

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 for the way in which our research is conducted. Compliance with legislation is a must and work needs to be done in a safe way. Moreover, ethical questions are seriously taken 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.

ASPECT OF RESEARCH INTEGRITY:

Code of ethics

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

WEB LINKS:

[Código Ético de Conduta Académica da UPorto](#)

[The European Code of Conduct for Research Integrity, All European Academies \(ALLEA\)](#)

[Code of Conduct for Scientific Integrity, Swiss Academies of Arts and Sciences](#)

ASPECT OF RESEARCH INTEGRITY:

Training

Attend i3S wide lecture on Research Integrity (compulsory for all new doctoral researchers) 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.

<https://dozer.i3s.up.pt/#/transversalUnits/134>

<https://www.i3s.up.pt/responsible-research.php>

ASPECT OF RESEARCH INTEGRITY:

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.

i3S POLICY ON AUTHORSHIP (WEB LINKS):

[i3S Authorship Guidelines](#)

[i3S Guidance on Authorship Planning 2020 final version approved by the Board](#)



ASPECT OF RESEARCH INTEGRITY:

Plagiarism

Discuss what constitutes plagiarism and how to avoid unintentional plagiarism.

WEB LINKS:

https://www.elsevier.com/_data/assets/pdf_file/0009/653886/Plagiarism-factsheet-March-2019.pdf
[Committee on Publication Ethics COPE. Guidelines.](#)

ASPECT OF RESEARCH INTEGRITY:

Conflict of interest

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

WEB LINKS:

https://www.elsevier.com/_data/assets/pdf_file/0007/653884/Competing-Interests-factsheet-March-2019.pdf
[Código Ético de Conduta Académica da UPorto](#)

ASPECT OF RESEARCH INTEGRITY:

Supervising

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

WEB LINKS:

[The European Code of Conduct for Research Integrity, All European Academies \(ALLEA\)](#)
[i3S Guidelines for Postdoctoral Appointees and Their Research Advisors](#)
[i3S Guidelines for Graduate Students and Their Supervisors](#)

ASPECT OF RESEARCH INTEGRITY:

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.

ASPECT OF RESEARCH INTEGRITY:

Requirements if processing personal data

Discuss under which conditions personal data may be collected and processed

WEB LINKS:

[General Data Protection Regulation](#) (GDPR – EU)
<https://www.openaire.eu/factsheet-h2020-personal-data-v2/view-document>

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ASPECT OF RESEARCH INTEGRITY:

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.

i3S WEB LINKS:

[Data Management Checklist](#)

[Tips for Good Data Management Plans](#)

Other Web Links:

<https://www.openaire.eu/what-isa-data-management-plan-and-how-do-i-create-one>

<https://www.openaire.eu/factsheet-h2020-research-administrators-v2/view-document>

<https://argos.openaire.eu/splash/>

ASPECT OF RESEARCH INTEGRITY:

Complaints about research conduct

Look up what the i3S procedures and structures are for dealing with complaints about the conduct of research:

WEB LINKS:

[Procedures for Reporting Cases of Misconduct](#)

[Allegation of Research Misconduct Proforma.](#)

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