INSTITUTE OF HUMAN GENETICS
POLISH ACADEMY OF SCIENCES

HR EXCELLENCE IN RESEARCH

POLICY OF RESEARCH CONDUCT OF THE INSTITUTE OF HUMAN GENETICS, POLISH ACADEMY OF SCIENCES

Institute's mission: to carry out research in the field of medical and biological sciences in accordance with the highest possible standards.

PREAMBULE

This Policy defines the way research is conducted at the Institute of Human Genetics, Polish Academy of Sciences (hereinafter called the Institute or the IHG PAS). The Institute ensures that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. The Institute promotes research environment with excellent research and high ethical standards and expects that its academic staff will strive for high standards of personal conduct to ensure the integrity of the research and outputs.

The Policy draws inspiration from the European Code of Conduct for Research Integrity[1], The Code of the National Science Centre on Research Integrity and Applying for Research Financing[2] and The Danish Code of Conduct for Research Integrity[3].

Definitions:

Research - any creative and systematic work undertaken to increase the stock of knowledge and the use of this stock of knowledge to devise new applications[4].

Researcher - a person conducting research at the IHG PAS, regardless her/his contract.

Project - a series of activities aimed at bringing about clearly specified objectives within a defined time period and with a defined budget which is specific to the project[5]. It is financed by a funder.

Funder - the individual(s) or organisation(s) which pays wholly or partially for the conduct of a research project[6].

Primary material means any material (e.g. biological material data bases, notes, records, images, literature) that forms the basis of the research[7].

Primary/ raw data means detailed records of the primary materials that comprise the basis for the analysis that generates the results[8].

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[1] https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

[2] https://ncn.gov.pl/sites/default/files/pliki/Code-of-the-National-Science-Centre-on-Research-Integrity.pdf

[3] https://ufm.dk/publikationer/2014/the-danish-code-of-conduct-for-research-integrity

[4] OECD (2015). *Frascati Manual 2015*. The Measurement of Scientific, Technological and Innovation Activities. doi:10.1787/9789264239012-en. ISBN 9789264238800.

[5] https://ec.europa.eu/europeaid/project-modality_en

[6] https://euraxess.ec.europa.eu/jobs/charter/european-charter

[7] https://ufm.dk/publikationer/2014/filer-2014/the-danish-code-of-conduct-for-research-integrity.pdf

[8] https://ufm.dk/publikationer/2014/filer-2014/the-danish-code-of-conduct-for-research-integrity.pdf

INTRODUCTION

The IHG PAS believes that the culture of research integrity should be underpinned by a philosophy of continual improvement. Therefore, this Policy sets out the standards that govern the conduct of research at the Institute of Human Genetics, Polish Academy of Sciences. It covers the following aspects:

- Principles for Research Conduct
- Legal and ethical requirements
- The use of animals in research
- Research data and records
- Authorship, publication
- Research misconduct or malpractice or misconduct

Principles for Research Conduct at the IHG PAS

HIGH STANDARDS: researchers are expected to strive for excellence and the highest ethical standards when conducting research.
HONESTY: researchers need to be honest in respect of their own actions in research and in their responses to the actions of other researchers.
TRANSPARENCY: researchers have the responsibility to ensure efficient and proper use of resources provided from public funds.
RELIABILITY: researchers are expected to ensure the quality of research, reflected in the design, the methodology, the analysis and the use of resources.
ACCOUNTABILITY: researchers are expected to ensure that the work they undertake is consistent with Institute's expectations as well as other parties e.g. funding bodies, collaborators etc.
INTEGRITY: researchers are expected to take appropriate actions to address actual, potential or perceived conflicts of interest throughout their research.
SAFETY: the Institute and its researchers will ensure the dignity, rights and safety of all involved in the research, and avoid unreasonable risk or harm to research subjects, participants, researchers and others.

Legal and ethical requirements

1. Responsible ethical conduct is expected in all aspects of research, including applying for funding, experimental design, generating and analysing data, using equipment and facilities, publishing results.
2. The IHG PAS and its researchers must comply with all legal and ethical requirements relating to their research.
3. Research must be conducted in line with the highest ethical standards, and researchers must obtain the required ethical approvals.

4. Researchers should follow the principles of The Code of Ethics for Research Worker

The use of animals in research

1. To perform research involving animals the following aspects must be taken into consideration:

- The use of the animal model is appropriate and relevant to the research question.
- There are no feasible alternatives and all reasonable efforts have been made to replace, reduce and refine the use of animals.
- The work will be done in strict compliance with all applicable laws, regulations, guidance and ethics committee requirements, and welfare conditions meet the high standards.
- The research has a strong scientific rationale and robust study design which will help to deliver benefit for people

2. All reasonable efforts should be made to address the **principles of the 3Rs** by: **Replacing** with non-animal models and tools where possible. **Reducing** the number of animals used to as few as possible, whilst still maintaining appropriately designed and analysed animal experiments that are robust and reproducible. **Refining** the experimental methods to minimise suffering and improve welfare standards, including exploiting the latest in vivo technologies.

Research data and records

1. Research data and records of the research methods must be accurate and sufficiently detailed to enable verification of research results.
2. Data, including electronic data, must be recorded in a durable, secure and retrievable form.
3. While recording the data, FAIR (Findable, Accessible, Interoperable and Re-usable) principles apply.
4. Granted approvals must be stored during and after the research process.
5. The individual researcher is responsible for the retention and archiving of data and must comply with any external requirements (e.g. funders). When there are no specific external requirements for retention, the researcher should keep the data as long as it is necessary for the purpose of the research.
6. Research data and primary materials must be retained as long as professional standards, legal requirements and contractual arrangements state.
7. Research data remains the property of the Institute when a researcher leaves.
8. While collecting and processing biological material samples, the General Data Protection Regulations (GDPR) apply.

Authorship and publication

Authorship

1. For a person to be recorded as an author of a publication requires that s/he is directly involved in the creation of the publication by:
    a) being solely responsible for, or making a significant contribution to, the conception of the project, or collection, analysis and interpretation of the data on which the publication is based,
    and
    b) writing or revising the intellectual content.
2. Authorship must honestly reflect the contribution to the work being published.
3. All authors agree on the sequence of authorship, acknowledging their contribution.
4. All authors are fully responsible for the content of a publication, unless otherwise specified.
5. The right to authorship is not tied to position or profession: ghost or honorary authorship is unacceptable.

Publication

1. Publication is the dissemination of the outcomes of research in paper form and/or in other media, including electronic media.
2. Publication may refer to articles, books, chapters, conference proceedings, reviews, patents, theses, databases, web-sites, e-bulletins, press releases or other events.
3. Publication of more than one paper based on the same set(s) or sub-set(s) of data, or material previously published by the same author(s) is not acceptable.
4. Submission of substantially similar work to more than one publisher at the same time is not acceptable.
5. Publications must include information on the source of financial support for research.
6. Publications must include a disclosure of any potential conflicts of interests.
7. Researchers must adopt appropriate ethical and professional standards and responsibilities in their publications.
8. Researchers must ensure that their Institute's affiliation is properly recorded on publications.
9. Researchers must record their publications in the ORCID database.
10. The best way to maximise the impact of the research is to provide open and unrestricted access to published research. This facilitates rapid sharing of knowledge and promotes innovation.

Research misconduct or malpractice

1. Failing to follow good research practices violates professional responsibilities and damages the research processes, degrades relationships among researchers, undermines trust in and the credibility of research.

2. Research misconduct or malpractice is a behaviour or action that falls short of standards required to ensure that the integrity of research at the Institute is upheld.
3. Research misconduct or malpractice includes, but is not limited to:

- **fabrication**, including the creation of false data, imagery of other aspects of research
- **falsification** of data or results, including
  (i) falsification and/or inappropriate manipulation and/or selection of consents
  (ii) falsification and/or inappropriate manipulation and/or selection of data/imagery
- **plagiarism** meant as inappropriate use of others' ideas, IP or work without acknowledgement or permission
- **mismanagement** of data/ primary source materials, including failure by researchers having responsibilities to:
  (i) keep clear and accurate records of the research procedures followed and the results obtained
  (ii) hold records securely in paper or electronic form
  (iii) make relevant primary data and research evidence accessible to others
- **dishonesty** in processing, carrying out or reporting results of research, e.g. suppression of relevant findings or data and misrepresentation of data
- **deliberate, dangerous or negligent deviation** from accepted practice in carrying out research
- **breach of duty of care**

4. The three FFP (fabrication, falsification, plagiarism) forms of violation are considered particularly serious. In addition to above-mentioned violations other unacceptable practices include:

- manipulating authorship,
- re-publishing substantive parts of one's own earlier publications (self-plagiarism).
- withholding research results,
- misrepresenting research achievements,
- delaying or hampering the work of other researchers.

5. The violation or allegation of research misconduct or malpractice is handled in a consistent and transparent fashion by the Disciplinary Committee of the Institute.