Research integrity at i3S
Checklist

As a leading portuguese Research Institute in Health Sciences, i3S attaches great importance to responsible conduct in research, which means that pressure to perform should never lead to lack of attention in the way our research is conducted. Compliance with legislation is essential and work needs to be done in a safe way. Moreover, ethical questions are taken seriously and high integrity standards have to be upheld.
Below you can find i3S Research Integrity Checklist with the main topics of responsible research and the corresponding reference to documents/web links that will help you to deal with the practical, ethical, and intellectual challenges you may encounter.

ASPECTS OF RESEARCH INTEGRITY

1. Code of ethics

Acknowledge the National and European Codes and comply with their provisions in all stages of the research.

WEB LINKS:

European Code of Conduct for Research Integrity
https://allea.org/portfolio-item/european-code-of-conduct-2023/

Código de ética de Conduta Académica da Universidade do Porto:
https://www.up.pt/portal/documents/8/codigo-etico-de-conduta-academica-uporto.pdf

2. Training

Attend i3S Welcome Session on Research Integrity (compulsory for all new members) that will be offered several times during the academic year.
Senior researchers, research leaders and supervisors are also expected to update their knowledge on research ethics/integrity throughout their career and take training in leadership.

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3. Authorship

Discuss authorship throughout the project, especially prior to work being prepared or submitted for publication. Discuss the general requirements for a person to be attributed as an author of a publication. Agree on authorship and attribution for each publication and confirm the list of co-authors with all the group involved in the publication.
Each alteration in the author list should be approved by all authors.

WEB LINKS:
I3S Authorship Guidelines
i3S Guidance on Authorship Planning 2020 final version approved by the Board

https://ukrio.org/resources/the-authorship-integrity-toolkit/

4. Plagiarism

Discuss what constitutes plagiarism and how to avoid unintentional plagiarism.

WEB LINKS:
European code of conduct for Research Integrity (2023)
https://scispace.com/resources/the-only-plagiarism-guide-you-will-need/

5. Conflicts of interest

Discuss how any potential conflicts associated with the research might be identified, declared and managed.

WEB LINKS:
Guidelines to handle conflicts of interest in research, recruitment & promotions

Código Ético de Conduta Académica da UPorto

6. Supervising

All researchers are required to know the values, principles and rules regarding responsible research supervision that are clearly outlined in the following documents:

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WEB LINKS:

i3S Guidelines for Graduate Students and Their Supervisors: accessible on i3S Portal (General Documents)

European Code of Conduct for Research Integrity (2023)

7. Ethical requirements

All projects carried out at i3S have to be given appraisal by the Committee for Ethical and Responsible Conduct of Research (CECRI) - if human subjects or human material are involved - or by the Animal Welfare and Ethics Review Body (ORBEA) - if vertebrate animals are involved.

8. Requirements if processing Personal Data

Discuss under which conditions personal data may be collected and processed

WEB LINKS:

Access the documents available on i3S Portal | Data Protection Unit

General Data Protection Regulation

https://www.openaire.eu/sensitive-data-guide

9. Management of Research Data and Records

Discuss how to collect, store and use the research data and records generated by the research. Draw up a data management plan for the collection, storage and management of data. Remember that Open Science Practices are required to ensure sustainability of the scientific system and to fulfil the values of Responsibility, Reciprocity, Reliability and Honesty.

WEB LINKS:

Annotated Data Management Plan 2024

Data Management Checklist

https://www.openaire.eu/sensitive-data-guide

https://www.openaire.eu/how-to-create-a-data-management-plan

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10. Complaints about Research Conduct

Reports on misconduct or unacceptable practices in research, provided they are made in good faith, are carefully inquired at i3S, ensuring no retaliation against the person who speaks up.

The Whistleblowing Channel can be used to signal issues of misconduct or unacceptable practices regarding research ethics and integrity. However, it is the only channel to be used. Reports can be made to a senior researcher, to the Ombudsperson, to the Head of the Unit for Responsible Conduct in Research, or to the Management-Human Resources Unit.

WEB LINKS:

https://www.i3s.up.pt/rgpc.php

https://whistleblowersoftware.com/secure/i3S

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