integrity, p. 18)

All SMG representatives may do research, regardless of whether this is formally listed in a job description or volunteer agreement. Our research outputs vary, from published papers to catalogue entries to exhibitions (and beyond), but their shared aim is to enhance the quality of the dialogue between our museums and audiences.

There is no universal definition of research integrity, however the Concordat identifies five core elements:

- i. 'honesty in all aspects of research, including in the presentation of research goals, intentions and findings; in reporting on research methods and procedures; in gathering data; in using and acknowledging the work of other researchers; and in conveying valid interpretations and making justifiable claims based on research findings';
- ii. 'rigour, in line with prevailing disciplinary norms and standards, and in performing research and using appropriate methods; in adhering to an agreed protocol where appropriate; in drawing interpretations and conclusions from the research; and in communicating the results';
- iii. 'transparency and open communication in declaring potential competing interests; in the reporting of research data collection methods; in the analysis and interpretation of data; in making research findings widely available, which includes publishing or otherwise sharing negative or null results to recognise their value as part of the research process; and in presenting the work to other researchers and to the public';
- iv. 'care and respect for all participants in research, and for the subjects, users and beneficiaries of research, including humans, animals, the environment and cultural objects. Those engaged with research must also show care and respect for the integrity of the research record'; and
- v. 'accountability of funders, employers and researchers to collectively create a research environment in which individuals and organisations are empowered and enabled to own the research process. Those engaged with research must also ensure that individuals and organisations are held to account when behaviour falls short of the standards set by this concordat'.<sup>5</sup>

### **3) RESPONSIBILITIES AND BEHAVIOURS**

We are committed to upholding the highest standards of rigour and integrity in all aspects of research. Our colleagues are bound by our Group Ethics Policy, which expects all SMG's representatives (paid or otherwise) to act with honesty, integrity, impartiality and mutual respect, and to avoid personal gain and conflict of interest.<sup>6</sup> This applies to the whole range of research work, including generating and analysing data, applying for funding, publishing results, and peer reviewing the work of other researchers.

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<sup>5</sup> *The Concordat to Support Research Integrity* (2019), 6.

<sup>6</sup> SMG, *Group Ethics Policy*, 2.

Per the Concordat,<sup>7</sup> those who conduct research for or with us are responsible for:

- understanding the expected standards of rigour and integrity relevant to your research;
- maintaining the highest standards of rigour and integrity in your work at all times;
- complying with ethical, legal and professional frameworks, obligations and standards as required by statutory and regulatory authorities, and by your employers, funders and other relevant stakeholders;
- ensuring that all your research is subject to active and appropriate consideration of ethical issues;
- taking responsibility for keeping your knowledge up to date on the frameworks, standards and obligations that apply to your work;
- collaborating to maintain a research environment that encourages research integrity;
- designing, conducting and reporting research in ways that embed integrity and ethical practice throughout;
- acting in good faith with regard to allegations of research misconduct (see Section 8), whether in making allegations or in being required to participate in an investigation, and taking reasonable steps, working with employers as appropriate, to ensure the recommendations made by formal research misconduct investigation panels are implemented;
- handling potential instances of research misconduct in an appropriate manner; this includes reporting misconduct to employers, funders and professional, statutory and regulatory bodies as circumstances require; and
- declaring and acting accordingly to manage conflicts of interest.

Also per the Concordat,<sup>8</sup> the SMG takes responsibility for supporting you by:

- maintaining a research environment that develops good research practice and embeds a culture of research integrity;
- supporting researchers to understand and act according to expected standards, values and behaviours;
- defending researchers when they live up to these expectations in difficult circumstances;
- demonstrating that we have procedures in place to ensure that research is conducted in accordance with standards of best practice; systems to promote research integrity; and transparent, robust and fair processes to investigate alleged research misconduct;
- having clear policies on ethical review and approval that are available to all researchers;
- making sure that all researchers are aware of and understand policies and processes relating to ethical approval;
- supporting researchers to adopt best practice in relation to ethical, legal and professional requirements;

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<sup>7</sup> *The Concordat to Support Research Integrity* (2019), 7–13.

<sup>8</sup> *Ibid*, 7–16.

- having appropriate arrangements in place through which researchers can access advice and guidance on ethical, legal and professional obligations and standards;
- maintaining a research environment that helps to develop good research practice and embeds a culture of research integrity;
- having clear, well-articulated and confidential mechanisms for reporting allegations of research misconduct;
- taking steps to ensure that our environment promotes and embeds a commitment to research integrity, and that suitable processes are in place to deal with misconduct;
- producing a short annual statement on research integrity issues which is made publicly available; and
- periodically reviewing our processes to ensure that these remain fit for purpose.

#### **4) OPENNESS**

Our vision is of a society that celebrates science, technology and engineering and their impact on our lives, now and in the future. We therefore encourage researchers to be as open as possible in discussing their work with other researchers and the public, whilst also recognising the need for researchers to protect their own research interests (and where appropriate their Intellectual Property Rights) and to act responsibly with regard to those impacted by the research.

Bound by the Freedom of Information Act 2000, SMG is committed to openness and aims to be clear and proactive about the information it makes available. Our Publication Scheme informs the public about the type of information available and, wherever possible, an easy method for accessing this information.<sup>9</sup>

Heads of institutions and their senior colleagues play an important role in fostering a climate of mutual cooperation, in which all researchers are encouraged to develop their skills and in which the open exchange of ideas is supported. It is paramount that all researchers, including PhD students, can maintain their autonomy when conducting research. Managers or supervisors should respect and ensure this autonomy, working with the Research and Public History team to ensure that researchers are appropriately supported.

Once results are published, SMG requires researchers to make available relevant data and materials to other researchers on request, provided this is consistent with any ethical approvals and consents that cover the data and materials and any Intellectual Property Rights in them. Researchers should take particular care when using indigenous data, recognising that movements toward open data and open science may not fully engage with indigenous peoples' rights and interests, and seek specialist advice where necessary.<sup>10</sup>

Research funders may demand that publication of research results be delayed for a reasonable period pending protection of any Intellectual Property arising from the research. Any avoidable periods of delay in publication should, however, be kept to a minimum.

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<sup>9</sup> SMG, *Publication Scheme*. <https://www.sciencemuseumgroup.org.uk/about-us/policies-and-reports/publication-scheme/>.

<sup>10</sup> See the Research Data Alliance International Indigenous Data Sovereignty Interest Group, *CARE Principles for Indigenous Data Governance* (September 2019). <https://www.gida-global.org/care>.

Researchers should be especially careful when discussing work that is incomplete, unpublished or involves the exchange of potentially commercially confidential information.

## 5) PROFESSIONAL GUIDANCE AND LEGISLATION

SMG recognises that researchers may additionally be working within the parameters of other codes of ethics, such as those of their own professional body: for example, the Museums Association, the Chartered Institute of Library and Information Professionals, the Institute of Conservation or the Archives & Records Association.

Our researchers should follow the accepted standards of good practice that apply to the particular type of research that they are doing. This involves consulting guidance produced by scientific and learned societies relevant to their work (such as the Royal Society or Oral History Society), as well as professional and funding bodies whose codes bind the work of the individual researcher or the SMG collectively. Researchers are expected to work together towards SMG's organisational value of being Open for All, and consider how their research can further the Group's *Equity Framework*.<sup>11</sup>

All researchers must be aware of legal requirements and organisational policies that regulate their work, particularly health and safety and data protection legislation. Please refer to the Health and Safety Advisor for more information, and the Corporate Information team for details on issues such as written and computer records.

## 6) ETHICAL PRACTICE IN RESEARCH

The following subsections introduce some ethical considerations potentially involved in SMG research. Researchers should proactively consider how these issues may apply to their own work, and take measures to address them according to current best practice.<sup>12</sup>

### 6.1 Research involving human participants

SMG recognises the humanity of all people, and accepts the responsibility for ensuring that research conducted is ethically sound and fulfils any legal requirements such as those of the Data Protection Act 2018 and the General Data Protection Regulation.

SMG conducts research with human participants, particularly in relation to audience research and in the 'Live Science' programme. SMG always puts the interests of human participants first in these projects, and follows the specific Ethics Policy devised for this purpose.<sup>13</sup> All SMG researchers conducting research with human participants must do so in line with the Audience Research and Advocacy Team Research Ethics Framework.<sup>14</sup>

Biomedical research involving humans must always be ethically approved by any universities whose researchers are concerned. If such research is conducted in partnership with universities, such experimentation should never be carried out by museum staff.

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<sup>11</sup> SMG, *Equity Framework*, see SMG intranet.

<sup>12</sup> Further guidance and support is available through the Research Manager and on the SMG intranet.

<sup>13</sup> SMG, *Further Information: Who am I? Live Science*.

<https://www.sciencemuseumgroup.org.uk/our-work/research-public-history/live-science/>.

<sup>14</sup> SMG, *Audience Research and Advocacy Team Research Ethics Framework*. [currently drafted]

All researchers should be aware of, and work within, SMG's guidance on visitor research.<sup>15</sup> You should be mindful of the active involvement of research subjects as well as other consumer, visitor or community groups in research work and the dissemination of its findings. You are expected to act responsibly when considering the impact that publication may have on people directly and indirectly involved in your research.

## 6.2 Oral history research

Anyone conducting research interviews for or with SMG should familiarise themselves with current best practice (for example, in line with advice and guidance produced by the Oral History Society and SMG's own Oral History Working Group).<sup>16</sup> This includes developing methodologies that consider the interests of research participants, and the use of information and release/consent forms to enable the ethical use of data gathered by these means.

Researchers must proceed with sensitivity and according to current best practice when reporting potentially distressing subjects or offensive opinions, or participant responses that appear to vary from the written record. You must use appropriate forms of citation to retain clarity and freedom of expression.

## 6.3 Research involving culturally sensitive material

Culturally sensitive material demands special respect because of its significance within its cultural context. It can include (although is not confined to) items that hold religious or spiritual significance, as well as those that are subject to cultural protocols restricting who is permitted to view and handle them.

Research with culturally sensitive items should be done respectfully, ethically, and when appropriate by working collaboratively with external consultants, including source communities, to develop informed approaches to culturally sensitive items.

When working with items from the Sir Henry Wellcome Museum loan collection it should also be conducted in line with Wellcome Collection's relevant policies and procedures. In particular, researchers should be aware of the Wellcome's statement of intent for items which are culturally sensitive.<sup>17</sup>

Research with culturally sensitive items should:

- Be based upon a community-led consultative process of identification, advisory recommendations;
- Be researched and reported to with a Head Curator or Keeper; and
- Be undertaken with reference to relevant professional best practice.<sup>18</sup>

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<sup>15</sup> See SMG research ethics and integrity support, see SMG intranet.

<sup>16</sup> See Oral History Society, *Is Your Oral History Legal and Ethical?* <https://www.ohs.org.uk/legal-and-ethical-advice/> [accessed 20 April 2022].

<sup>17</sup> Wellcome Collection, *Statement of Intent Regarding Culturally Sensitive Items in our Collections*. <https://wellcomecollection.org/pages/YJkM-REACMABEhW> [accessed 1 June 2022].

<sup>18</sup> Much of the sector-leading work into these issues has been done by overseas organisations, but relevant UK guidance on best practice can be found at the Collections Trust and the International

## 6.4 Research involving material on long-term loan

Any proposed research that would involve conducting research on material held by SMG on long-term loan must be approved in advance by the legal owner.

## 6.5 Research involving human remains

Those conducting research involving human remains must work within the requirements of the SMG's Human Remains Policy and relevant legislation such as The Human Tissue Act 2004.<sup>19</sup> Human remains under 100 years old are subject to licensing requirements (see Section 6.6), however research involving human remains of any age requires special ethical consideration.<sup>20</sup>

## 6.6 Research involving licensed materials

SMG research involving some materials is subject to strict licensing requirements. These include human remains or tissue under 100 years old, controlled drugs, hazardous substances and firearms. Any proposed research involving these materials requires the approval of the relevant licence holder.

### *Non-human animals*

Researchers should obtain approval through appropriate ethical review processes, and may require Home Office licences for the institution, investigator and project. You should consider, at an early stage in the design of any research involving animals, what appropriate opportunities exist for the reduction, replacement and refinement of animal involvement.

### *Hazardous substances*

If research involves working with controlled drugs or other hazardous substances you will need to work in accordance with legislative requirements and at a standard that ensures the health and safety of yourself, our colleagues and visitors, the wider community and the environment. You will also follow all applicable SMG Standard Operating Procedures.<sup>21</sup>

## 6.7 Use of primary data and samples

There should be clarity at the outset of any research programme as to the ownership and use of:

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Council of Museums. See Collections Trust, 'Restitution and Repatriation'. <https://collectionstrust.org.uk/cultural-property-advice/restitution-and-repatriation/> [accessed 20 April 2022]; International Council of Museums, *Code of Ethics for Museums* (ICOM, 2017), Lynda Knowles, 'International Repatriation of Human Remains of Indigenous Peoples', *ICOM*, <https://icom.museum/en/news/international-repatriation-of-human-remains-of-indigenous-peoples/> (8 August 2018) [accessed 20 April 2022]

<sup>19</sup> SMG, *Human Remains Policy* (2018). <https://www.sciencemuseumgroup.org.uk/about-us/policies-and-reports/>.

<sup>20</sup> See Department of Culture, Media and Sport, *Guidance for the Care of Human Remains in Museums* (2005).

<sup>21</sup> For SMG Standard Operating Procedures for Asbestos, Biohazards, Energy Hazards, Hazardous Substances, Medicines and Radiation, see SMG intranet.

- Any data and samples used or created in the course of the research; and
- The results and outputs of the research

Responsibilities and procedures for the storage and disposal of data and samples should be made clear at the start of any project. Any research collaboration agreement relating to the research should contain clauses describing all necessary arrangements.

Any proposed research that would involve the invasive and/or destructive analysis of material in the collection (or non-invasive sampling where a risk to the collection is perceived) or the dismantling of objects in the collection must follow appropriate SMG protocols.<sup>22</sup>

Any use of data for research (including use of data derived from social media sources) must follow the licenses and terms of use related to that content.

SMG requires its staff to demonstrate proper research practice by keeping clear and accurate records of the procedures followed and of any approvals granted during the research process, including records of interim results obtained as well as the final research outcomes. This is necessary as a means of demonstrating proper research practice, and in case questions are later asked about the conduct of the research or the results obtained.

Data generated in the course of research should be kept securely in paper and/or electronic format as appropriate, and retained in line with SMG's Information Management Policy and General Data Protection Regulation.<sup>23</sup>

## 6.8 Data-driven innovation and technologies

Our researchers may work with data to develop data-driven innovation and technologies, including the use of machine learning or artificial intelligence. In addition to our broader requirements concerning approaching and using data ethically (see sections 6.1 and 6.7) you should adopt best practice specifically in relation to data-driven innovation and technologies. In particular, this means ensuring that practises are lawful, ethical, and robust, as well as being fair, preventing harm, and respecting human autonomy. Researchers should familiarise themselves with available guidelines such as the Creative Informatics Ethics Statement.<sup>24</sup>

## 6.9 Intellectual property

SMG's Intellectual Property Rights policy clarifies the responsibilities of staff and allows SMG to deal with requests consistently, clearly and fairly across the organisation.<sup>25</sup>

SMG reserves rights to hold Intellectual Property Rights on research conducted on museums' time and on museums' premises. Specific rights in research are codified in the contracts and agreements specific to each project and studentship. PhD students retain

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<sup>22</sup> SMG, *Analysis and Sampling for Collections Research Protocol*, and *Dismantling and Rebuilding Objects for Collections Research Protocols*, see SMG intranet.

<sup>23</sup> SMG, *Information Management Policy* (2020). <https://www.sciencemuseumgroup.org.uk/about-us/policies-and-reports/>.

<sup>24</sup> Nicola Osbourne, Burkhard Schafer and Melissa Terras, *Creative Informatics Ethics Statement*, 16 January 2020, DOI:10.5281/zenodo.3610104.

<sup>25</sup> SMG, *Intellectual Property Rights (IPR) Policy and Guidelines*, SMG intranet.

moral and intellectual property rights over their research. In law, SMG owns copyright in works produced by employees during the time of their employment (unless there is a specific agreement to the contrary), however may use its discretion to reassign ownership in IPR back to employees where appropriate.

Our researchers must seek specialist SMG support to ensure that contracts or agreements relating to research (including grants and studentships) include clear and appropriate provision for ownership and use of intellectual property.

## **6.10 Publication of results**

SMG encourages its researchers to conduct research with the intention of making information publicly accessible. The publication of and dissemination of results should be done responsibly and with an awareness of the consequences of any such dissemination in the wider media. Researchers should take on board the following guidance when publishing or disseminating their research or research findings, including any plans they may have to publish or publicise research at conferences or online:

- SMG research should be conducted in such a way that it can hold up to rigorous peer review from independent experts;
- All funding sources must be acknowledged in any publication or publicity. Some funders require publications derived from their funding to be made available free of charge, so researchers should familiarise themselves with and follow SMG's Open Access policy;
- Anyone listed as an author on a paper should accept responsibility for the contents of the paper and should always be able to identify their contribution to it. The practice of honorary authorship is unacceptable;
- In rare circumstances it may be unethical to publish an image or other content online. If there is any uncertainty over the suitability of publishing an image of an object, this should be discussed in the first instance with the curator responsible for the collection the object in question is in.<sup>26</sup> Images depicting other content should be discussed with the appropriate SMG team (for example, the Audience Research team when this involves photographs of their work).
- The contributions of formal collaborators and all others who directly assist or indirectly support the research should be specified and properly acknowledged.

## **6.11 Supervision of research students**

SMG recommends that where its staff are involved in supervising research students they do so in close partnership with staff from the appropriate HEI, and that an appropriate HEI staff member is responsible for ensuring that the student meets the requirements under the HEI's regulations for the degree that they are registered for.

The SMG's Research Manager will provide information, advice and training on codes of practice, expectations, managing and monitoring student performance. SMG supervisors should also consult the relevant HEI's code of practice on student supervision.

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<sup>26</sup> See SMG's *When Not to Publish Images of Records Online* guidance document, SMG intranet.

## 6.12 Conflicts of interest

Researchers must comply with the SMG's Code of Conduct and proactively consider, declare and manage any real or potential conflicts of interest (whether financial or otherwise).<sup>27</sup> As a general rule, an interest should be declared if it might reasonably be thought by others to influence your conduct of the research. Areas of potential conflict include:

- Where researchers and the museums have an existing or potential financial interest in the outcome of the research; and
- Where there is a financial, private or institutional benefit significantly dependent upon the outcome of the research.

## 6.13 Risks of research misuse

In progressing their investigations, researchers should actively consider any risks that their research will generate outcomes that could be misused for harmful purposes. Where such risks exist, you should seek advice and take active steps to minimise them. SMG represents ideas, personalities, events and communities with sensitivity and respect, and provides advice to researchers to ensure their research meets these ideals.

## 7) OBTAINING ETHICAL APPROVAL FOR SMG RESEARCH

We recommend that researchers work with SMG's Research and Public History team from the outset of planning a research project, to help identify and deal with ethical issues in good time.

### *The self-audit process*

SMG provides a short self-audit tool to help researchers determine if their planned activities meet expected standards of good practice.<sup>28</sup> This helps to identify areas where researchers need to seek further support and/or a more detailed ethical review.

### *Research requiring more detailed ethical review*

The purpose of more detailed ethical review is not to discourage potentially controversial or high-risk research, but to help researchers recognise and appropriately manage potential harms and risks. Some research is subject to additional regulations that require formal SMG review and approval before it can be undertaken:

- Research involving potentially vulnerable human participants or those unable to give informed consent;
- Research involving licensed materials (e.g. human remains under 100 years old, controlled drugs, hazardous substances and firearms);
- Research involving human remains of any age;
- Research involving culturally sensitive material; and
- Research involving non-human animals.

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<sup>27</sup> SMG, *Code of Conduct* (August 2020), SMG intranet.

<sup>28</sup> See SMG research ethics and integrity support, SMG intranet.

Research that may raise other significant ethical issues or pose a reputational risk to researchers or the SMG should be referred to the Head of Research and Public History, who may recommend that it also undergo detailed ethical review and approval. The Research and Public History team keeps a directory of SMG colleagues available to provide up-to-date specialist guidance in specific areas.

Formal SMG review and approval is usually handled via the Research and Public History team and Grants Advisory Group in the first instance, regardless of a proposed project's source of funding or method of output.<sup>29</sup> An exception relates to proposed research carried out by or with SMG's Audience Research team and which would involve vulnerable or potentially vulnerable human participants, or those unable to give informed consent. Such research is reviewed by the Audience Research team in line with their policies, unless it raises additional ethical issues in which case it would also pass to the Grants Advisory Group.

The Grants Advisory Group will review the proposed research and confirm what further approval channel(s) it will go through.

The majority of externally-funded SMG research projects are funded by prominent major funders of academic research in the UK, such as UK Research and Innovation. Decisions on the appropriateness of other funding sources are taken by the SMG Partnership Panel, as deemed appropriate.

## **8) RESEARCH MISCONDUCT**

Research misconduct is a serious disciplinary offence. It is defined as:

- Fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research;
- Deliberate dangerous practices, or failure to use accepted practices, in carrying out research; or
- Intentional and unauthorised use, disclosure or removal of, or damage to, research-related property of another, including collections, apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.

Research misconduct does not include:

- Honest error (unless due to negligence) or honest differences of professional opinion over the design, execution or interpretation of research methods;
- Results or misconduct unrelated to the research process; or
- Poorly conducted research, unless it was carried out with the intention to deceive.

All researchers are strongly encouraged to report any cases of suspected misconduct, and to do so in a responsible and appropriate manner.

SMG undertakes to investigate any allegation of research misconduct made against its staff.

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<sup>29</sup> The Grants Advisory Group may also consider research conducted by SMG associates where no other formal Research Ethics or Integrity processes exist (for example, in the case of an independent researcher not affiliated to an HEI).

We have a procedure in place to protect staff who “blow the whistle” about improper conduct, so that any employee raising bona fide concerns can do so confidentially and without fear of suffering detriment.<sup>30</sup>

Non-SMG employees who wish to raise concerns about the integrity of research conducted under the auspices of SMG are asked to contact the Head of Research and Public History. The Head of Research and Public History, in consultation with the Director of People and Culture, will ascertain through which SMG process (for example, the Disciplinary Procedure) the allegation will be investigated.

## **9) FOR FURTHER ADVICE AND SUPPORT**

SMG ensures that staff involved in research are equipped with the appropriate skills and research and training objectives for their needs. In turn, staff are expected to be proactive in keeping up to date with academic developments in their discipline(s).

The Research and Public History team offers advice, training and support relating to the ethical conduct of research. The Research Manager is responsible for coordinating relevant training opportunities for SMG researchers, and acts as a first point of contact for anyone wanting more information on matters of research integrity. The Head of Research and Public History oversees research integrity matters on behalf of SMG.

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<sup>30</sup> SMG, *Whistleblowing Procedure*, SMG intranet.