

The Babraham Institute

## BI-RES-005 RESEARCH INTEGRITY POLICY

### Document reference

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14 October 2021	1.0	Active	New in 2021 Policy Review

### Document approval





# 1. Definitions

## 2. Commitment statement

2.1. At the Babraham Institute our mission is to be an international leader in research focusing

applicable to both individual researchers and to the Institute as a whole. The policy is applicable to all Institute research and does not attempt to micro-manage research.

- 3.3. This policy supports the Institute to meet the requirements outlined in the following research integrity guidance:

[Universities UK Concordat to Support Research Integrity \(2019\)](#)<sup>2</sup>

[Research Councils' Policy and Guidelines on the Governance of Good Research Conduct \(2015\)](#)<sup>3</sup>

[BBSRC Safeguarding Good Scientific Practice](#)<sup>4</sup>

[Wellcome Good Research Practice Guidelines](#)<sup>5</sup>

- 3.4. The policy is organised in the following sections:

Section 5 contains broad principles that define the responsibilities and values in the conduct of research by both researchers and the Institute as a whole. Sections 6 and 7 list standards for good practice in research that researchers and the Institute will comply with and links to more detailed Institute policies in these areas.

A one-page Recommended Checklist for Researchers can be found in Appendix 1. This is a non-technical checklist summarising the key points of good practice in research and is applicable to all subject areas. The checklist is based on the more detailed standards in Section 7.

- 3.5. This policy overarches the following research integrity policies:

Research Misconduct Policy







They will ensure that any research undertaken complies with any agreements, terms and conditions relating to the project, and allows for proper governance and transparency. Researchers will follow the requirements and guidance of any professional bodies in their field of research. Researchers who are members of a regulated profession will follow the requirements and guidance of the body regulating their profession.

the Institute and its researchers will ensure the dignity, rights, safety and wellbeing of all involved in research and avoid unreasonable risk or harm to research subjects, patients, participants, researchers and others. They will report and address any concerns relating to the dignity, rights, safety and well-being of those involved in research. Research will be initiated and continued only if the anticipated benefits justify the risks involved.

## 6. Key responsibilities

6.1. will:

Comply with all legal and ethical requirements and other guidelines that apply to







7.4.6. will ensure that their research design does not lead to biased outcomes, e.g., consider sex as an independent variable.

7.4.7. will be prepared to make research designs available to peer reviewers and journal editors when submitting research reports for publication.

7.4.8. Advice on research design can be sought from:

The Institute statistician  
Facility Heads and technical staff  
Group leaders and ISPG Leads

## 7.5. Collaborative working

7.5.1. will pay particular attention to projects that include animals, animal tissues, participants, human material or personal data from different countries or where work will be carried out in another country due to the additional legal and ethical requirements and other guidelines that may apply. See also Sections 6.1, 7.7.2 and 7.8.2.

7.5.2. will work with partner organisations to ensure the agreement of, and compliance with, common standards and procedures for the conduct of collaborative research, including the resolution of any issues or problems that might arise and the investigation of any allegations of misconduct in research if they occur. See the Acceptability of Funders, Customers & Partners Policy (BI-COR-011) for further information on the Institute's procedures that govern the acceptability of collaborative working.

7.5.3.

7.6.2. will comply with the Institute's Conflicts of Interest Policy (BI-HR-008).

## 7.7. Research involving human participants, human material or personal data

7.7.1. will make sure that any research involving human participants, human material or personal data complies with all legal and ethical requirements and other applicable guidelines.

will comply with the Institute's Human Research Policy (BI-RES-007) and process.

## 7.8. Research involving animals

7.8.1. will make sure that research involving animals adheres to all legal and ethical requirements and other applicable guidelines. They will consider the opportunities for reduction, replacement and refinement of involving animals in research projects and must refer to the relevant guidance.

7.8.2. will comply with the Campus Use of Animals in Research Policy (BRC-BIO-001), the Campus Use of Animal Tissues in Research (BRC-BIO-002) and associated policies (e.g., BSU Barrier Integrity Policy [BRC-BIO-003] and Biosafety Policy [BRC-HAS-001]).

## 7.9. Health & Safety

7.9.1. will ensure that all research carried out under the Institute's auspices, or for which they are responsible, fulfils all requirements of health and safety legislation and good practice. They will bear in mind that certain types of research can present particular issues of health and safety and ensure that all research involving potential hazards to human health or the environment complies with all legal and Institute requirements and other applicable guidelines.

7.9.2. will comply with the General Health & Safety Policy (BI-HAS-001), relevant sub-policies, rules and guidance.

## 7.10. Laboratory practice

7.10.1. will comply with the Sampling Handling Policy (to follow).

7.10.2. has management systems in place to promote good working practices in its laboratories.

7.10.3. assure the quality of laboratory facilities and equipment. Further detail can be found in the Laboratory Equipment Maintenance Policy (to follow).

7.10.4. will ensure they are appropriately trained in laboratory practice, and use of laboratory facilities and equipment. Advice can be sought from the Technical Services

Team (Technical Services [Technical.Services@babraham.ac.uk](mailto:Technical.Services@babraham.ac.uk)) in the first instance if you





Assessing research outputs and other research contributions based on their intrinsic merit

Discouraging the inappropriate use of proxies or metrics – such as the title or impact factor of the journal in which the work was published.

are encouraged to adopt and promote these principles.

## 7.16. Research outputs & open science

### 7.16.1. Open Science commitment

7.16.1.1. are committed where possible to making research outputs open to others to access, reuse and distribute without undue limitations in order to uphold important features of research and innovation, such as transparency, openness, verification and reproducibility, across the whole lifecycle of research.

7.16.1.2. while committed to making all research outputs as widely and freely available as possible will also protect relevant IP.

7.16.1.3. will comply with the Open Access Policy (BI-IM-001) and Open Data Policy (to follow).

### 7.16.2. Methods (technologies) / data / code / materials

7.16.2.1. encourages the use of repositories (including public repositories where possible) for methods, data, code and materials.

7.16.2.2. should ensure that materials reported on in publications will be made available to others on request under any appropriate Material Transfer Agreements; these are drawn up by the Contracts Office in consultation with the scientist. Such interactions can provide an independent verification of the quality and accuracy of the work that produced the materials.

### 7.16.3. Pre-prints

7.16.3.1. encourages the use of pre-prints wherever possible. Researchers must note however that pre-prints are considered disclosure so must not be used where there is commercialisation value. Please speak to the Commercialisation team for advice before publishing a pre-print if you are unsure.

### 7.16.4. Publication & authorship

7.16.4.1. accept their duty to publish and disseminate research in a manner that reports the research and all the findings of the research accurately and without selection that could be misleading.

7.16.4.2. will

or suppress appropriate publication or dissemination; and do not attempt to influence the presentation or interpretation of findings inappropriately.

7.16.4.4. provides training and support to guide researchers in the publication and dissemination of research and the findings of research that involves: confidential or proprietary information; issues relating to patents or intellectual property; findings with serious implications for public health; contractual or other legal obligations; and / or interest from the media or the general public.

7.16.4.5. who are discouraged from publishing and disseminating their research or its findings, or subjected to attempts to influence the presentation or interpretation of findings inappropriately, should discuss this the Named Person Responsible for Research Integrity (the Policy Owner, named on the first page) so that the matter can be resolved.

## 7.17. Misconduct in research

7.17.1. will comply with the Institute's Research Misconduct Policy (BI-RES-004).

7.17.2. has defined what it considers to be misconduct in research and has made it known to researchers. The Institute has established and publicised a Research Misconduct Policy (BI-RES-004) to investigate allegations of misconduct in research and ensure that any such allegations are investigated thoroughly and fairly and in a timely manner.

7.17.3. will also comply with associated policies that complement this Research Integrity Policy and form part of the Institute's research integrity framework, including the Whistleblowing Policy (BI

- 8.4. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.

## Appendix 1 Recommended checklist for researchers

The Checklist lists the key points of good practice in research for a research project and is applicable to all subject areas. More detailed guidance can be found in section 6. A PDF version is available at [https://www.babraham.ac.uk/resources/research-integrity/policies-and-procedures/01720242DD0s9p](#)

## Appendix 2 | Schedule of responsibilities

Detail of the responsibilities is included in the relevant section.

Section	Responsibilities	Owner
6	Overall quality and integrity of research conducted at the Institute	Babraham Executive Committee (BEC)
6	Ensure compliance with this policy within their areas of work, and that a climate of good scientific practice exists in their research teams, including a commitment to the development of scientific and technical skills.	Institute Strategic Programme (ISP) Leads, group leaders, Facility Heads
6	Recognise their responsibility to conduct research of high ethical standards; Be aware of the Institu	Ins

7.13.	Collection & retention of data	Chief Information Officer, ISP Leads, Group leaders
7.14.	Monitoring & audit	Quality & Assurance of Research
7.15.	Peer review & research evaluation	Grants Office, SPOC, Science & Impa2d3an s2 399.43 690.8