

INTEGRITY IN RESEARCH AND SCHOLARSHIP POLICY

Policy Name: Integrity in Research and Scholarship	Responsible Owner: Vice President, Academic and Provost	Created: 2008 Oct
Policy Number: A32	Approval Body: SMT	Last Reviewed/Revised: 2023 Oct
Category: Administration	Replaces: A02.10.04	Next Review: 2029 Oct

TABLE OF CONTENTS

- A. **PURPOSE**
- B. **SCOPE**
- C. **DEFINITIONS**
- D. **POLICY STATEMENTS**
- E. **PROCEDURES**
- F. **SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. **RELATED ACTS AND REGULATIONS**
- H. **RELATED COLLECTIVE AGREEMENTS**

A. PURPOSE

Research and scholarship are instrumental to the pursuit, advancement and transfer of knowledge that underpin higher education and contribute to the common good of society. Nationally and internationally recognized legal and ethical principles related to Research and scholarship inform the standards for institutional practice and expectations.

The primary responsibility for high standards in the conducting of Research rests with the individuals carrying out these activities. Douglas College (the College) is responsible for promoting integrity in Research and scholarship, investigating allegations of Misconduct, and taking further action if and when required.

This policy is consistent with the [Tri Council Policy Statement: Integrity in Research and Scholarship \(2022\)](#), expressing the commitment to integrity of the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada and the Social Sciences and Humanities Research Council of Canada.

B. SCOPE

This policy applies to all those involved in the Research enterprise (e.g., Researchers, Students, technical assistants, visiting professors) in association with Douglas College.

Limitation of Scope

Where allegations of breaches of integrity are made respecting Research conducted by a Student, and where that Research is completed for grading in a credit course, the College's *Academic Integrity Policy* supersedes this policy and will apply.

C. DEFINITIONS

College Resources: Any facilities, equipment or financial aid provided or administered by the College, including without limitation any facilities, physical structures, classrooms, Research laboratories, equipment, technical facilities, personnel and services of the College, including the administration of funds received by the College in the form of grants, contracts or any other support provided by the College, affiliated agencies, partners or external sponsors.

Human Research Participant: An individual whose data or responses to interventions, stimuli, or questions by a Researcher are relevant to answering a Research question; also referred to as a "Participant," "Subject" or "Research Subject."

Misconduct in Research: Any action that is inconsistent with the principles of this policy; this includes, but is not limited to, any deviation from the ethical principles listed in this policy.

Principal Investigator (PI): The person who has the primary responsibility for a Research project.

Research: An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.

Researcher: Any person associated with the College who undertakes to conduct Research; includes employees and Students as well as persons external to the College who are associated with a College-generated Research project, and Researchers external to the College who draw upon members of the College Community for Participants.

Student: A person enrolled in studies at the College in credit or non-credit courses.

D. POLICY STATEMENTS

1. Douglas College actively supports and promotes the maintenance of the highest ethical standards in Research and scholarship.
2. The College will establish and support processes to ensure ethical treatment of Human Research Participants through the creation and administration of the College Research Ethics Board (REB).
3. The College will undertake activities to promote an understanding of the issues involved in integrity in Research, and it holds Researchers and scholars responsible for conducting their Research in strict adherence to standards of ethical conduct, including upholding the following principles:

- a. Recognizing the substantive contributions of all collaborators, using unpublished work of other Researchers and scholars only with permission and with due acknowledgement, and using archival material in accordance with the rules of the archival source;
- b. Obtaining written permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts or applications for funds for Research or training that may have been seen as a result of processes such as peer review;
- c. Using scholarly and scientific rigour and integrity in obtaining, recording and analyzing data and in reporting and publishing results, and refraining from fabricating or falsifying data or results;
- d. Using scholarly and scientific rigour and integrity in storing data, in protecting the integrity and confidentiality of data, in providing access to data, in allowing all collaborators in the Research free access to data, and in ensuring that original records remain available for seven (7) years or for as long as there is a reasonable probability of questions from other investigators, colleagues or other persons who require access to or re-analysis of the original data;
- e. Ensuring that authorship of published work includes all persons and only those persons who have materially contributed to, and share responsibility for, the contents of the publication—that is, those materially contributing to or sharing responsibility for the conception, design or execution of the experimental work, the interpretation of the data or the drafting of the publication;
- f. Seeking and obtaining approval of the College REB before engaging in any Research involving Human Participants, and complying fully with the approved Research protocols in the performance of that Research;
- g. Complying with Canadian Council on Animal Care policies and guidelines, as well as with the College's related animal-care policies, when undertaking Research that involves animals, and confirming in writing to the Office of the Vice President, Academic and Provost (VPA), prior to commencing such Research, that their Research complies with these policies and guidelines;
- h. Complying with Health Canada's *Canadian Biosafety Standards and Guidelines* when engaging in any Research involving biohazards or ionizing radiation, and confirming in writing to the Office of the VPA, prior to commencing that Research, that their Research complies with these guidelines;
- i. Complying with external grant regulations as they relate to the operational and financial terms of the Research grants and/or contracts awarded to the Researcher; and

- j. Complying with Douglas College's *Conflict of Interest* policy, including
 - i. Revealing in writing to the College any material conflict of interest, financial or other, in a company that undertakes with the College to do Research involving that company's products (note: material financial interest includes ownership, substantial stockholding, directorship, significant honoraria or consulting fees but does not include minor stockholding in a large, publicly traded company); and
 - ii. Revealing in writing to sponsors, universities, journals or funding agencies any material interest that might influence their decisions on whether the individual should be asked to review manuscripts, applications or test products, or be permitted to undertake work sponsored through outside sources.
4. The College's efforts to promote the understanding of issues involved in integrity in Research will include efforts to prevent and respond to instances of Misconduct in Research.
5. The REB Chair will report any concerns specific to human ethics in Research to the VPA, who will ensure that the College investigates and takes action if required on allegations of Misconduct.
6. In cases of confirmed Misconduct in Research involving Human Participants, the REB may determine appropriate penalties or conditions with respect to the Respondent's future entitlement to conduct Research involving Human Participants, separate from, and in addition to, any discipline applied by the College (*see below, SOP: Investigating Allegations of Misconduct in Research*).

E. PROCEDURES

Developing and Promoting an Understanding of Integrity in Research and Scholarship

1. The College will establish mechanisms to educate all Researchers, including scholars, Students and staff,
 - a. To promote their understanding of integrity, responsibility and accountability in Research and scholarship;
 - b. To guide and inform the collection, recording, citing, reporting and retention of scientific and scholarly material; and
 - c. To communicate the College's expectations for the highest standards of integrity in such undertakings.
2. The mechanisms for meeting the above obligations will include encouraging and promoting awareness by providing information packages and links to relevant online resources, and by establishing information sessions on the principles and practices of Research integrity.

Data Recording, Retention and Ownership

1. Scientific and scholarly inquiry is dependent upon the integrity of accurately recorded data. In order to ensure this integrity, Researchers must retain their original results in order to be able respond to questions about the Research. Errors can be mistaken for Misconduct if the primary experimental results are not fully accounted for or are, or become, unavailable.
2. Primary data should normally be stored in a secure area of the Researcher's school or department and remain available and preserved for a minimum of seven (7) years (longer where dictated by disciplinary practice or by federal requirement). The primary Research data should be recorded in print form and backed up on secured or protected electronic or digital media. An index with appropriate pagination should be available to ensure easy access to critical areas of the Research data. Primary data must not be destroyed while the Research is being evaluated or investigated by colleagues, readers or investigators, and must not be altered (e.g., anonymized) except where there is a legitimate requirement for confidentiality.
3. Issues concerning intellectual property rights and/or ownership and/or location of materials and products, including reproduction and publication of primary data or the storage of primary data, Research materials, software or any other relevant circumstances related to conducting the Research, will be resolved dependent upon the type of Research conducted. Prior to any Research being conducted, Researchers should consult the College's policies pertaining to intellectual property and reach a common understanding of ownership among collaborators, supervisors, Students and the College.

Authorship and Publication

1. The publication of accurate scholarly reports requires the following:
 - a. The active participation of each author in verifying and taking responsibility for the part of the manuscript to which each has contributed; and
 - b. The designation of one author as responsible for the validity of the entire manuscript.
2. The principal criterion for authorship should be that each author has made a significant intellectual and practical contribution; the concept of "honorary authorship" is unacceptable.
3. Students will be given appropriate recognition for authorship or collection of data in any publication.

Investigating Allegations of Misconduct in Research

Allegations of Misconduct in Research will be investigated according to Standard Operating Procedures (SOP) *Investigating Allegations of Misconduct in Research* (see below).

However, where Misconduct in Research is alleged of a Student, and where that Research is completed for grading in a credit course, the College's *Academic Integrity Policy* will apply.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Administration Policies

- *Academic Freedom*
- *Animal-Based Teaching – Pedagogical Merit Review*
- *College Use of Copyrighted Work*
- *Commercialization of Intellectual Property*
- *Conflict of Interest*
- *Ethical Conduct for Research Involving Humans*
- *Fraud Prevention*
- *Post-Approval Monitoring Program Policy for Animal Care Use*
- *Records and Information Management*

Educational Policy

- *Academic Integrity*

Douglas College Animal Care Committee: [Terms of Reference](#)

Douglas College [Research Data Management Guide](#)

Douglas College Research Ethics Board: [Terms of Reference](#)

[Records Retention Schedule for Douglas College](#)

See [Standard Operating Procedures](#):

- *Investigating Allegations of Misconduct in Research*

G. RELATED ACTS AND REGULATIONS

- [College and Institute Act](#) [RSBC 1996], c. 52
- [Tri Council Policy Statement: Integrity in Research and Scholarship](#)

[Canadian Institutes of Health Research](#)

[Natural Sciences and Engineering Research Council of Canada](#)

[Social Sciences and Humanities Research Council of Canada](#)

H. RELATED COLLECTIVE AGREEMENTS

- Current [Collective Agreement between Douglas College and the BC General Employees' Union \(BCGEU\)](#)
- Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)