

<b>Procedure for Policy on Scholarly Integrity</b>	Manual:
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Classification: Governance	
Contact for Interpretation: <i>Director, Research and Performance Support</i>	
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**See related Policies:** Scholarly Integrity  
 Conflict of Interest  
 Data Storage and Retention  
 Intellectual Property  
 The Ethical Conduct of Research and Other Studies Involving Human Participants

## Procedure

### 1.0 Breaches of the RQHR Policy on Scholarly Integrity

Breaches of the RQHR Policy on Scholarly Integrity include, but are not limited to: fabrication, falsification, destruction of research records, plagiarism, redundant publications, 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.

### 1.1 Procedures for Addressing Allegations of Breaches of the RQHR Scholarly Integrity Policy

#### 1.1.1 Reporting a Breach of the Policy

Any allegations of a breach of this policy should be reported to a Senior Administrator of the RQHR. It is the responsibility of the Senior Administrator to inform the Director of Research and Performance Support of the allegation. The Director of Research and Performance Support will perform an assessment of the allegations to determine whether they fall under the policy and to outline options for resolution. Options for resolution may include:

- a) Informal resolution of the matter by the Director of Research and Performance Support; or
- b) A formal hearing to determine repercussions and procedures to resolve the breach.

### **1.1.2 Request for a Formal Hearing**

Should it be determined that a formal hearing is necessary to further investigate a breach of the RQHR *Policy on Scholarly Integrity*, the Clinical Research Advisory Group (CRAG) shall designate an *ad hoc* hearing board. This board will be comprised of at least four members: the Director of Research and Performance Support will be designated as Chair, a minimum of two members will be senior members of the RQHR, and a minimum of one member will be external and have no current affiliation to the RQHR. The members of the hearing board will have no actual, apparent, reasonable, perceived, or potential conflicts of interest or bias and will jointly have appropriate subject matter expertise and administrative background to evaluate the allegation and the response to it.

### **1.1.3 Determination of Consequences**

Potential consequences of a breach of the RQHR *Policy on Scholarly Integrity* could include, but are not limited to:

- a) Withdrawing all pending relevant publications;
- b) Notifying publishers of publications in which the involved research was reported;
- c) Notifying co-investigators, collaborators, students and other project personnel of the decision;
- d) Ensuring the unit(s) involved is informed of appropriate practices for promoting the proper conduct of research; and/or
- e) Informing any outside funding sponsor(s) of the results of the inquiry and of actions to be taken.

The Director of Research and Performance Support shall relay the recommended disciplinary action to the Vice President of Knowledge and Technology Services.

### **1.1.4 Dismissal of an Allegation**

Should the Director of Research and Performance Support or hearing board determine that the allegations for a breach of the RQHR *Policy on Scholarly Integrity* are not substantiated, they will take all reasonable steps to repair any damage that the accused's reputation for scholarly integrity or research activities may have suffered by virtue of the allegation. A letter confirming the finding that no breach of the policy has occurred will be sent to the individual accused of the breach, the complainant, and any other persons with knowledge of the allegation, should the accused provide consent to do so.