
Type:	C - Institutional	Last Approved:	Oct. 21, 2009
Executive Responsibility:	VP Academic & Provost	Next Review:	May, 2012
Administrative Responsibility:	Director of Research Services	Procedure:	31.10.001

STATEMENT:

Vancouver Island University supports and encourages the maintenance of the highest ethical standards in research and scholarship. Primary responsibility for high standards of conduct in research and scholarship rests with the individuals carrying out these activities. This policy applies to all faculty members, students, researchers and all other personnel, engaged in research, associated with the University; herein, these will be referred to as 'researchers.' Promotion by the University of understanding of the issues involved in integrity in research and scholarship offers a valuable means of preventing misconduct. The University will actively promote such understanding through a variety of means, including dissemination of written materials, and offering workshops and seminars.

~~The University expects all researchers to adhere to the principles described herein. Misconduct in research is an offense which, depending on its severity, is subject to a range of disciplinary measures up to and including dismissal or expulsion. Allegations of misconduct shall be dealt with in a fair, unbiased and timely manner. All parties shall be advised of the applicable University procedures and persons against whom allegations of misconduct have been made shall be advised of the allegations against them, and shall be accorded the opportunity to provide a response.~~

The University holds all researchers responsible for conducting their research in strict observance of ethical standards as noted in existing policies such as the Policy on Research involving Human Subjects (31.03) and the Policy on Animal Care (31.07), and expects all researchers to abide by the below guiding principles:

- a. using scholarly and scientific rigor and integrity in obtaining, recording and analyzing data, and in reporting and publishing results; not fabricating or falsifying data or results;
- b. recognizing the substantive contributions of all collaborators; using unpublished work of other researchers and scholars only with permission and with due acknowledgment; and using archival material in accordance with the rules of the archival source;

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- c. ensuring that authorship of published work includes all persons who have materially contributed to, and share responsibility for, the contents of the publication, and only those persons;
- d. obtaining the 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;
- e. seeking and obtaining approval by the Research Ethics Board before engaging in any research involving human subjects and then complying fully with the approved research protocols in the performance of the research;
- f. seeking and obtaining approval by the University Animal Care Committee before engaging in any research involving animals and then complying fully with the approved research protocols in the performance of the research;
- g. seeking and obtaining approval by the appropriate committee or authority before engaging in any research involving biohazards or ionizing radiation and then complying fully with the approved research protocols in the performance of the research;
- h. complying with the existing Research Grants Procedure #41.08 as it relates to the operational and financial terms of research grants and/or contracts awarded to the researcher;
- i. ~~revealing as early as possible in writing to the Vice President Academic any material financial interest in a company that contracts with the University to undertake research, particularly research involving the company's products.~~ revealing as early as possible in writing to the Vice President Academic and Provost any material financial interest, by any person responsible for overseeing the research project, in a company that contracts with the University to undertake, research, particularly research involving the companies products. Material financial interest includes ownership, substantial stock holding, directorship, significant honoraria or consulting fees, but does not include minor stock holding in a large, publicly traded company; and
- j. revealing as early as possible in writing to the sponsors of the research project, this and other institutions, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the individual should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources.

Misconduct in research includes, but is not limited to, any deviation from these principles. The University is responsible for investigating allegations of misconduct in research involving its researchers. Such allegations may arise from sources within or outside the University. Allegations may be well-founded, honestly erroneous, mischievous or malicious. Whatever their source, motivation or accuracy, allegations of misconduct in research

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have the potential to cause great harm to the person accused, to the person making the accusation, to the University and to research and scholarship in general. They therefore require prompt, effective action by the University.

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DEFINITIONS

1. — Misconduct in research includes, but is not limited to, any deviation from the principles listed above.
2. — The complainant is the person making an allegation of misconduct in research; the complainant may or may not be directly affected by the alleged misconduct.
3. — The respondent is the person accused by the complainant of misconduct in the conduct of research.
4. — Scholarly Activity: Appropriate research, scholarship, and professional activity consists of contributions by a researcher to his/her discipline or profession resulting in the presentation of work for formal or informal peer or public review outside the institution.

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