The University’s Research Code of Conduct provides comprehensive guidelines for good practice in all aspects of research.

If you have questions about what to do, from seeking ethical approvals to reviewing manuscripts, you can find the answers in the Research Code of Conduct. Below are the answers to some frequently asked questions about research conduct, along with references to the relevant section of the Code.

For more information, visit: www.le.ac.uk/researchintegrity

What is research integrity?

Conducting research with integrity means doing research in a way which allows others to have confidence in your methods, your findings and any publications based on your research. Within the University, integrity also refers to the professional standards that are expected of our researchers.

What should I do if I suspect a colleague has been fabricating research data?

Fabrication of research data, or other parts of research, like documentation and participant consent records, is a form of serious misconduct.

If you suspect that a colleague has been fabricating data, you should submit a complaint to the Chair of the Research Policy Committee.

> Research Code of Conduct, para 6.3.1

I have received a request for access to my research data under the Freedom of Information act. What should I do?

Any requests for access under the Freedom of Information or Data Protection Acts should be referred immediately to Information Assurance Services. You should never respond to the request yourself.

> Research Code of Conduct, para 4.4.1

Who should be included as an author of a publication?

You should include someone as an author of a publication if they:

• have made a substantial contribution to the research the publication is based on;

• are familiar with the entire contents of the publication; and

• have participated sufficiently in the research to take public responsibility for the content of the publication.

> Research Code of Conduct, para 5.2.1
Do I need to anonymise my research data?

It is best practice to use anonymised data for research wherever it is practical to do so. This may involve removing variables from quantitative datasets which can identify individuals, or using pseudonyms in transcribed interviews with research participants.

> Research Code of Conduct, para 4.3.3

I have been asked to peer review an article which has similar conclusions to a book chapter I’ve submitted for publication. What shall I do?

When sight of a manuscript may lead to a conflict of interest because it contains information or conclusions similar to those being brought to press by you, the reviewer, you should return it to the publisher immediately without reviewing it.

> Research Code of Conduct, para 5.6.3

I heard a great idea about my topic at an informal presentation. Do I need to cite the source if I use it in a paper?

Any use of another person’s ideas (written or otherwise) without acknowledgment may be considered plagiarism, so you should always give a citation.

> Research Code of Conduct, para 6.2.4

I have made a significant contribution to the research a journal article was based on but have not been included as an author. What should I do?

You should first try to resolve the matter with the other authors. However, if you think you have been unfairly denied the opportunity to be included as the author of a publication, and cannot come to an agreement with the other authors, you should seek assistance from the Chair of the Research Policy Committee.

> Research Code of Conduct, para 5.2.4

I am writing an application for ethical review of a new project. Who can I ask for guidance?

If you need any advice regarding ethical approvals, you should contact your Departmental Ethics Officer. If your query is related to NRES review, you can also seek advice from the Research Governance Manager in the College of Medicine, Biological Sciences and Psychology.

> Research Code of Conduct, para 3.2.2

My collaborative research project has already received ethical approval from the partner institution. Do I need approval from Leicester?

You should apply for ethical review of any research that involves human participants or may raise ethical issues, unless the project is subject to specific statutory requirements (e.g. MODREC review). This includes collaborative projects with other institutions, even where ethical approval has been given by the partner.

> Research Code of Conduct, para 3.2.5

For how long do I need to store my research data?

Research data should be retained intact for at least six years, and for longer periods if required by the approving body, funder or under legislation.

> Research Code of Conduct, para 5.5.4
Contact Research Support Office

Further information about research integrity and related issues may be found on the RSO website at www.le.ac.uk/researchintegrity

Guidance on research ethics and ethical approvals can also be found on the RSO website, at www.le.ac.uk/ethics

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