

## **Appendix G – Training Requirements**

### **1. Training requirements for UoE staff, students and affiliates as applicants**

Training:

- Awareness of ethical principles, ethical implications and how to address them, mitigation of harm/risk
- Requirements for ethical review and sources of help and advice
- Documents needed for ethical review process and templates; the need for readability
- When external review is required to comply with legislation/regulations
- Common guidelines for ethical research, reporting, authorship and publication

Training must be undertaken before submitting an ethics application for review.

Routes:

Research methods modules including content on research ethics. The RE&G team can provide sessions and/or materials on request

Online mandatory training modules – separate modules for:

UG & PGT: one module will be centrally provided and can be locally supplemented if wished.

PGR: ELE module, combined with PGR regulations and academic practice

Research and Academic staff: updated LearnUpon module with a refresher course after three years. RIEG will be responsible for monitoring compliance.

Each Research Ethics Committee to provide an intranet page/online learning environment site with Standard Operating Procedures, giving College/Department guidance on application process.

'Introduction to Research Ethics' course, run monthly (online or in person)

Research Services and IIB Essentials series

Researcher Development programme – ECRs and PGRs

Online and face to face training to be available (and encouraged) for Professional Services staff who support researchers (e.g. Research Services, IIB, Technical Services)

Ad-hoc training by RE&G team on request e.g. Department meetings, Research groups/Centres/Institutes, undergraduate and postgraduate modules

### **2. Training requirements for supervisors**

Training:

Must have completed online training for staff as described above; additional material on

- The important role of the supervisor in research ethics review and their responsibility for supporting the student to explore, understand and mitigate the ethical implications of their proposed research

- parameters and potential restrictions on student research (e.g. timelines, regulations, external review, licensing)
- fieldwork and researcher safety e.g. travel, lone working, safeguarding procedures and the responsibility of the supervisor to consider these factors
- reminder on guidelines for authorship and publication

Routes:

Supervisor training arranged and facilitated by College PGR team, the Doctoral College or College Research Ethics Committees, or provided in teaching and learning or departmental meetings. Training sessions and/or materials can be provided by the RE&G team on request.

### **3. Training and induction requirements for ethics committee chairs, members, reviewers and discipline ethics officers**

Induction:

Must have completed online training as described above; additional material on:

- Research Ethics Framework, SOPs and templates
- Online application system
- Principles – focus on participant experience, safety, dignity and wellbeing; ‘journey’ through research project from recruitment process to results publication
- What to look for while reviewing
- External review requirements, relevant legislation/regulations – when to refer onwards
- Data protection

Routes:

Mandatory introductory training run by RE&G team (run on a monthly basis and also by arrangement for each committee)

Formal training will be supplemented by informal support by the Chair and existing members of the relevant committee, for example, by arranging shadowing.

Ongoing training/CPD:

Internal:

- termly research ethics seminar series
- annual training event

External:

- RE&G team will circulate details of relevant external training