UNIT FOR RESPONSIBLE CONDUCT IN RESEARCH (URCR)

A. General Ethics/Integrity Policy

i3S is committed to upholding responsible conduct of research and of service provision. With these standards in mind, i3S has already implemented a series of codes and abides by regulations and decrees, such as:

1. Compliance with Law no. 21/2014 of 16 April that implements Directive 2001/20/EC of the European Parliament and of the Council of 4 April in Portuguese legislation, regarding clinical research;
2. Decree-Law No. 80/2018 of October 15, which governs the Healthcare Ethics Committees;
3. Law No. 58/2019 of August 8, which implements Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data;
4. Compliance with General Rules for Preventing Corruption (GRPC) and Data Protection Policy (DPP), as well as the protection of the Whistleblower (Law no. 93/2021 of 20 December, or Whistleblower Law);
5. Compliance with *Código Ético de Conduta Académica da UPorto;*
6. Strict observance of the i3S Authorship Guidelines, in line with the Authorship Guidelines by ICMJE; compliance with The European Code of Conduct for Research Integrity (ALLEA) and the Declaration on Research Integrity in Responsible Research and Innovation (UNESCO)

5. Compliance with Open Science Principles

I3S has an Ethics Committee, An Animal Welfare and Ethics Body (ORBEA), an Integrity Officer, and a Data Protection Officer that support researchers in complying with all the ethical requirements in their research projects and provide support

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info@i3s.up.pt
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throughout the implementation of the projects. No regulated procedures will be started without the approval of the appropriate ethical committees, as required by law.

All I3S researchers have the opportunity to get regular training in ethics and integrity of research provided by the Integrity Office. Good research practices are encouraged in order to define the criteria for proper research behaviour, to maximise the quality and robustness of research, and to respond adequately to threats or violations of research integrity.

I3S guiding principles for responsible research are laid down in policy documents available on the webpage of the Institute.

The institute is also responsible for ensuring that, when dealing with biological material, strict safety procedures are in place in compliance with national and EU regulations on biosafety. Entry to the dedicated facilities is regulated and restricted, ensuring that employees can only enter after they are appropriately trained.

According to EU Directive 2004/23/EC, the handling of cells and tissues is subject to specific rules, in particular, concerning:

- Donor selection/protection; accreditation/designation/authorisation/ licensing of tissue establishments and tissue and cell preparation processes; quality management of cells and tissues; procurement, processing, labelling, packaging, distribution, traceability, and imports and exports of cells and tissues from and to third countries).

Regarding animal experimentation, the animal care and use program at i3S is the first and presently only in Portugal to be accredited by AAALAC International. In addition to the ORBEA and the animal facility, the program also includes training for researchers in the 3Rs and other aspects of responsible research with animals, with a FELASA accredited course. In addition, i3S is one of the signatories of the Transparency Agreement on Animal Research in Portugal.

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B. Data Security

The in-house storage data provides a centralized storage solution for all researchers, allowing users to copy data from their workstation to a user folder hosted in the data centre accessible in any computer connected to the i3S network.

Personal human data is processed in accordance with national and European legislation on the protection of individuals, as well as other legal, regulatory and good practices. Methods used for processing sensitive/personal data entail: pseudonymization or anonymization of data where necessary; privacy constraints and applicable ethical norms; data accompanied by informed consent statements; privacy policies, national laws.

C. ENVIRONMENT, HEALTH AND SAFETY ISSUES

I3S has adhered to *The European Charter for Researchers*; *The Code of Conduct for the Recruitment of Researchers* -- by adhering to this Charter and Code of Conduct, it commits itself to follow the principles laid out in the documents, with the aim to keep and improve an adequate framework for all its researchers (please see https://www.i3s.up.pt/hr-excellence); The Salzburg Principles of EUA and *The European Code of Conduct for Research Integrity*, developed by All European Academies (ALLEA) and the European Science Foundation (ESF).

At i3S there a is a Health, Safety and Quality Unit that promotes workplace health and safety programs, providing information, training and education in the management of biological, chemical, physical, radiological and environmental hazards, in such a way that all research and technical activities have the least possible impact to the people's health. This Unit is also responsible for the following issues: Emergency Planning and Response; Environmental Compliance; Environmental Public Health; Environmental Project Support and Building Renovation.

There is also a Lab Support Unit that assures a diverse number of key tasks such as: collecting biological and chemical wastes, material to wash/sterilise and also distribute clean/sterilised material; labcoat laundry, clean specific equipment such as biological

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safety cabinets, baths, incubators, etc., as well as assuring differentiated support in several specific rooms such as cell culture rooms.

Considering the environmental and ethical/security issues underlining lab work, i3S conducts regular safety and health training sessions for all researchers and safeguard the health and safety of all human participants in research - as subjects, investigators or uninvolved third parties. I3S complies with the principles of Good Laboratory Practice (GLP), according to laid down in Directive 2004/10/EC, and is accredited under the relevant ISO standard.

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