

Research Integrity Funder Requirements Guidance Document: British Heart Foundation (BHF) - During Research

In addition to the below guidance, for existing grant holders, please also refer to the contract of your grant's terms and conditions for any additional or superseding potential requirements on these topics.

Bullying and Harassment

Please familiarise yourself with the standard terms and conditions for grants located here:
<https://www.bhf.org.uk/for-professionals/information-for-researchers/how-to-apply/standard-conditions-of-grants>

Of note on page 9 of 13 *"It is the institutions responsibility to... 4. Tell the BHF's Head of Research Funds via email at researchintegrity@bhf.org.uk when a decision is made to formally investigate an allegation of bullying or harassment and subsequently the outcome of the investigation...5. When an investigation is completed, tell BHF's Head of Research Funds via email at researchintegrity@bhf.org.uk whether the allegation was upheld, and if so, the findings of the investigation, and any sanctions. We consider it important that, wherever possible, organisations see an investigation through to its conclusion"*

Process: Assistant Finance Business Partner writes to the Head of School using the following template.

"Dear Head of School, as part of the approval and submission process the British Heart Foundation requires the University to confirm that the principal investigator or supervisor(s), co-investigator(s), or any named research staff employed by the Institution have no outstanding sanctions in place relating to bullying, harassment, research misconduct or scientific fraud. If they have, the BHF may reject the application. If you are aware of any outstanding sanctions for the following employees can you please report directly to BHF's Head of Research Funds at researchintegrity@bhf.org.uk, if you are unsure please check with the following experts – Faculty Head of HR Business Partnering for bullying and harassment, the Director of Legal Services for research misconduct and scientific fraud (Secretarys-Office@bristol.ac.uk) and the Chief Operating Officer for financial fraud (COO@bristol.ac.uk).

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We are working to a tight deadline; can you please confirm that this has been done via return email to me no later than [xx.xx.xxx].

Process: When the decision is made to formally investigate an allegation of bullying and harassment, the Faculty Head of HR Business Partnering should contact the relevant Head of School to confirm whether there are links to a BHF grant. Taking advice from SECO (Secretarys-Office@bristol.ac.uk), the Head of HR Business Partnering will then advise BHF's Head of Research Funds directly at researchintegrity@bhf.org.uk.

Process: Where an applicant is not an employee of the University, the BHF terms and conditions will flow down via the contract process.

Process: Heads of HR Business Partnering to make sure Heads of School are always up to date with upheld cases and sanctions. This is especially important when Heads of School change or during interim cover.

Research Misconduct:

Please familiarise yourself with the standard terms and conditions for grants located here: <https://www.bhf.org.uk/for-professionals/information-for-researchers/how-to-apply/standard-conditions-of-grants>

Of note on page 12 to 13 of 13 *"If the institution or BHF determines that the allegation of research misconduct is substantiated, we will consider appropriate sanctions, including:*

- *letter of reprimand*
- *removal from the grant in question or withdrawal of current funding*
- *restriction from future grant applications*
- *requiring the withdrawal or correction of pending or published abstracts, papers or monographs produced by the research in question*
- *requiring the monitoring of future work*
- *repayment of any grant affected plus interest.*

Where allegations of research misconduct are upheld, we expect institutions to implement appropriate disciplinary procedures. If an institution fails to conduct a timely investigation, or to keep BHF appropriately informed of its actions, we may choose to apply sanctions against the institution."

Process: Assistant Finance Business Partner writes to the Head of School using the following template.

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[list names of principal investigator or supervisor(s), co-investigator(s), and all named research staff employed by UoB].

We are working to a tight deadline; can you please confirm that this has been done via return email to me no later than [xx.xx.xxx].

Process: When the decision is made to formally investigate an allegation of research misconduct, the Director of Legal Services should contact the relevant Head of School to confirm whether there are links to a UKRI grant. The Director of Legal Services then respond to UKRI at GrantsPostAward@rcuk.ac.uk. British Heart Foundation

Process: Where an applicant is not an employee of the University, the BHF terms and conditions will flow down via the contract process.

Process: Heads of HR Business Partnering to make sure Heads of School are always up to date with upheld cases and sanctions. This is especially important when Heads of School change or during interim cover.