

## **GUIDELINES AND CODE OF ETHICS FOR RESPONSIBLE CONDUCT OF RESEARCH PREAMBLE**

The purpose of this set of guidelines is to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code, it also leads to better scientific results. Because, the adherence to ethical research practice leads to more attention to the details of scientific research including qualitative analysis, quantitative & statistical techniques and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

Observance of these guidelines will help an investigator avoid departures from accepted ethical research practice and prevent those most serious deviations that constitute research misconduct. Research misconduct is defined as fabrication, falsification, or plagiarism including misrepresentation of credentials in proposing, performing, or reviewing research or in reporting research results.

### **MATTERS OF ETHICAL CONCERN IN RESEARCH**

#### **1. Plagiarism**

Authors who present the words, data, or ideas of others with the implication that they own the same, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct. If there is a word-for-word copying beyond a short phrase or six or seven words of someone else's text, that section should be enclosed in quotation marks or indented and referenced, at the location in the manuscript of the copied material, to the original source. The work of others should be cited or credited, whether published or unpublished and whether it had been written work, an oral presentation, or material on a website. One need not provide citations, however, in the case of well-established concepts that may be found in common textbooks or in the case of phrases which describe a commonly-used methodology.

#### **2. Use and Misuse of Data**

Research integrity requires not only that reported conclusions are based on accurately recorded data or observations but that all relevant observations are reported. Any intentional or reckless disregard for the truth in reporting observations may be considered to be an act of research misconduct.

#### **3. Ownership of and Access to Data**

A principal investigator who leaves the College is entitled to make a copy of data to take to another institution so as to be able to continue the research or, in some cases, to take the original data, with a written agreement to make them available to the College on request within a stated time period.

#### **4. Authorship and Other Publication Issues**

Publication of research results is important as a means of communicating to the scholarly world so that readers may be informed of research results and other researchers may build on the reported findings. In fact, it is an ethical obligation for an investigator to make research findings accessible, in a manner consistent with the relevant standards of publication.

## **5. Conflict of Interest**

Academic members of staff may not allow other professional or outside activities to distract their attention from their primary responsibilities towards the college. They should maintain a significant and professionally acceptable presence on campus during each semester in which they are on active duty. Holidays and leave should be in accordance with the college regulations. Faculty may be allowed to engage in outside professional activities such as consulting or service on a scientific advisory board, but approval of each such activity from the academic supervisor must be obtained in advance. In no case are of an outside activity.

## **6. Obligation to Report**

Reporting suspected research misconduct is a shared and serious responsibility of all members of the academic community. All reports are treated confidentially to the extent possible, and no adverse action will be taken, either directly or indirectly, against a person who makes such an allegation in good faith.

## **7. Responsibilities of a Research Investigator**

An investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group. A principal investigator must not only put together the research group but also arrange for the assembly of an adequate financial and administrative structure to support the research.

## **8. Responsibilities to Funding Agencies**

An investigator must submit progress and final research reports to a sponsor at times specified in the award. He or she must authorize expenditures in a manner consistent with the approved budget and should review financial reports carefully.