



Title	<b>Ethics and Integrity in Research and Scholarly Activity</b>
Policy No.	F.1.2
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 5, 2013
Effective Date	September 27, 2017

These procedures are organized under the following headings: Mandatory and Appropriate Conduct in Research and Scholarly Activity, Attribution of Authorship, Handling of Research Data, Responsibilities of the College, Responsibilities of the Researcher, Allegations of Scholarly Misconduct.

#### **MANDATORY AND APPROPRIATE CONDUCT IN RESEARCH AND SCHOLARLY ACTIVITY**

Appropriate and mandatory conduct in research and scholarly activity includes but is not limited to the following:

1. Obtaining, recording, analyzing, storing, reporting, and publishing data or results using scholarly and scientific rigor and integrity.
2. Recognizing the substantive contributions of all collaborators (including students); using unpublished work of other researchers and scholars only with permission and with due acknowledgement; and using archival materials in accordance with the rules of the archival source.
3. Ensuring the authorship of published work includes those who have materially contributed to and share responsibility for the concepts of the publication, and only those persons.
4. Obtaining the permission of the author(s) before using new information, concepts, or data originally obtained through access to confidential manuscripts.
5. Seeking and obtaining approval by the VCC Research Ethics Board (REB) before engaging in any research involving humans (unless exempted by the Vancouver Community College Policy F.1.01, Ethical Conduct for Research Involving Humans), and then complying fully with the approved research protocols. Complying with VCC regarding the operational and financial terms of research grants and/or contracts awarded to the researcher.
6. Voluntarily and immediately disclosing in writing to the Vice President, Academic & Research (or delegate) any material financial interest in a company that contracts with VCC to undertake research, particularly research involving the company's products: material financial interest includes ownership, substantial stock holding, directorship, significant honoraria, or consulting fees, but does not include minor stock holdings in a large publicly traded company.

7. Disclosing as early as possible in writing to the sponsors of the research project, VCC and other institutions, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the researcher should be asked to review manuscripts or applications, test products, or be permitted to undertake work sponsored from outside sources.
8. Disclosing to the VCC Research Ethics Board (REB) any conflicts of interest in research involving humans, including any material financial interest in a company that contracts with the College to undertake research, particularly studies involving the company's products: such disclosure will be made in the application to the REB for ethical review.

#### **ATTRIBUTION OF AUTHORSHIP**

9. Authorship implies significant intellectual contributions to the work which, when recognized, must include only those people who have materially contributed to and share responsibility for content.
10. Students will be given the appropriate recognition for authorship or collection of data in any publication.

#### **HANDLING OF RESEARCH DATA**

11. Research is conducted and data is acquired in different manners. In the case of collaborative work, all members of the research team are responsible for ensuring proper acknowledgement of each team member when the data is released in any form.
12. A complete set of all original research data must be securely retained by the principal researcher for a period of five (5) years following the completion of the research or as required by law, whichever is longer. All collaborators must have free access to the relevant data at all times and authorization to copy may not be withheld by any team member without valid reason.

#### **RESPONSIBILITIES OF THE COLLEGE**

13. VCC is responsible for promoting integrity in research. VCC will engage in educational activities including workshops in support of research and research practices and will post related documents and processes on MyVCC. New faculty will be made aware of research policies as part of their orientation. Updates and changes to research policies will be announced through internal College media and will be available on the College's website.
14. VCC is responsible for investigating and responding in a timely manner to allegations of misconduct in research, including informing the appropriate funding council(s) of conclusions reached and actions taken.
15. VCC is responsible for creating and maintaining an active Research Ethics Board, as per Policy F.1.01, Ethical Conduct for Research Involving Humans.

#### **RESPONSIBILITIES OF THE RESEARCHER**

16. The researcher is responsible for maintaining high standards of conduct in research. The College holds researchers responsible for ensuring that they maintain the appropriate standards of integrity and ethics while conducting research under this policy, and that they meet the requirements for conducting research, some of which are noted in this policy.

## **ALLEGATIONS OF SCHOLARLY MISCONDUCT**

17. Allegations of conflicts of interest related to research and involving employees will be addressed under College policies A.3.6 Standards of Employee Conduct & Conflict of Interest and F.1.03 Conflict of Interest Related to Research. Allegations of conflicts of interest related to research and involving students will be addressed under College policy D.4.3 Student Code of Conduct (Non-Educational matters).

## **RELATED POLICIES**

Refer to F.1.2 Ethics and Integrity in Research and Scholarly Activity Policy