Research Integrity and the Responsible Conduct of Research - Checklist for Research Students and their Supervisors at the University of Oxford

Introduction

This checklist, structured in relation to different aspects of research integrity, is designed to assist supervisor and students not only to abide by the principles set out in the **University's Academic Integrity in Research: Code of Practice and Procedure** (http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/) but also to engage in a broader dialogue about research integrity and the responsible conduct of research.

In working through this list, supervisors can discuss:

- What research integrity means to them, to the University, to researchers and the community
- What the University requires of its staff and students
- Relevant `subject' or `discipline'-specific codes
- Project-specific requirements (e.g. human ethics approvals, laboratory notebooks, overseas-based research etc.)

It is recommended that supervisors and their students use this checklist at the start of a student's research, discuss it periodically throughout the project and review it at least annually.

Aspect of research integrity	Suggested action	Resources / web links	Comments (e.g. when discussed, completed or follow-up actions)
Introduction to good practice in research	At the start of the research, provide student with information about University resources available.	**Research integrity leaflet** (http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/researchsupport/documents/researchintegrityandethics/Research_Integrityv6_WEB.pdf) – an introduction to the responsible conduct of research **Research Integrity Online** (https://weblearn.ox.ac.uk/portal/hierarchy/skills/ricourses) – an online course designed to give an introduction to good practice in research. Choose one from five discipline-based courses designed to provide an introduction to research integrity or good practice in research	
University Academic Integrity in Research: Code of Practice and Procedure	Discuss the University's code and what this means in practice for researchers.	**University code of practice** (http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/**)** **Research integrity and ethics** (http://www.admin.ox.ac.uk/researchsupport/integrity/) – links to the University's relevant policies, procedures and guidance	
Subject-specific and local policies/guidelines	Discuss any relevant discipline-specific, funder-specific (e.g. RCUK) or professional codes of conduct, particularly as they work in practice. Provide student with any external funding terms and conditions. Provide student with any faculty, departmental or divisional policy documents relating to the conduct of his/her research.	**RCUK Policy and Guidelines on Governance of Good Research Conduct** (http://www.rcuk.ac.uk/Publications/researchers/grc/) **UK research funders' Concordat to support research integrity** (http://www.universitiesuk.ac.uk/highereducation/Documents/2012/TheConcordatToSupportResearchIntegrity.pdf)	

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Authorship	Discuss, in general, requirements for a person to be listed as an author of a publication. Discuss what the publication strategy will be for the student's project, including criteria for authorship. Discuss authorship throughout the project, especially prior to work being prepared or submitted for publication. Agree on authorship and attribution for each publication.	**Publication and authorship** (http://www.admin.ox.ac.uk/researchsupport/integrity/publication) – University guidance **Open Access at Oxford – guidance for researchers** (http://openaccess.ox.ac.uk/) **Plagiarism** (http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism) – what constitutes plagiarism and how to avoid unintentional plagiarism	
Conflict of interest	Discuss with the student the concept of `conflict of interest' in research. Provide student with copy of University's policy and discuss how any potential conflicts associated with their research might be declared and managed.	**University guidance on Conflict of Interest** (http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/) **University Policy on Conflict of Interest** (http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)	
Ethical and legal requirements	If the student's research will use animals, discuss the University's procedures for ethical review.	**Introduction to animal research at the University** (http://www.ox.ac.uk/news-and-events/animal-research/research-using-animals-an-overview) **Policy on the Use of Animals in Scientific Research** (http://www.ox.ac.uk/news-and-events/animal-research/university-policy-on-the-use-of-animals-in-scientific-research) **Biomedical Services** (http://www.vet.ox.ac.uk/hoadmin/lerp_info.html)	

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	If the student's research involves human participants or personal data or materials, discuss the University's procedures for ethical review.	**Policy on the Ethical Conduct of research involving human participants and personal data** (http://www.admin.ox.ac.uk/curec/policystatement/) **Process for seeking ethical review of such research** (http://www.admin.ox.ac.uk/curec/)	
Licences and permissions	Discuss whether any licences and permissions are required before the research project commences (including any relevant training which might be necessary): - Import licences for materials - Licences to use certain materials - Agreements necessary to use materials, for example through a material transfer agreement (MTA) - Permissions from communities or government agencies NB. This should include projects involving fieldwork overseas.		

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Research data and records management	Discuss how research data and records generated will be collected, stored, and managed. Consider the following general areas: - Where these will be stored and how they will be identified - How to keep data and records secure and protected from damage/destruction - Accessibility - Confidentiality/privacy issues - Archival/long-term value. Other areas may specifically apply: - If the research is externally-funded, are there terms and conditions relating to how data is collected and stored? - Laboratory notebooks - Research involving human participants (incl. consent forms, questionnaires).	**Research Data Management** (http://researchdata.ox.ac.uk/)	
Intellectual property	Discuss what intellectual property (IP) may be generated in the course of the project. How this can be protected/exploited.	**Intellectual property (IP)** (http://www.admin.ox.ac.uk/researchsupport/ip/) **Isis Innovation - Information for Oxford Researchers** (http://www.isis-innovation.com/researchers/index.html)	

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Health and Safety	Ensure the student has completed a local health and safety induction and is aware of: - who the relevant health and safety representatives are - Emergency procedures, particularly fire, first aid and incident reporting - Supervisory arrangements, particularly for out of hours or lone working. Discuss health and safety issues specific to the student's research, e.g. laboratory safety, fieldwork, overseas travel etc. Ensure risk assessments covering the hazards they are likely to encounter are discussed or completed.	**Supervisors' Responsibilities** (http://www.admin.ox.ac.uk/safety/policy-statements/s1-09/) **Health and safety induction training** (http://www.admin.ox.ac.uk/safety/policy-statements/s5-10/) **Further health and safety training** (http://www.admin.ox.ac.uk/safety/safetytraining/)	
Advice and concerns about research conduct	Discuss where advice may be sought and the procedures for dealing with queries, concerns or complaints about the research.	**Research misconduct** (http://www.admin.ox.ac.uk/researchsupport/integrity/misconduct/) - University guidance	
Skills training and professional development	Discuss with student any further training needs related to the research and professional development more generally.	**Support for researchers** (http://www.admin.ox.ac.uk/researchsupport/researchersportal/) – gateway to services available	
Supervisory meetings	Discuss how regularly to meet and set up meetings.	**University of Oxford - Research Supervision** (www.learning.ox.ac.uk/supervision/) – general information	