Leeds Beckett University Code of Good Practice for Research

Organisation	Leeds Beckett University
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External references

https://www.bath.ac.uk/corporate-information/code-of-good-practice-in-research-integrity/
https://www.reading.ac.uk/web/files/office-of-the-university-secretary/UCOGPR_Jun2018.pdf
https://www.gla.ac.uk/media/Media_490311_smxx.pdf
https://warwick.ac.uk/services/ris/research_integrity/code_of_practice_and_policies/research_code_of_practice/
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https://www.hud.ac.uk/media/policydocuments/Code-of-Practice-for-Research.pdf
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https://www.nottingham.ac.uk/research/resources/documents/code-of-research-conduct-and-research-ethics-v8.0-18-nov.-2021-.pdf
https://www.keele.ac.uk/media/keeleuniversity/policyzone20/researchinnovationandengagement/Keele%20University%20-%20Code%20of%20Good%20Research%20Practice%20v5%2001JUN2020.pdf
https://www.hull.ac.uk/work-with-us/research/site-elements/docs/code-of-good-research-practice.pdf

High standards of research integrity underpin the quality and reliability of research outcomes and the subsequent impact in the broadest terms.

Our University expects all University employees and students, honorary and visiting staff to conduct research to the highest standards of rigour and integrity. We have confidence in the excellent quality of our research being undertaken and in our academic staff and students to maintain the highest possible standards.

This document sets out the standards of good research practice and principles to be understood and observed by all University employees and students (from this point will be referred to as researchers).

1 HONESTY

Researchers should be honest in respect of their own research and in their responses to the actions of other researchers. The research should be conducted to the highest levels of integrity which applies to the whole range of research, including:

- applying for funding,
- research/experimental design,
- generating, recording, analysing and interpreting data,
- robust and defensible findings,
- publishing results,
- acknowledging the direct and indirect contributions of colleagues, collaborators and others,
- reporting cases of suspected misconduct in a responsible and appropriate manner (see University Policy and Procedure on Research Misconduct).

Plagiarism, piracy or the falsification or fabrication of results will be regarded as a serious disciplinary offence.

2 OPENNESS

In recognising the need for researchers to protect their own and the University's research interests in the process of planning their research, obtaining findings and publishing the result, the University encourages researchers to be as open as possible in discussing their work with other researchers and with the public (subject to the terms and conditions of any research contracts and the protection of intellectual property, commercial exploitation and ethical approval).

This includes:

- the disclosure of any conflicts of interest;

- the reporting of research data collection methods;
- the analysis and interpretation of data;
- making all research findings widely available (including sharing negative results as appropriate);
- disseminating research in a way that will have the widest impact;
- and promoting public engagement/involvement in research.

3 RIGOUR

Researchers must be thorough and meticulous in performing their research (in line with disciplinary norms and standards) and observe the standards set out in the guidelines of funding bodies, scientific and learned societies and other relevant professional bodies and care is taken:

- to use the appropriate methods,
- to adhere to an agreed protocol (where appropriate),
- when drawing interpretations and conclusions from the research,
- when communicating the results.

4 CARE AND RESPECT

Researchers should at all times show care and respect to other colleagues and participants in and subjects of research

5 LEADERSHIP

The University is responsible for creating a research environment that nurtures good research practice and a culture of research integrity. The Vice Chancellor, Deputy Vice Chancellors, Deans of School, Directors of Research, Research Institute Directors, Professorial and senior staff are responsible for creating a climate and capacity in which research is undertaken that safeguards good research practice.

The creation of a research environment in which researchers are encouraged to develop their skills and promote open exchange of research ideas which are open to scrutiny and debate is crucial. Researchers should be encouraged to undertake appropriate continual professional development and mentoring opportunities across all aspects of research activity.

6 ETHICAL APPROVAL

The University expects all researchers to consider the ethical implications of their research and to be aware of their responsibilities to society, the environment, their profession, the University, research participants and the organisation(s) funding the research. All research conducted in the University must be carried out in accordance with Leeds Beckett Research Ethics Policy and Procedures.

7 DOCUMENTING RESULTS AND STORING PRIMARY DATA

Researchers are responsible for keeping clear and accurate records of the research procedures followed, approvals granted during the research process, including interim and final reports and all results. This provides evidence of proper research practice which will be available for examination if required.

Primary data should be kept securely in durable form. The location of such data should be known to the University and be held for the length in accordance with the University's guidance. Researchers are expected to make themselves aware of, and comply with, any legislation or regulations that govern their research. This includes, but is not limited to:

- Data Protection
- Human Tissue Act
- Leeds Beckett Data Management policies.

8 PUBLISHING AND ACKNOWLEDGEMENT OF COLLABORATORS

The outcome of research, unless a compelling reason not to, for example, confidentiality agreement, should be published in an appropriate format. The normal method for research results is usually through refereed journals. The refereeing process promotes quality, and publication in such journals ensures results are verifiable by the research community.

Listed authors to a paper are expected to accept personal responsibility for, and be able to identify their contributions to it. Gift authorship is not acceptable.

Researchers should have regard to the commercialisation potential of their work and take appropriate steps to protect any intellectual property in line with the University guidelines.

The contributions of formal collaborators and all others who directly assist or indirectly support the research should be appropriately acknowledged.

Open Access

The University requires all researchers to deposit forthcoming publications into the University Repository following notification of approval for publication. This must be done within three months of the notification being received.

9 SUBMITTING RESEARCH PROPOSALS

Principal/Lead Investigators should take reasonable steps to ensure the accuracy and completeness in applications for funding. All University processes must be adhered to and any ethical issues discussed at the Research Ethics Sub-Committee.

10 MANAGING RESEARCH PROJECTS

Principal/Lead Investigators have a responsibility to take all reasonable measure to ensure compliance with the requirements of the sponsor(s), the University and all legal, ethical and moral obligations in managing projects.

11 CONFLICT OF INTEREST

Researchers should identify, declare and manage any real or potential conflicts of interest, whether legal, ethical, moral, financial, personal or professional to avoid any future complications and potential exposure of the University to legal action. Any conflict of interest should be brought to the attention of the Research Ethics Sub-Committee.

12 RESEARCH MISCONDUCT

Allegations of research misconduct will be taken seriously by the University and addressed through the University's Policy and Procedures for Investigation Allegations of Misconduct in Research.

Recommended Checklist for Researchers

This Checklist by the UK Research Integrity Office lists the key points of good practice for a research project and is applicable to all subject areas.

Before conducting your research, and bearing in mind that, subject to legal and ethical requirements, roles and contributions may change during the time span of the research:

1. Does the proposed research address pertinent question(s) and is it designed either to add to existing knowledge about the subject in question or to develop methods for research into it?
2. Is your research design appropriate for the question(s) being asked?
3. Will you have access to all necessary skills and resources to conduct the research?
4. Have you conducted a risk assessment to determine:
   a. whether there are any ethical issues and whether ethics review is required;
   b. the potential for risks to the organisation, the research, or the health, safety and well-being of researchers and research participants; and
   c. what legal requirements govern the research?
5. Will your research comply with all legal and ethical requirements and other applicable guidelines, including those from other organisations and/or countries if relevant?
6. Will your research comply with all requirements of legislation and good practice relating to health and safety?
7. Has your research undergone any necessary ethics review (see 4(a) above), especially if it involves animals, human participants, human material or personal data?
8. Will your research comply with any monitoring and audit requirements?
9. Are you in compliance with any contracts and financial guidelines relating to the project?
10. Have you reached an agreement relating to intellectual property, publication and authorship?
11. Have you reached an agreement relating to collaborative working, if applicable?
12. Have you agreed the roles of researchers and responsibilities for management and supervision?
13. Have all conflicts of interest relating to your research been identified, declared and addressed?
14. Are you aware of the guidance from all applicable organisations on misconduct in research?

When conducting your research:

1. Are you following the agreed research design for the project?
2. Have any changes to the agreed research design been reviewed and approved if applicable?
3. Are you following best practice for the collection, storage and management of data?
4. Are agreed roles and responsibilities for management and supervision being fulfilled?
5. Is your research complying with any monitoring and audit requirements?

When finishing your research:

1. Will your research and its findings be reported accurately, honestly and within a reasonable time frame?
2. Will all contributions to the research be acknowledged?
3. Are agreements relating to intellectual property, publication and authorship being complied with?
4. Will research data be retained in a secure and accessible form and for the required duration?
5. Will your research comply with all legal, ethical and contractual requirements?