

Scholarly Integrity	Manual:
	Reference Number 108
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Approving Authority: <i>Keith Dewar</i>	Revision Dates: <i>Date reviewed.</i>
Classification: <i>Governance</i>	
Contact for Interpretation: <i>Director, Research and Performance Support</i>	
Source: <i>Research and Performance Support</i>	

See related Policies: Conflict of Interest
 Data Storage and Retention
 Intellectual Property
 The Ethical Conduct of Research and Other Studies Involving Human Participants
 Corrective Discipline

See related Procedure: Procedure for Policy on Scholarly Integrity

1.0 Policy

- 1.1 The Policy on Scholarly Integrity standardizes practices that foster honesty and accountability in the search for, reporting, and dissemination of knowledge.
- 1.2 Any fabrication, falsification, destruction of research records, plagiarism, invalid authorship, inadequate acknowledgement, mismanagement of conflict of interest, failure to comply with relevant policies, misrepresentation in a funding application, and/or mismanagement of funds will be considered a breach of Scholarly Integrity and will be addressed according to the related *Procedure for Policy on Scholarly Integrity*.
- 1.3 Principal Investigators and/or other research staff may be compensated for the performance of services in direct connection with a research contract, as long as such compensation does not contravene the RQHR *Policy on Conflict of Interest* or the terms of their research funding.
- 1.4 The RQHR will investigate allegations of misconduct made against those to whom this Policy applies in accordance with the procedures established under this Policy.

2.0 Purpose

- 2.1 The Policy on Scholarly Integrity is necessary and important to maintain the highest ethical standards in the conduct and reporting of research activities. Scholarly integrity

requires a commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that RQHR affiliated researchers, students, and staff members will adhere to the ethical values implied in all activities related to learning, teaching, research and service.

- 2.2 The intention of this policy is to protect against any action that contravenes this standard, including misrepresentation, falsification, or deception.
- 2.3 The details of this policy and related procedure are to meet the requirements set out in the Tri-Agency Frameworkⁱ for conducting responsible research, and to provide clear guidelines for integrity in research and dissemination.

3.0 Responsibilities

- 3.1 **Research Rigor** – RQHR personnel will ensure the highest level of research rigour and integrity in conducting research, including accurate and appropriate recording, analyzing, interpreting, reporting, and publishing of findings.
- 3.2 **Acknowledgments** – the Principal Investigator is responsible to ensure:
 - a) all contributors to research, including writers, funders, and sponsors will be acknowledged in all dissemination;
 - b) all referencing (and, where applicable, obtaining permission for) the use of all published and unpublished work, including data, source material, methodologies, findings, graphs and images will be assured by the Principal Investigator.
- 3.3 **Compliance** – the Principal Investigator is responsible to ensure:
 - a) the requirements of all funding applications, agreements, policies, standards of the relevant profession or discipline, and laws and regulations will be adhered to;
 - b) the use of research funds will be allocated in accordance with the terms and conditions under which those funds were received;
 - c) any necessary approvals, permits or certifications will be obtained prior to conducting research.
- 3.4 **Stewardship of Data** – the Principal Investigator is responsible for ensuring that all records of data, methodology, and results (including graphs and images) are complete and accurate and will be kept in a manner that will allow verification or replication of the work by others.
- 3.5 **Data Storage and Retention** – the Principal Investigator and the RQHR are jointly responsible for the collection, maintenance, and retention of research data and must comply with the RQHR’s *Policy on Data Storage and Retention*.

4.0 Definitions

- 4.1 **Falsification:** manipulating, changing, or omitting data, source material, or findings, including graphs and images, which results in inaccurate reported findings or conclusions; the destruction of one’s own or another’s research data or records to

specifically avoid the detection of wrongdoing or in contravention of any agreements, policies, standards, or laws and regulations.

- 4.2 **Forgery:** submitting counterfeit documents or statements; misrepresentation of one's self, one's work, or one's relation to the RQHR.
- 4.3 **Misconduct:** conduct within research activity that opposes the standards and practices that are generally accepted in the Policy on Scholarly Integrity. This may include any of the following: Plagiarism, Fabrication, Falsification, and Forgery.
- 4.4 **Plagiarism:** presenting and using another published or unpublished work, including theories, concepts, data, source material, or findings, including graphs and images, as one's own without appropriate referencing or acknowledgement; failure to appropriately recognize or acknowledge the contributions of others.
- 4.5 **Research Activity:** research, scholarship, and/or creative activity carried out in the course of work or training in the RQHR. This may include, but is not limited to, any of the following: written material, laboratory work, computer work, coding, research materials, research results, oral reports, presentations, or reporting.
- 4.6 **RQHR Personnel:** any person employed, training, teaching, or using RQHR resources or facilities, including but not limited to:
 - a) RQHR employees;
 - b) practitioner staff;
 - c) contractors;
 - d) students;
 - e) residents;
 - f) volunteers; and
 - g) RQHR research associates.
- 4.7 **RQHR Research Associate:** an individual who does not have a direct relationship with the RQHR by virtue of employment or being engaged as a privileged physician but who has been granted this status by the Vice-President of Knowledge and Technology Services and the Director of Research and Performance Support.
- 4.8 **Scholarly Integrity:** a commitment to the fundamental values of honesty, trust, fairness, and responsibility while conducting any research activity.

5.0 Revision History

This is a new policy.

ⁱ Tri-Agency Framework: Responsible Conduct of Research (2011; <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/#footnote1>)