

External policy developments relating to research: standard University approach for managing the internal information flow

The research governance review approved by University Research Committee in February 2017 identified the need for a clear and co-ordinated approach within the institution for communicating, discussing and responding to significant external policy developments relating to research, in order to avoid duplication, misinformation and/or premature action.

The following approach is therefore proposed:

As far as possible, the institutional approach should be agreed in a timely fashion between the PVC (Research), the Faculty Deans and the Associate Deans (Research), supported by the professional support colleague responsible for leading in that area. Identification of the lead professional support colleague as soon as possible is essential for the effective co-ordination of the University's response. Where external developments involve PhD studentships, the Dean of the York Graduate School should also be involved. If the external development relates to a new area, the need to nominate a specific academic lead for the new area should also be considered.

The institutional approach might include:

- Communication of the external policy developments and any subsequent updates across the University;
- Identifying areas to refer for productive discussion at University, Faculty and/or departmental level, and/or amongst professional support staff, in order to encourage engagement with the issues and inform further action internally;
- Identifying areas to refer for action at University, Faculty and/or departmental level, and/or amongst professional support staff;
- Seeking input to a formal University response to the external developments (with or without reference to a draft response);
- Determining the governance process for signing off a formal University response;
- Establishing how additional intelligence will be shared, evaluated and disseminated.

The involvement of the various core research governance and support groups (URC; YGRSB; FRGs; DRCs; Research Forum; YRAF) and any interaction between them should be clearly articulated, with reference to the annual schedule of meetings [inset url once available]. NB: the regular passage of sets of minutes between groups should not be relied upon for the transmission of detailed information.

The professional support lead is then responsible for:

- i. Contacting the chairs and secretaries (or equivalent) of the core research governance and support groups [link to web information on this], briefly setting out the agreed approach;
- ii. Co-ordinating the circulation of information to the core research governance and support groups, focused appropriately and with an indication of the action the group is being asked to take.

Any queries regarding the agreed approach should be referred to the professional support lead in the first instance.

Approved by URC June 2017